Title: Safety Notices Via Email (SNvE)		
Sponsor: D Futures SO1 Tech safety	Version: 1.0	Review Periodicity: 6 Monthly
		Issue Date: October 2021
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Author:		
References: A. ACSO 1201 B. New SNvE Register C. ENvE Process D. SNvE Issue Template - V2.0 E. SNvE Rescind Template - V2.0 F. SNvE Archive		
Annexes: Annex A – New SNvE Notification		

Introduction

1. A Safety Notice is a document that provides formal notification to the user, and other interested parties, that an important safety issue has arisen with a piece of equipment that the user needs to be aware of and/or must take action to mitigate, whilst a long term solution is sought. A SNvE places that safety information into a recognised format and distributes it via email.

2. The SNvE is a temporary control pending actions to implement longer term controls to the equipment and update to the Tech Pubs, Safety & Environmental Case (SEC) or other documentation where appropriate. They should be reviewed periodically to ensure they are still extant. Non extant SNvEs should be rescinded at the earliest opportunity.

3. Issues with the safety of any capability can be identified by any stakeholder whether associated with the affected equipment or not. These issues should be raised by the originator to an appropriate member of the;

    a. DE&S Delivery Team (DT)/Portfolio

    b. Army Eqpt Sp Through Life Support team

    c. Army Capability Branch (Cap Sponsor)

    d. D Cap Safety Case Management (SCM) Team

Aim

4. The SNvE policy is to provide a common and coherent method of informing the user and other key stakeholders of equipment safety concerns, in such a way as to;

a. Ensure safety risk(s) are controlled effectively.

b. Ensure the safety risk(s) are communicated in a coherent, timely and effective manner.

c. Ensure the safety information reaches the correct target audience.

d. Facilitate responses to the correct point of contact.

e. Ensure adequate records are kept for reference and audit purposes.

Scope

5. A number of instances have occurred where a SNvE has not reached an end user, in order to reduce the possibility of this recurring the SCM Team will distribute all SNvEs received to all formations, organisations and identified stakeholders included on there distribution list.

6. The TLB's, Formations & Organisations must maintain a documented, auditable process to assess the applicability of the SNvE to their Area of Responsibility (AoR) and if necessary further distribute to subordinate formations, units and organisations and/or individuals as appropriate. Checks will be put in place to ensure existence & currency of the unit processes.

7. This document covers both the policy and process for the drafting, issuing, rescinding & superseding of SNvEs.

8. All SNvE authors are to comply with Process A detailed below when drafting issuing, superseding or rescinding a SNvE.

9. For Army Headquarters (AHQ) authored SNvE(s) a relevant TLS desk officer or Capability Branch equipment sponsor is to authorise release.

10. DE&S issued SNvE(s) are to be authorised for release by a Safety Responsible (SR) holding a valid Letter of Safety Authority (LoSA). In exceptional circumstances SNvE(s) can be authorised by a Senior Safety Responsible (SSR) holding a valid LoSA.

11. It is agreed that due to its appropriateness for use all stakeholders wishing to engage the SCM team for distribution shall abide by this AHQ SNvE policy.

12. The Army Headquarters SCM Team are responsible for the distribution of SNvEs to the equipment user community as detailed in Reference A.

13. The Army Headquarters SCM Team shall maintain and review the SNvE register, ensuring accurate content, timely attention to life expiry dates and alignment with this process. All Key stakeholders in the SNvE process will have read only access to the register.

Records

14. A record of information for each SNvE can be found in the SNvE Register (Reference B), this will capture the status of the SNvE and will be maintained by the SCM Team.

15. SNvE's shall be considered part of the equipment/platform SEC.

16. The SCM Team will retain a copy of all distributed SNvEs in a stakeholder accessible SharePoint library. Once stored in the SharePoint the SCM Team will upload a link to the SNvE to the appropriate entry in the SNvE register.

