**UKOPA Process Safety Working Group**

Agenda for the Meeting to be held at the BPA Kingsbury Offices

Tuesday 19th June 2018 at 10am

1. Attendance, Apologies and membership NB
2. Safety Moment JF
3. Minutes of last meeting and actions arising JF
4. What is the remit of PSWG All
	1. work plan priorities – what is available outside of UKOPA
5. Annual Reports 2016 and 2016 – update on data submitted NB
6. Safety Alerts and incident awareness raising JF
7. PSAT review – the way forward NB / MS
8. Process Safety Forum JF / NB
9. Date, venue and agenda for next meeting JF

**Summary of Actions from this meeting and outstanding actions from previous meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 17.2.1 | NB | Find out if Sabic are willing to share the Safety Moment information |  |  |
| 17.4.1 | All | Provide top 5 Process Safety issues (if not already sent to NB) |  |  |
| 17.4.2 | NB | Collate list of member issues for consideration at the next PSWG meeting |  |  |
| 17.5.1 | JF | Inform the board and members meeting that PSWG recommends that in future a PSAT report is not produced and data / graphs are provided to members as had been done in the last 2 years |  |  |
| 17.5.2 | JF  | Draft TBN based on the use of PSAT and productions of action plans |  |  |
| 17.11.1 | NB | Agree date of next meeting via a doodle poll |  |  |
|  |  |  |  |  |
| 016.8.1 | All | Review Annual Report Questions | 14/9/17 - Questions had been prepared but not circulated. NB sent out on 19/9/17 | **Ongoing** |
|  |  |  |  |  |
| 014.7.1 | NB | Prepare final version of GPG/003 and send to governance group for approval to publish | Replaces action 013.7.115/3/17 - Comments received from GR prior to meeting. Reviewed by PR and YYC at the meeting on 15/3/17. Members given until the next meeting to make final comments.14/9/17- NB to resend the document out with these minutes for people to comment on, in particular, the leading / lagging examples in the appendix | **Ongoing** |