

## UKOPA Website Status Report May 2002

### 1 Progress Update

The UKOPA website development is complete as reported in January 2002. However, incorporation of information and testing have been delayed due to delays compiling and forwarding information to Visual Software, and consequently the 'go live' date has been delayed. This is now scheduled for mid June. Material compiled for inclusion on the website is included in attachment 1 to this report. Outstanding issues and queries for resolution by UKOPA and proposals for revision are detailed below.

### 2 Provision of Company Logos

At the January meeting, members were requested to forward electronic versions of company logos to Visual Software. The status of logos received is:

Received and useable:

Huntsman  
BG Group  
Shell (Pecton)  
Transco  
Powergen

Received, revised format requested:

BPA  
Esso  
OPA

Not yet received:

BP  
ABB  
Unipen  
Totalfinaelf  
Terra Nitrogen UK Ltd  
HSE  
PIG

Electronic logos are required in quality jpeg or eps format.

### 3 Content

#### 3.1 Existing Material

No detailed comments on the content proposals circulated at the January meeting were received. Based on agreement of these proposals, information recently supplied to Visual Software for inclusion in the website is given in attachment 1.

At the January meeting, it was agreed that the names and contact details of individuals representing UKOPA company members should be removed. This has been actioned, but requires that the information required for the following sections be reviewed and agreed:

Section 2 Office Details –	Chairman, current, past and present
Section 3 Membership -	Current Members

It is proposed that these sections include the following:

One company logo and company address and telephone number (ie readily accessible public information)

Names and titles only of member company representatives

Email contacts can be provided where necessary via the UKOPA email address (eg [markharrison@ukopa.co.uk](mailto:markharrison@ukopa.co.uk)). Mail received under this address could be forwarded from the host email to the member's email address.

**UKOPA Members are requested to advise on/approve the above.**

Section 2 – Work Group Chairman

It is proposed that this section is renamed 'Committees and Work Groups'. Details for inclusion are in file 'Work Groups', the content of which was agreed at the January 2002 meeting.

**Members are requested to confirm agreement to this.**

### **3.2 New Material**

New material for the following sections is included in the attachments for approval at the May 2002 Meeting:

Section 1 – Introduction

Inclusion of the Work Group Terms of Reference and Deliverables, amended document  
UKOPA/01/0058

Section 4 – UKOPA Activities

Inclusion of Key Activities, as given in .

Section 5 - UKOPA Key Dates

Inclusion of information in Attachment 1.

Note, the information available for Section 5 is sparse, and it is proposed that this section of the website is changed to a 'General Information' (or alternative title) menu, giving the follow-on pages:

UKOPA key dates

Links page

Relevant publications

**UKOPA members are requested to approve the above.**

**Attachment 1**  
**Information Supplied for Inclusion in Website**

**Introduction**

What is UKOPA? Mission Statement	) )	These sections are in file 'What is UKOPA & Mission Statement' as agreed at January 2002 Meeting.
Terms of Reference		This is in file 'ToRforUKOPA', as agreed at January 2002 Meeting
Working Group TORs		To be supplied as file 'WGToR' to be agreed at May 2002 Meeting

**Office Details**

Chairman Current/past/future		Format of this section to be agreed.
Secretary		Phill Jones, Ambergate address – UKOPA email details.
Chairmen of Work Groups		Request section be renamed 'Committees & Work Groups'? Details are in file 'Work Groups', as agreed at January 2002 meeting

**Membership**

Members Centre		It is suggested this section to includes (for example): UKOPA presentation to MSDU (this is a ppt file, 1.3 Mbytes, so not attached) File 'Seiso Presentation' File 'ACoP Outline V1.2' File 'Draft ACoP Work Programme'
Current members		Format of this section to be agreed
Membership categories ) Membership fees )		These sections are in file 'cats&fees', as agreed at the January 2002 Meeting

