

Development and maintenance of operational professionalism (DaMOP) for fire stations, specialist appliances, control, specialist roles and senior officers

New policy number: **427**
Old instruction number:
Issue date: **24 April 2006**
Reviewed as current: **23 May 2024**
Owner: **Assistant Director, Learning and Professional Development**
Responsible work team: **Training Design**

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Review date: **23 May 2027**

Last amended date: **19 October 2026**

1 Introduction

- 1.1 This policy is for all operational staff from firefighter – group commander, control officers, and staff in specialist roles.
- 1.2 The London Fire Commissioner (LFC) has a statutory duty to ensure that all staff are competent to undertake their role.
- 1.3 There are three distinct phases to the learning and development process:
 - Acquisition – the process of acquiring new knowledge, skills and understanding through initial training.
 - Application – the process of applying knowledge, skills and understanding in the workplace in a range of environments.
 - Maintenance – the process of maintaining the knowledge, skills and understanding within the workplace through periodic training and assessment.
- 1.4 This policy sets out the DaMOP training requirements across a range of core competencies relevant to their role, which is referred to as the DaMOP framework (see Appendix 1). Theoretical and practical requirements are set out within the training requirement documents (see Appendix 2) which enable staff to maintain their core competencies by continually developing and improving their knowledge, skills and understanding. **This training is mandatory.**
- 1.5 The policy also states how the maintenance phase will be assured to support the statutory duty of the London Fire Commissioner to comply with the Health & Safety at Work Act 1974 and its subsidiary legislation.

2 Legislation

- 2.1 The Health and Safety at Work etc. Act 1974 (HSWA) section 2(1) applies to activities undertaken by the London Fire Commissioner as an employer and requires that work activities should, as far as is reasonably practicable, be undertaken safely.
- 2.2 The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. The Health and Safety Executive also recognises that the fire and rescue service is a hazardous occupation and consequently, to make training realistic an element of risk may be included. This can be done, provided that the level of risk associated with the training is controlled by carrying out a risk assessment during the planning phase of the training and that suitable and sufficient control measures are applied as in The Management of Health and Safety at Work Regulations 1999.
- 2.3 The London Fire Commissioner (LFC) is responsible for the provision of the training and safety of the personnel taking part. However, the LFC and all senior officers have a legal, moral and organisational responsibility for ensuring that the person in charge of the training is competent to discharge that responsibility.
- 2.4 While it is not necessary to consult with health and safety representatives prior to all training within DaMOP, health and safety matters should be considered during the planning phase of more complex training and is required when it is explicitly stated, such as a 5532 Risk Assessment for off station exercises.

- 2.5 In addition, there are a number of subsidiary regulations, for example the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), that also place a duty on an organisation to ensure its staff are adequately trained.

3 Training requirements and competencies

- 3.1 All staff must be given the opportunity to develop and maintain competence in a wide range of skills that are essential for them to be able to carry out their role safely, confidently and well.
- 3.2 All operational staff may be exposed to hazardous situations while carrying out their work. They need to maintain their knowledge and skills to reduce the risk to themselves, their colleagues, the environment and the diverse communities they serve. As such, all staff are responsible for ensuring they maintain their core skill competencies as set out in the DaMOP Framework, and by attending centrally delivered training applicable to their role. This includes maintaining a working knowledge of Brigade policies and procedures.
- 3.3 In order to provide assurance to the LFC, compliance against the framework will be monitored at an individual level through to organisational level using a RAG rating. Green will represent 100% compliance, pale green 75-99%, pale amber 65-74%, amber 50-64%, pale red 1-49% and red 0% compliance.
- 3.4 In order for individuals to demonstrate that they are maintaining their core skills, all training must be completed. Managers at all levels are responsible for ensuring that staff complete the training and should use appraisals, professional discussions, and personal development plans to rectify identified gaps in training with clear timescales. DaMOP catch up sessions in LFB Diary are provided to assist individuals and managers where needed. If the standard has not been met, then managerial action may be necessary.

4 Training frequency

- 4.1 All competencies within the framework have been subject to a risk-based analysis to determine the frequency of training, from quarterly to 24 months. Training content owners are responsible for carrying out periodic reviews.

