SECURITY MANAGEMENT - PRINCIPLES DEVELOPED PROCEDURES

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Abstract:
The focus of this article will focus on identifying the principles of developing, review, approval, distribution, use, maintenance, removal and management of these functions and procedural schemes principle of these procedures

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All organizations must have safety management systems as part of the overall management of the organization (in fact, is a clear correlation between the organization and operation safety management operation).

A safety management system requires a structured approach to all agreements necessary to ensure proper performance security in the organization. Security Management is based on the organization's security policy.

The primary [1] of security management activities are regulated formal organization in accordance with security requirements, with further increase security performance and support a strong security culture.

The security management design principles as the essential safety requirements refer to:

a) safety report and design principles as the essential security conditions must be considered during the design phase as factors in reducing the potential dangers of the systems;
b) can be considered a number of basic approaches to security in the system to reduce inventory in storage and substantial danger to the proceedings and thus the risk of major accidents can be significantly reduced.

Principles for developing safety management procedures include:

- principles underlying the system of comprehensive procedure;
- principles which develop procedures;
- procedures directly support the principles of the organization's infrastructure.

Procedures are identified fifteen principles for development, review, approval, distribution, use, maintenance and management of such withdrawal and procedural functions.

Principle 1: The procedure is an integral component of Security Management System (SMS):

Principles and basic features of SMS are encoded by contracts, describing SMS and related documents are contained in the collective management organization in the controls. The procedure is a mechanism that contains the institutional foundations and performance, facilities and work activity consisting of requirements, standards, management, technical and performance basis, agreements and commitments.

Principle 2: Management procedures shall be established by the organization's security policy.

Security policy management organization can set expectations for development, review, supply, distribution, use, maintenance and removal procedures.

Management security is thus called upon to intervene in ensuring security at the same time providing quality work, taking into account the interconnection between risk and quality assurance QA levels, between which there must be an ideal relationship (Fig. 5.6) [3].

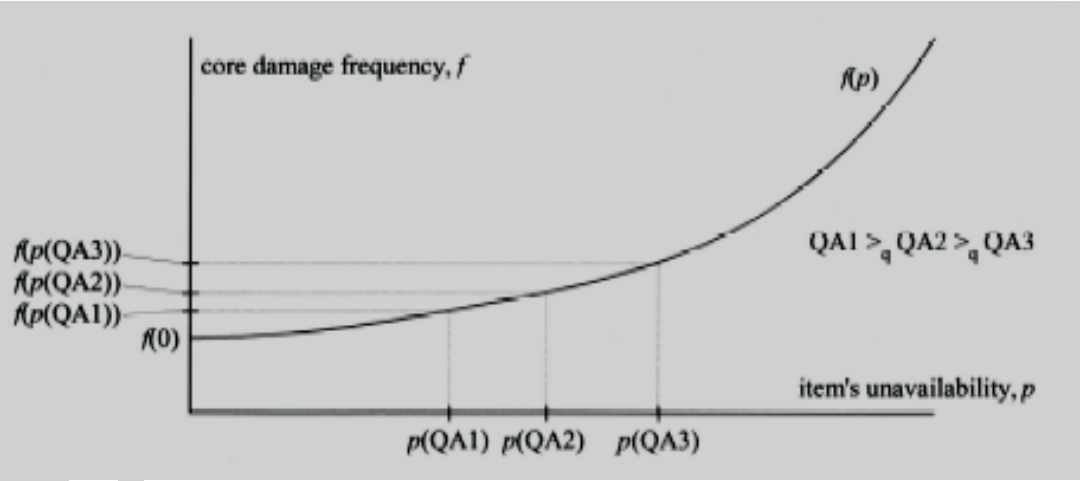

Fig. 5. 6 ideal relationship between levels of QA to ensure quality and frequency of damage p, *f*

Principle 3: Organizations determine when and what procedures should be used. The organization may identify circumstances when to use, how to use and who to use procedures once approved and published. To support the use of clear and consistent procedures, define requirements, use, user documentation and verification of use by:

- Identification procedures intended to be used;
- Establish criteria for determining the stages of the procedure to be completed and documents must be verified independently;
- Establish procedures regarding the use responsibilities;
- Determining how to verify and document the procedure used;
- Action needed to establish if unforeseen situations, the emergency situation or where the steps identified in the case can not be followed as written;
- Determination of levels of training, experience and qualifications and procedures associated with their use when testing should include formalized training, qualifications and recognition of skills associated with the trades.

