# Annex C - Operating Duty Holder (ODH) Assignment Specification[[1]](#footnote-2)

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| ODH Assignment Specification  {Insert ODH Assignment} | | |
| SECTION 1: Assignment Overview | | |
| Why the assignment exists? | This Assignment Specification relates to the specific safety duties of a DE&S Operating Duty Holder. It is intended to be additional to the other functional and organisational responsibilities of their assignment, and should be read in conjunction with the Letter of Authority appointing them. | |
| SECTION 2: The Individual | | |
| This Assignment needs to be fulfilled by an individual aligned to the {insert relevant success profile} and assessed as competent to discharge the specific responsibilities associated with the {insert ODH Assignment}. | | |
| Certification / Qualifications / Registrations Required for this Assignment | | |
| {Insert any relevant Certification/Qualification/Registration requirements or state “There are no specific Certification, Qualification or Registration requirements for this assignment”.} | | |
| Professional Engineering Disciplines | | |
| Discipline | | Requirement |
| {As appropriate, insert Primary, Secondary and Tertiary  disciplines from those listed below}  Maritime Platforms/systems; Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Nuclear; QA; Safety and Environment; Aero Engineering; Science; WOME | | {Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Additional relevant areas of expertise) relevant to this assignment.} |
| Training Relevant to this Assignment | | Essential / Desirable |
| DE&S System Safety and Environmental Executive Module | | Essential |
| Generic DH Course (GDHC) | | Essential |
| {Insert Domain/Assignment specific training requirements} | |  |

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| Assignment Specific Experience | |
| * Knowledge and understanding of the Law, Regulations and MoD Policy, both general and those specific to {Insert ODH Assignment}. * Understanding of the goals of the organisation, and the means by which it recognises and manages risk. * Demonstrable ability to provide leadership and take a proactive approach in ensuring a high level of Safety performance during {Insert high-level activities associate with the specific ODH Assignment}. | |
| Assignment Specific Competence | |
| System Safety | |
| Competence | Minimum Level |
| SYSSAF 1 - Compliance with MOD policy and instructions, legislation and procedures for system safety management. | Awareness |
| SYSSAF 2 - Complies with the principles of System Safety management. | Awareness |
| SYSSAF 3 - Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation. | Awareness |
| 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 |
| Systems Thinking and Integration | |
| Area of Competence | Required 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 |
| Application Area Competences | |
| Area of Competence | Required Level |
| {Insert relevant application area competence framework(s)/competences/minimum levels} |  |

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| Health, Safety, and Environmental Protection[[2]](#footnote-3) | |
| Competence | Minimum Level |
| SE 1.1 – Fundamentals | Experienced Practitioner |
| SE 1.2 – DH | Experienced Practitioner |
| SE 1.3 – Defence Regulation | Experienced Practitioner |
| SE 1.6 - Risk | Experienced Practitioner |
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| SECTION 3: The Activities | |
| Key Activities and Tasks | |
| * Key responsibilities and activities of the {Insert ODH Assignment} are defined in [JSP 815](https://www.asems.mod.uk/ExtReferences), the [HS&EP Function Operating Model](https://www.asems.mod.uk/ExtReferences), {Insert relevant Domain Regulations} and DE&S S&EP Leaflet 09/2015 – DE&S’ Contribution to Mitigating Risk to Life across MOD. * {Insert assignment specific tasks} * Additional specific responsibilities are described in the associated Letter of Authority. | |
| Delegation/Direction/Authorisation | |
| * The {Insert ODH Assignment} is subject to a Letter of Authority from the DE&S Senior DH, DE&S CEO. * The {Insert ODH Assignment} is authorised to define and approve assignments that are deemed to have Delivery DH responsibilities, through the use of Delivery DH Assignment Specifications and associated Letters of Authority. * {Insert assignment specific authority} | |
| Accountability and Authority | |
| * The {Insert ODH Assignment} is accountable to the DE&S Senior DH (DE&S CEO) for assuring compliance with [JSP 815](https://www.asems.mod.uk/ExtReferences), the [HS&EP Function Operating Model](https://www.asems.mod.uk/ExtReferences), {Insert relevant Domain Regulations} and DE&S S&EP Leaflet 09/2015. | |

