

## Overview

This standard take place within the manufacture of explosives, substances or articles and covers the development of the standard operating procedure/s (SOP) in accordance with approved practices.

You will be required to demonstrate that you can confirm that you have the correct procedure concerning the operational requirements for the process to be developed or reviewed, identify the strengths, weaknesses and opportunities of the current standard operating procedure/s (SOP) in accordance with your organisations approved practices.

You will develop standard operating procedure or update existing ones and confirm they are fit for the purpose through consultation and validation.

This activity is likely to be undertaken by someone whose work role involves, Ordnance, Munitions or Explosives (OME) work activities. This includes those working as manufacturing, maintenance and storage managers.

This standards replaces COGESA 4.01 and 4.14.

## Performance criteria

### *You must be able to:*

P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines

P2 confirm that you have accurate details concerning the process specification for which the safe operating procedures are being developed and up-dated

P3 ensure that you have sufficient and accurate information to enable you to carry out your task

P4 assess the suitability of existing process methods and identify the strengths, weaknesses and opportunities of the current standard operating procedure/s (SOP)

P5 set quality, quantity, cost and time objectives that are likely to be met by any new and/or changed procedure/s

P6 select appropriate operations to implement the process methods for the procedure/s

P7 ensure that all relevant health, safety and environmental considerations are covered

P8 confirm the fitness for purpose of the procedure by ensuring that appropriate evaluation and testing have been carried out

P9 record information accurately in accordance with organisational procedures

P10 consult relevant personnel and build their feedback into your draft

P11 develop a safe system of work for any new and/or changed procedure

P12 ensure that your review of the results addresses objectives relating to quality, quantity, resource implications, fitness for purpose and time, with recommendations for improvement

P13 maintain the requirements of confidentiality at all times

P14 ensure that your recommendations are based on factual and validated evidence

P15 record and submit your recommendations to the relevant authority in the correct format within the accepted timescale

P16 present your recommendations clearly and concisely and spell out the impact on the business

## Knowledge and understanding

### *You need to know and understand:*

- K1 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work
- K2 the relevance of personal protective equipment (PPE)
- K3 the nature, characteristics, hazards and risks of the explosive substance and/or article
- K4 the actions to be taken in response to an unplanned event
- K5 work area hazards
- K6 the process and organization business objectives
- K7 your organization's structure and who needs to be consulted
- K8 the advantages and disadvantages of the potential process methods
- K9 the criteria against which you will select the most appropriate process method
- K10 how to identify the resources needed for the procedure
- K11 how to obtain details of operational requirements for the process and how to analyse operational methods
- K12 your organization's drafting and review procedures
- K13 the importance of consulting the relevant people
- K14 the importance of covering all health, safety and environmental considerations
- K15 the requirements and importance of the testing and evaluation processes
- K16 problem solving techniques
- K17 whom to contact in the case of problems beyond your responsibility or capability
- K18 the requirements of confidentiality
- K19 the importance of ensuring that all objectives are addressed
- K20 how to identify the resources needed to implement the proposed procedure
- K21 the importance of communication
- K22 the likely impact of your recommendations on the business
- K23 the importance of substantiating your recommendations with validated evidence
- K24 the importance of accurate record keeping
- K25 the required content and appropriate format for making recommendations
- K26 the information requirements of the approving authority
- K27 handling outcomes from review
- K28 to whom to submit recommendations and the importance of gaining approval
- K29 reporting lines and procedures

### Scope/range

1. Procedures: new procedures; modifications to existing procedures
2. Personnel: team members; colleagues beyond your team
3. Presenting recommendations: in writing; verbally

Develop and update explosives standard operating procedure/s

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<b>Relevant Occupations</b>	Engineering and Manufacturing Technologies, Process, Plant and Machine Operatives, Science and Engineering Technicians, Science and Mathematics Science
<b>Suite</b>	Explosives Substances and Articles: Manufacture
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