5 Programming training

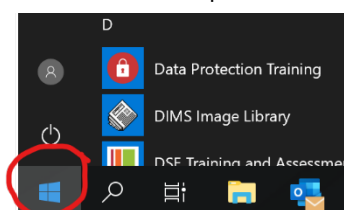
- 5.1 Depending on the staff group, training appointments are either pre-populated onto LFB diary or loaded into the relevant diary work queue to be dragged and dropped into the day the training is to be undertaken. To provide some flexibility, watch officers and managers have the ability to re-schedule appointments within each training period. These training sessions will appear in training blocks.
- 5.2 Training appointments for Control are planned over a period of 12 months which is one single training block.
- 5.3 To ensure more effective training, sessions can be combined. For example, pumps and pumping, ladders and knots and lines could be combined into one session, which would free up capacity elsewhere.
- 5.4 Catch up sessions will be available in every training block, to provide opportunities for missed training to be completed.

Fire stations only

- 5.5 To ensure the availability of external resources such as vehicles for RTC training, the DaMOP schedule for each area of the Brigade (NW, NE, SE, SW) is set to a different training block which will cover a different set of core competencies over 12 tours of duty (96 days). The exception to this is where training relates to seasonal risks. To ensure that individuals and crews undertake training prior to potential seasonal events such as rural firefighting and working on water, training across the Brigade will, where possible, be scheduled to take place during the same period. This will normally be supported by an LFB Diary Mandatory Training Appointment.

6 Pumping appliance staff

- 6.1 Watch officers are responsible for ensuring all training is completed to the required standard.
- 6.2 Watch officers are responsible for acquiring all resources (e.g. cars and foam) and venues in a timely manner to support effective delivery in line with the training schedule.
- 6.3 When utilising off-station venues for training, watch officers must ensure risk assessments are completed prior to any training taking place in a timely manner. [Policy number 673](#) – Risk assessment procedure/Form 5532.
- 6.4 All diary entries will contain links to the Training Requirement Documents (TRDs) and any relevant source materials on Big Learning.
- 6.5 Watch officers must familiarise themselves with the theoretical and practical requirements of the training before each session. Core risk skill elements have been identified for all practical sessions.
- 6.6 All watch officers must be familiar with the recording and reporting systems e.g. LFB Diary, Personal Development Plan (PDP), Big Learning.



These can all be found via the Windows start menu illustrated here.

- 6.7 Core risk skill elements have been identified for all practical sessions. Completion of these elements should be recorded onto LFB Diary once completed. All line managers will assess individuals and watch progress against the standard set out in the DaMOP framework.
- 6.8 A reporting tool (DaMOP Viewer) on LFB Diary will provide both individuals and managers with an effective way of tracking progress within each training block using a RAG rating as per section 3.3.

7 Specialist appliances

- 7.1 Personnel with the attributes to crew/operate these appliances will need to maintain their skills in these areas as well as the core skills required to ride a pumping appliance.
- 7.2 Training for specialist appliances follows an annual schedule and divided into four blocks. This training should be undertaken in addition to the DaMOP core skills training for pumping appliances. Depending upon the specialism, training appointments will either be pre-populated onto LFB Diary or appear in LFB Diary work queue. Work queue appointments can be dragged and dropped from the work queue into the Diary.

- 7.3 The pre-populated method of scheduling and recording the training is the same as for pumping appliances. Training appointments appear on LFB Diary and watch officers continue to have the ability to move training sessions around within that day, tour or 96-day block. The specialist appliances this method is applicable to are:
- (a) FRU;
 - (b) Fireboat.
- 7.4 The second method of scheduling and recording training is to drag and drop from the work queue. A block of training appears in the work queue to be completed over the three-month period. It is then up to watch officers to plan the training and drag and drop it into the Diary for when it is planned. All training within the 96-day block **must** be completed during this period. The specialist appliances this method is applicable to are:
- (a) Aerial appliances;
 - (b) Command units;
 - (c) Bulk foam unit; and
 - (d) Hose layer unit.
- 7.5 Watch officers must familiarise themselves with the theoretical and practical requirements of the training before each session. Core risk critical elements have been identified for all practical sessions.
- 7.6 As per section 6 all core risk skill elements for each training session should be completed by all personnel and this must be recorded in the training appointment within LFB Diary.
- 7.7 Watch officers and individuals should use the DaMOP viewer to track their progress within each training block as per section 3.3.

