# **Annex C – Letter of Delegation / Responsibilities Template**

**SENIOR SAFETY RESPONSIBLE/SAFETY RESPONSIBLE/SAFETY DELEGATED LETTER OF SAFETY DELEGATION OR SAFETY MANAGER LETTER OF SAFETY RESPONSIBILITY[[1]](#footnote-1) (Delete as Appropriate)**

1. As the {Senior Safety Responsible/Safety Responsible} assignment holder for {Platform/System/Equipment Team}, I am authorised to delegate safety responsibilities to suitably competent individuals in Senior Safety Responsible, Safety Responsible or Safety Delegated assignments and to empower those in Safety Manager assignments in their responsibilities. Accordingly, this Letter of Safety Delegation/Responsibility confirms your status as a **Senior Safety Responsible/Safety Responsible/Safety Delegated/Safety Manager** assignment holder. The activities, outputs and those specific safety artefacts related to your Senior Safety Responsible/Safety Responsible/Safety Delegated/Safety Manager assignment are detailed in the accompanying Assignment Specification[[2]](#footnote-2), together with the competence and training requirements.
2. The competence assessment conducted on {Date}[[3]](#footnote-3) concluded that you are {Competent to hold this Safety Delegation/Safety Responsibility or Competent to hold this Safety Delegation/Safety Responsibility with the following caveats/restrictions}:
3. {Insert caveats and/or restrictions as appropriate}

You should be diligent in maintaining and improving your Engineering and Safety/Environmental Management competence and if you, your Delivery Manager or Function Development Officer (FDO) identify an area where your knowledge or skills need to be enhanced you should discuss this with your FDO or the (Insert Domain) Engineering Function in the first instance.

1. Your normal route for communication on routine safety matters should be through {Insert relevant SD/SR/SSR/ESR assignment}, but you are authorised to contact me directly if you have any doubts on an appropriate course of action to be taken or where you consider that a matter requires my specific attention. However, you must bring to my attention:
	1. Any risk which you consider should be highlighted to the Operating Duty Holder.
	2. Any approach or request for you to make a safety decision or sign a safety artefact that you are not responsible for.
	3. Any practice or procedure that may compromise safety and environmental protection which is beyond your authority to correct.
2. As a Senior Safety Responsible/Safety Responsible/Safety Delegated/Safety Manager assignment holder, you are a focal point for the identification and management of safety risk within your area of the (insert domain) domain. Please be assured of my personal support and that of the Department in undertaking this assignment. I draw your attention to 2017DIN01-042[[4]](#footnote-4) which sets out the principles on which support is provided by the Department.
3. As a Senior Safety Responsible/Safety Responsible/Safety Delegated/Safety Manager assignment holder, you shall ensure that Acquisition Safety and Environmental Management System (ASEMS) and Domain Specific Regulations are followed.
4. As a Senior Safety Responsible/Safety Responsible, you shall conduct a self-assessment of performance, declaring your assurance level against key elements and associated expectations of JSP 815 Part 1.
5. This letter relates specifically to your Senior Safety Responsible/Safety Responsible/Safety Delegated/Safety Manager assignment and is additional to any letter you may receive through the delivery management chain relating to wider business management delegations. Please let me know hif you perceive any conflict.
6. I now require you to confirm below your acceptance of this Letter of Safety Delegation/Letter of Safety Responsibility and the accompanying Assignment Specification.

|  |  |
| --- | --- |
| **{SSR/SR Position}** | **Individual Assigned** |
| Name: {SSR/SR name} | Name: {SR/SD/SM name} |
| Comments: | Comments: |
| Signature: | Signature: |
| Date:  | Date: |
| Agreed Review Date: |

# **Annex D – Assignment Specification Templates**

## GENERIC SAFETY MANAGER ASSIGNMENT SPECIFICATION

(Areas highlighted in yellow to be adapted for Domain / Application Area specific requirements)

|  |
| --- |
| **Safety Manager Assignment Specification****(Typical assignment titles: Safety Engineer, Safety Manager, Safety Officer – replace [XXX] in document** |

| SECTION 1: Assignment Overview |
| --- |
| **Why the assignment exists?** | * The [XXX] is responsible for [XXX]
* This Assignment Specification relates to the ASP Safety Management function only; it does not include the wider responsibilities of the [XXX] role
* This Safety Manager Assignment Specification should be read in conjunction with the related Letter of Safety Responsibility.
 |

| SECTION 2: The Individual |
| --- |
|  **Success Profile** |
| This assignment needs to be fulfilled by an individual aligned to and competent to undertake the following success profiles:* Safety Engineer – Minimum Senior Technical Specialist I
 |
| **Certification / Qualifications / Registrations Required for this Assignment** |
| * Any specific regulatory endorsement for this assignment
* Qualifications, Registrations, and generic Engineering competence requirements are specified in Safety Engineering Function Success Profiles (Senior Technical Specialist I, Professional II and Professional I).
 |
| **Professional Engineering Discipline**  |
| **Discipline (delete as appropriate)** | **Requirement** |
| Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Safety and Environment;  | Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Useful other area of expertise) - As appropriate to this assignment  |
| **Training Relevant to this Assignment** | **Essential / Desirable** |
| Insert relevant training for assignment from Annex B – Training/Competence Maps for required Training | Insert from relevant training for assignment from Annex B – Training/Competence Maps |
| Level 7 System Safety qualification (e.g. MSc Safety Critical Systems Engineering) | Desirable |

