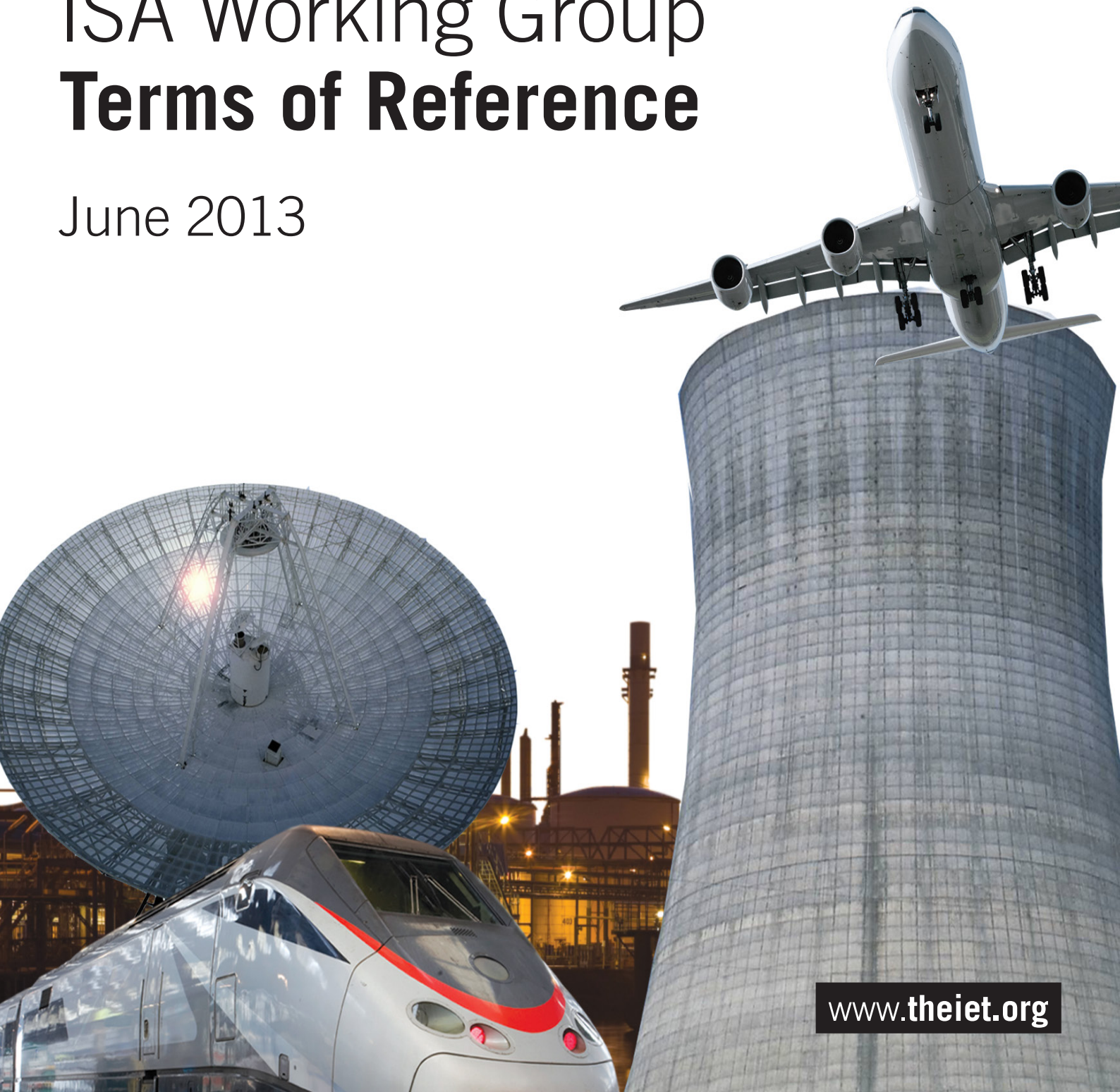


# ISA Working Group **Terms of Reference**

June 2013



## Scope

Independent Safety Assurance is the process of gaining confidence in the safety of a system through the formation of a judgement, separate and independent from any design, development or operational personnel, that the safety requirements for a system are appropriate and adequate for its planned application and that the system satisfies those safety requirements. Independent Safety Assessors (ISAs) are professionals whose job involves the formation of this judgement.

The scope of the Working Group includes Independent Safety Assurance in any domain of technology or industry, although it is recognised that some domains may use different terminology to describe the role stated above.

Non-functional safety issues such as Health & Safety at Work inspections are not within the scope of the group.

## Purpose

The purpose of the group is to: -

- promote the ISA role as a means of providing independent safety assurance of products to the supplier, purchaser and user;
- promote the ISA role of a safety professional in standards;
- support professional development by defining minimum standards, identifying training that meets minimum standards and supporting resources; and
- support professional ISAs by developing guidance and providing information that affects their role.

## Membership

Membership is invited from ISA practitioners, their customers, and other interested parties such as academia, learned institutions, standards bodies and government. New members will be accepted subject to the agreement of the chairman and a majority of the members. The Chairman shall attempt to ensure that the membership represents a broad cross-section of industry.

Full members will be expected to attend the majority of meetings. Members may also opt for correspondence membership.

Those members who are practicing ISAs will be expected to abide by the Code of Practice for ISAs published by the Working Group.

Members attend meetings in their own capacity, but may also act as corporate representatives for a company or other interested organisation. Those acting in such a capacity will be expected to seek review comments on ISA Working Group publications from their organisation. Any information identified as commercially sensitive must be treated in confidence by all members.

## Meetings

Meetings will be held four times per year. Members should expect to attend the majority of meetings.

## Resources

ISA Working Group meetings are currently supported by the IET, BCS and SaRS, however members' attendance is expected to be funded by the member or their employer.

Supporting organisations are expected to review ISA Working Group publications, and grant the Working Group permission to use their logos on publications. The ISA Working Group, rather than its supporting organisations, will retain the copyright and intellectual property of its publications, and reserves the right to place these into the public domain to support the development of the independent safety assurance profession.

## Governance

The ISA Working Group will be led by a Chairman, who will be elected for a two-year term by majority vote.

A Vice Chairman will also be elected for a two-year term by majority vote. For succession planning purposes, it is expected that the Vice Chairman will stand for the office of Chairman in the following term.

The ISA WG reports to IET Policy Department and BCS Engineering & Science Board. However, the Working Group is independent in its publications: its views are its own rather than those of any of the institutions.