17. The SharePoint library has been built to create an archive store of issued SNvEs. (Reference F) It is to be noted that copies of some early SNvEs only exist in the Defence Equipment & Support (DE&S) organisation storage sites. This archive will be maintained by the SCM Team[1].

18. The SCM Team will have 'Write Access' to the whole SNvE Register, while the wider stakeholder community will have Read Only access to the register.

19. When distributing a SNvE the SCM Team will request delivery & read receipts for every SNvE issued. These are to be retained for assurance and reference purposes.

Process Activity table	
Step No	**Activity**
1.	**Decision** a. If the Safe by Design or Safe to Operate argument associated to the capability is affected the decision to issue a SNvE is to be made by the appointed person, for DE&S this shall be a Senior Safety Responsible (SSR) person holding a valid Letter of Safety Authority (LoSA). For AHQ this shall be the equipment Capability Sponsor and for other organisations this shall be a duly appointed person. b. AHQ will be responsible for generating SNvEs for any AHQ Managed Capability, i.e locally procured equipment. c. For DE&S, in exceptional circumstances the decision to issue a SNvE(s) can be an authorised by a Senior Safety Responsible (SSR) holding a valid LoSA. d. This decision shall be made in consultation with members of the equipment DT (for DE&S supported equipment) and the Army Eqpt Sp Tech SO2, Cap Branch equipment sponsor or other stakeholders as appropriate. e. If the decision is made not to raise a SNvE, because the Safe by Design and/or Safe to Operate argument is not affected, then the use of an Engineering Notice via Email (ENvE) (Reference C) shall be considered.

2.	**SNvE – Creation, Content and Addressees**
	
	Creation – New SnvE.
	
	a. For new SNvEs the author shall:
	
	   i. Complete the SNvE template in Reference D.
	   ii. Use plain clear language, number paragraphs and keep them short & concise.
	   iii. Where appropriate use pictures or illustrations if this aids in the description of the issue or the solution.
	   iv. Remove the issuing instructions from the SNvE template header detail prior to its issue.
	   v. Once authorised (see section 3 below), the SNvE must be drafted and sent to the SCM Team in **WORD** document format. The SCM Team then allocate a new Unique SNvE Number (USN) & convert it to PDF before final distribution.

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[1] It is possible to set an email alert to notify when a SNvE has been added to the SNvE Archive (Reference F). It is recommended that all end users set up this alert so they can have access to SNvEs as the earliest possible opportunity. For process of setting alert see Annex A.

Content – New SNvE

b. The author of a new SNvE **must** include the following information:

    i.   Add any additional SNvEs outside of the standard distribution list to the section titles 'Additional Recipients'..

    ii.   If the SNvE is replacing a previous one the original USN(s) must be provided for reference.

    iii.   If the author wishes to issue the SNvE to person(s) not included in the standard distribution list they should include extra recipients email addresses in the 'Additional Recipients section the SNvE Issuing template.

    iv.   SNvE title to be written in the defined naming convention format, with the exception of the USN (see ser 4).

    v.   SNvE Author details.

    vi.   Date of SNvE expiry (maximum 12 months)

    vii.   Subject (e.g. Land Rover Speed Restriction)

    viii.   All affected equipment/platforms identified by NATO Stock Number (NSN) where possible.

    ix.   Any details of affected or relevant AESPs.

    x.   Description of the safety issue, references and aim of the SNvE.

    xi.   Description of immediate action (what, how and action owner) to control the safety risk and any supporting documentation (pictures, drawings etc).

    xii.   A description of longer term actions **MUST** be added* and where possible a timeframe for completion of these actions must be given. These actions must have been completed in full for a SNvE to be rescinded.