| SECTION 3: Assignment Specific Competence  |
| --- |
| **Core Area 1: DE&S Success Profile Behaviours** |
| **Behaviour** | **Minimum Level** |
| Changing and Improving | CSBC 3 |
| Leadership | CSBC 3 |
| Communicating and Influencing | CSBC 3 |
| Safety Focus | TBC |
| **Core Area 2: Engineering Function Competency** |
| **Competence** | **Minimum Level** |
| EFCF 1 – Improve Engineering Capability | Supervised Practitioner |
| EFCF 2 – Application of Analytical Techniques | Supervised Practitioner |
| EFCF 3 – Technical Requirements, Evaluation & Acceptance | Supervised Practitioner |
| EFCF 4 – Technical Decision Making | Supervised Practitioner |
| EFCF 5 – Technical Risk Management | Supervised Practitioner |
| **Core Area 3: Systems Safety and Environmental Competences** |
| **Competence** | **Minimum Level** |
| SYSSAF 1 – Compliance with MOD policy and instructions, legislation and procedures for system safety management | Practitioner/Expert[[5]](#footnote-5) |
| SYSSAF 2 – Complies with the principles of System Safety management | Practitioner |
| SYSSAF 3 – Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation | Practitioner |
| SYSSAF 4 – Adoption of a safety risk management process consistent with the level of safety risk | Practitioner |
| SYSSAF 5 – Applies engineering and scientific knowledge within a domain and complies with applicable specialist safety requirements, procedures and regulations | Practitioner |
| **Core Area 4: Systems Thinking and Integration Competence**  |
| **Competence** | **Minimum Level** |
| Systems Theory – Applying Systems Theory in Practice | Competent |
| Relationships – Taking account of relationships between equipment, systems and people when taking safety decisions. | Competent |
| Perspectives – Examining systems from multiple perspectives | Competent |
| Systems Thinking – Applying appropriate management styles for the safety system issue being considered | Competent |
| **Core Area 5: Application Environment, Technical Discipline & Specialism** |
| **Domain Specific**  |
| **Competence** | **Minimum Level** |
| Specific Application Environment Competence | Specify level – e.g. Supervised Practitioner |
| **Assignment Specific Experience** |
| * Engineering knowledge and experience appropriate to the application area.
* Knowledge of the legal and regulatory framework.
 |

| SECTION 4: The Activities**Typical contents shown below but needs to be edited by DFM for generic domain version**  |
| --- |
| **Key Activities and Tasks** |
| * Key responsibilities and activities of the [XXX] assignment are defined below:
	+ Insert key responsibilities here. Example of Professional II Safety Engineer shown below, but needs to be tailored to suit specific assignment:
	+ The Safety Manager is responsible for confirming the processes and tools have been applied to the appropriate rigor and subsequently provide supporting statement to the SSR/SR to this fact.
	+ Support the development and maintenance of policy and process to satisfy the DE&S corporate standards for Acquisition Safety.
	+ Develops, manages and maintains effective Safety Management Systems. Identifies and analyses hazards and contributes to the identification and evaluation of risk reduction measures, ensuring that these are adequately documented and managed
	+ Work with colleagues at all levels to ensure compliance with relevant statutory legislation and regulations, MOD regulations and DE&S Policy.
	+ Develops and maintains project safety assurance plans, monitors compliance and ensures that safety assurance evidence is gathered and assessed for safety case preparation
	+ Produces, reviews, endorses and recommends acceptance of safety artefacts defined in their formal responsibilities against safety and environmental policies, but not act as final signatory on safety and environmental artefacts.
	+ Oversees the management of contractual aspects to ensure safety requirements are captured and the management of contractors who perform safety activities.
	+ Provides informed safety advice to decision makers through Project Safety Panels
* Additional specific responsibilities are described in the associated Letter of Safety Responsibility
 |
| **Responsibilities/Direction/Authorisation** |
| * This [XXX] assignment is subject to formal Letter of Safety Responsibility from [XXX]
* The [XXX] assignment has no delegated authority to make technical decisions or responsibilities to state that a system is safe or to determine the ALARP status of risk.
 |
| **Accountability & Authority** |
| * This [XXX] assignment has no delegated authority be the FINAL signatory on Safety Artefacts.
 |

| SECTION 5: Confirmation and Acceptance |
| --- |
| **Senior Safety Responsible** | **Individual Assigned** |
| Name: | Name: |
| Comments: | Comments: |
| Signature: | Signature: |
| Date:  | Date: |

