

Notes of the Meeting held at the Grange Manor Hotel, Glensburgh, Grangemouth on 24th/25th September 2003.

Present:

R. Ellis, Manager, Engineering Pipelines Group, Shell UK Ltd. (Chairman).
M. Harrison, Storage & Distribution Operations Manager, Huntsman Petrochemicals (UK) Ltd.
P. Brown, Transmission Policy Manager, National Grid Transco.
E. Findlay, Process Technology Manager Pipelines, bp Chemicals Ltd.
N. Jackson, Transmission Policy Adviser, National Grid Transco (25th).
R. Michie, Engineering Manager (Transmission), BG Group (24th).
P. Davis, Director and General Manager, BPA .
T. Taylor, Pipeline Plant Manager, Esso Petroleum Co. Ltd.
D. Gray, Pipeline Protection Engineer, Esso Petroleum Co. Ltd.
R. White, General Manager, TotalFinaElf (25th).
D. Cullen, Senior Pipeline Supervisor, Shell Expro.
L. Boswell, Pipeline Availability Team Leader, bp FPSI.
P. Docherty, Mechanical Engineering Manager, Semcorp Utilities.
S. Kennedy, Design Manager, Network Policy, National Grid Transco.
M. Thompson, Lead Pipeline Specialist, BP Grangemouth.
R. McConnell, Consultant, ABB.
J. Haswell, Consultant Pipeline Integrity Engineers Ltd.
W. P. Jones, Pipeline Integrity Engineers Ltd. (Secretary).

1 WELCOME AND INTRODUCTIONS

1.1 Welcome and Introductions.

The Chairman welcomed all and thanked BP for hosting the meeting, and in particular, Lindsay Boswell and Linda Ross who made the arrangements.

He extended a special welcome to Brian Woodhouse of National Grid Transco who was attending to give a presentation on Training and Competence in Pressure Testing.

- 1.2** The Chairman also advised Members that Hugh Morris had left BPA, and that Andy Watts will shortly be leaving Powergen Ltd and, therefore, neither will be attending future meetings. He asked the Secretary to formally record on behalf of Members a vote of thanks for their support and commitment during their period as Members of the Association.

2. APOLOGIES –

The Secretary reported that apologies had been received from:

A.Watts - Powergen Gas Ltd.
J. Varden - Oil and Pipelines Agency.
D. Bruce/R.Hobby – Unipen.
K.Thomas – Huntsman Petrochemicals Ltd.
K.Curtis – Powergen Gas Ltd.

3. Presentation by Brian Woodhouse – National Grid Transco – “Training and Competence in Pressure Testing”.

Brian Woodhouse started his presentation by advising Members that a workshop had been held with the HSE during the latter part of 2002 at which they had expressed serious concern regarding the quality of method statements and competency levels associated with all types of pressure testing. It had been made clear that all involved in the activity have obligations under HASWA to ensure that all personnel are competent and that operations are carried out safely. Testing operations were compared with welding activities where inspectors need to be approved.

Transco uses GWINTO to provide approved skilled training, but this does not currently extend to testing and the main purposes of this presentation were to make UKOPA aware of the problem and hopefully agree on a consistent approach in dealing with the matter.

Transco had initiated an audit into testing operations and one of the conclusions was that there is insufficient planning at conceptual design stage eg little thought is given at this stage to water sources, licenses for extraction and disposal, identification of risks and that there is a lack of consistency in approach and method statements. This can be seen by the HSE as non compliance and generally leads to lost time at a later stage in the contract.

The audit suggested that many will benefit from training and a consistent approach including the client, project services, contract managers, designers, specialist sub-contractors, supervisors and consultants.

A general question arising was how is competence measured, and HSE want to understand compliance in this respect. It was noted that competence is generally linked to qualifications and training and, therefore, that approved training needs to be put in place with the objective of ensuring that personnel involved in testing are aware of what is required to achieve safe operation and consistent results.

Consideration had been given to how many training courses would be required, and three had been identified as follows:

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- (i) Theory and awareness – 1 to 2 days with delivery in November 2003.
- (ii) Technical – 1 day with prework with delivery in January 2004.
- (iii) Practical - 4 to 5 days with to be confirmed with delivery March 2004
- (iv) Refresher – half to one day, to be confirmed.