8 Control

- 8.1 The DaMOP framework for Control provides structured competency training for all watches, and is applicable for control officers, assistant Control Commanders and Control Commanders.
- 8.2 There is the capacity for four personnel on a short shift to complete a two-hour training session, which should be planned in advance by line management.
- 8.3 The DaMOP framework consists of eight subjects based around call handling and emergency advice competencies. These areas are:
- (a) Fire survival guidance;
 - (b) Automatic Fire Alarms;
 - (c) Fires;
 - (d) Hazmat;
 - (e) Special services;
 - (f) Public Order;
 - (g) Transportation;
 - (h) Rescues;

- 8.4 The training sessions can comprise of computer-based training, theory training sessions and scenario training. Learners are expected to take ownership of their training, however the Operational Support Team (OST) facilitate DaMOP training.
- 8.5 Personnel are expected to undertake additional computer-based training individually during the dedicated training times during the working day.
- 8.6 All scenario-based training sessions are designed to allow staff to work through particular competencies and for them to go through any learning points at the end of the session. Scenarios are facilitated by OST but allow the assistant Control Commanders or Control Commanders to run the session as they would in the real environment.

9 Specialist roles

- 9.1 There are specialist roles within LFB where it is recognised that their training needs to be standardised and recorded under DaMOP. These roles include:
 - (a) Rapid response team;
 - (b) Fire investigation; and
 - (c) Fire safety team.
- 9.2 Officers delivering training must familiarise themselves with the theoretical and practical requirements of each training session. Core risk critical elements have been identified for all practical sessions.
- 9.3 Due to their watch-based structure the Rapid Response Team have their training inputted into their diary via the pre-populated method (see section 5.1).
- 9.4 Due to the nature of their work and that they are often away from their base for long periods at different times, Fire Investigation Officer training is scheduled using the work queue, drag and drop method (see section 7.2 and 7.4.)
- 9.5 The Fire Safety team also have their training scheduled using the work queue, drag and drop method. Fire Safety is split into different levels, so their training is prescribed to reflect this. These levels are:
 - (a) Level 3 - Fire Safety Advisor;
 - (b) Level 4 - Fire safety Inspector;
 - (c) Level 4 - Fire Safety Inspector Specialist;
 - (d) Level 5 - Fire Safety Technician;
 - (e) Fire Engineer; and
 - (f) Senior Fire Engineer.

10 Senior and strategic officers

- 10.1 All group commanders, station commanders, deputy assistant commissioners and assistant commissioners have a number of core skills which they need to train over a 24-month period. A three-month block worth of training appears in their own individual work queue within LFB Diary (see Appendix 1). This training should then be dragged and dropped into their diary for the date and time they complete it. It is an individual's responsibility to complete the required training within the three-month block and senior officers may complete training activities as an individual or in a group as required.

- 10.2 In addition to their core skills training which every senior officer is expected to complete, there will be training attached to any tags a senior officer may hold. These training sessions appear in their work queue. These sessions need to be completed and dragged and dropped into their diary within that particular 3-month block. Station and group commanders have one Continuing Professional Development Day (CDP) every 28 days when they are "off the run" for training.
- 10.3 For senior and strategic officer core competencies, each training block consists of a range of theory materials and one practical incident command session. Strategic officers are supported by two face to face DaMOP training days per quarter.
- 10.4 For specialist tags the sessions are a mixture of Continuing Professional Development (CPD), practical and theoretical sessions.
- 10.5 All appointments will remain in the work queue until all elements have been completed. This can also be monitored through the DaMOP viewer for each individual.
- 10.6 It is the responsibility of line managers to monitor and assure the senior officer core skill training.
- 10.7 Lead officers will monitor and assure the training attached to the specialist officer tags.
- 10.8 Line managers and lead officers should familiarise themselves with all the elements to each training session and ensure that they are all completed.

11 Assurance and performance

- 11.1 For all staff groups referred to in this policy, the line management chain is responsible for ensuring individuals and teams (as appropriate) complete the training to the required standard, and that all outcomes are recorded and actioned appropriately.
- 11.2 By recording that an individual has completed all the elements, managers are confirming that individuals have met the required standard and are sector competent. Where the standard has not been met, managers are responsible for ensuring that action is taken to remedy the situation in accordance with extant policies and procedures.
- 11.3 Accountability for DaMOP performance sits with each individual and then up through line management chain. For fire station-based staff the overall responsibility of DaMOP performance rests with AC Fire Stations. For non-station-based staff, overall responsibility for ensuring compliance with this policy sits with Assistant Commissioner/Assistant Director within the respective department.
- 11.4 To provide assurance to the LFC, compliance against the framework will be monitored at an individual level through to organisational level using a RAG rating. Green will represent 100% compliance, pale green 75-99%, pale amber 65-74%, amber 50-64%, pale red 1-49% and red 0% compliance.

