

MOD	SMS Procedures	Procedure SMP10/G/01
SMP10: Safety Requirements and Contracts		Page 1

Guidance Sheet SMP10/G/01 Safety Topics for ITT Questionnaires

NB: The following list of topics should be tailored to meet the requirements of individual projects.

a. Organisation and Personnel

- Who within the company would have overall responsibility for safety on the project?
- Would a project safety officer be appointed?
- What would be the lines of communication for safety issues?
- Who would be responsible for carrying out the individual safety tasks?
- Will the company hold any safety panel meetings?
- Would subcontractors be used for safety related work?
- What criteria would be used for selecting subcontractors?
- What qualifications and experience do the key safety personnel have (provision of senior safety personnel CVs may be requested)?

b. Company Safety Policy and Track Record

- Provide details of the company's track record in Health and Safety and Equipment Safety Assurance;
- What is the company's safety policy?
- Have there been any enforcement actions against the company?

c. Safety Management System

- Describe the safety management system for the project;
- Describe how the system will be audited.

d. Safety Assessment

- Define the scope of the safety assessment;
- Describe the tools and techniques to be used.

e. Safety Case

- Define the scope of the safety case.

f. Safety Targets.

- Detail specific safety targets for the project;
- Detail the evidence that will be provided to MOD to demonstrate that these targets have been met.

g. Safety Standards and Certification

- List any standards with which the project should comply;
- Detail the evidence that will be provided to the MOD to demonstrate that the standards have been met.

h. Independent Safety Auditor

- Define the terms of reference for the ISA including scope of work and lines of communication;

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MOD	SMS Procedures	Procedure SMP10/G/01
SMP10: Safety Topics for ITT Questionnaires		Page 2

<ul style="list-style-type: none"> Propose an ISA and demonstrate their independence from the prime contractor; Detail the qualifications and previous experience of the ISA. 	
i. Safety Work Schedule	<ul style="list-style-type: none"> Provide a programme of work that illustrates how the safety tasks will be carried out; Are all safety deliverables to be linked into project milestones ?

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