**Process Safety Working Group Meeting held on**

**2nd October 2018 at the BPA Offices, Kingsbury**

**Attendance:**

Nikki Barker UKOPA (Secretary)

James Brown Penspen

Graham Canty GNI

YanYun Chen Uniper Energy

John Ferrari Essar (Chairman)

Shagufta Barker National Grid

Shailesh Purohit CLH-PS

David Ransome Cadent

Matthew Spare BPA

David Tidball WWU

**Apologies:-**

Scott Baird Shell

Michael Daniel National Grid

Noj Sehmar National Grid

Andrew Worth NGN

Iffy Wood CLH-PS

1. **Attendance, Apologies and Membership**

Attendance and apologies were noted as above.

JF took the opportunity to welcome everyone to the meeting and thanked MS for hosting.

1. **Safety Moment**

JB provided the safety moment for the meeting; a reminder of the Longford explosion that took place in September 1996 killing 2 people and injuring 8 others – a copy of which (PSWG/18/008) will be attached to the minutes. What was noted was that the issues that occurred at the time:

* safety management systems not implemented correctly
* learnings from other incidents not taken on board
* changes in structure had led to maintenance being missed
* lack of on-site supervision of work

are still the routes cause of incidents that occur today.

JF encouraged others to bring along safety moments to share at future meetings (there would be made into safe alerts or learning briefs where appropriate)

SP informed the meeting that ABB were to host a Process Safety Conference in London on 29th November and more details can be found here <http://www.cvent.com/events/process-safety-management-conference-2018/event-summary-3396ef36a3da4572901b84a5088e9bd1.aspx>

1. **Minutes of Last Meeting and Matters Arising (not covered elsewhere on agenda)**

The minutes of the last meeting held on 19th June 2018 were agreed and the outstanding actions have been updated in the table at the end of this document.

1. **PSWG Work Programme**

PSWG-18-003 spreadsheet had been updated to take account of the changes identified at the last meeting. The focus of this meeting was ‘process safety methodology’ and secondly behavioural safety with the focus on pipelines.

1. Process Safety Methodology

A round table ‘sharing’ took place with each of the attendees identifying methodologies and / or processes / systems that they use within their organisations. The following were identified by the group:

* Process Hazard Assessments – HAZIDs and HAZOP (making use of an external/independent facilitator on large projects)
* Information recorded in an internal spreadsheet type system identifying gaps / potential areas for improvement vs off the shelf tools that provide enhanced functionalities (PHA pro / works for example)
* Need to be asking the correct questions – what is the client asking for vs what is the contractor to deliver – and ensuring that specific checks are put in at the right place in a project (i.e. the critical path)
* Pre-design / specification risk studies
* IEC 31010 (although not pipeline specific, some of the information is useful for operators)
* It was noted that there is lots of information in the Process Safety arena, but much of it is not pipeline specific – if the group could provide a ‘framework’ of methodologies that could be used by operators, specific to pipelines, this would be of benefit.
* For ongoing operations, organisations used (once again) different methods:
  + fault method effect and criticality analysis
  + business risk tables (inherent risk vs likelihood)
  + PT Risk database
  + Bowtie analysis

It was noted that it would be helpful to build into the guidance framework a way of differentiating between high consequence low incident occurrences vs multiple incident low consequence occurrences with the former, being the arena that process safety measures focus on. The document should also focus on the need to revisit and review any processes and scoring that had taken place if changes are made to a system / network, if operating regimes or staffing regimes change to ensure that things remain current. It was noted that in many organisations this does not happen and in fact there is no real drive to make it happen. If the group believe that this should be the case, then it should be highlighted in the guidance that was to be developed.

In order to move this project (the development of a GPG / Framework document) then what is required is:

* Volunteers to help draft the scope for the document
* Recommendations of consultants to write the document

**Action 20.4.1 All Volunteers to draft document scope**

**Action 19.4.2 All (Ongoing) Identify consultants with relevant knowledge / experience in this area**

1. Behavioural Safety

It was noted that this item is to be the focus of the group once Process Safety Methodology Framework had been written. However, during discussion it was agreed that the focus of this would should be on process safety critical behaviour – as there was already much information readily available in the Behavioural Safety arena, but none if was specifically pipeline focussed.

SP pointed out that a lot of good work had been published by Humber Chemical Focus (now known as CATCH <http://www.catchuk.org/>)

1. **2016 and 2017 Annual Reports**

There was a brief discussion regarding the outstanding data required to complete the two Annual Reports. It was agreed that if the reports should still be written, particularly if those organisations, who represented the longest lengths of pipelines, had submitted their data. NB is to complete the reports before the end of November (noting the one of the pieces of data, provided by the FARWG, might not be available until later in the year for 2017).