**UKOPA activities**

Review of 2001		This section is in file 'UKOPA WIP Report', as agreed at January 2002 Meeting
Key Issues for 2002		This section is in file 'Key Issues', attachment 2 for approval at May 2002 Meeting
Key Achievements		This section is in file 'Achievements', as agreed at January 2002 Meeting

**UKOPA Key Dates**

The following is proposed for agreement at the May 2002 Meeting:

UKOPA Meetings held at the ABB office,	Next main meeting of the Association is 25 <sup>th</sup> /26 <sup>th</sup> September 2002, to be Daresbury
Industry Seminars	To be supplied
ACDS	Planned meetings for the ACDS MHSC Working Group on Pipelines are: Technical Meeting (open attendance) 25 <sup>th</sup> June, Advantica office, Loughborough, hosted by Transco Working Meeting – 16 <sup>th</sup> October, ABB office, Daresbury, hosted by Huntsman
Legislation	To be supplied.

**Attachment 2  
Key Issues for 2002**

UKOPA is progressing the following key issues during 2002:

- 1 Establishment of the UKOPA Fault Database as the recognised source of UK pipeline fault data
- 2 Publication of Predictive Modelling of Pipeline Failures
- 3 The UKOPA Competency Framework Document
- 4 Development of interpretive guidance and ACoP document relating to the proposed amendments to the Pipelines Safety Regulations relating to the testing and charging of pipeline emergency plans.
- 5 Organisation of PERO Update Training Courses
- 6 The development of risk based land use planning consultation zones for all pipelines, through the ACDS MHSC Working Group on Pipelines

## **File – What is UKOPA and Mission Statement**

### **What is UKOPA?**

UKOPA is formed as a Company Limited by Guarantee, funded as a non-profit making organisation by membership fees paid by the pipeline operator members. As such, it is an independent organisation which provides a formal, recognised forum for Pipeline Operators to discuss, establish and present a consistent view on strategic issues of mutual interest relating to the safe operation and maintenance of pipelines.

UKOPA members join as full or associate members. The Full members manage the technical direction and financial matters through the Management Council. The Associate members provide advice and support to these functions. Both Full and Associate members together provide the knowledge, expertise, experience and resources needed to prepare and establish consistent and authoritative positions which will influence the development of legislation in a non competitive and mutually beneficial way.

### **Mission Statement**

UKOPA exists to provide the recognised and authoritative view of UK pipeline operators on strategic issues relating to safety management, operations and maintenance of pipelines, in order that it can effectively influence the development and implementation of legislation for the mutual benefit of all stakeholders.

## File - ToRforUKOPA

### UKOPA

#### UNITED KINGDOM ONSHORE PIPELINE OPERATORS' ASSOCIATION

### TERMS OF REFERENCE

UKOPA is an independent organisation formed as a company limited by guarantee and funded in a non-profit making manner by the member fees paid by full and associate members.

#### Aims

The aims of the Association are to provide an independent and authoritative means of representing Pipeline Operators' on:

- i) developing consistent strategic views
- ii) influencing new legislation and modifications to existing legislation,
- iii) providing an expert source of data supporting pipeline operators views,
- iv) for matters of mutual interest relating specifically to the safe operation and maintenance of onshore pipelines in the UK. Such matters include, but are not limited to:-  
Land use planning and risk criteria.  
Safe working practices.  
Fitness for purpose and revalidation.  
Safety management.

#### Objectives

1. The Association will provide Pipeline Operators with a recognised and established pipeline forum for communication with external organisations, such as the Health & Safety Executive, Local Planning Authorities, Government Departments and Environmental Agencies, on any issues relating to onshore pipelines.
2. Establish and maintain specific and active liaison with HSE.
3. Where appropriate, take a leading role in progressing joint industry initiatives.
4. Actively review developments in new technology and participate in its introduction and implementation within the industry.

