

## Overview

This standard comprises the following elements:

1. Draft explosives procedure/s.
2. Obtain approval for new or amended procedure/s.

This activity is likely to be undertaken by someone whose work role involves Weapons, Ordnance, Munitions or Explosives work activities. This includes those working as manufacturing, maintenance and storage managers.

## Performance criteria

*You must be able to:* 1. Draft explosives procedure/s

P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines

P2 confirm that you have accurate details concerning the process specification for which the procedures are being drafted

P3 assess the suitability of existing process methods

P4 set quality, quantity, cost and time objectives that are likely to be met by any new and/or changed procedure/s

P5 identify the resources that are necessary for the procedure/s

P6 select appropriate operations to implement the process methods for the procedure/s

P7 ensure that all relevant health, safety and environmental considerations are covered

P8 confirm the fitness for purpose of the procedure by ensuring that appropriate evaluation and testing have been carried out

P9 record the draft process method accurately and clearly

P10 consult relevant personnel and build their feedback into your draft

P11 develop a safe system of work for any new and/or changed procedure

P12 maintain the requirements of confidentiality at all times

2. Obtain approval for new or amended procedure/s

P13 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines

P14 ensure that your recommendations are based on factual, validated evidence

P15 ensure that your documentation is presented in sufficient time to enable readers to give proper consideration to the matter

P16 submit your recommendations to the relevant authority in the correct format within the accepted timescale

P17 present your recommendations clearly and concisely and spell out the impact on the business

P18 record information accurately using correct documentation

P19 maintain the requirements of confidentiality at all times

## Knowledge and understanding

*You need to know and understand:* 1. Draft explosives procedure/s

- K1 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work
- K2 the relevance of personal protective equipment (PPE)
- K3 the nature, characteristics, hazards and risks of the explosive substance and/or article
- K4 the actions to be taken in response to an unplanned event
- K5 work area hazards
- K6 the process objectives
- K7 your organization's structure and who needs to be consulted
- K8 the advantages and disadvantages of the potential process methods
- K9 the criteria against which you will select the most appropriate process method
- K10 how to identify the resources needed for the procedure
- K11 your organization's drafting procedures
- K12 the importance of consulting the relevant people
- K13 the importance of covering all health, safety and environmental considerations
- K14 the requirements and importance of the testing and evaluation processes
- K15 problem solving techniques
- K16 whom to contact in the case of problems beyond your responsibility or capability
- K17 the requirements of confidentiality

2. Obtain approval for new or amended procedure/s

- K18 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work
- K19 the relevance of personal protective equipment (PPE)
- K20 the nature, characteristics, hazards and risks of the explosive substance and/or article
- K21 the actions to be taken in response to an unplanned event
- K22 work area hazards
- K23 your organization's business objectives
- K24 the likely impact of your recommendations on the business
- K25 the importance of substantiating your recommendations with validated evidence
- K26 the importance of keeping all relevant personnel informed
- K27 the importance of accurate record keeping

K28 the required content and appropriate format for making recommendations  
K29 the information requirements of the approving authority  
K30 good practice in presentation techniques  
K31 how to handle objections  
K32 to whom to submit recommendations and the importance of gaining approval  
K33 the requirements of confidentiality

**Scope/range**

1. Procedures: new procedures; modifications to existing procedures
2. Personnel: team members; colleagues beyond your team
3. Presenting recommendations: in writing; verbally

Develop and update explosives standard operating procedure/s

<b>Developed by</b>	Cogent
<b>Version Number</b>	2
<b>Date Approved</b>	November 2017
<b>Indicative Review Date</b>	November 2020
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	SEMTA
<b>Original URN</b>	ESA4.1
<b>Relevant Occupations</b>	Science and mathematics Science; Science; Engineering; Science and Engineering Technicians; Process, Plant and Machine Operatives
<b>Suite</b>	Explosive Substances and Articles
<b>Keywords</b>	Develop, update, explosives, procedure, standard, amended