12 Assurance for operational personnel

- 12.1 Additional to the points in section 11, the training for station-based personnel including those who crew specialist appliances should be provided as set out in paragraphs 12.2 to 12.7.
- 12.2 Station commanders have a responsibility to observe training, sample weekly training and attend End of Block exercises. This will ensure that the requirements identified in paragraph 11.2 are met.
- 12.3 Borough commanders and deputy assistant commissioners (DACs) must ensure that training in their respective areas of responsibility is quality assured.

- 12.4 Borough training plans and the DaMOP schedule combine to ensure that all boroughs are completing the core skill competency requirements and the risk critical needs of each individual borough. Borough Commanders are required to complete the borough training plan process prior to 1st April each year in order that the required training can be implemented during the following twelve months in conjunction with the DaMOP training schedule.
- 12.5 Whilst Best Practice Assessments (BPAs) ([policy number 620](#) – Best practice assessments) are currently outside of the DaMOP framework, they can be incorporated as part of the DaMOP practical training activity where appropriate.
- 12.6 Oversight and quality assurance of core competency skills is the responsibility of station commanders. Assistant Commissioner, Fire Stations has overall responsibility for ensuring that the DaMOP framework is complied with on a day-to-day basis.

13 Mandatory training

- 13.1 To ensure current knowledge and skills of Operational staff there may be a requirement for mandatory training to be completed in addition to DaMOP training.
- 13.2 Mandatory training appointments can be used to support staff with new training.
- 13.3 Mandatory training appointments are deemed to be **potentially risk critical** and therefore need to be shared with the workforce and completed within a specific timeframe. This means information will be sent out as and when required due to the potentially risk critical nature of the subject matter.
- 13.4 Mandatory training appointments will not exceed a total of **10** per training block.
- 13.5 Mandatory training appointments will have a KPI of:
- Target - Work with stakeholders and Diary Team to ensure 100% of completed Mandatory Training Appointment requests submitted to Diary team within 7 working days.
 - Stretch target -Work with stakeholders and Diary Team to ensure 100% of completed Mandatory Training Appointment requests submitted to Diary team within 5 working days (see Appendix 4).

14 References

- 14.1 The following documents have been referenced in this policy:
- The Management of Health and Safety at Work Regulations 1999
 - The Health and Safety at Work Act 1974 (HSWA)
 - [Policy number 673](#) – Risk assessment procedure
 - [Policy number 620](#) – Best practice assessment
 - [Form 5532](#)
 - Return to operational duties

Appendix 1 – DaMOP framework – core skill competencies

Appendix 1 – DaMOP Framework - Core Skill Competencies

Pumping Appliances	Specialist Appliances	Specialist Appliances	Control
 Building Construction  Community Fire Safety  Fire Behaviour Tactics  Fire Safety Legislation  Hazardous Materials  H&S Health and Safety  High Rise  Incident Command  Knots and Lines  Ladders and Safe Working at Height  Pumps and Pumping  Respiratory Protective Equipment  Road Traffic Collisions  Rural Firefighting  Terrorism  Utilities  Working near, or in, Water	Aerials  Jacking and Stabilisation  Turret Positioning  Siting  Gradient and Camber Working  Safety Mechanisms  Extra Features  Water Delivery  Emergency Procedures  Cage Functions  Ancillary Equipment  Bariatric Rescue Loader RL500  Stretcher Carrier  Safety S  Pitch Types  Elevator	Bulk Foam Units  BFU Driver Familiarisation  Vehicle Mounted Fork Lift Truck Operation  Safe Working Practices Command Units (CU)  Planning support and information  Communications Support  Operations Support  Logistics Support Fire Boat  Emergency Response for River Thames  Fire Boat Emergencies  Fire Boat Knots & Lines  Policy & Procedures  Safety Equipment  Tides  Underway Watch Keeping	(a) Fire survival guidance; (b) Automatic Fire Alarms; (c) Fires; (d) Hazmat; (e) Special services; (f) Public Order; (g) Transportation; (h) Rescues;