There are three categories of membership with varying responsibilities and commitments:

Full Membership -	responsible for management and strategy
Associate Membership -	responsible for participation and direction of current activities.
Affiliate Membership -	has access to information

Application for membership is open to pipeline owners and/or operators with responsibility for pipeline engineering strategy and policy. In addition, specific representation from non-pipeline

## **File - ToRforUKOPA**

operator organisations (e.g. HSE, PIG) will be invited as appropriate. Applications for membership will be considered on an individual basis by the Association.

### **Management**

Management of the strategic and technical direction and financial position of UKOPA is the responsibility of the Management Council. The Management Council is comprised of representatives nominated by full member organisations. The Management Council is comprised of a minimum of four full member representatives.

### **Chairmanship**

A member of the Management Council takes responsibility for the Chairmanship of UKOPA. The current term of responsibility is one year.

Chairmanship will rotate between full member companies on an annual basis, with appointment of Chairman elect being confirmed at least six months prior to the commencement of the twelve-month period.

### **Secretariat**

The Secretariat function will be allocated on a contractual basis by the Management Council.

### **Meetings**

Meetings of the Association will normally be held three times per year, but may be increased with the agreement of members to deal with specific workloads. Venues for meetings will rotate between member companies as agreed.

**File – WGTOR**

**UKOPA**

**UNITED KINGDOM ONSHORE PIPELINE OPERATORS' ASSOCIATION**

**TERMS OF REFERENCE  
AND  
MEMBERSHIP OF WORKING GROUPS**

## File – WGTOR

### EMERGENCY PLANNING WORK GROUP

#### Terms of Reference

##### Aim

The aim of the Emergency Planning Work Group is to influence the development of new legislation and to identify, define and promote awareness of best practice interpretation and implementation of emergency planning requirements of major hazard legislation.

##### Objectives

The objectives of the Emergency Planning Work Group are:-

- i) To represent the UK pipeline operators (UKOPA) in discussions with the Legislator on major hazard legislation.
- ii) To share knowledge and best practice on emergency planning between UKOPA members.
- iii) To review, interpret and question the Legislator's proposals to amend and implement amendments to PSR 1996.
- iv) To influence the scope of testing, and ensure the value on pipeline operations is maximized.
- v) To ensure that pipeline operator interests are properly represented in the establishment of duties under major hazard legislation.
- vi) To collate relevant information from UKOPA members to input to any regulatory impact assessment.
- vii) To provide strategic advice on emergency planning and testing requirements to UKOPA.
- viii) To consider and brief UKOPA on the implications of the European Pipeline Safety Instrument on UK pipeline operations.

##### Organisation

The Working Group reports to the main UKOPA Committee.

##### **i) Membership**

The membership comprises representatives from all UKOPA full members, together with other relevant advisers / parties agreed by UKOPA. Current members are:-

J Haswell (Chairman)	-	Representing Transco
T Gillard	-	Shell
K Thomas	-	Huntsman
K Raeburn	-	BP
N Jackson	-	Transco

**File – WGTOR**

R White - TotalFinaElf

**ii) Meetings**

Meetings of the Work Group will be held as agreed by the membership in order to deal with the current workload.

**UKOPA Emergency Planning Work Group  
2002 Deliverables**

<b>No</b>	<b>Deliverable Details</b>	<b>Completion Date</b>
1	Preparation of draft interpretive guidance and ACoP - Pipeline Emergency Plan Testing and Charging.	Dec 02
2	Preparation and presentation of pipeline operator input to consultation on ACoP.	Ongoing
3	Develop and maintain UKOPA database - Emergency Plan preparation, updating and testing charges.	Ongoing
4	Define and set-up PERO Update Course	Sep 02
5	Update register of PEROs	Dec 02
6	Support CAP EPLG and provide UKOPA representation as an interface between all parties involved in emergency planning.	Ongoing
7	UKOPA EP WG Status Report	Dec 02

## File – WGTOR

### RISK ASSESSMENT WORK GROUP

#### Terms of Reference

##### Aim

The aim of the UKOPA Risk Assessment Work Group is threefold:-

- a) As the expert body, provide information and expert opinion on pipeline risk assessment issues on behalf of UKOPA.
- b) Provide expert contact for UKOPA Communications and external contact on pipeline risk assessment.
- c) Provide a formal UKOPA interface with HSE on discussions and development of mutually acceptable approaches to pipeline risk assessment, definition of risk criteria, land use planning, design codes, and pipeline routing.

