Work Package 2.3

Phase 2 VICE Baseline Report

Vehicle Interaction Control Improvement Project

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| WBS Parent | 2. VI Control Effectiveness (Phase 2) |
| WBS Reference | 2.2 VICE Baseline Validation Workshop |
| Work Package | 2.3 Phase 2 VICE Baseline Report  2.3.1 Sorted Opportunities for Improvement  2.3.2. Site External Expectations Alignment  2.3.3 Action plan with management approval |
| Package Owner | Validation Workshop Facilitator |
| Owner Organisation | Your Company |
| Participants | Project Manager, Project Team, selected operations personnel, site and divisional HSE personnel, workshop facilitators |
| Capability Required | Cross sectional team with site operations knowledge and experience.  Facilitators with CFw experience. Oversight by Project Manager, Project Team and senior operations personnel. |
| Description | **Provide a Report for Senior Managers that:**   * Describes the process and its value-add * Summarizes findings by cataloging opportunities for improvement (OFI) * Explains Next Steps |
| Completion State | **VICE Performance Review Baseline with Catalogued Opportunities for Improvement (OFIs).** |
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**Process**

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| **Report Inserts** | **Details** |
| VICE Performance Baseline Value | The work to establish a Performance Baseline for vehicle interaction controls is a significant foundation investment.  Realizing its full value begins with site management reviewing improvement opportunities for relevance and then preparing plans to close current performance gaps.  It continues with maintaining and updating the baseline:   * As actions to close performance gaps are implemented. * Before, during, and after the implementation and operational integration of enhancements to current vehicle interaction controls. * A current baseline provides a key resource for: * Developing a site capacity to capture and interpret control performance signals, detect early drift, and take timely corrective actions. * Ongoing governance and assurance reporting e.g. confirming which company and regulator expectations are site relevant and how they are being met. * Identifying how the status of vehicle interactions can be digitised for effective monitoring and analysis. * Assisting the site and company to select and integrate technology that will enhance or replace current vehicle interaction controls. * The preparation of user requirements for current and future technology providers. |
| Next Steps | Assign catalogued OFIs to selected teams to:   * Review for relevance, impact, and priority * Prepare a return to expected control effectiveness action plan for Leadership Team approval   Maintain Leadership Team oversight of action plan status, report and track implementation progress using the site VICE Performance Management platform.  Confirm a consistent site process for assessing and managing Enhancement Opportunities. Link to existing site approaches e.g. prefeasibility assessment, communication, and management of change. |
| About the VICE Performance Baseline Review Process | It is a review, not an audit**:**   * A structured and iterative approach that captures information from knowledgeable and experienced personnel. * A site Vehicle Interaction Control Effectiveness Baseline is built and updated following this sequence:  1. Site leaders prepare the initial VICE work as documented baseline by mapping site processes and references to industry good practice, company standards, and regulatory requirements; 2. At a workshop, a cross-section of site personnel comprehensively review, update, and validate the site baseline by comparing *work as documented* to *work as done;* 3. VICE Baseline performance gaps and *opportunities for improvement* are sorted for senior management review; 4. Site management prepare plans to address gaps in current controls; 5. VICE baseline outputs inform decisions about enhancing controls e.g. changes to mine design and operating practice, and the operational integration of technology; 6. The constantly updated baseline resource that supports successful technology implementations so that *work as digitised = work as documented = work as done.* |
| Cataloging Opportunities for Improvement | It is recommended that Opportunities for Improvement are catalogued into site logical categories. For example:   * People * Process * Equipment * Operating environment |

**References**

* [EMESRT VICI Facilitators Guide](http://www.emesrt.org/wp-content/uploads/FacilitatorGuide.pdf)

**Notes**

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