*Note – this must not delay the release of the SNvE. The SNvE should be rescinded, updated when more information becomes available and re-issued as required (See Step 9 below).

    xiii.   Detail of any action recorded on or to be recorded on JAMES, owner and completion deadline. If none is required N/A should be detailed.

    xiv.   Details of the point of contact for any queries and further information.

    xv.   All acronyms used **MUST** be explained in full on their first use within the SNvE.

    xvi.   If there is any supporting information for the SNvE **DO NOT** add as embedded documents within the SNvE as once converted to a PDF they will no longer open. Please send any supporting documents as a separate file with the SNvE. These will be distributed with the SNvE by the SCM Team.

c.   Once a SNvE has been drafted a copy **MUST** be sent to the remaining stakeholders, TLS, SCM Team & Cap Sponsor for review. The stakeholders are to feed back to the SNvE originator before they seek authorisation for release.

	d. At this point the SCM Team will allocate the next available USN from the register to the SNvE, ensuring the USN is added to appropriate fields within the SNvE, amend the file name and the subject line of the email before returning the SNvE to the originator. **AT THIS STAGE IT IS VITAL THE CAP SPONSOR ENGAGES WITH Fd ARMY TO ASSESS THE IMPACT TO TRAINING & OPERATIONS BEFORE RELEASING THE SNvE** *The only exception to this is when drafting an out of hours SNvE. In that case send the SNvE directly for authorisation, copying in the SCMT for reference only.*	
3	**Authorisation** a. DE&S issued SNvE(s) are to be authorised for release by an SR holding a valid Letter of Safety Authority and in exceptional circumstances SSR. If an SR or SSR within your portfolio is not available please get in touch with another SSR or SR from within their DT. b. Non DE&S issued SNvE(s) are to be authorised for release by Army Eqpt Sp Tech SO2 or Cap Branch equipment sponsor holding a valid Letter of Safety Authority (LoSA). In exceptional circumstances SNvE(s) can be an authorised by an SSR holding a valid LoSA. c. As to not impede on the release of a SNvE in the event that the above individuals cannot be contacted please consult with the following for further guidance on who else is able to authorise the SNvE; [REDACTED]	
4	**Issue** a. Once authorisation is obtained the completed Reference D/Reference E MUST be returned to the SCM Team [REDACTED] as a **WORD** document, using the following naming convention with the exception of the USN For SNvE Issue: yyyymmdd-ISSUE_SNvE_xxx**(SCMT to insert USN)**_Equipment name_Subject-O/OS For SNvE rescind: yyyymmdd-RESCIND_SNvE_xxx**(SCMT to insert USN)**_Equipment name_Subject-O/OS – **For a rescind, this will be the name given to the SNvE at time of the issue.** b. Once returned to the SCM Team they will add remaining details of the SNvE to the SNvE Register (Ref B). A final check will then be completed & if any major queries arise these will be raised with the author. Finally the Word Document will be converted to a PDF file for distribution. c. **Distribution**. When the SNvE is ready for distribution the SCM Team are to carry out the actions below; i. Email the SNvE to all stakeholders in the appropriate distribution list, include the originator of the SNvE in the Cc. When distributing a SNvE the SCM Team will request a delivery & read receipt for ALL SNvEs issued.	

		ii. Save a copy of the SNvE to the SNvE archive. A link to each SNvE/Rescind in the archive will be added to the appropriate field on the SNvE Register by a member of the SCM Team.
		iii. Save the originators email, the distribution email, delivery receipts and read receipts to a folder specific to the SNvE for audit purposes
		iv. Where staffing allows, all SNvEs received before 1600 Mon – Thurs and 1400 Fridays will be distributed the same working day.
		Note – *Currently there are several distribution lists maintained by the SCM Team for the various stakeholders, eg DE&S, LEIDOS ect. The eventual plan will be to create one list applicable for all.*
5.	**Out of Hours**	
	a. During silent hours (Mon – Thurs 1630 to 0800 and Fri 1400 - 0800hrs Mon) and stand down periods SNvE(s) must be sent to the AHQ Station Duty Officer (SDO) at the following address: [REDACTED]	
	a. Authors of Out Of Hours SNvEs are to follow the drafting process set out above with the exception of step **2c.**	
	b. The author is refer to the SNvE register and allocate the next available USN and add to the SNvE before converting to PDF and forwarding to the SDO for distribution.	
	c. When sending the SNvE to the SDO for distribution please include the SCM Team in the email. This is so the SNvE register can be updated next working day.	
	d. The SDO is responsible for promulgating the SNvE to all Duty Officers and LOC for operations via email to the address list they maintain. The SDO MUST include the SCM Team in the distribution for audit trail purposes [REDACTED]	
6.	**JAMES**	
	a. All SNvEs and Rescinds will be issued to the JAMES team by [REDACTED]	
	b. When the JAMES team add SNvEs to the SNvE library the full SNvE Tile must be used. This makes the searching & tracking of SNvEs simpler within James.	
	c. For DE&S supported equipment the Delivery Team/Portfolio is responsible recording the appropriate action (Batch Fault etc.) on JAMES.	
7.	**Review**	
	a. SNvE(s) have a maximum life of 12 months and must be regularly reviewed throughout their life, at Safety & Environmental Panels (SEPs) or if the following occurs;	
		i. The bounds of the SNvE change.
		ii. Both the short and long term actions are completed.
		iii. An accident(s)/incident(s) occurs with the associated equipment.
		iv. The use of the equipment changes.