At the same time the organization will define activities, which controls other than those written procedures are required to accompany the occupational safety and effectiveness.

Principle 4: Approval and accounting procedures are defined in the system and for individual procedures and include: accounting system and accounting procedure process.

Owner's procedure shall keep records of procedures designed to ensure that procedures are developed as necessary and are updated when:

- work changes and requirements;
- change the basis of the authorization;
- feedback identifies opportunities to improve the procedure;
- identified deficiencies (errors, omissions) in the case;
- Security issues are identified to be reviewed.

Owner organization responsible for the content, use and final review, confirming that the procedure remains responsible for the original purpose and that requirement and standards are implemented.

Principle 5: The trials begin with the identification procedure needs a procedure: procedure first task is to determine which activities are necessary or eligible

for a procedure and determine the most efficient form of procedure. Warns procedures to achieve the goals criteria of need:

- **reduce risk**, the work involves risk to employee, public, environment or organization. Procedures can avert the risk of significant reduction in activity, loss of intellectual property, loss of sensitive information organization. In ideas above context, risk assessment can be based on the procedure of Fig. 5. 7 [1].
- **ensure consistency** in the description of a specific route which is consistent work in safety, quality, human performance or rehabilitation or where consistency is essential to maintain harmony with the laws, regulations and agreements.

Principle 6: Basics of the procedure are identified and documented, documentation, basic collection of reference documents and information from each case develops, the archive is to ensure a high level of confidentiality that the procedures used is complete, appropriate, useful, accurate, promoting effective technical and human performance. Correspondence of basic procedures and documentation must be clear and consistent. All procedures of any kind of control (managerial, technical or emergency) have an identifiable base.

Principle 7: To develop and design procedure defined standards, the organization sets standards for development and design procedures. Make the standards development organization procedures are consistent and documents checked and recorded.

Standards may apply to all professions needed by the expertise and experience is brought in procedure development and review and development processes and review procedures. Such standards may be some "procedural guidelines.

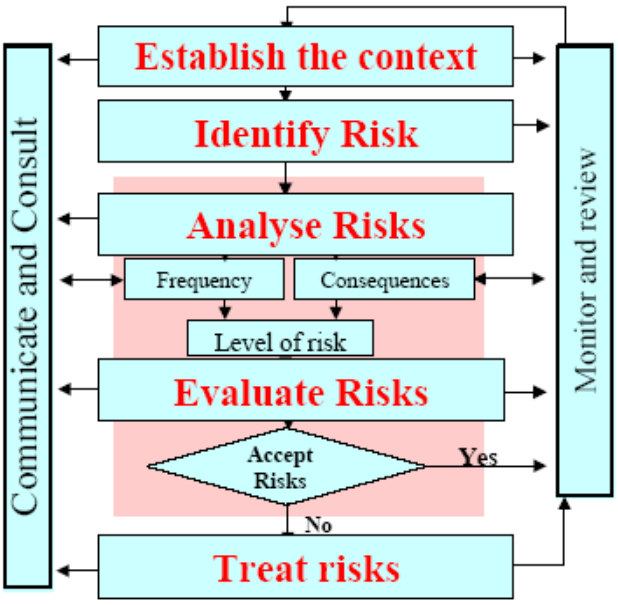

Fig. 5. 7 Risk assessment procedures

Purpose described in the procedure is to optimize human performance:

(1) by presenting the ways that can be easily understood by the user, and

(2) by presenting information in a manner that reduces or eliminates these common errors, making sustainable use of the procedure. The design procedure provides methods for eliminating common errors committed or omitted, and includes:

- Structuring the presentation and layout of the document to increase understanding and use of alternative media presentation that use the procedures;

- Language, using terminology, phrase structure, presentation graphics (tables, figures, graphics, shapes), types of common errors and use procedures and strategies for their prevention.

Principle 8: The organizations concerned shall formal review procedures, review procedures is important in ensuring the appearance proceedings, legally correct and useful or technically.

The review process of the proceedings shall appoint experts (including those that use the procedure and those who develop one), procedural interfaces with other facilities and enhancing the process and product, and the type and depth depend on the content review process, complexity of work, levels of uncertainty, operational and security considerations and the degree of coordination across programs and areas of expertise.

Principle 9: Verification and validation procedure is required priority. Final evaluation of a complete procedure is carried out by the organization to ensure that the procedure is technically correct, meet the needs of the case and the original useful working environment.