##### Objectives

- i) Establish, maintain and develop liaison with HSE, produce papers and case studies for HSE consideration and comment, influence towards a rational and logical approach by Regulatory Authorities towards pipeline risk assessment and Societal Risk assessment.
- ii) Develop, review and update the Industry view on application of risk assessment and risk criteria for land use planning, design codes (IGE/TD/1, BS8010, ISO) and routing.
- iii) Review and update methodologies for risk assessment of pipelines transporting –
  - (a) toxic, and
  - (b) flammable substances

to recommend a consistent approach to UKOPA, and to comment on risk assessments produced by others in UK, Europe and worldwide.  
Specific areas of interest to include failure frequency data, release rates and mechanisms, dispersion and immediate consequences, ultimate consequences and mitigation aspects.
- iv) Develop Industry view of acceptable risk criteria for the assessment of –
  - (a) toxic, and
  - (b) thermal pipeline hazards
- v) Proactively develop and progress UKOPA input to pipeline risk publications, conferences and seminars.

##### Organisation

The Working Group reports to the main UKOPA Committee.

## File – WGTOR

### i) Membership

The membership is drawn from interested UKOPA members, together with other relevant advisers / parties agreed by UKOPA. Current members are:-

Rod McConnell (Chairman)	-	ABB
Neil Jackson	-	Transco
Jane Haswell	-	Representing Transco
Roger Ellis	-	Shell
Philip Joyner	-	BP
Ken Thomas	-	Huntsman
P Davis	-	BPA

### ii) Meetings

Meetings are arranged as required to progress current workload.

### UKOPA Risk Assessment Work Group 2002 Deliverables

No	Deliverable Details	Completion Date
1	Preparation of UKOPA Strategy papers for submission to ACDS MHSC Working Group on Pipelines	Ongoing
2	Direction of technical agenda of ACDS MHSC Working Group on Pipelines re: <ul style="list-style-type: none"> <li>• Land use planning zones</li> <li>• Risk assessment tools, models, methodology, criteria</li> <li>• Use of UKOPA failure data</li> </ul>	Ongoing
3	Develop and maintain UKOPA database - Land Use Planning applications.	Dec 02
4	UKOPA RA WG Status Report	Dec 02

## File – WGTOR

**FAULT DATA MANAGEMENT GROUP****Terms of Reference****Aim**

To be inserted

**Objectives**

To be inserted

**Organisation**

The Working Group reports to the main UKOPA Committee.

**i) Membership**

R Ellis (Chairman)	-	Shell
R McConnell	-	ABB
R Espinar	-	BP
K Thomas	-	Huntsman
D McHugh	-	Transco
B McCullough	-	HSE
R Greenwood	-	Advantica
	-	Powergen

**ii) Meetings**

Meetings of the Work Group will be held as agreed by the membership in order to deal with the current workload.

**UKOPA Fault Data Management Group  
2002 Deliverables**

<b>No</b>	<b>Deliverable Details</b>	<b>Completion Date</b>
1	Completion of Stage 2 - pipeline damage database	Jan 02
2	Pipeline failure prediction models	Sep 02
3	Publish technical paper on application of predictive models for pipeline failure.	Dec 02

## File – WGTOR

### COMPETENCY AND TRAINING WORK GROUP

#### Terms of Reference

##### Aim

The aim of the UKOPA Competency and Training Work Group is to develop a fit for purpose framework for competency assessment and identification of training requirements for implementation by pipeline operators to demonstrate compliance with pipeline safety legislation.

