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Guidance Sheet SMP03/G/02 – RACI Chart

The SMP should contain a RACI Chart to define which authority is Responsible, Accountable, Consulted or Informed for each of the activities in the Safety Programme. A simple example is given below:

| Activity | IPT Leader | Project Safety Manager | ISA | Contractor Project Safety Engineer | Equipment User |
|---------------------------------|-------------------|-------------------------------|------------|---|-----------------------|
| Safety Case Preparation | A | R | I | R | I |
| Safety Case Endorsement | A | I | R | I | I |
| Hazard Log Administration | A | I | - | R | - |
| Safety Requirements Preparation | A | R | - | R | C |

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