Verification demonstrates technical correctness of the procedure, to an extent possible, verification is incorporated into the technical review process and added actions may require each case to be of high quality and include initiatives to progress.

Validation procedure leads mainly to the authorization that the procedure can be used as it is written. Validation requires an independent assessment.

Regardless of the validation method used, no procedure is truly validated until it is used.

If an activity has performance during procedure performance activity to be reviewed, verified, validated at the same level of rigor demanded that for a new procedure. During the intervention process can use a number of changes.

Principle 10: Approval of the procedure showing its use and ownership for implementation, approval process confirms the complexity of the development phase and establish the procedure-specific accounting and management procedures. To establish the level most appropriate accounting system procedures require a signature of approval for each case. The procedure is usually signed by a person from the lowest level of authority for direct implementation of the procedure. This signature certifies that the procedure is technically correct, that employees can understand and use the procedure, the verification is appropriate and validated activities were completed and that a new procedure or change to the existing one has been reviewed for impact on related procedures. Approved process authority must request approval to establish effective periods for implementation of the procedure and time required for the application of the procedure.

Principle 11: Monitoring change is set for procedures, review and evaluation procedures are necessary for the pursuit procedures required to keep abreast of changes in tasks, activities, hazards, requirements, systems, personnel and equipment and promote the procedure added.

Principle 12: A document control and delivery system ensures that accurate and current versions of procedures are available for use.

An important part of the procedure is controlled delivery system that ensures the correct version and the current procedure where and when needed.

Indexing procedure lists all approved procedures, listing at least the name, number and revision process is maintained to ensure that the current version of the procedure is used to improve the work.

Principle 13: Records are accessible for retrieval procedure. Program records shows that there is a historical record as part of document control.

Program records include all records of proceedings. Identification and collection procedures are part of the future records.

Principle 14: Information resources management support system procedure, the information resource management, identifying the capabilities to support effective design and development principles and coordination procedures for processing all affected by the revision or introduction of new procedures;

