



Ministry
of Defence



DE&S SAFETY AND ENVIRONMENTAL BULLETIN (SEB)

Serial Number: 033

Keeping our Safety and Environmental Practitioners informed

DE&S SAFETY AND ENVIRONMENTAL PROTECTION LEAFLET 12/2017 DE&S REQUIREMENTS FOR THE MANAGEMENT OF EQUIPMENT SAFETY AND ENVIRONMENTAL ISSUES AND INCIDENTS	
When it takes effect:	Immediately
Valid for:	Until rescinded
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Description

1. This SEB announces update of S&EP Leaflet 12/2017 to V2.0. The leaflet has undergone significant review and updating. OCs maintain the overriding responsibility to ensure efficient handling of equipment-related events. The process described in the leaflet now allows reporting of events to be visible to a larger audience, with the intention of improving shared learning across all domains.

2. The changes to the leaflet include:

- a) Where the need for additional risk control measures is identified, the safety-responsible person or other appropriate DLOD owner shall take action to introduce these.
- b) Including identification of pan-environment issues within the OCs' responsibilities.
- c) Inclusion of ASEMS Part 1 clause 1.7 Learning from Experience (LfE), to reinforce the link between the process and DE&S policy.
- d) Addition of a decision flowchart on when to notify QSEP of an event involving equipment with an Enclosure 1 form at Annex A and a flow diagram showing the journey of an Enclosure 1 form with the actions required by different parties; to aid understanding of the process.
- e) Inclusion of updated contact details for the QSEP multiuser account, to send completed Enclosure 1 forms to for actions to be completed.
- f) Addition of a requirement for QSEP to maintain an Event Tracker to record reported events. In due course, this will be made available with read-only access, for all to use as a reference for future learning from experience.
- g) Text changes replacing Project Team with Delivery Team.

4. The leaflet has been published on ASEMS as part of GMP-00, it will also be available on Knowledge in Defence (KiD).

5. The updated leaflet is to be used with immediate effect.

Actions to be taken

1. For cascading as appropriate

Released under the Authority of

James Inge
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