It is recommended that the training will need to be delivered by an independent accredited organisation such as GWINTO although this has not yet been sorted.

Brian ended by emphasising that the HSE see this requirement applies across all involved in testing, client and contractor.

The presentation was followed by a lively question and answer session which ended with general agreement that a consistent approach is necessary. The Chairman concluded the session by supporting involvement in the initiative and recommending that:

- Any Member involved in pressure testing should include a requirement in their contract documents for the contractor to supply trained personnel for work on testing operations, and to have their own personnel/supervisors trained as well.
- Any Member who wishes to be directly involved in developing the training modules etc to contact Brian Woodhouse direct. Otherwise UKOPA will accept what is developed by Transco as an industry approach.

The Chairman ended the session by thanking Brian for an informative presentation and for the time he had spared to come and do so.

Note: Slides used by Brian Woodhouse in the presentation will be circulated – UKOPA/03/0081.

4. Presentation by Roger Ellis – “UKOPA – The First Five Years”.

Roger opened by explaining that he had prepared this presentation, with the assistance of Jane Haswell, to give to the Pipeline Operators Forum. The intention had been to make them aware of UKOPA, provide details of its aims and objectives, the benefits to Members and to explore areas of mutual interest where sharing of information may provide benefit to both organisations.

He ran through the presentation which covers:

- What is UKOPA?
- Background.
- Benefits to Operators.
- Current Membership.

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- Terms of Reference.
- Aims and Objectives.
- Formal and Informal Working Groups.
- External Interfaces.
- European Legislation.
- The Next Five Years.

He concluded by informing Members that the presentation is to be posted on the Members' section of the website and can be used for general reference and for briefing of third parties regarding the activities etc of the Association.

Action: Phill Jones.

4.1 Presentation by Lindsay Boswell –“Review of Aerial Surveillance”.

Lindsay Boswell introduced this presentation by explaining that BP had undertaken an expert panel review of its aerial survey activities, and this presentation was intended to share information which may be of benefit to other UKOPA Members. He advised that Rod McConnell was the Chairman of the Panel and that both Ted Findlay and Mike Thompson had been involved as well.

BP currently uses two forms of aerial survey – BP Exploration uses helicopter on a two weekly frequency using a BP observer, and BP Chemicals uses fixed wing with a Skyvision observer on a two week frequency with road patrols during the intervening week.

The purpose of the review was to provide a recommendation on the most effective and efficient method of inspection taking account of risks, and the process followed was to:

- Gather relevant information, particularly on risk,
- Receive presentations from fixed wing and helicopter operators,
- Convene Panel discussions,
- Apply a screening process.

The conclusions of the review were:

- The safety risk to observers, allowing for mitigation measures, is considered to be tolerable.
- Both systems had similar scores for effectiveness, although the helicopter was considered to have a slight edge on fixed wing.
- The competence of observers is considered to be critical.
- Where there is a significant variation in terrain the helicopter is most effective.

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In discussion that followed a number of Members referred to similar reviews that had been carried out in the past and that conclusions in general had been that aerial surveys are beneficial and that helicopters are the most effective due to the fact that most pipelines are routed through varying, and sometimes, difficult terrain. It was also noted that twin engined helicopters provide a significant reduction in risk.

The Chairman thanked Lindsay for the presentation and for sharing the information with Members.

5. NOTES OF PREVIOUS MEETING (14th/15th January 2003 - UKOPA/03/0053)

The Secretary reported that he had received a comment from Robert White relating to note 19 – Competency and Training - the second paragraph of note 19.2 should have stated that Total “-- are formulating a BTEC qualification based on the system –” and not “are proposing to follow the NVQ route”.

It had also been noted that there is an error on note number 8.1(i) – Recording of Association Correspondence on CD – the note should have stated –“--- that this action had been completed and that UKOPA correspondence from 1997 to 2000 inclusive had been scanned and is available in electronic format.

Subject to the above, the notes were accepted as a fair record of discussions.

**6. ACTIONS ARISING (not covered on the agenda)
(Note of previous meeting in brackets)**

6.1 UKOPA Work in Progress Report – Update for Website.(7.2(i))

Phill Jones to amend the document to include a section on future plans etc and that an approved version will be posted on the open access section of the website.