**Action 20-5-1 NB Prepare PSWG Annual Reports for 2016 and 2017**

1. **Safety Alerts and Incident Awareness Raising**

It was noted that there had been 13 Safety Alerts / Incident reports uploaded to the UKOPA members centre in 2018 and that the other working groups were discussing this in their meetings. An issue had been raised about driving safely and it was agreed that given the number of miles that many of our member company employees travel, this should be included within the scope of the alerts.

1. **PSAT Review – the way forward**

There had not been any further progress with Juran since the June meeting. However, outside of the meeting, NB had had a further teleconference with them to discuss possible ways in with Juran may be able to support PSWG moving forward and Brett (from Juran) was to provide JF with some thoughts and prices.

1. **Process Safety Forum**

DT had attended the PSF meeting that took place in London on 28th August 2018 (DTs notes are to be sent out with these minutes). The only things that might have a specific impact on members is a reminder that there is to be a focus on Safety Leadership as part of the HSEs COMAH visits during 2019 and that Bowtie analysis would be on the agenda of the next PSF meeting that was to take place on 24th October in Warwick (which is also day 2 of the UKOPA members meeting).

JF restated that he was happy for any PSWG member to attend these meetings on behalf of the group and feedback.

1. **Dates, Venue and Agenda for Next Meeting**

Tuesday 5th February 2019 at the BPA offices in Kingsbury.

2019 2020

Tuesday 4th February

Tuesday 11th June Tuesday 9th June

Tuesday 8th October Tuesday 6th October

Meeting closed 13.00 hrs.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Who** | **Summary** | **Update** | **Status** |
| 20.4.1 | All | Volunteers to help scope the PS Framework document |  |  |
| 20.5.1 | NB | Prepare 2016 and 2017 Annual Reports |  |  |
|  |  |  |  |  |
| 19.2.1 | JF | Share Safety Moment pictures of corrosion | Turned into a learning brief and uploaded to members centre | **CLOSED** |
| 19.2.2 | JF | Turn Safety Moment into a Learning Brief | As above | **CLOSED** |
| 19.4.1 | All | Bring methodologies used in your organisation to next meeting | Shared in agenda item 4 | **CLOSED** |
| 19.4.2 | All | Recommendations of consultants who may be able to prepare GPG / Framework document | No consultants as yet recommended to follow up with. | **Ongoing** |
| 19.6.1 | NB | Turn CHLPS frozen valve alert into a Learning Brief | Not yet actioned | **Ongoing** |
| 19.6.2 | NB | Turn crush fatality into a Learning Brief | Shared as Safety Alert in current format | **CLOSED** |
| 19.7.1 | All | Comment on proposal for PSAT project | Proposal not yet developed | **Ongoing** |
|  |  |  |  |  |
| 18.4.1 | All | Review PSWG-18-003 priority list and collate information regarding what is already available to members on these subjects outside of UKOPA | 2/10/18 this document is now the basis of the PSWG ongoing workload  19/6/18 Action ongoing: prioritised list agreed at meeting and focus is to be on Process Hazard Review first. PSWG-18-003 to be updated to reflect discussion | **CLOSED** |
| 18.7.1 | NB | Prepare overview of PSAT feasibility project and share with members for comment | 2/10/18 Awaiting feedback from action 18.7.1 before this item can be progressed  19/6/18 This item has not yet been progressed | **Ongoing** |
| 18.7.2 | NB / MS | Look at options for benchmarking being carried out by external company | 2/10/18 Further discussion have taken place with Juran and awaiting feedback to JF during November 18  19/6/18 Initial teleconference held with Juran and notes included in section 7 of the notes | **Ongoing** |
|  |  |  |  |  |
| 17.2.1 | NB | Find out if Sabic are willing to share the Safety Moment information | 2/10/18 Shared as a Safety alert  Sabic are willing to share the information from the September 2017 safety moment. NB / JF to turn this into a SA | **CLOSED** |
| 17.5.2 | JF | Draft TBN based on the use of PSAT and productions of action plans | 2/10/18 – this is to be produced in time for the 2019 PSAT survey being carried out  Ongoing | **Ongoing** |
|  |  |  |  |  |
| 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  19/6/18 request for 2017 and 2016 again sent and to be followed up by NB for data before end July 2018  2/10/18 This is to be carried out as part of the Feb 2019 meeting | **Ongoing** |
|  |  |  |  |  |
| 014.7.1 | NB | Prepare final version of GPG/003 and send to governance group for approval to publish | Replaces action 013.7.1  15/3/17 - 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** |