## GENERIC SENIOR SAFETY RESPONSIBLE ASSIGNMENT SPECIFICATION

(Areas highlighted in yellow to be adapted for Domain / Application Area specific requirements)

|  |
| --- |
| **Senior Safety Responsible Assignment Specification****(Typical assignment titles: Chief Engineer / Platform Authorities / TAA – replace [[XXX]] in document)** |

| SECTION 1: Assignment Overview |
| --- |
| **Why the assignment exists?** | * The [XXX] has overall accountability for leading and directing the <team> to be effective and efficient in the delivery of [XXX] that are safe to operate.
* This Assignment Specification relates to the SSR role only; it does not include the wider responsibilities of the [XXX] Assignment.
* This assignment specification should be read in conjunction with the relevant Letter of Delegation.
 |

| SECTION 2: The Individual |
| --- |
|  **Success Profile** |
| This assignment needs to be fulfilled by an individual aligned to and competent to undertake the following success profiles: * Professional Engineer – Typically Senior Professional/Professional I
* Individual with equivalent level of core and Engineering competence aligned to Project Manager or Logistics – Professional I or above
 |
| **Certification / Qualifications / Registrations Required for this Assignment** |
| * Chartered Engineer status with a relevant Professional Body.
* Any specific regulatory certification for this assignment (e.g. Type Airworthiness Authority from Military Aviation Authority)
* Engineering Qualifications are specified in success profile (only additional items shown in here)
 |
| **Professional Engineering Discipline**  |
| **Discipline (delete as appropriate)** | **Requirement** |
| Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Safety and Environment;  | Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Useful other area of expertise) As appropriate to this assignment   |
| **Training Relevant to this Assignment** | **Essential / Desirable** |
| Insert relevant training for assignment from Annex B – Training/Competence Maps for required Training | Insert from relevant training for assignment from Annex B – Training/Competence Maps |

| SECTION 3: Assignment Specific Competence  |
| --- |
| **Core Area 1: DE&S Success Profile Behaviours** |
| **Behaviour** | **Minimum Level** |
| Changing and Improving | CSBC 4 |
| Leadership | CSBC 4 |
| Communicating and Influencing | CSBC 4 |
| Safety Focus | TBC |
| **Core Area 2: Engineering Function Competency** |
| **Competence** | **Minimum Level** |
| EFCF 1 – Improve Engineering Capability | Practitioner |
| EFCF 2 – Application of Analytical Techniques | Practitioner |
| EFCF 3 – Technical Requirements, Evaluation & Acceptance | Expert |
| EFCF 4 – Technical Decision Making | Expert |
| EFCF 5 – Technical Risk Management | Expert |
| **Core Area 3: Systems Safety and Environmental Competences** |
| **Competence** | **Minimum Level** |
| SYSSAF 1 – Compliance with MOD policy and instructions, legislation and procedures for system safety management | Practitioner |
| SYSSAF 2 – Complies with the principles of System Safety management | Practitioner |
| SYSSAF 3 – Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation | Practitioner |
| SYSSAF 4 – Adoption of a safety risk management process consistent with the level of safety risk | Supervised Practitioner |
| SYSSAF 5 – Applies engineering and scientific knowledge within a domain and complies with applicable specialist safety requirements, procedures and regulations | Supervised Practitioner |
| **Core Area 4: Systems Thinking and Integration Competence**  |
| **Competence** | **Minimum Level** |
| Systems Theory – Applying Systems Theory in Practice | Competent |
| Relationships – Taking account of relationships between equipment, systems and people when taking safety decisions. | Competent |
| Perspectives – Examining systems from multiple perspectives | Competent |
| Systems Thinking – Applying appropriate management styles for the safety system issue being considered | Competent |
| **Core Area 5: Application Environment, Technical Discipline & Specialism** |
| **Domain Specific**  |
| **Competence** | **Minimum Level** |
| Specific Application Environment Competence | Specify level – typically Practitioner in any key application area competence  |
| **Assignment Specific Experience** |
| * Extensive experience, including operating as a manager in a complex organisation.
* Breadth of technical knowledge spanning multiple disciplines and of working in a variety of teams, operational environments, etc.
* Engineering knowledge and experience appropriate to the application area
* Knowledge of the legal and regulatory framework
* Knowledge of the industrial and business context within which the platform/systems etc. is being developed/managed.
 |