Appendix 1 (cont.) - Senior Officers' Core Competencies



Appendix 1 (cont.) - Strategic Officers' Core Competencies

Top > London Fire Brigade > DaMOP Phase II > Strategic Officers



Appendix 1 – Core skill competency areas for staff groups within DaMOP

Specialist Appliances	Specialist Appliances	Specialist Roles	Specialist Roles
Fire Rescue Units - FRU EDDBA - FRU Hazmat - FRU Large Animal Rescue - FRU Line Rescue - FRU Other Rescue - FRU Road Traffic Collision - FRU Snake Eye Camera - FRU Tank Sealing Kit - FRU Water Rescue - FRU Winching - GFG Microtector II G460 - Public Transport	Hoselayer Units (HLU) - Mobilising - Hose Laying - Hose Recovery Rapid Response Team (RRT) - Core Skills - Practical - Equipment - Theory - Admin	Fire Investigation - Fire scene recording - Information gathering and interview skills - Forensic awareness - Fatal fire investigations - Coroners inquests and courtroom procedures - Electrical causes of fires - Deliberate fires and explosions - Fire dynamics - Identifying trends - Working at height - Health and Safety in the workplace - Fire science - Building Construction - Hazmat and DIM equipment - RPE	Fire Safety - Level 3 FS Advisor - Level 4 FS Inspecting Officer - Level 5 FS Technician - Fire Engineer - Senior Fire Engineer

Appendix 2 - DaMOP training requirement document (example)

Training Requirement Document – Ladders and Safe Working at Height	
Subject Specific Core Skill Requirements • Straight Pitch of Ladder (13.5m, 9m, Short Extension, Roof) • Confined Space Pitch (13.5m & 9m) • Props to Face (13.5m) • Splitting Ladder (9m and Short Extension) • Working on Ladders	Training Location/Method/Resources Theory • Computer • Group based training • Individual training Practical • Risk assessed venue • Roof ladder training venue • Group based training
Theory Based Training Big Learning • OP 014 Working with Aerial Appliances Policy Notes • PN918 Working at Height – Operations (section 1 and 2) • PN547 Line Ops Level 1 The CBT packages listed below are for reference only if required • LAD 007 Short Extension Ladder • LAD 002 9m Ladder • LAD 008 13.5m Ladder – Standard Pitch • LAD 015 13.5m Ladder – Confined Space Pitch • LAD 016 13.5m Ladder – Props to the Face • LAD 019 Roof Ladder • LAD 006 Climbing Mount Dismount • LAD 013 Carrying Hose Aloft • LAD 020 Assist Down	Development Tools • Personal Development Plans • Group Discussion • One to One • Training Needs Analysis • Briefing/Debriefing
Practical Elements Prior to practical activity please ensure that all personnel have completed the following: • Theoretical input • Familiarisation, testing and maintenance of equipment • Training facility risk assessment • PPE check • Health and Safety Brief On completion of any practical activity please ensure that all personnel have completed the following: • Health and Safety debrief • Training session debrief • After use testing and maintenance of equipment • All personnel to update Station Diary to reflect training instance	

Training Requirement Document – Ladders and Safe Working at Height	
Practical Element 1 – Short Extension Ladder - Ladder pitch and makeup - Splitting the ladder Approximate session time: 45 minutes	Frequency: 6 monthly
Practical Element 2 – 9m Ladder - L1 slip, pitch and makeup with a 4 person crew - L2 slip, pitch and makeup with a 3 person crew - Confined space pitch - Separating the 9m ladder Approximate session time: 90 minutes	Frequency: 3 monthly
Practical Element 3 – 13.5m Ladder - L3 slip, pitch and makeup 13.5m ladder - L4 pitch the ladder with props to face - Confined pitch Approximate session time: 90 minutes	Frequency: 3 monthly
Practical Element 4 – Roof Ladder (roof ladder training station required) Pitch the roof ladder Approximate session time: 120 minutes	Frequency: 12 monthly
Practical Element 5 – Working on Ladders - Climbing, mount and dismount - Leg lock - Carrying hose reel aloft - Carrying 45mm jet aloft - Rescue: assisted walk down - Jet from the head of a ladder Approximate session time: 120 minutes	Frequency: 3 monthly
Practical Element 6 – Line Ops Level 1 - Work restraint systems - Fall arrest systems NB This will have to be done in conjunction with a line rescue FRU Approximate session time: 120 minutes	Frequency: 12 monthly
Practical Element 7 – Working with Aerial Appliances - Familiarisation - Joint exercise e.g. casualty rescue NB This will have to be done by visiting an aerial appliance station Approximate session time: 90 minutes	Frequency: 24 monthly
Acquisition of Knowledge - Trainee Firefighter course - Station based training	

Training Requirement Document – Ladders and Safe Working at Height

Assurance

At every ladder session (Short extension, 9m, 13.5m and roof ladder), the supervising officer is to ensure that all participants take a full and active part across a full range of roles, rotating crews through the positions regularly. This must be done at every ladder training session on the schedule to ensure that by the end of the training year all staff have demonstrated competence in all positions in all pitches of all ladders. Catch-up sessions should be employed to make up for any gaps in training caused by attendance at operational incidents, leave, out-duties etc. At the end of each training year (Blocks 4 and 8), officers in charge of watches are to create an additional training appointment where confirmation of competence in all roles is recorded. Please refer to the DaMOP FAQs document (Question 25) which explains how to record this appointment.

