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Guidance Sheet SMP10/G/01 Safety Topics for ITT Questionnaires	
NB: The following list of topics should be tailored to meet the requirements of individual projects.	
a. Organisation and Personnel	<ul style="list-style-type: none"> • Who within the company would have overall responsibility for safety on the project? • Would a project safety officer be appointed? • What would be the lines of communication for safety issues? • Who would be responsible for carrying out the individual safety tasks? • Will the company hold any safety panel meetings? • Would subcontractors to be used for safety related work? • What criteria would be used for selecting subcontractors? • What qualifications and experience do the key safety personnel have (provision of senior safety personnel CVs may be requested)?
b. Company Safety Policy and Track Record	<ul style="list-style-type: none"> • Provide details of the company's track record in Health and Safety and Equipment Safety Assurance; • What is the company's safety policy? • Have there been any enforcement actions against the company?
c. Safety Management System	<ul style="list-style-type: none"> • Describe the safety management system for the project; • Describe how the system will be audited.
d. Safety Assessment	<ul style="list-style-type: none"> • Define the scope of the safety assessment; • Describe the tools and techniques to be used.
e. Safety Case	<ul style="list-style-type: none"> • Define the scope of the safety case.
f. Safety Targets.	<ul style="list-style-type: none"> • Detail specific safety targets for the project; • Detail the evidence that will be provided to MOD to demonstrate that these targets have been met.
g. Safety Standards and Certification	<ul style="list-style-type: none"> • List any standards with which the project should comply; • Detail the evidence that will be provided to the MOD to demonstrate that the standards have been met.
h. Independent Safety Auditor	<ul style="list-style-type: none"> • Define the terms of reference for the ISA including scope of work and lines of communication;

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<ul style="list-style-type: none"> • Propose an ISA and demonstrate their independence from the prime contractor; • Detail the qualifications and previous experience of the ISA.
<p>i. Safety Work Schedule</p> <ul style="list-style-type: none"> • Provide a programme of work that illustrates how the safety tasks will be carried out; • Are all safety deliverables to be linked into project milestones?

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