

How to Coordinate a Meeting of the Risk Management Review (RMR) Committee

If you are planning an experiment or test that involves one of the following, you are required to request a meeting of the RMR Committee:

1. Fire
2. Boiling water
3. Significant stored energy release
4. Projectiles
5. Motor vehicles

If you suspect there might be any reasonable chance of personnel injury or property damage during a testing evolution, please err on the side of caution and request a meeting. The process is meant to be as painless as possible and includes the following:

1. Please read and comply with the [division safety instruction](#). The following documentation can be submitted in lieu of the required memorandum.
2. Write up the evolution as described in the [Detail Design Review Guidance](#) as summarized below:
 - a. Objectives
 - b. Background
 - c. Procedures
 - i. Schematic
 - ii. Overview of experiment
 - iii. Specific procedure
 - iv. List of experimental equipment and required materials
 - v. [Operational Risk Management \(ORM\) Assessment](#)
3. Contact Mr. Jerry Ballman (ballman@usna.edu), the Technical Support Detachment (TSD) Director requesting a meeting.
 - a. Please allow at least two business days to coordinate.
 - b. Be sure to include your project mentor and technical advisor on the e-mail.
 - c. Attach a copy of your report, including the information required in Step 1.
4. Mr. Ballman will coordinate with the Naval Support Activity Safety Annapolis Safety Office, fire department, and any necessary personnel within TSD to review the plan.
5. Mr. Ballman will contact you with a mutually agreeable time and place, usually just after lunch, to meet with the necessary safety personnel to discuss your plan. The primary purpose of this meeting is to ensure testing is conducted safely at minimum risk to personnel and property. Our staff has considerable experience with project testing and can provide valuable insight as to how best to conduct it.
6. Once all members of the committee have reviewed and approved the plan, you are cleared to test in accordance with the agreed upon procedure.

Useful Points of Contact:

Mr. Jerry Ballman, TSD Director
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