| SECTION 4: The Activities**Typical contents shown below but needs to be edited by DFM for generic domain version**  |
| --- |
| **Key Activities and Tasks** |
| * Key responsibilities and activities of the [XXX] assignment are defined below:
	+ Insert key responsibilities here
* SSR responsibilities to include ensuring the identification and recording of all hazardous materials and restricted substances within the Platforms, Systems and Equipment and record within the appropriate Safety and/or Environmental Cases/Assessment. If required promulgating any associated risks to human health and the environment to the appropriate Duty Holder and supporting maintenance organisations.
* SSR should be aware that if elimination activity is planned to use a less or non-hazardous alternatives, JSP 515 Part 2 Para 5.4 states that “To prevent the inadvertent reintroduction of Hazardous Materials into service, DTs must ensure part numbers are revised when replacing a Hazardous Materials spare with a non-Hazardous Material alternative, this must be completed at the earliest opportunity.”
* Additional specific responsibilities are described in the associated Letter of Safety Delegation.
 |
| **Responsibilities/Direction/Authorisation** |
| * The [XXX] assignment is subject to a formal Letter of Safety Delegation from the [OC Director]
* The SSR is authorised to contact Director of Domain and/or the Delivery/Operating Duty Holder directly on safety matters which he/she regards as needing their specific attention.
* The SSR is authorised to define and approve assignments that are deemed to have Safety Responsible or Safety Delegated activities, through the use of appropriate Assignment Specifications.
 |
| **Accountability & Authority** |
| * The [XXX] is accountable to [OC Director] for providing and maintaining platforms that are ‘safe to operate’, in accordance with the regulatory requirements.
* The [XXX] is the FINAL signatory for the following Safety Artefacts as defined in the [OC Director]’s O&A Statement, unless he/she directs otherwise through Safety Responsible and/or Safety Delegated Assignment Specifications:
	+ INSERT LIST OF SAFETY ARTEFACTS HERE
 |

| SECTION 5: Confirmation and Acceptance |
| --- |
| **Senior Safety Responsible** | **Individual Assigned** |
| Name: | Name: |
| Comments: | Comments: |
| Signature: | Signature: |
| Date:  | Date: |

## GENERIC SAFETY RESPONSIBLE ASSIGNMENT SPECIFICATION

(Areas highlighted in yellow to be adapted for Domain / Application Area specific requirements)

|  |
| --- |
| **Safety Responsible Assignment Specification****(Typical assignment titles: Technical SME / ???? – replace [XXX] in document** |

| SECTION 1: Assignment Overview |
| --- |
| **Why the assignment exists?** | * The [XXX] is responsible for [XXX].
* This Assignment Specification relates to the SR role only; it does not include the wider responsibilities of the [XXX] Assignment.
* This assignment specification should be read in conjunction with the relevant Letter of Delegation.
 |

| SECTION 2: The Individual |
| --- |
|  **Success Profile** |
| This assignment needs to be fulfilled by an individual aligned to and competent to undertake the following success profiles: * Professional Engineer – Professional II or above.
* Individual with equivalent level of core and Engineering competence aligned to Project Manager or Logistics – Professional II or above.
 |
| **Certification / Qualifications / Registrations Required for this Assignment** |
| * As a minimum, Incorporated Engineer status with a relevant Professional Body.
* Any specific regulatory approval for this assignment (e.g. Type Airworthiness Authority from Military Aviation Authority).
* Engineering qualifications are specified in role profile (only additional items shown in here).
 |
| **Professional Engineering Discipline**  |
| **Discipline (delete as appropriate)** | **Requirement** |
| Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Safety and Environment;  | Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Useful other area of expertise) - As appropriate to this assignment  |
| **Training Relevant to this Assignment** | **Essential / Desirable** |
| Insert relevant training for assignment from Annex B – Training/Competence Maps for required Training | Insert from relevant training for assignment from Annex B – Training/Competence Maps |

| SECTION 3: Assignment Specific Competence  |
| --- |
| **Core Area 1: DE&S Success Profile Behaviours** |
| **Behaviour** | **Minimum Level** |
| Changing and Improving | CSBC 3 |
| Leadership | CSBC 3 |
| Communicating and Influencing | CSBC 3 |
| Safety Focus | TBC |
| **Core Area 2: Engineering Function Competency** |
| **Competence** | **Minimum Level** |
| EFCF 1 – Improve Engineering Capability | Supervised Practitioner |
| EFCF 2 – Application of Analytical Techniques | Practitioner |
| EFCF 3 – Technical Requirements, Evaluation & Acceptance | Practitioner |
| EFCF 4 – Technical Decision Making | Practitioner |
| EFCF 5 – Technical Risk Management | Practitioner |
| **Core Area 3: Systems Safety and Environmental Competences** |
| **Competence** | **Minimum Level** |
| SYSSAF 1 – Compliance with MOD policy and instructions, legislation and procedures for system safety management | Practitioner |
| SYSSAF 2 – Complies with the principles of System Safety management | Practitioner |
| SYSSAF 3 – Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation | Practitioner |
| SYSSAF 4 – Adoption of a safety risk management process consistent with the level of safety risk | Supervised Practitioner |
| SYSSAF 5 – Applies engineering and scientific knowledge within a domain and complies with applicable specialist safety requirements, procedures and regulations | Supervised Practitioner |
| **Core Area 4: Systems Thinking and Integration Competence**  |
| **Competence** | **Minimum Level** |
| Systems Theory – Applying Systems Theory in Practice | Competent |
| Relationships – Taking account of relationships between equipment, systems and people when taking safety decisions. | Competent |
| Perspectives – Examining systems from multiple perspectives | Competent |
| Systems Thinking – Applying appropriate management styles for the safety system issue being considered | Competent |
| **Core Area 5: Application Environment, Technical Discipline & Specialism** |
| **Domain Specific**  |
| **Competence** | **Minimum Level** |
| Specific Application Environment Competence | Specify level – typically Practitioner in any key application area competence.  |
| **Assignment Specific Experience** |
| * Extensive experience, including operating as a manager in a complex organisation.
* Breadth of technical knowledge spanning multiple disciplines and of working in a variety of teams, operational environments etc.
* Engineering knowledge and experience appropriate to the application area.
* Knowledge of the legal and regulatory framework.
* Knowledge of the industrial and business context within which the platform/systems etc. is being developed/managed.
 |

