

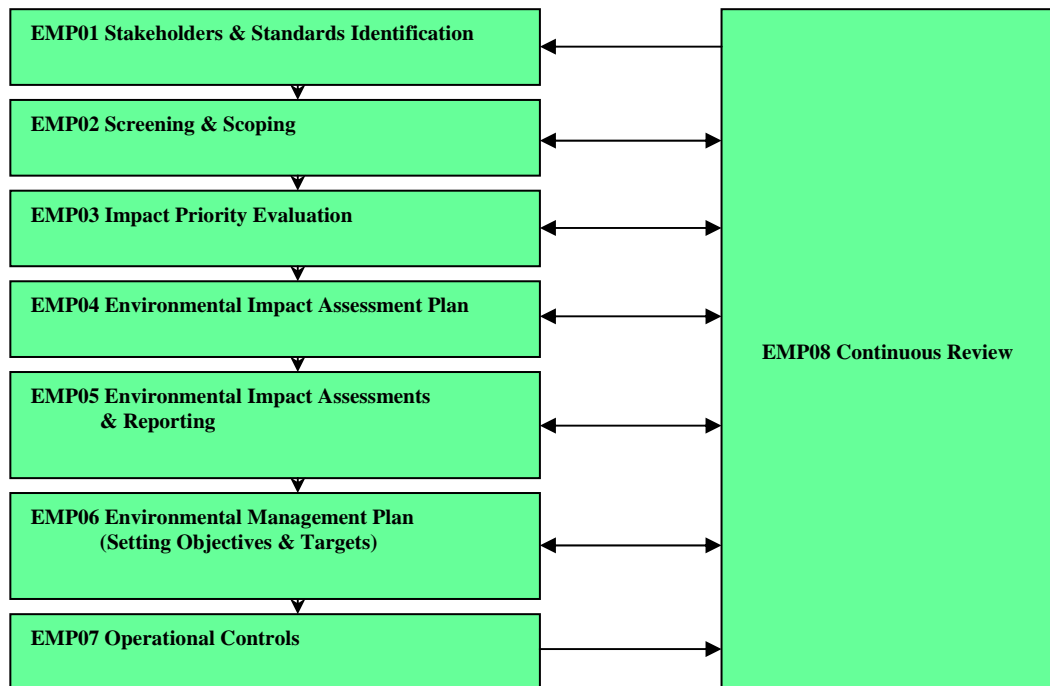
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6. Core Procedures

Table 6.1: POEMS Core Procedures

Number	Procedure Type	Procedure Name
EMP01	Core Procedures	Stakeholders and Standards Identification
EMP02	Core Procedures	Screening and Scoping
EMP03	Core Procedures	Impact Priority Evaluation
EMP04	Core Procedures	Environmental Impact Assessment Plan
EMP05	Core Procedures	Environmental Impact Assessment and Reporting
EMP06	Core Procedures	Environmental Management Plan (Setting Objectives and Targets)
EMP07	Core Procedures	Operational Controls
EMP08	Core Procedures	Continuous Review

Figure 6.1: The Core Procedures



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6.1 Procedure Structure

6.1.1 For ease of use, the procedures have the same format and structure. The key sections are:

6.2 Procedure Title

6.2.1 The title and reference code for the procedures are as follows:

- EMP for core POEMS procedures;
- SMP for core POSMS procedures;
- SSP for support procedures;
- AAP for assurance and audit procedures.

6.2.2 Note that support and assurance and audit procedures are common to both the POEMS and POSMS.

6.3 Showing Conformance

6.3.1 This explains the four ways of showing conformance with the procedure.

6.4 Introduction

6.4.1 This is an overview of the procedure's purpose in the context of the overall management system.

6.5 Procedure Objectives

6.5.1 This section describes what is to be achieved by following and completing the procedures. Normally the section is in the form of a list of the objectives that need to be achieved in order to demonstrate conformance.

6.6 Responsibilities

6.6.1 This section states who will be accountable and responsible for proper completion of the procedure and who will actually carry out the actions within the procedure. In most cases the IPT will be responsible for procedure management while procedure completion could be carried out by either the IPT, a supplier, contractor or advisor.

6.7 When

6.7.1 This section indicates the stage or stages of CADMID within which the procedure is most likely to be followed.

6.8 Required Inputs

6.8.1 Most of the procedures require reference to be made to the outputs of previous procedures and information from other sources. This section lists the main reference material that will be needed in order to complete the procedure.

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6.9 Required Outputs

6.9.1 This lists the procedures outputs, for example completed forms, compiled information etc. It should be noted, however, that it is acceptable within POEMS for an IPT to use alternative methods to those outlined in the procedures providing this is endorsed by ASEG.

6.10 Records and Project Documentation

6.10.1 This includes advice on where outputs of the procedures should be kept and recorded (usually in the Safety or Environmental Case, Case Reports, or related registers and logs) and where other project documentation may also need to include some or all of the output information.