##### Objectives

The objectives are:-

- i) To identify generic tasks / activities relevant to pipeline operators for which competency assessment is relevant.
- ii) To identify site / equipment specific competency requirements for which company specific competency assessment is relevant.
- iii) To develop practical competency profiles covering essential, relevant job requirements.
- iv) To propose a practical, fit for purpose approach for the assessment of competency, including the classification and recording of evidence which demonstrates/ confirms competency levels.
- v) To propose training requirements needed to support practical competency profiles.
- vi) To develop a simple database for the recording of competency assessment and training requirements data.
- vii) To draft management guidance for the implementation of a competency framework for pipeline operators.

##### Organisation

The Working Group reports to the main UKOPA Committee.

##### **iii) Membership**

The membership comprises representatives from interested UKOPA members, together with other relevant advisers / parties agreed by UKOPA. Current members are:-

K Curtis (Chairman	-	Powergen
D Cullen	-	Shell
R White	-	TotalFinaElf
J Haswell (Secretary/Adviser)	-	Pipeline Integrity Engineers

##### **iv) Meetings**

Meetings of the Work Group will be held as agreed by the membership in order to deal with the current workload.

## File – WGTOR

**UKOPA Competency and Training Work Group  
2002 Deliverables**

<b>No</b>	<b>Deliverable Details</b>	<b>Completion Date</b>
1	UKOPA Competency Framework Document - Version 1	Jun 02
2	Publish technical paper	Sept 02
3	Report on UKOPA review and application	Dec 02
4	Develop proposals for further development (ie database)	Dec 02
5	Maintain liaison with GWINTO development of Occupational Standard in Pipeline Engineering	Ongoing

## File - Work Groups

### Committees & Working Groups:

#### External:

#### ACDS MHSC Working Group on Pipelines

M Harrison (representing non-natural gas pipeline operators)  
 P Siddals (representing natural gas pipeline operators)  
 P Davis (representing gasoline pipeline operators)  
 R McConnell (UKOPA nominated independent)  
 J Haswell (Secretary, on behalf of UKOPA)

#### PIG One Call Working Party

D Gray

<b>SubGroups:</b>	<b>Business Case</b>	P Davis
	<b>Location of Equipment</b>	J Vardon
	<b>Training</b>	K Thomas

#### Internal:

#### Emergency Planning Working Group

J Haswell (Chairman, representing Transco)  
 K Thomas (Huntsman)  
 K Raeburn (BP)  
 N Jackson (Transco)  
 T Gillard (Shell UK)  
 R White (Total Fina)  
 A Thayne (HSE, invited for current work programme)

#### Risk Assessment Working Group

R McConnell (ABB )  
 R Ellis (Shell UK)  
 P Joyner (BP)  
 N Jackson (Transco)  
 P Davis (BPA)  
 J Haswell (representing Transco)

#### Fault Data Management Group

R Ellis (Chairman, Shell UK)  
 R McConnell (ABB)  
 K Thomas (Huntsman)  
 R Espiner (BP)  
 D McHugh (Transco)  
 B McCullough (HSE)  
  
 R Greenwood (Advantica)

#### Competency and Training Working Group

K Curtis (Chairman, Powergen)  
 D Cullen (Shell Expro)  
 R White (Total Fina)  
 J Haswell (PIE)

## File – cats&fees

### UKOPA Membership Categories

UKOPA has the following membership categories:

- i) Full - responsible for management and strategy
- ii) Associate - full participation in current activities
- iii) Invited - participation as a member of an organisation with joint interests  
and/or activities

Invited memberships are non-fee paying, and include HSE, with whom open discussions and exchange of views are essential, and PIG, with whom technical co-ordination is a priority.

### UKOPA Membership Fees

Current fees for membership are:

- |      |                      |                   |
|------|----------------------|-------------------|
| i)   | Full Membership      | £10,000 per annum |
| ii)  | Associate Membership | £ 4,500 per annum |
| iii) | Invited              | n/a               |