# Annex D - Delivery Duty Holder (DDH) Assignment Specification[[3]](#footnote-4)

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| DDH Assignment Specification  {Insert DDH Assignment} | | | |
| SECTION 1: Assignment Overview | | | |
| Why the assignment exists? | This DDH Assignment Specification relates to the specific safety duties of {Insert DDH Assignment}.  This DDH Assignment Specification should be read in conjunction with the associated Letter of Safety Delegation. | | |
| SECTION 2: The Individual | | | |
| This Assignment needs to be fulfilled by an individual aligned to the {insert relevant success profile} and assessed as competent to discharge the specific responsibilities associated with the {insert DDH Assignment}. | | | |
| Certification / Qualifications / Registrations Required for this Assignment | | | |
| {Insert any relevant Certification/Qualification/Registration requirements or state “There are no specific Certification, Qualification or Registration requirements for this assignment”.} | | | |
| Professional Engineering Disciplines | | | |
| Discipline | | Requirement | |
| {As appropriate, insert Primary, Secondary and Tertiary  disciplines from those listed below}  Maritime Platforms/systems; Mechanical Engineering; Electrical Engineering; Systems Engineering & Integration; Sensors and Electronic Systems; Software and Missions Systems; Nuclear; QA; Safety and Environment; Aero Engineering; Science; WOME | | {Identify Primary (Foundation), Secondary (Main Area of Expertise) and Tertiary (Additional relevant areas of expertise) relevant to this assignment.} | |
| Training Relevant to this Assignment | | Essential / Desirable | |
| DE&S System Safety and Environmental Executive Module | | Essential | |
| Generic DH Course (GDHC) | | Essential | |
| {Insert Domain/Assignment specific training requirements} | |  | |
| Assignment Specific Experience | | | |
| * Knowledge and understanding of the Law, Regulations and MoD Policy, both general and those specific to {Insert DDH Assignment}. * Understanding of the goals of the organisation, and the means by which it recognises and manages risk. * Demonstrable ability to provide leadership and take a proactive approach in ensuring a high level of Safety performance during {Insert high-level activities associate with the specific DDH Assignment}. | | | |
| Assignment Specific Competence | | | |
| System Safety | | | |
| Competence | | | Minimum Level |
| SYSSAF 1 - Compliance with MOD policy and instructions, legislation and procedures for system safety management. | | | Awareness |
| SYSSAF 2 - Complies with the principles of System Safety management. | | | Awareness |
| SYSSAF 3 - Complies with MOD requirements for System Safety Management through life, monitoring arrangements, and required documentation. | | | Awareness |
| 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 |
| Systems Thinking and Integration | | | |
| Area of Competence | | | Required 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 |
| Application Area Competences | | | |
| Area of Competence | | | Required Level |
| {Insert relevant application area competence framework(s)/competences/minimum levels} | | |  |
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| Health, Safety, and Environmental Protection[[4]](#footnote-5) | | | |
| Competence | | | Minimum Level |
| SE 1.1 – Fundamentals | | | Experienced Practitioner |
| SE 1.2 – DH | | | Experienced Practitioner |
| SE 1.3 – Defence Regulation | | | Experienced Practitioner |
| SE 1.6 - Risk | | | Experienced Practitioner |
| SECTION 3: The Activities | | | |
| Key Activities and Tasks | | | |
| * Key responsibilities and activities of the {Insert DDH Assignment} are defined in [JSP 815](https://www.asems.mod.uk/ExtReferences) and [HS&EP Function Operating Model](https://www.asems.mod.uk/ExtReferences), {Insert relevant Domain Regulations} and DE&S S&EP Leaflet 09/2015 – DE&S’ Contribution to Mitigating Risk to Life across MOD. * {Insert assignment specific tasks} * Additional specific responsibilities are described in the associated Letter of Safety Delegation. | | | |
| Delegation/Direction/Authorisation | | | |
| * The {Insert DDH Assignment} is subject to a Letter of Safety Delegation from the DE&S Senior DH, DE&S CEO. * {Insert assignment specific authority} | | | |
| Accountability and Authority | | | |
| * The {Insert DDH Assignment} is accountable to the DE&S Senior DH (DE&S CEO) for assuring compliance with [JSP 815](https://www.asems.mod.uk/ExtReferences) and [HS&EP Function Operating Model](https://www.asems.mod.uk/ExtReferences), {Insert relevant Domain Regulations} and DE&S S&EP Leaflet 09/2015. | | | |

1. Editable version can be found in [GMP00](https://www.asems.mod.uk/guidance/safety-and-environmental-protection-leaflets). [↑](#footnote-ref-2)
2. Taken from the MoD Health, Safety and Environmental Protection Competence Framework. [↑](#footnote-ref-3)
3. Editable version can be found in [GMP00](https://www.asems.mod.uk/guidance/safety-and-environmental-protection-leaflets). [↑](#footnote-ref-4)
4. Taken from the MoD Health, Safety and Environmental Protection Competence Framework. [↑](#footnote-ref-5)