GENERAL SAFETY INSTRUCTION GSI-SO-10

COMPLEX SAFETY ADVISORY PANEL (CSAP)
INTRODUCTION

For the convenience of the reader, this General Safety Instruction uses the masculine gender only. However, its use shall be understood as referring to both genders unless the context clearly indicates a reference to one gender only.

1.1 Legal basis

In accordance with its intergovernmental status, the Organization establishes and updates Safety Rules to implement its Safety Policy.

This General Safety Instruction forms part of the CERN Safety Rules and is issued pursuant to the Staff Rules and Regulations and the CERN Safety Policy.

1.2 Purpose and scope

The purpose of this General Safety Instruction is to define the terms of reference of the Complex Safety Advisory Panel (CSAP).

1.3 Definitions

For definitions please refer to the Safety Regulation SR-SO “Responsibilities and Organisational Structure in Matters of Safety at CERN”.

1.4 CERN Safety Rules and Laws

This General Safety Instruction is supplemented by the documents listed below, where they exist:

- Safety Regulations (SR);
- General Safety Instructions (GSI);
- Specific Safety Instructions (SSI).

In the event of any ambiguity or contradiction between the above-mentioned documents, they shall apply in decreasing order of priority, starting from the top.

MISSION AND SCOPE OF WORK

A CSAP shall be set up for each Complex. Each CSAP shall advise the Complex Manager and the relevant Complex executive committee on the safe operation of the Complex concerned with the aim that implementation measures and operational procedures are consistent at Complex level.

The CSAP shall in particular:

- report and exchange on implementation measures and operational procedures, as well as lessons learnt regarding the safe operation of the Complex concerned;
- consider any issues regarding the safe operation of the Complex as a whole with special attention to the interaction and the interfaces between the facilities comprising the Complex;
- propose any measures as are necessary to ensure the safe operation of the Complex as a whole;
- oversee the establishment and updating of the Safety Folder of the Complex.

MEMBERSHIP

Membership of each CSAP shall be as follows:

- a Chair appointed by the Complex Manager, in consultation with the Head of the HSE Unit;
- representatives from the Departments involved in the safe operation of the facilities comprising the Complex concerned. These representatives are appointed by the Chair, in consultation with the Complex Manager;
- the Departmental Safety Officers (DSOs) of the Departments involved in the safe operation of the facilities comprising the Complex concerned (ex officio);
- the Large Experiment Group Leader In Matters of Safety (LEXGLUMOSes) of the Large Experiments involved in the safe operation of the experimental facilities comprising the Complex concerned (ex officio);
- a representative from each group of the HSE Unit (ex officio).
4 ORGANISATION

Each CSAP shall meet regularly, typically once a month.
Meetings are called by the Chair, who shall issue an agenda.
Each CSAP shall designate one of its members to act as Secretary.
The Secretary of CSAP shall establish minutes of each meeting, which shall be distributed to:
- the Complex Manager;
- the Head of the HSE Unit;
- the members of the CSAP;
- the Chairs of other Safety Officers Committees and of the other Complex Safety Advisory Panels (CSAPs);
- the Chair and the Secretary of the executive committee of the Complex concerned;
- any other person as the CSAP Chair may deem appropriate.

5 REPORTING

The Chair of each CSAP shall regularly report to the Complex Manager and to the executive committee of the Complex concerned and bring to their attention any issues and propose such measures as are necessary to ensure the safe operation of the Complex as a whole. The Head of the HSE Unit shall be present or represented at these meetings.

6 FINAL PROVISIONS

6.1 Replacement of existing documents

This General Safety Instruction (version 1), including the applicable CERN Safety Rules and Laws (cf. section 1.4), cancels and replaces the corresponding provisions of the Memorandum of the Director General of 9th August 2011 (DG/2011-258) “Safety structure with regard to the Organization’s machine and experiment facilities”.

6.2 Entry into force

This General Safety Instruction (version 1) enters into force upon its publication on the CERN website dedicated to the Safety Rules: https://www.cern.ch/safety-rules.