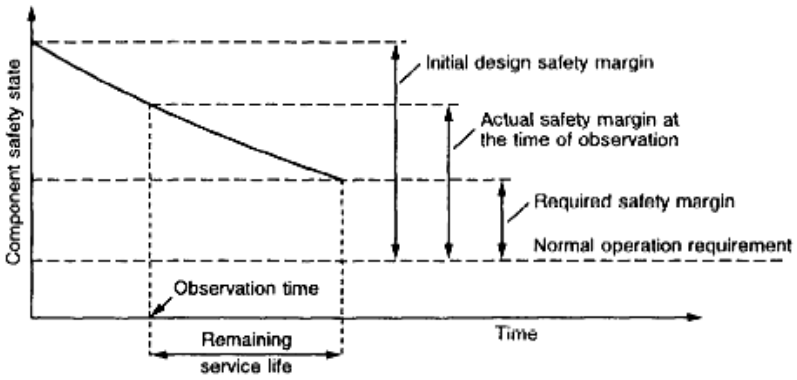

Fig. 5. 8 Comparison of safety limits

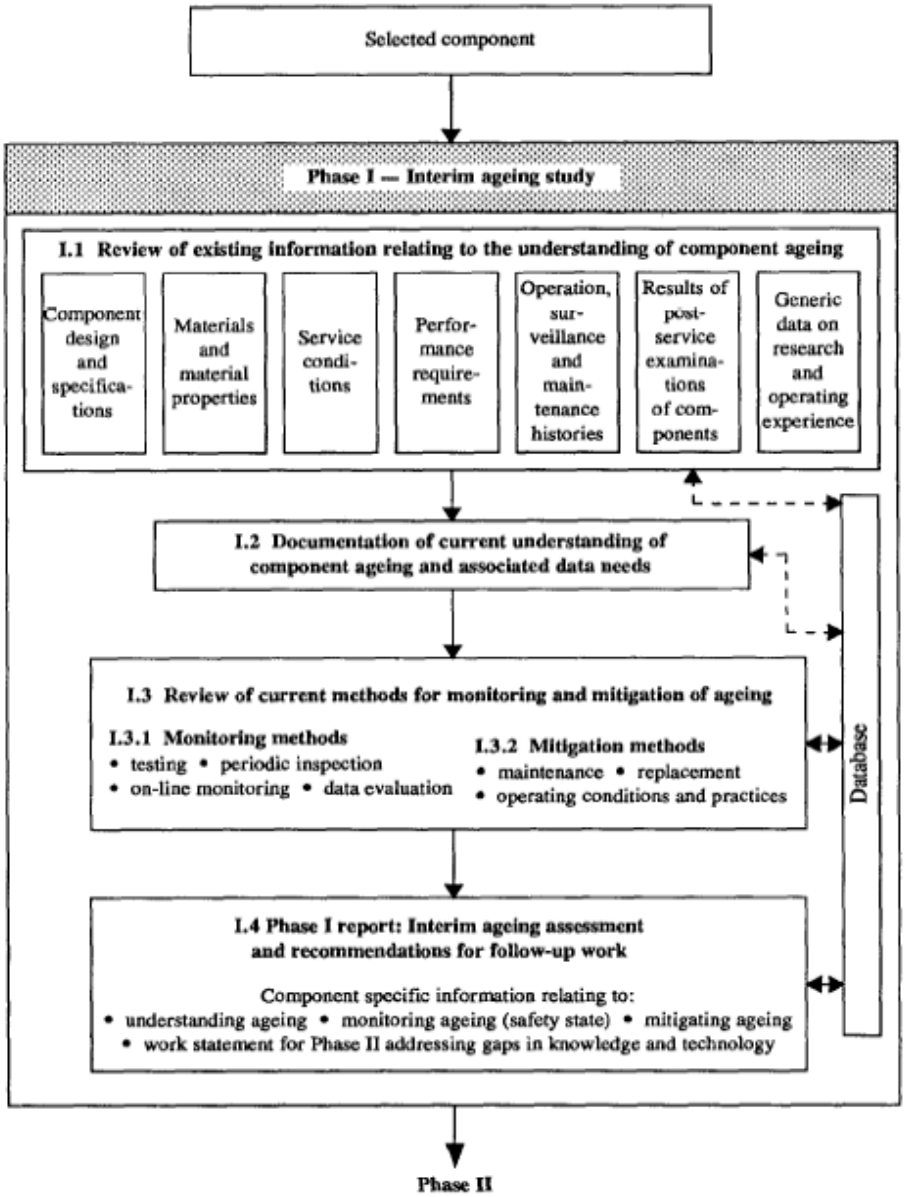

Fig. 5. 9 stages of phase I evaluation of

Principle 15: Effective Training and qualification program support system procedure are supported by training and qualification described, to ensure that staff understand the system requirements and procedure that are capable of developing, using and maintenance. In this regard included training managers responsible for their activities but also the users of the procedure, and those who design and develop these procedures.

Where the procedures for the aging process management system (by monitoring security limits) in Fig. 5.8, and 5.10 are shown in fig.5.9 and principle schemes of these procedures.