- Big Learning training quiz
- Demonstration of skills to:
 - Watch Officers
 - Station Commander
 - Operational Assurance Officers
- End of Block Exercise

Appendix 3 - Terms of Reference



LONDON FIRE BRIGADE

Terms of Reference DaMOP working group

Section	Terms of Reference
Background	Development and Maintenance of Operational Professionalism (DaMOP) supports maintenance of skills of the core competencies and additional acquired skills. The Working Group supports continuous improvement, collaboration and governance.
Purpose	Focus on barriers, process improvement, innovation, support to Subject Matter Advisors (SMAs), and development and implementation of risk-based training frequency. Routine content review monitoring is managed through the DaMOP Review Planner, over the two-year training period.
Objectives	• Process improvement • stakeholder support (challenges & barriers) • innovation and technology • operational learning • risk-based training frequency • continuous improvement.
Training Block Alignment	Eight training blocks operate over a two-year cycle. Each block lasts approximately 96 days. Attendance is aligned to the relevant block and involved stakeholders.
Meeting Frequency	One meeting per training block (every 96 days), resulting in eight meetings per two-year cycle. Additional meetings may be held if required.
Membership	Core membership plus targeted attendance from relevant SMAs, departments and stakeholders linked to the training block under consideration. These include: • Learning and Professional Development DaMOP team. • LFB Diary. • Incident Command Development Team • Operational Resilience and Control • Operational Improvement • Firefighter Development • Prevention and Protection • Training Design Implementation • Babcock • Training Evaluation Assurance and Performance • Fire Stations • DAC Ops. (one rep.)

Section	Terms of Reference
Chair Responsibilities	Provide leadership, maintain focus on objectives, facilitate challenge and collaboration, support innovation, manage escalation of strategic issues, and ensure alignment with LFB values.
Secretariat Support	The admin support within the DaMOP team will be responsible for circulating agenda items in advance. Minutes will be taken for reference and shared. This will be completed and shared within 7 days.
DaMOP Team Structure	• Station Commander (Systems) • Station Commander (Content), They are responsible for managing and supporting the DaMOP Review Planner process, stakeholder engagement, governance, systems, and content improvement.

Appendix 4 - Key Performance Indicators (KPI)

	Compliance rates	
DaMOP Compliance	- Green 100% - Pale green 75-99%, - Pale amber 65-74% - Amber 50-64%, - Pale red 1-49% - Red 0%	
Mandatory Training Appointments (MTAs).	Target	Stretch target
	MTA forms submitted to LFB Diary within 7 working days.	MTA forms submitted to LFB Diary within 5 working days.
DaMOP audit review	Compliance rates	Escalation framework
	- Green – content current - Amber – within 3-month review period - Red – content expired 3-month review period	Overdue reviews added to list of non-compliance held on DaMOP SharePoint. Escalated to relevant Station Commander (SC) Content. Automated notification sent to commissioning department/SMA via email. SC conducts due diligence and investigates case and escalates to L&PD Deputy Assistant Commissioner (DAC), if appropriate.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	04/07/19	SDIA	L - 13/06/19	HSWIA	04/07/19	RA	na
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Section 11.4 Appendix 1 Appendix 3 Appendix 4 Section 13 Throughout	Completion rate percentage amendments. Strategic Officer core competencies amended. Terms of Reference added to Policy. Key performance Indicators (KPI). Mandatory training added as section 13. Minor spelling and grammar updates	12/03/2025
Section 11.4 Section 12.4 Page 16, Page 18	Remove paragraph 11.4 and replace with paragraph 11.5. Removal of paragraph as outdated role and processes. Appendix 3 -ToR updated to reflect new systems, structure and processes. Appendix 4 - Removal and updating of DaMOP compliance rates. Action to standardise and remove any conflicts regarding compliance rates.	19/10/2026

Subject list

You can find this policy under the following subjects.

DaMOP	Professional development
Training	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification