



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFCP001A Evaluate and review safety cases

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit covers the competency required to ensure compliance requirements through the evaluation and review of safety cases.

It includes the development of evaluation plans, analysis of the safety case, communication with stakeholders and recommendation on certification.

Application of the Unit

Application of the Unit

This unit was developed for Defence workers involved in the evaluation and review of safety cases but is applicable to all individuals who work in this field.

Typically these individuals must work independently or as part of a team under direct and indirect supervision, use discretion and judgement, and take responsibility for the quality of their output. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Pre-requisite Unit/s Nil

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Develop the evaluation plan

- 1.1 ***Evaluation criteria*** is determined in accordance with ***organisational policy and procedures*** and ***safety case***
- 1.2 Suitable ***evaluation methodology*** is developed to ensure sufficiently valid and reliable outcomes for the review of the safety case
- 1.3 Research related to the evaluation and review is conducted and advice is sought from relevant personnel to clarify any unclear findings
- 1.4 Liaison and discussions are conducted with ***stakeholders*** in accordance with organisational policy and procedures

ELEMENT**PERFORMANCE CRITERIA****2. Analyse the safety case**

- 2.1 Safety case data is analysed in accordance with planned methodology
- 2.2 Possible *shortcomings* in safety case are identified in accordance with organisational policy and procedures, and planned methodology
- 2.3 Initial outcomes and findings of the analysis are reviewed and discussed with relevant stakeholders in accordance with organisational policy and procedures, and planned methodology
- 2.4 Additional data collection and analysis required to clarify aspects of initial findings is undertaken if necessary

3. Determine evaluation and review findings and outcomes

- 3.1 Draft recommendations based on safety case analysis are developed in accordance with organisational policy and procedures, and planned methodology
- 3.2 Draft report of the outcomes, findings and recommendations of the compliance evaluation is prepared in accordance with organisational policy and procedures, and planned methodology
- 3.3 Draft report is discussed with supervisors and stakeholders and feedback is sought in accordance with organisational policy and procedures, and planned methodology
- 3.4 Report is edited and updated based on the feedback obtained

4. Document and disseminate evaluation outcomes and recommendations

- 4.1 Report is produced and disseminated to nominated internal and external personnel in accordance with organisational policy and procedures
- 4.2 Recommendations on certification are forwarded to delegate for action in accordance with organisational policy and procedures
- 4.3 Documentation is maintained in accordance with organisational policy and procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills

- access/prepare information electronically or in hard copy
- analyse and organise data using appropriate techniques
- apply risk management techniques
- communicate with stakeholders using a range of communication styles to suit different audiences and purposes
- conduct literature searches and internet searches
- conduct quantitative data analysis using appropriate techniques
- conduct various types of evaluation surveys
- contribute to a positive culture of safety compliance
- detail requirements, write recommendations and monitor plans requiring precision of expression
- develop project plans
- evaluate and review safety cases
- manage projects, resources and timelines
- relate to stakeholders, in particular those representing relevant regulatory authorities, organisations and contractors
- undertake research
- use management techniques related to evaluation and review of safety cases that may be reasonably complex in terms of scope; degree of risk; environmental, political, cultural and social factors that apply; consequences of failure; degree of control
- use management tools suited to the evaluation and review of safety cases

Required Knowledge

- legislation, organisational policies and procedures that may impact on the safety case and evaluation and review process
- management tools suited to the conduct of evaluation and review processes
- occupational health and safety (OH&S) legislation relevant to materiel, materiel systems and to the work being performed
- procedures for maintaining and filing records, security of data
- procedures for verifying data and identifying mistakes
- regulatory systems relevant to safety cases and safety systems
- regulatory systems relevant to the work performed
- risk assessment and management process relevant to materiel, materiel systems and to the work being performed
- safety case certification process
- safety case development process

REQUIRED SKILLS AND KNOWLEDGE

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- store, retrieve and manipulate data
- determine and apply evaluation methodology
- analyse safety case data to determine adequacy
- maintain security and confidentiality of data in accordance with workplace and regulatory requirements
- prepare detailed and complex reports and recommendations.

Consistency in performance

Competency should be demonstrated over time and should be observed in a range of actual or simulated work contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated workplace environment.

Specific resources for assessment

Access is required to:

- computer and relevant software information system
- safety case data and records
- relevant workplace procedures.

EVIDENCE GUIDE

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Evaluation criteria may include

Feedback
OH&S legislation
Operational analysis
Physical evidence
Qualitative statements
Quantitative statements
Regulatory framework
Statistical results
Technical framework
User requirements

Organisational policy and procedures may include

Australian Standards
International standards
Organisational instructions and standards
Standard Operating Procedures

Safety case is

Term used to describe a sophisticated, comprehensive and integrated risk management system, which demonstrates how safety (and other forms of risk) has been considered with regard to any system or equipment throughout the life of the capability from definition through to disposal

As a report, a formal documented snapshot in time, demonstrating that due diligence has been given to the hazards associated with the introduction into service of new capability, documenting the system that facilitates the management of hazards

Evaluation methodology may include

Analysis of feedback from clients, suppliers, internal managers and personnel
Assessment of information contained in the organisation's management information system
Collection of operational data

RANGE STATEMENT

	Desk analysis
	Drafting and editing of the evaluation and review report
	Interviews, focus groups, questionnaires
	Literature searches including internet searches
	Review of reports from relevant compliance authorities and organisations
	Surveys of relevant internal and external personnel
Stakeholders may include	Defence
	Defence contractors and sub contractors
	Defence Materiel Organisation
	Defence Science and Technology Organisation
	International agencies
Shortcomings may include	Inadequate risk management controls
	Lack of consideration of OH&S requirements, technical requirements and risk assessment outcomes

Unit Sector(s)

Not applicable.