| SECTION 4: The Activities**Typical contents shown below but needs to be edited by DFM for generic domain version**  |
| --- |
| **Key Activities and Tasks** |
| * Key responsibilities and activities of the [XXX] assignment are defined below:
	+ Insert key responsibilities here
* Additional specific responsibilities are described in the associated Letter of Safety Delegation.
 |
| **Responsibilities/Direction/Authorisation** |
| * The [XXX] assignment is subject to a formal Letter of Safety Delegation from the [SSR].
* The SR is authorised to contact SSR directly on safety matters which they regard as needing their specific attention.
 |
| **Accountability & Authority** |
| * The [XXX] is accountable to [SSR] for providing and maintaining equipment that are ‘safe to operate’, in accordance with the regulatory requirements.
* The [XXX] is accountable to SSR for safety recommendations detailed within the Letter of Safety Delegation.
* The [XXX] is the FINAL signatory for the following Safety Artefacts as defined in the [OC Director]’s O&A Statement:
	+ INSERT LIST OF SAFETY ARTEFACTS HERE.
 |

| SECTION 5: Confirmation and Acceptance |
| --- |
| **Senior Safety Responsible** | **Individual Assigned** |
| Name: | Name: |
| Comments: | Comments: |
| Signature: | Signature: |
| Date:  | Date: |

## GENERIC SAFETY DELEGATED ASSIGNMENT SPECIFICATION

(Areas highlighted in yellow to be adapted for Domain / Application Area specific requirements)

|  |
| --- |
| **Safety Delegated Assignment Specification****(Typical assignment titles: Technical SME / ???? – replace [XXX] in document** |

| SECTION 1: Assignment Overview |
| --- |
| **Why the assignment exists?** | * The [XXX] is responsible for [XXX].
* This assignment specification should be read in conjunction with the relevant Letter of Delegation.
 |

| SECTION 2: The Individual |
| --- |
|  **Success Profile** |
| This assignment needs to be fulfilled by an individual aligned to and competent to undertake the following success profiles: * Professional Engineer – Professional II or above.
* Individual with equivalent level of core and Engineering competence aligned to Project Manager or Logistics – Professional II or above.
 |
| **Certification / Qualifications / Registrations Required for this Assignment** |
| * Incorporated Engineer status with a relevant Professional Body.
* Any specific regulatory endorsement for this assignment (e.g. Type Airworthiness Authority from Military Aviation Authority).
* Qualifications, Registrations, and generic competence requirements are specified in the Level x Engineering Manager Role Profile.
 |
| **Professional Engineering Discipline**  |
| **Discipline (delete as appropriate)** | **Requirement** |
| Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Safety and Environment;  | Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Useful other area of expertise) - As appropriate to this assignment  |
| **Training Relevant to this Assignment** | **Essential / Desirable** |
| Insert relevant training for assignment from Annex B – Training/Competence Maps for required Training | Insert from relevant training for assignment from Annex B – Training/Competence Maps |