Phill Jones reported that this action was still outstanding.

Action: Phill Jones.

6.2 Pressure Equipment Directive (17.4.1)

Members to consider the note prepared by Jane Haswell – UKOPA/03/0048 for discussion at the next meeting.

Jane Haswell reported that this note had been prepared in response to a specific query raised by John Varden regarding the status of pig traps under the Directive. The note represents a summary of briefing material available from the Pressure Equipment website. Jane also noted that as comprehensive guidance and equipment schedules are not yet

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available, there are several other areas where the application of the Directive is not clear. The main confusion arises with respect to the terms items of individual equipment, an assembly and an installation assembled on site. Paul Docherty noted that this and related issues has been raised with HSE representative on the IMECHE PECF, useful advice had been provided and he recommended that this advice be incorporated in the UKOPA briefing note. Jane Haswell agreed to update the briefing note and draw attention to areas where a consistent operator view would be of value to UKOPA members.

Action: Jane Haswell.

All other actions arising covered on the agenda.

7. CORRESPONDENCE

7.1 Actions Arising

- (i) Recording of Association Correspondence on CD (8.1).

Phill Jones to seek costs for converting the TIF files to PDF format and placing on the website and, also, an alternative cost for producing a CD copy of the TIF files for issue to all Members. In the meantime he had been actioned to arrange for correspondence lists for 1997, 1998, 1999 and 2000 to be placed on the website for reference by Members.

Phill Jones reported that he had received verbal quotation of £2000 for converting the TIF to PDF format, and that SAPA had confirmed the cost of providing a CD for each Member at £55 per disk as per their original quotation.

Roger Ellis advised that following discussion at the Management Council, and having noted that historically there have been few enquiries relating to 1997 to 2000 correspondence, Mark Harrison had agreed to arrange to provide a CD copy for Management Council Members. Associate Members would be asked to request copy of any required correspondence from the Secretary. It was noted that a copy of the correspondence index lists for each of the years in question are posted on the website.

Jane Haswell agreed to investigate the possibility of converting the files and associated costs using Adobe 6.

Action: Jane Haswell.

- (ii) The Association should establish formal contact through the website to advise DVGW of the existence of UKOPA and to provide details of UKOPA's website.

Phill Jones reported that this was being progressed.

Action: Phill Jones.

7.2 Recent Correspondence.

OECD Guiding Principles for Chemical Accident Prevention, Preparedness and Response – Second Edition.

Phill Jones reported that a copy of the document had been received by the Association and, following discussion, the document was passed to Jane Haswell for review by the Emergency Planning Work Group in association with the development of the ACoP.

Action: Jane Haswell.

7.3 Updated Correspondence List.

Phill Jones reported that he had circulated an updated 2003 correspondence index list to all Members in advance of the meeting – reference UKOPA/03/0072.

8. MEMBERSHIP AND ADMINISTRATIVE ISSUES

8.1 Progress on Memorandum and Articles of Association

8.1.1 Actions Arising.

Subject still under consideration by Management Council (9.1.1).

The Chairman advised that further to discussions at the last meeting, Mark Harrison had circulated a copy of the Huntsman legal representative's response to specific questions to Council Members, and that Shell's legal representative had reviewed and had agreed with the findings. BP and National Grid Transco Members were still awaiting a response from their legal representatives on the issue.

The main conclusion is that Member Companies can be registered as the Full Members and that they can nominate an individual as their representative. In this connection it had been agreed, subject to similar outcomes for BP and National Grid Transco, that all Members are to write to Phill Jones before the end of the year to confirm that they are their nominated Company Representative.

Roger Ellis to provide a further update at the next meeting.

Action: R. Ellis.

8.1.2 Membership Contact List

Phill Jones circulated a copy of the latest contact list for checking and will issue an updated version following the meeting.

Action: Phill Jones.

9. FINANCE REPORT / ISSUES

9.1 Finance Report

9.1.1 Actions Arising

No actions arising.

9.1.2 Bank Balance.

Phill Jones reported that the bank balance as of 7th May was £ 126,925. This did not however take account of committed expenditure, and actual monies available taking commitments into account are estimated at £110,468.

