

# Chapter 1

## Requirement

1.1.1 Each TLB/TFA should develop specific procedures to manage high risk activities that cannot be adequately controlled by the guidance contained within JSP 375, Part 2, Volume 2 and/or adopt those detailed in JSP 375, Part 2, Volume 3. The chapters in JSP 375, Part 2, Volume 3 are considered Defence good practice and TLB specific procedures should provide an equal or better level of protection for Defence personnel and contractors.

1.1.2 Where Defence appoints a Maintenance Management Organisation (MMO), the Conditions of Contract should specify any mandated procedures to manage high risk activities.

1.1.3 JSP 375, Part 2, Volume 3 chapters are mandatory on the DIO managed defence estate for all contractors undertaking any works on the infrastructure, plant or equipment.

1.1.4 JSP 375, Part 2, Volume 3 applies to Defence in Overseas<sup>1</sup> locations, however legally enforceable local regulations take precedence where there are conflicting requirements.

1.1.5 Safe systems of work and permits to work should be completed by a competent person having appropriate experience and relevant nationally recognised qualification (or equivalent Defence qualification). Safe systems of work and permits to work should be signed off by the person with the specific authority to authorise the work, this **must not** be the individual who is to undertake the work.

1.1.6 Work on high risk plant/equipment subject to these procedures should only be undertaken by competent persons who have the appropriate experience and relevant nationally recognised qualification (or Defence equivalent qualification). It is the duty of the appropriate authority to satisfy themselves that those undertaking the work hold a current certificate of competence/licence for the plant/equipment to be worked on.

1.1.7 DIO should provide assurance for the activities under their control to the resident Top Level Budget (TLB) Holders at each establishment. Trading Fund Agencies (TFA) are required to provide a similar level of assurance, this may be provided by DIO subject to a Service Level Agreement (SLA).

1.1.8 Where any deviation from JSP 375, Part 2, Volume 3 is necessary, a written agreement for such deviation should be obtained from the appropriate Defence authority before it is implemented.

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<sup>1</sup> Military Works Areas are covered by Defence Information Note 2011/DIN 06-11

## Structure

1.2.1 JSP 375, Part 2, Volume 3 is the Defence Safety Management System for defined high risk activities on the defence estate. It contains rules and procedures which provide Defence with safe systems of work for the management and control of these activities. In addition to enabling Defence to effectively manage and control significant risk activities in a cohesive and consistent manner, it also serves to ensure that the requirements of UK legislation are being met and is specifically intended to aid duty holders in the discharge of their responsibilities by ensuring suitable and sufficient competent persons are appointed.

1.2.2 Chapter 1 defines the requirement for the use of JSP 375, Part 2, Volume 3. Chapter 2 identifies the generic activities, roles, procedures and processes that are necessary to meet the requirements of the Safety Management System (SMS). The subsequent Chapters define the requirements specific to identified significant risk areas.

## Amendment Record

1.3.1 The volume 3 amendments are managed by DIO and routed through DSA-CPA for publication. A DIO Policy Instruction will be raised to publicise changes outside of Defence.

## Channels for Comment

1.4.1 Enquiries or proposed changes are to be directed to the DIO CSAA who will coordinate a response from the relevant SAA and/or CAE Steering Group.

1.4.2 General enquiries, amendments or proposed changes are to be addressed to:

The Coordinating Senior Authorising Authority,  
Defence Infrastructure Organisation,  
St George's House, Kingston Road,  
Sutton Coldfield,  
West Midlands B75 7RL  
Telephone: 0121 311 3770

**NOTE:** For fit-for-purpose and extant issues regarding this volume please contact DIO direct.