



**DE&S SAFETY AND ENVIRONMENTAL
PROTECTION LEAFLET 13/2017**

**THE DE&S WAY FOR SYSTEM SAFETY
AND SYSTEM ENVIRONMENTAL PROTECTION**

Sponsor:
DES TECH QSEP-Hd

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INTRODUCTION

1. A key part of DE&S Transformation is the adoption of the DE&S Way, a set of processes, tools, behaviours, attitudes and working practices that will collectively ensure projects are delivered in a more efficient, effective and consistent manner. The purpose of this S&EP Leaflet is to define the mandatory policy, procedures, processes and tools that form an integral part of the DE&S Way for System Safety and System Environmental Protection. They comprise:

- a. ASEMS, the Acquisition Safety and Environmental Management System and its component parts including POSMS and POEMS.
- b. eCassandra, a safety risk management tool.
- c. The System Safety and System Environment suite of training courses.

ASEMS

2. ASEMS features three parts:

- a. Part 1 contains 42 policy Clauses that, if met, will ensure compliance with the Secretary of State for Defence’s Health, Safety and Environmental Protection Policy. These Clauses represent the minimum safety and environmental protection standards that DE&S shall attain for Products, Systems or Services that it procures; adherence to them is mandatory across all domains and Project Team areas.
- b. Part 2 is made up of three Systems Manuals:
 - i. General Management Procedures (GMP);
 - ii. Project Oriented Safety Management System (POSMS);
 - iii. Project Oriented Environmental Management System (POEMS).

Each manual is designed to assist projects, and contractors, suppliers and advisors, to manage safety risks and environmental impacts and to apply the appropriate mitigation measures. Compliance with the GMP, POSMS and POEMS will ensure that a Safety and Environmental Management System is robust, proportionate to a project’s levels of risk and is compatible with the Defence Equipment and Support (DE&S) corporate reporting requirements.

- c. Part 3 Assurance and Audit, provides guidance on the assurance requirements necessary to provide assurance to the DE&S CEO and the DE&S Safety Community that Acquisition Safety and Environmental Management specifically within DE&S complies with MOD Policy and relevant legislation.

3. The use of ASEMS is mandated for all DE&S projects.

eCassandra

4. eCassandra is a Hazard Log Management tool. There are two versions: desktop Cassandra, primarily used by contractors without RLI connectivity, and its web-based variant eCassandra. Both use the same logic and technologies and share a common format. The tools provide the principal means of establishing progress on resolving risks associated with identified hazards throughout the life of a project, detailing the 'hazard, accident, harm' pathway and recording an assessment of risk based on likely levels of probability and harm. In addition, they describe the control measures implemented to reduce residual risks to levels that are 'As Low as Reasonably Practicable (ALARP)'.

5. From the 1st April 2017, all new projects have been required to use the eCassandra tool. Legacy projects are mandated to transfer active hazard logs to eCassandra by the 1st April 2020. Both Cassandra and eCassandra are provided free of charge to DE&S projects and their industry partners.

System Safety and System Environment training courses

6. DE&S sponsors a suite of System Safety and System Environment training courses specifically designed for the DE&S acquisition community. The courses are modular in design, allowing individuals to complete only those elements relevant to their grades/levels (for those in the ASEP Discipline) or assignments (for those outside of ASEP). The suite comprises:

a. For System Safety:

- i. System Safety In Action (on-line and workshop);
- ii. System Safety Process Management (on-line and workshop);
- iii. System Safety Practitioner (on-line and workshop);
- iv. System Safety Practitioner examination.

b. For System Environment:

- i. Environmental Awareness And Compliance in Defence;
- ii. POEMS Practitioner course;
- iii. Sustainable Development in Defence Acquisition.

7. The courses cover the generic elements of System Safety and System Environment and may be supplemented with domain-specific training if required. With immediate effect, they are to be the DE&S-mandated route for achieving competence in the generic aspects of System Safety and System Environment.

IMPLEMENTATION

8. The principles and instructions in this Leaflet should be applied immediately.

QUERIES

9. For further information and clarification please contact: DES TECH-QSEP-SEP DepHd.