| SECTION 3: Assignment Specific Competence  |
| --- |
| **Core Area 1: DE&S Success Profile Behaviours** |
| **Behaviour** | **Minimum Level** |
| Changing and Improving | CSBC 3 |
| Leadership | CSBC 3 |
| Communicating and Influencing | CSBC 3 |
| Safety Focus | TBC |
| **Core Area 2: Engineering Function Competency** |
| **Competence** | **Minimum Level** |
| EFCF 1 – Improve Engineering Capability | Supervised Practitioner |
| EFCF 2 – Application of Analytical Techniques | Practitioner |
| EFCF 3 – Technical Requirements, Evaluation & Acceptance | Practitioner |
| EFCF 4 – Technical Decision Making | Practitioner |
| EFCF 5 – Technical Risk Management | Practitioner |
| **Core Area 3: Systems Safety and Environmental Competences** |
| **Competence** | **Minimum Level** |
| SYSSAF 1 – Compliance with MOD policy and instructions, legislation and procedures for system safety management | Supervised Practitioner |
| SYSSAF 2 – Complies with the principles of System Safety management | Supervised Practitioner |
| SYSSAF 3 – Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation | Supervised Practitioner |
| SYSSAF 4 – Adoption of a safety risk management process consistent with the level of safety risk | Awareness |
| SYSSAF 5 – Applies engineering and scientific knowledge within a domain and complies with applicable specialist safety requirements, procedures and regulations | Awareness |
| **Core Area 4: Systems Thinking and Integration Competence**  |
| **Competence** | **Minimum Level** |
| Systems Theory – Applying Systems Theory in Practice | Competent |
| Relationships – Taking account of relationships between equipment, systems and people when taking safety decisions. | Competent |
| Perspectives – Examining systems from multiple perspectives | Competent |
| Systems Thinking – Applying appropriate management styles for the safety system issue being considered | Competent |
| **Core Area 5: Application Environment, Technical Discipline & Specialism** |
| **Domain Specific**  |
| **Competence** | **Minimum Level** |
| Specific Application Environment Competence | Specify level – typically Practitioner in any key application area competence. |
| **Assignment Specific Experience** |
| * Engineering knowledge and experience appropriate to the application area.
* Knowledge of the legal and regulatory framework.
 |

| SECTION 4: The Activities**Typical contents shown below but needs to be edited by DFM for generic domain version**  |
| --- |
| **Key Activities and Tasks** |
| * Key responsibilities and activities of the [XXX] assignment are defined below:
	+ Insert key responsibilities here
* Additional specific responsibilities are described in the associated Letter of Safety Delegation.
 |
| **Responsibilities/Direction/Authorisation** |
| * The [XXX] assignment is subject to a formal Letter of Safety Delegation from [XXX]
* The SD is authorised to make key safety recommendations in line with the Letter of Safety Delegation.
 |
| **Accountability & Authority** |
| * The [XXX] is accountable to SR/SSR for safety recommendations detailed within the Letter of Safety Delegation.
* The [XXX] is the FINAL signatory for the following Safety Artefacts as defined in the [OC Director]’s O&A Statement:
	+ INSERT LIST OF SAFETY ARTEFACTS HERE.
 |

| SECTION 5: Confirmation and Acceptance |
| --- |
| **Senior Safety Responsible** | **Individual Assigned** |
| Name: | Name: |
| Comments: | Comments: |
| Signature: | Signature: |
| Date:  | Date: |

# **Annex E - Acquisition Safety Responsibility Assessment Evidence and Record Sheet**

**(Assessors to complete relevant sections during Assessment Interview / Panel)**

**When returning document before assessment, you should also attach your C.V. and a copy of your Letter of Delegation. Further information and guidance can be found in the Guidance for Assignment Holders ASP specific to the assignment being assessed for.**

|  |  |
| --- | --- |
| **Assignment associated with evidence** |  |
| **Assignment Holder** | Name:  | Date of taking up assignment: XX/XX/XXXX |
| ASP Safety Tag: SSR/SR/SD/SM (Delete as appropriate) |
| **Date of Assessment Interview** | XX/XX/XXXX |
| **Assessors** | Assessor 1:  |
| Assessor 2:  |
| Assessor 3 (optional): |

The following sections focus on the three main stages of the Assessment Panel / Assessment process. The stages in the Assessment Panel / Assessment process are captured in Figure 3. The document contains tables to be populated by both the Assignment Holder and Assessor. Areas to be populated by the Assignment Holder are Grey and areas to be populated by the Assessor are Lilac.



Figure : Five Stages of the Assessment Panel / Assessment Process

The 3 main stages that are focussed on in the following sections are:

* Stage 2: Application and Understanding of the Acquisition Safety Process
* Stage 3: Understanding of Safety Risks Through the Lifecycle
* Stage 4: Taking a Whole Systems View of Safety

## Summary of Core Areas and Competencies

The following sections focus on Stages 2-4 of the Assessment Panel / Assessment Process and consider the five Core Areas that each applicant is being assessed against. This section provides a summary of the five Core Areas and their comprising Behaviours and Competencies.

