Work Package 2.2

VICE Baseline Validation Workshop

Vehicle Interaction Control Improvement Project

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| WBS Reference | 2. VI Control Effectiveness (Phase 2) |
| Work Package | 2.2 VICE Baseline Validation Workshop |
| Package Owner | Validation Workshop Facilitator |
| Owner Organisation | Your Company |
| Participants | Project Manager, Project Team to prepare CFW Version 1.  Selected operations personnel, site and divisional HSE personnel, experienced workshop facilitators for validation workshop. |
| Capability Required | Facilitators with CFw validation workshop experience. Cross sectional team with extensive site operations knowledge and experience.  Oversight by project manager, project team and senior operations personnel. |
| Description | A validation workshop compares work as done with work as documented.  It follows this iterative process:   1. Review the Required Operating State and confirm that it is relevant to safe and productive mobile equipment operations for this site 2. Review each Credible Failure Mode and confirm that the operational scenarios apply, and it can compromise the Required Operating State being reviewed 3. Then review each related Business Input to confirm that it can prevent or mitigate the Credible Failure Mode from compromising the Required Operating State. 4. Based on operational practice review and update details on how the Business Input is:    1. Specified    2. Implemented and    3. Monitored |
| Completion State | **Step 4 - Control Framework Version 2 (Validated Baseline) for Phase 2 review and ongoing update over the life of the project.**  **Control Framework Version 2 produced and available for ongoing review and update over project life.** |
| Process  The Site VI Control Baseline follows these steps:   1. Review and confirm that the Required Operating States (ROS) in the Vehicle Interaction (VI) Control Framework template are site relevant. 2. Review the Credible Failure Modes from the VI Control Framework template to:    1. Confirm that they are site relevant i.e. they can compromise the Required Operating States    2. Analyse site, region, and sector incident information to confirm that all incident types can be assigned to Credible Failure Modes    3. As required add new Credible Failure Modes    4. Identify any Credible Failure Modes that are not site relevant. 3. Use the VI Control Framework template to map how each business input is specified, implemented, and monitored from:    1. The table of requirements generated from 2.1.1, 2.1.2, 2.1.3 (outputs from the systematic review of general and specific vehicle interaction legislation, company standards and sector resources relevant to the operating site)    2. The table of requirements from 2.1.4 (outputs prepared from site documentation and knowledge on all aspects of vehicle interaction).   The output from this step is Version 1 the site VICE Performance Baseline (work as documented) validation workshop Control Management Sheets.   1. Present the Control Management Sheets to experienced and knowledgeable employees in a validation workshop for review, updating and validation. The output from this step is the Version 2 work as done validated Vehicle Interaction Control Effectiveness (VICE) performance baseline. 2. From the validation workshop, identify opportunities to restore and maintain existing vehicle interaction controls, prepare a plan to close any gaps and present for senior management review and endorsement. 3. Maintain and update VICE performance baseline information as a key reference for subsequent project steps in phases 2, 3 and 4. When enhancing existing or adding new vehicle interaction controls identify: 4. The details of the new business inputs 5. Any new credible failure modes e.g. consider changes in operator or pedestrian behaviour 6. Consider and update impacts on existing credible failure modes 7. Consider and update impacts on associated business inputs. 8. Over the life of the VI Control Improvement project use the VICE performance baseline to manage project risk and as a ‘single point of truth’ reference for all relevant company and external obligations, procedures, risk analyses and registers, documents, work processes, external guidance etc.   References   * [EMESRT VICI Facilitators Guide](http://www.emesrt.org/wp-content/uploads/FacilitatorGuide.pdf) * [Control Management Sheets for the Site](https://emesrt.org/wp-content/uploads/2.1-VICE-Baseline-Workshop-Schedule.docx) | |

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