	b. Expired and or completed SNvEs shall be rescinded (See Step 8).
	c. The SCM Team will keep and maintain the currency of the SNvE register, updating the status of each entry as required.
	Note – SNvEs can be viewed through Reference B
8.	**Rescind**
	a. A SNvE needs to be rescinded if any of the following have happened (a) all SNvE action(s) are complete on all affected equipment, (b) a SNvE needs to be superseded or (c) a SnvE needs to be reissued due to the passing of the expiry date. The rescind should be carried out using the template, Ref E. When rescinding a SNvE the issuer must ensure;
	b. The rescind notice includes all relevant information from the original SNvE and confirmation of completed actions.
	c. DE&S rescinds must be signed by the relevant SR who will approve the rescind notice for issue as in step 3. In exceptional circumstances SSR. If an SR or SSR within your portfolio is not available please get in touch with another SSR or SR from within their DT.
	d. Non DE&S issued Rescind(s) are to be authorised for release by Army Eqpt Sp Tech SO2 or Cap Branch equipment sponsor holding a valid Letter of Safety Authority (LoSA).
	e. The SNvE rescind notice is issued using the steps identified in steps 4 or 5.
	*Note – if a SNvE is to be superseded, the original **MUST** be rescinded.*
9.	**Re-Issue/Supersede**
	a. If the safety issue still exists or the issue is yet to be resolved past the SNvE expiry date a new SNvE shall be issued under a new ID number. If the information has not changed this would be a SNvE Reissue.
	b. If during the life of a SNvE new information needs to be added or removed to the SNvE to aid in the resolution of the safety issue, this would be a Superseding SNvE.
	c. For either of the above, the new SNvE should follow all original steps of the drafting process with the addition of;
	i. Reference the previous USN(s). These will be added by the SNvE author at time of drafting.
	ii. An update on the equipment issue and required corrective action/controls **MUST** be provided.
	iii. Reinforce any limitations/restrictions on use.
	iv. Set a new expiry date for the revised SNvE which must still be under 12 months from creation of the superseding SNvE.
	v. The original SNvE must be rescinded using step 8 and the status of the original SNvE shall be changed to superseded

Annex A

New SNvE Notification

To receive a notification once a SNvE is added to the SNvE Archive (Reference F) follow the process below;

    i.   Open the SNvE Archive (Reference F)

    ii.   At the top right of the screen click on the **3 dots**. A drop down will appear, select **ALERT ME'.**

    iii.   Screen titled **'ALERT ME WHEN ITEMS CHANGE'** appears. Complete on screen instructions as follows

    iv.   Delivery Method – Select **'Email'** and enter email address.

    v.   Change Type – Select **'All Changes'**

    vi.   Send Alerts For These Changes – Select **'Anything Changes'**

    vii. When To Send Alerts – Select **'Send Notification Immediately'**

   viii. Click **'OK'** to confirm.