| **Core Areas** | **Behaviours & Competencies** | **Level** |
| --- | --- | --- |
| Area 1 – DE&S Success Profile Behaviours | * Seeing the Big Picture
* Changing and Improving
* Making Effective Decisions
* Leadership
* Communicating and Influencing
* Working Together
* Developing Self and Others
* Managing a Quality Service
* Delivering at Pace
* Safety Focus
* Working as one with our Customer
 | <TBC by Assessor depending on Role> |
| Area 2 – Engineering Function Competency | **EFCF 1 – Improve Engineering Capability** – Explores innovative opportunities and exploit emerging technology to develop, sustain and enhance Defence capability.**EFCF 2 – Application of Analytical Techniques** – Applies systems thinking and analytical techniques to refine the approach, achieve intended outcomes and challenge assumptions.**EFCF 3 – Technical Requirements, Evaluation and Acceptance** – Develops well-formed requirements and evaluates technical solutions against verified acceptance criteria whilst promoting best practice **EFCF4 – Technical Decision Making** – Applies technical expertise and uses available evidence to make informed technical decisions on complex issues, **EFCF 5 – Technical Risk Management** – Assesses, communicates and manages technical risk associated with engineering activities to enable regulatory compliance and deliver operational effectiveness. | <TBC by Assessor depending on Role> |
| Area 3 – Systems Safety Competences | **SYSSAF 1** – Compliance with MOD policy and instructions, legislation and procedures for system safety management**SYSSAF 2** – Complies with the principles of System Safety management**SYSSAF 3** – Complies with MOD requirements for System Safety Management through life**SYSSAF 4** – Adoption of a safety risk management process consistent with the level of safety risk**SYSSAF 5** – Applies engineering and scientific knowledge within a domain and complies with applicable specialist safety requirements, procedures and regulations | <TBC by Assessor depending on Role> |
| Area 4 – Systems Thinking and Integration Competence | * **Applying systems theory in practice** – Ensuring safety judgements are based upon an understanding of basic systems concepts (such as emergence and hierarchy)
* **Taking account of relationships between equipment, systems and people when taking safety decisions** – Ensuring safety judgements are made based upon an understanding of how elements of the system work together.
* **Examining systems from multiple perspectives** – Ensuring safety judgements are based upon a diverse range of views of the system (such as an operational perspective or sustainment perspective).
* **Applying appropriate management styles for the safety system issue being considered** – Knowing when to think slow and apply systems thinking and when it is OK to take shortcuts and think fast. Focussing on the task at hand whilst exploring the wider context. Having the paradoxical mindset (Big-Picture Thinking and Attention to Detail, Strategic and Tactical, Analytic and Synthetic, Courageous and Humble, Methodical and Creative). Being adaptable. Abstracting. Having foresight and vision.
 | <TBC by Assessor depending on Role> |
| Area 5 – Application of Domain Technical Discipline & Specialism | **Air Systems and Platforms*** ACS1 – Core Function
* ACS2 – Type Airworthiness
* ACS3 – Continuing Airworthiness Support
* ACS4 – Aircraft Systems
* ACS5 – Air Safety Management
* ACS6 – Release to Service and Military Permit to Fly Management

**Land Systems and Platforms*** LSFC 1.1 – Land Vehicle Operations
* LSFC 1.2 – Soldier Systems Operations
* LSFC 1.3 – Operational Infrastructure
* LSFC 2.1 – Land Vehicle Design
* LSFC 2.2 – Soldier System Design
* LSFC 2.3 – Electrical and Mechanical Systems
* LSFC 2.4 – Systems Integration

**Maritime Systems & Platforms*** ME1 – Naval Architecture and Warship Engineering
* ME2 – Marine Engineering (Mechanical) knowledge
* ME3 – Marine Engineering (Electrical) knowledge
* ME4 – Marine Engineering (Naval Electronic Combat Systems)
* ME5 – Maritime Safety & Environmental Knowledge
* ME6 – Warship In-Service Support

**Nuclear Systems**To be confirmed by the SDA.**OME*** WOME SM 2.3 – Review the factors affecting the safety of specific explosive substances and/or articles.
* WOME SM 2.4 – Analyse the acceptability of safety control measures for specific explosive substances and/or articles.
* WOME SM 2.4A – Review safety control measures for specific explosive substances and/or articles.
* WOME SM 2.9 – Determine and implement aggregated risk control measure for explosives.
* WOME SM 2.12 – Investigate explosives-related safety incidents.
* WOME FM 9.1 – Define explosives facilities requirement.
* WOME FM 9.2 – Ensure explosives facilities are fit for purpose.
* WOME FM 9.3 – Conduct safety checks on explosives facilities.
 | <TBC by Assessor depending on Role> |

## Stage 2: Application and Understanding of the Acquisition Safety Process

This Stage considers the following Core Areas:

* Area 1 – DE&S Success Profile Behaviour
* Area 3 – Systems Safety Competences
* Area 5 – Application of Domain Technical Discipline & Specialism

| **Supporting Evidence***To be completed by Assignment Holder* |
| --- |
| Safety Competence including experience with formal system safety management (e.g., ASEMS, safety case development) |  |
| Experience of producing, approving, or obtaining safety artefacts (e.g., Naval Authority Certificates, CCUs, etc.) |  |
| Previous experience of holding and executing formal safety delegations. |  |
| Previous experience of making difficult, complex, or challenging decisions and communicating (2 way) effectively where safety was at stake.  |  |
| Experience and understanding of the specific Application Environment (platform, equipment, etc.) related safety management systems.  |  |

| **Safety Training**  | **Essential Courses (To be tailored according to Assignment Specification. Examples given below.)** | **Date Completed**  |
| --- | --- | --- |
| Formal Systems and Environmental Safety Training  | Asbestos Awareness and the Duty to Manage Defence Equipment |  |
| System Safety in Action (Online) |  |
| System Safety Process Management (Online)(can only be accessed once SSIA Workshop has been successfully completed) |  |
| System Safety Process Management (Workshop) |  |
|  | Environmental Awareness and Compliance in Defence |  |