6.11 Description

6.11.1 This section makes up the bulk of the procedure and describes the steps and stages involved in completing the procedure. It includes advice and guidance on how to complete the procedure and advice on when to use each of the associated forms or tools. It should be remembered that this part of the procedure is guidance and it is not therefore mandatory for an IPT to follow procedural guidance to the letter where they have made suitable and equivalent alternative arrangements. The key point is to achieve the required objectives, outputs and outcomes, and to ensure that alternative approaches are clearly documented and agreed.

6.12 Recommended Tools and Forms

6.12.1 Many of the procedures include tools or forms to assist IPTs to undertake the actions outlined in the procedure or to record information produced. This section lists the forms that may be useful in completing the procedure. This can sometimes include forms associated with other procedures. Note that the use of the forms is not mandatory (see Required Outputs above) but that any alternative approaches used should be clearly documented and agreed.

6.13 Guidance

6.13.1 This final section provides guidance on other sources of advice and guidance as well as possible alternative approaches for different procurement strategies and, where appropriate, legacy systems. Also included here are some general comments on potential project risk, that may arise if the procedure is not completed in an appropriate way or at an appropriate time.

6.14 Procedure Use

6.14.1 In the Concept stage, the Core Procedures will be completed by the IPT, with guidance from ASEG where necessary. After Concept, the work required to produce the procedures' outputs is likely to be completed by the equipment or service contractor/supplier or for instance, by an environmental advisor retained by the IPT, although the IPT can carry out this work if suitably qualified and experienced staff are available to do so. This means that the IPT's role may be to complete the procedure or to manage the completion of the procedure by the

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contractor or consultants to produce the required outputs. The IPT Leader remains responsible for the quality of the output.

6.14.2 All procedures provide recommended guidance and/or forms to help the user to produce the desired output(s). The use of this guidance is not mandatory, as long as suitable alternative methodologies are used which achieve the desired objectives, as defined in the procedure and that are deemed by ASEG to be equivalent. Therefore four options exist when following the procedure, to demonstrate conformance:

- Follow the defined system procedure using the recommended guidance and tools, including allowed variations and options.
- Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence.
- Use an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.
- Where the procedure is considered to be not relevant, document the basis for this decision.

6.14.3 Table 6.2 which can be found overleaf shows a summary of the responsibilities, timing, inputs and outputs associated with each core procedure.

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Table 6.2: Summary of environmental management system procedures

Procedure	When *	Input	Output **	Responsibility ***
EMP01 - Stakeholders and Standards Identification	Concept	The 'Common Documents' these being: User requirement document (URD) and JSP 418 (UK legislation and MOD policy)	EMP01/F/01 – Register of Stakeholder Requirements and Information EMP01/F/02 – Register of Environmental Standards EMP01/F/03 – Project Environmental Responsibilities Environmental Committee assembled and Terms of Reference agreed Communication Plan	IPTs
EMP02 - Screening and Scoping	Concept	The 'Common Documents' (as above)	EMP02/F/01 – Environmental Feature Matrix Environmental Impact Screening and Scoping Report (EISS)	IPTs, advisors or contractors/ supplier
EMP03 - Impact Priority Evaluation	Concept/ Assessment	The 'Common Documents' (as above) Outputs of Procedures EMP01 and EMP02.	EMP02/F/01 – Environmental Feature Matrix, which was started in Procedure 2 will now be completed EMP03/F/01 – Record of priority evaluation methodology	IPTs, advisors or contractors/ supplier
EMP04 - Environmental Impact Assessment Plan	Concept Assessment	The 'Common Documents' (as above). Outputs from Procedures EMP01, EMP02 and EMP03.	EMP04/F/01 – Environmental Impact Assessment Plan	IPTs, advisors or contractors/ supplier
EMP05 - Environmental Impact Assessment and Reporting	Concept Assessment	The 'Common Documents' (as above). Outputs from Procedures EMP01-EMP04.	Environmental Impact Assessment Report (EIA Report) Environmental Impact Statement (EIS)	IPTs, advisors / contractors

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Procedure	When *	Input	Output **	Responsibility ***
EMP06 - Environmental Management Plan (Setting Objectives and Targets)	Concept/ Assessment/ Demonstration	Environmental Case including: Environmental Feature Matrix (Form EMP02/F/01); Environmental Impact Assessment Report(s) and EIS(s) (Output from Procedure EMP05). System Requirement Document (SRD).	EMP06/F/01 – Setting Objectives and Targets EMP06/F/02 – Environmental Objectives and Targets Register EMP06/F/03 – Environmental Management Plan Record Sheet	IPT or supplier /contractor
EMP07 - Operational Controls	Design	System Requirement Document (SRD). Environmental Case including, outputs from Procedure EMP01, EMP05 and EMP06. Environmental Feature Matrix (Form EMP02/F/01).	Operational controls	IPT or supplier /contractor
EMP08 - Continuous Review	Concept and throughout project	The 'Common Documents' (as above). Outputs from EMP01 – EMP07 inclusive. Outputs from AAP01 - AAP04 inclusive	EMP08/F/01 – Continuous Review Record	IPT or supplier /contractor

* The outputs from all the procedures will require periodic review and update throughout the life cycle of the project

** Or equivalent actions and documentation that ASEG are satisfied achieves the same objectives.

*** The IPT or ASEG is responsible for managing the procedure completion. This column relates to who is responsible for completing the procedure.

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