

Document Name:	Conduct Safety Action Closure Review (SACR)
Document No:	SMS-18-OP-1139

Purpose

The purpose of this document is to describe the assurance review activities undertaken to make sure safety actions are effectively closed, thereby satisfying the intent of the Investigation Report Recommendations or Audit Report Non-Conformances.

Scope

This document is applicable to Level 1, 2 and 3 Investigation Recommendations, THNSW Safety Audit Program non-conformances and other Report recommendations.

Process flow

Process

18.6 Conduct safety action closure review
 18.6.1 Initiate safety action closure review
 18.6.2 Develop Safety Action Plan
 18.6.3 Conduct the review
 18.6.4 Report and approve Safety Action Plan

Figure 1 Process flow for conduct safety action closure review

Background

A Safety Action Closure Review is an activity which is undertaken to provide assurance that each safety action has been effectively closed.

An Investigation or Audit Report will be received and accepted through the safety action management process (refer to SMS-18-SP-1078). The report will be processed through the safety action management process where investigation commences or audit non-conformances will be allocated to responsible Managers. The responsible Manager will determine and complete safety actions to address the recommendations or non-recommendations.

A report that has all recommendations or non-conformances and coinciding safety actions completed and approved is then forwarded to the Rail Safety & Operations Manager and the associated file is appropriately stored.

Procedure

18.6: Conduct safety action closure review

A Safety Action Closure Review is required to provide assurance that:

- the recommendations or non-conformances were satisfactorily addressed by the nominated safety actions
- the safety actions have been completed
- there is sufficient evidence to demonstrate that the safety actions have addressed and closed the associated recommendations or non-conformances.

18.6.1: Initiate safety action closure review

The Rail Safety & Operations Manager is responsible for the following procedure.

Procedure

1. Assign the investigation/audit file to be reviewed to a suitably experienced Reviewer.
2. Create a file for each investigation or Audit requiring safety action management.
3. Confirm that the report is complete and ready for Safety Action Closure Review by verifying that all recommendations/non-conformances managed through the Safety Action Management process have been closed.



Note

A suitably qualified reviewer is someone who is experienced and competent to:

- develop a Safety Action Review Plan
- conduct a review
- advise if a safety action is closed.

18.6.2: Undertake Safety Action Closure Review

The Reviewer will complete the following procedure.

Procedure

1. Undertake a Safety Action Closure Review to complete the Safety Action Closure Review which may include:
 - details of the range of verification activities to be undertaken, e.g. desktop audit, sampling, photographs, site visits, surveys or what combination of activities will best assure the evidence is tested
 - expected date for completion of these activities
 - details of periodical updates of the plan as required during the entirety of the review
 - details of the provision of the regular updates of the review progress and any constraints or obstacles to the Rail Safety & Operations Manager.
2. Submit the determination to the Rail Safety & Operations Manager for review.

18.6.3: Conduct the review

The Reviewer will complete the following procedure.

Procedure

1. Make sure each recommendation or non-conformance has appropriate evidence to ensure the recommendation/non-conformance has been adequately addressed.
2. Conduct verification in accordance with the Safety Action Review. Examples include, but are not limited to, desktop review, interviewing staff, photographs, observation of behaviour etc.
3. Follow up with the responsible manager to obtain more evidence to support the closure of the recommendation/non-conformance, if information provided is insufficient to close the recommendation/non-conformance.
4. Notify the Rail Safety & Operations Manager to establish if any new recommendations or non-conformances should be generated, if there is insufficient evidence available to support the closure.

18.6.4: SACR Report

The following procedure is completed by the Reviewer upon verification of all evidence.

Procedure

1. Develop a Safety Action Closure Review Report.
2. Forward to the Rail Safety & Operations Manager

18.6.4: (continued) The Rail Safety & Operations Manager (or delegate) is responsible for the following procedure, unless stated otherwise.

Procedure

1. Present the completed SACR Report to the Weekly Safety Meeting and action to close/keep open the safety action.
2. Adjust the Safety Action Database to reflect the closure and/or opening of any new safety action items.

References

SMS-18-SP-1078 Safety Action Management

SMS-18-OP-1116 Manage Safety Actions

SMS-18-RG-1409 Safety Action Database

Version Control

Version	Change from previous	Date	Comment
1.0	First release of revised SMS		
2.0	Changes to organisation structure	23/05/2017	