| **Requirements and Evidence***To be completed by Assessor* | **Assessment Outcome:** - Competent- Competent with Caveat(s)- Not Yet Competent |
| --- | --- |
| Safety Competence including experience with formal system safety management (e.g., ASEMS, safety case development).  |  |  |
| Experience of producing, approving, or obtaining safety artefacts (e.g., Naval Authority Certifications, CCUs, etc.) |  |  |
| Previous experience of holding and executing formal safety delegations |  |  |
| Previous experience of making difficult, complex, or challenging decisions and communicating (2 way) effectively where safety was at stake. |  |  |
| Experience and understanding of the specific Application Environment (platform, equipment, etc.) related safety management systems  |  |  |

| **Safety Training**  | **Essential Courses** | **Assessors Comments** |
| --- | --- | --- |
| Formal Systems and Environmental Safety Training  | Asbestos Awareness and the Duty to Manage Defence Equipment |  |
| System Safety in Action (Online) |  |
| System Safety Process Management (Online) |  |
| System Safety Process Management (Workshop) |  |
| Environmental Awareness and Compliance in Defence |  |

## Stage 3: Understanding of Safety Risks Through the Lifecycle

This Stage considers the following Core Areas:

* Area 2 – Engineering Function Competency
* Area 5 – Application of Domain Technical Discipline & Specialism

| **Supporting Evidence***To be completed by Assignment Holder* |
| --- |
| Qualifications |  |
| Membership and Registrations |  |
| Understanding of safety risks across Equipment and Service Lifecycle (CADMID) and the different types of risk at each stage (e.g., maintenance related issues during in-service). |  |
| Experience and understanding of the specific platform, equipment or domain related technical risks arising at each stage (e.g., airworthiness considerations in air domain). |  |

| **Requirements and Evidence***To be completed by Assessor* | **Assessment Outcome:** - Competent- Competent with Caveat(s)- Not Yet Competent |
| --- | --- |
| Qualifications |  |  |
| Membership and Registrations |  |  |
| Understanding of safety risks across Equipment and Service Lifecycle (CADMID) and the different types of risk at each stage (e.g., maintenance related issues during in-service). |  |  |
| Experience and understanding of the specific platform, equipment, or domain technical risks at each stage (e.g., airworthiness considerations in air domain). |  |  |

## Stage 4: Taking a Whole Systems View of Safety

This Stage considers the following Core Areas:

* Area 4 – Systems Thinking and Integration Competence
* Area 5 – Application of Domain Technical Discipline & Specialism

| **Supporting Evidence***To be completed by Assignment Holder* |
| --- |
| Systems integration experience (e.g., platform / combat system integration, mechanical / electrical integration). (Matched against competencies) |  |
| Evidence of thinking through “whole system” usage risks. This includes interaction of environmental, human factors and technical risks (e.g., aircraft used in hot, dry climate at lower altitudes).  |  |

| **Requirements and Evidence***To be completed by Assessor* | **Assessment Outcome:** - Competent- Competent with Caveat(s)- Not Yet Competent |
| --- | --- |
| Systems integration experience (e.g., platform / combat system integration, mechanical / electrical integration). (Matched against competencies) |  |  |
| Evidence of thinking through “whole system” usage risks. This includes interaction of environmental, human factors and technical risks (e.g., aircraft used in hot, dry climate at lower altitudes).  |  |  |

## Summary and Recommendations

| **Summary and Recommendations***To be completed by Assessor* |
| --- |
| **Overall Assessment – Commentary** |
| **Decision****Select Appropriate Assessment:**- Competent- Competent with Caveat(s)- Not Yet Competent  | **Recommended caveats including additional training requirements and target completion dates, specifying whether the caveat is MAJOR or MINOR:** |
| If found competent for INSERT APPLICABLE ROLE, does the Assignment Holder have potential to hold an INSERT APPLICABLE ROLE assignment?Yes / No | **Recommended caveats for candidate deemed to have potential to hold higher safety responsibility assignment:** |
| **Assessor 1 Signature, Date and Position** |  |
| **Assessor 2 Signature, Date and Position** |  |
| **Assessor 3 Signature, Date and Position****(Where required)** |  |

1. Letter of Responsibility applies to Safety Manager assignment only and does not allow final signatory of safety artefacts. [↑](#footnote-ref-1)
2. {Insert reference of associated Assignment Specification} [↑](#footnote-ref-2)
3. {Insert reference to completed Annex G} [↑](#footnote-ref-3)
4. 2017DIN01-042 - Support Available for Staff Facing Legal Proceedings, March 2017. [↑](#footnote-ref-4)
5. Expert - Applies to Professional I Safety Engineer only [↑](#footnote-ref-5)