

Serial Number: SEB 047

*Keeping our Safety and Environmental Practitioners informed*

## Update of S&EP Leaflet 12/2017 - DE&S Requirements for the Management of Equipment Safety and Environmental Issue and Incidents from Version 3.0 to Version 3.1

<b>When it takes effect:</b>	Immediately
<b>Valid for:</b>	Until rescinded
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### Description

This SEB announces the update of S&EP Leaflet 12/2017 - DE&S Requirements for the Management of Equipment Safety and Environmental Issue and Incidents from Version 3.0 to [Version 3.1](#).

### Background

#### Version 3.1

Following a query received, additional wording has been added and reference to *BMS FCG – Learning from Experience Procedure* was replaced with a link to *BMS – LfE Process Map* at paragraph 8.

#### Version 3.0

A review has been completed of S&EP Leaflet 12/2017 - 'DE&S Requirements for the Management of Equipment Safety and Environmental Issue and Incidents' to address findings from the Defence Internal Audit (DIA). The audit was conducted on DE&S to provide assurance over the Operating Centres (OCs) and Delivery Team (DTs) administrative and oversight procedures embedded and designed to identify, investigate, follow-up, and report upon incidents. Changes to the leaflet include:

- Update of wording throughout the leaflet to better articulate the incident reporting requirements.
- Enclosure 1 Review Process flowcharts reworked as swim lane diagrams to improve clarity and accountability between OCs and DTs during the reporting process.
- Incident Reporting template reworked to align with Enclosure 1 Review swim lane diagrams.

## **Actions to be taken**

1. [For cascading as appropriate]

*Released under the Authority of*

**Paul Reason  
DES EngSfty QSEP SEP TL**