

Serial Number: 051

*Keeping our Safety and Environmental Practitioners informed*

## Release of S&EP Leaflet 18/2023 - Delivering Sound Environmental Performance in DE&S Acquisition - Replacing Environmental Elements of SEB 003

When it takes effect:	Immediately
Valid for:	Until rescinded
Point of contact:	DES EngSfty-QSEP-EP SA-EP ATL <a href="mailto:DESEngSfty-QSEPSE-EnvTeam@mod.gov.uk">DESEngSfty-QSEPSE-EnvTeam@mod.gov.uk</a> Spruce 2c, MOD Abbey Wood #1260

## Description

**This SEB has been produced to mandate a new policy leaflet defining responsibilities in delivering sound environmental performance in DE&S acquisition.**

1. SEB 003 defined how the Acquisition Safety Project (ASP) taxonomy was to be applied across DE&S and described how aspects such as competence assessment and safety and environmental delegations was to be managed. SEB 003 has since been replaced by S&EP Leaflet 17/2023. The focus of S&EP Leaflet 17/2023 is the DE&S Acquisition Safety Taxonomy, but also noted that an equivalent taxonomy for assigning formal environmental responsibilities was yet to be developed. [S&EP Leaflet 18/2023](#) is the formal publication of the equivalent environmental taxonomy.
2. S&EP Leaflet 18/2023 has been developed to provide a formal structure of environmental responsibilities to be used in DE&S throughout the acquisition lifecycle of Products, Systems and Services (PSS). To enable individuals to successfully exercise and discharge their environmental responsibilities, this leaflet also defines measures of success to ensure PSS delivers sound environmental performance and a recommended structure to translate this into the supporting claims and arguments of an environmental case. Together these provide a consistent framework within which:
  - a. Decision makers can make informed, balanced, and proactive decisions to improve the environmental performance of PSS; and

- b. DE&S will report on the environmental performance of PSS through an enhanced and clearer environmental governance framework.
- 3. The S&EP Leaflet 18/2023 will be augmented with the following supplementary materials by June 2024:
  - a. Supplementary assignment specifications and competence requirements;
  - b. Targeted training for those with environmental responsibilities<sup>1</sup>;
  - c. Template letters of delegations;
  - d. An Environmental Case Maturity Tool (ECMT).
- 4. To embed the responsibilities laid out in S&EP Leaflet 18/2023 into wider DE&S activities, the following actions will also be taken:
  - a. Update to the following elements of the DE&S Safety and Environmental Management System (SEMS):
    - i. CEO's Environmental Policy Statement;
    - ii. Organisation and Arrangement (O&A).
  - b. Review and update, if appropriate, the following:
    - i. Part 2, Guidance, of the Acquisition Safety and Environmental Management Systems (ASEMS);
    - ii. Project Delivery Maturity Tool;
    - iii. Project Management Plan Template;
    - iv. Project Delivery Handbook;
    - v. Project Manager Success Profiles;
    - vi. Service Delivery Plan Template,
    - vii. Operations Manager Success Profiles;
    - viii. Guide to Engineering Activities and Review (GEAR);
    - ix. Single Skills Framework - System Environmental Functional Competences;
    - x. Engineering Function Success Profiles.

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<sup>1</sup>In the interim the existing Safety and Environmental Executive Course should be used to support the competence requirement for those with environmental responsibilities.

## Policy Updates

5. The introduction of the acquisition environmental taxonomy, and associated measures to ensure PSS delivers sound environmental performance, have been reflected in a number of updates in the Policy Clauses in Part 1 of the Acquisition Safety and Environmental Systems (ASEMS). These updates are detailed in Annex A – ASEMS Policy Clause Updates.

## Actions to be Taken

6. Domains are required to pilot the full requirements laid out within S&EP Leaflet 18/2023 and provide feedback to QSEP, via email address above, on or before the end of February 2024. As a result of feedback, S&EP Leaflet 18/2023 may be updated.
7. Senior Environmental Responsible (SER) individuals are expected to be identified in all Domains by April 2024 and to be recorded on MyHR by July 2024.
8. The delegation of environmental responsibilities, as per the acquisition environmental taxonomy laid out in S&EP Leaflet 18/2023, are to be formally documented within the appropriate Domain, Operating Centre or Delivery Team Environmental Management artefacts and associated governance structure.
9. Cascade as appropriate.

*Released under the Authority of*

**Michael Brown**  
**DES EngSfty QSEP EPSA TL**

## Annex A – ASEMS Policy Clause Updates

Clause		Superseded Clause Description	Extant Clause Description
#	Title		
<b>Part 1 - General Clauses</b>			
1.1	Conform to Secretary of State for Defence's Policy	Those holding safety and environmental protection delegations shall ensure that in the procuring or supporting Products, Systems or Services, they conform to the Secretary of State's Health, Safety and Environmental Protection Policy Statement.	Those holding safety and environmental <del>protection</del> <b>responsibilities and/or</b> delegations shall ensure that in the procuring or supporting Products, Systems or Services, they conform to the Secretary of State's Health, Safety and Environmental Protection Policy Statement.
1.4	Interfaces	Interfaces between organisations shall be identified so that risks across them can be appropriately managed and effectively communicated.	Interfaces between organisations shall be identified so that risks, <b>and opportunities for performance improvement</b> , across them can be appropriately managed and effectively communicated.
1.8	Training	DE&S sponsored courses for system safety and environmental protection shall be the recognised route for achieving suitable and sufficient competence throughout DE&S.	DE&S sponsored courses for system safety and environmental protection <b>and sustainability</b> shall be the recognised route <b>to support</b> suitable and sufficient competence throughout DE&S.