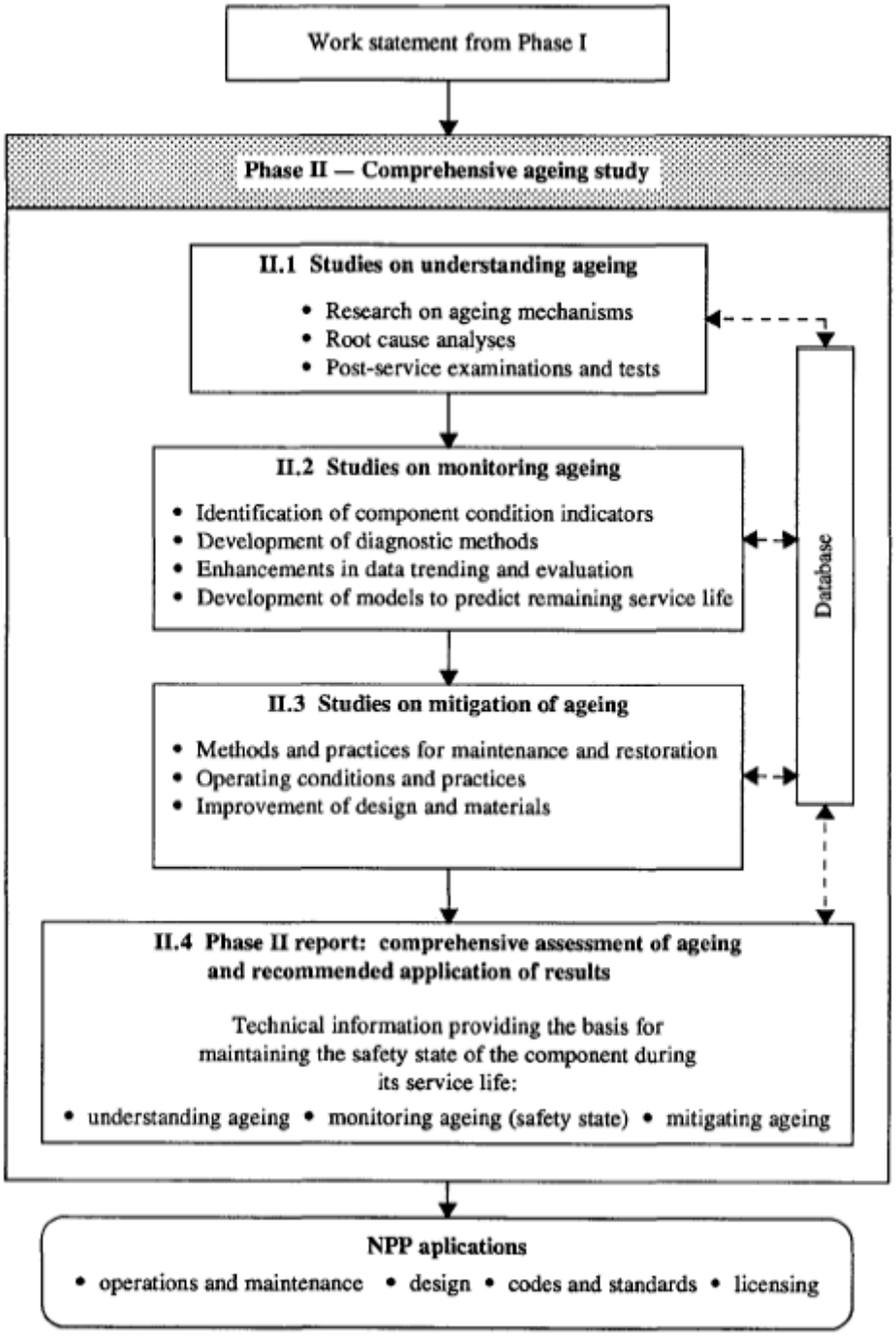

Fig. 5. 10 stages of phase I evaluation of

Degradation factors [4] affecting the service life of materials and components and facilities to be considered when the preliminary assessment phase I a and II are:

1) Weather factors: radiation (solar, nuclear, thermal), temperature (high, low, cyclical), water (solid phase: snow, ice, in the liquid phase: the rain, condensation, rainfall duration, the vapor phase: identical high relative humidity), compounds the normal air (oxygen and ozone, carbon dioxide) air contaminants (gases such as nitrogen oxide and sulfur, mixed cans salted, acid and base components dissolved in water vapor, mechanical and sand particles, dust, dust), thaw), wind;
2) Biological factors (microorganisms, fungi, bacteria);
3) Induced stress / tension (stress sustained, regular stress, stress of the physical action of water (the rain, storm, snow, the fog), physical stress from wind action, combinations of physical stress of water-and wind), displacements due other factors such as collisions with vehicles;
4) Physical and chemical incompatibility factors;
5) Due to the operating factors (for reasons of design, installation and maintenance of procedures due used and friction, the abuses functional)

Conclusions:

Traditionally, in a particular field (health and safety), risk equals hazard and hazards, in others (Finance), is a question of volatility in the revenue estimates of both negative and positive.

He suggested the grand that we live in a "risk society" in which individuals are increasingly aware of the risk of individual product. Although a controversial issue where people are “higher risk” or are objectively more dangerous now than before. As part of policy uncertainty, published in various bills, advertising and the right to make decisions on policy makers to account. From this perspective, the problem is to be responsible on experts and scientific groups and that their decisions to become transparent public.

Alarm system management and operating management describes the steps to be followed when conditions are abnormal.

Alarm system management procedures established safety margins in the management of operations, allowing intervention before registration conditions are more dangerous.

Management procedures operating in Emergency detailing responsibilities when safety margins have been violated or seriously endangered. Both types of security procedures are based on management system projects, the security analysis, the analysis of hazards, the process flow diagrams and vulnerability studies.

A series of disasters have led to the concept of "major technological risk" and all the science and techniques to study the risks (natural and technological) and their prevention - cindynique.

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