Clause		Superseded Clause Description	Extant Clause Description
#	Title		
<b>Part 2 - Management Responsibilities</b>			
2.1	Organisation and Arrangements	Operating Centre Directors or equivalent shall document their Organisation and Arrangements that shall communicate their commitment to Secretary of State for Defence's policy statement, continual improvement, positive safety and environmental culture, to minimise adverse effects on the environment, and comply with legal and other appropriate requirements.	Operating Centre Directors or equivalent shall document their Organisation and Arrangements that shall: <ul style="list-style-type: none"> <li>i. communicate their commitment to Secretary of State for Defence's policy statement;</li> <li>ii. <b>foster a proactive safety and environmental culture;</b></li> <li>iii. <b>continually improve the safety and environmental management systems and their outcomes;</b></li> <li>iv. and comply with legal and other appropriate requirements.</li> </ul>
2.2	Communication	Operating Centres, Delivery Teams or equivalents shall ensure that communication procedures are implemented that provide an effective flow of safety and environmental protection information upwards, downwards and across their organisation.	Operating Centres, Delivery Teams or equivalents shall ensure that communication procedures are implemented that provide an effective flow of safety and environmental <del>protection</del> information upwards, downwards and across their organisation.
<b>Part 3 - Safety and Environmental Management System</b>			
3.3	Stakeholder Agreements	Agreements between Stakeholders shall define and document system safety and environmental protection responsibilities.	Agreements between Stakeholders shall define and document system safety and environmental <del>protection</del> responsibilities.
3.6	Accountability	Individuals deployed to assignments which require the formal delegation of safety and environmental responsibilities, accountabilities and authority shall be mapped against, and comply with the requirements of, the DE&S Acquisition Safety taxonomy.	Individuals deployed to assignments which require the formal delegation of safety and environmental responsibilities, accountability and authority shall be mapped against, and comply with the requirements of, the DE&S Acquisition Safety Taxonomy ( <b>S&amp;EP Leaflet 17/2023</b> ) and DE&S Acquisition Environmental Taxonomy ( <b>S&amp;EP Leaflet 18/2023</b> ).

Clause		Superseded Clause Description	Extant Clause Description
#	Title		
<b>Part 4 - Safety and Environmental Cases/Assessments</b>			
4.2	Environmental Cases	Delivery Teams or equivalents shall establish and maintain through-life environmental cases that provide a compelling, comprehensible and valid argument that the environmental impact of a Product, System or Service is reduced, or Best Practicable Environmental Option (BPEO) is applied.	Delivery Teams or equivalents shall establish and maintain through-life environmental cases that provide a compelling, comprehensible and valid argument <b>that the Product, System or Service delivers Sound Environmental Performance.</b>
4.9	Assessment Approval	Safety and environmental case reports shall be personally approved by the individual with formally delegated authority to confirm their acceptance with the progress of the safety case/assessment and of the risks associated with the project.	Safety <b>and/or</b> environmental case reports shall be personally approved by the individual with formally delegated authority to confirm their acceptance with the progress of the safety <b>and/or environmental</b> case/assessment and of the risks <b>and impacts</b> associated with the project.
<b>Part 5 - Risk management</b>			
5.4	Consultation	Operating Centres, Delivery Teams or equivalent shall ensure that all stakeholders are identified and consulted so that their views and responsibilities are considered when managing safety and environmental risks.	Operating Centres, Delivery Teams or equivalent shall ensure that all stakeholders are identified and consulted so that their views and responsibilities are considered when managing <b>safety risks and the delivery of sound environmental performance.</b>
5.9	Specialist Advice	Delivery Teams or equivalents shall ensure that all specialist advice (including guidance/ recommendations from industry and Independent Safety and Environmental Advisors) is documented and is formally reviewed by the Project Safety Committee; the review outcome shall be recorded and endorsed by the individual with formally delegated authority. Additionally, the Executive Safety Responsible is to ensure that the Senior Responsible Owner is informed if any appropriate independent advice/guidance is not followed.	Delivery Teams or equivalents shall ensure all specialist advice (including guidance/recommendations from industry <b>and/or Independent Specialist Advisors</b> ) is documented and formally reviewed by the appropriate Safety <b>and/or Environmental</b> committees.  Additionally, the Executive Safety Responsible <b>and/or Executive Environmental Responsible</b> is to ensure that the Senior Responsible Owner is informed if any appropriate independent advice/guidance is not followed. <b>This clause applies to both safety and environmental specialist advice.</b>