9.2 VAT Returns.

Phill Jones also reported that the VAT returns for the quarter ending June 30th had been completed and submitted on time. The return for the quarter was (£4058.39), which had been reclaimed, received and banked.

9.3 Expenditure Forecast 2003/2004.

The Chairman also reported that an updated expenditure forecast for 2003/2004 predicts a surplus of £81,990 at the end of 2004 based on monies currently available, known commitments and same number of Members and membership fees for 2004.

He advised however that this did not take any account of potential expenditure which may be approved in connection with activities relating to the Working Group on Pipelines which, if approved, would involve expenditure of up to £100,000 including a small amount of contingency and would result in a deficit at the end of 2004 based on existing levels of Membership Fees. He advised that this would be explained in greater detail under agenda item 14 – ACDS MHSC Working Group on Pipelines and the Risk Assessment Working Group, but also advised that discussions at the Management Council Meeting held earlier in the day had concluded that a small increase in fees for 2004 are likely to be required.

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This would likely to be of the order of £1000 per annum for full Members and £500 for Associate Members.

It was agreed that the subject would be revisited as part of discussions under agenda item 14.

10. H,S&E ISSUES

10.1 Actions Arising

No actions arising.

10.2 Reports on Incidents

10.2.1 Hunton Hill

Dick Gray provided an update of this incident, which had been reported at a previous meeting, and advised that the HSE had instructed the contractors to put procedures in place to prevent similar occurrences in future. The procedures are to be reviewed on 5th November.

10.2.2 Mark Harrison reported on two incidents:

- (i) The first involved a case where a wooden fence post had been driven into the ground in very close proximity to the WGEP. A landowner had employed a contractor to erect fencing, and the latter had not carried out a check for underground services, even though there were visible marker posts nearby. The landowner had been visited not long before the incident took place, and had been reminded of the need to advise the operator of intended works and this had been placed on record.
- (ii) The second is associated with on line inspection carried out by PII where the intelligent pig became stuck in the pipeline. The line had been prepigged with several pigs, including gauge, brush, profile and a second gauge, and there is no obvious reason for the pig to have stuck in the line. The intelligent pig had to be cut out, and the matter is currently under investigation. An update will be given at a future meeting.

10.2.3 Phil Brown reported an incident involving an LDZ transmission pipeline which is routed through a field in close proximity to a 400 kv overhead line. In August the field caught fire resulting in lots of carbon in the atmosphere which apparently caused an electrical charge to pass from the overhead line to the pipeline. The charge passed through/over an insulation joint at a nearby AGI and damaged the station control system. The incident is still under investigation and an update will be given at a future meeting.

10.2.4 Dick Gray reported on two incidents;

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- (i) The first also involved a pipeline in proximity to a 400kv overhead line and where connections to three test posts associated with the cathodic protection system were burnt out. The reason for this has not yet been established and is still under investigation.
- (ii) The second was a near miss where the helicopter survey had discovered a lattice type fence being constructed on a golf driving range. On investigation it was found that a concrete post, 12 tonnes in weight had been pile driven into the ground next to the pipe and had caused wrapping damage. There had been no prior contact with the Operator.

11. ITEMS OF INTEREST FROM PIG

11.1 Actions Arising

No actions arising.

11.2 Reports from PIG.

Dick Gray reported that there had been no meetings of the PIG Technical Committee and that there had been no notes to circulate or issues to raise.

12. PD 8010.

12.1 Actions Arising.

- (i) The Chairman requested that PD8010 be included as a separate item on agendas of future meetings (12.2).

Action completed and closed.

- (ii) Development of Standards to be included as an agenda item at the next meeting (12.2).

Action completed and closed.

12.2 Update.

Paul Docherty referred to an update report he had prepared for the meeting and later circulated as UKOPA/03/0081, and advised that the proposed new European Pipelines Code of Practice has again been rejected by the UK PSE 17/2 (PD 8010) Committee. It is believed however that this code is likely to be accepted by the rest of Europe and as such, will become the European Pipeline code. Final approval is currently scheduled for 20th October 2003.

He reminded Members of the programme for completion of PD 8010, with publication currently planned for May 2004 and that the standard is to be launched with a number of

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presentations, the locations of which are London, Scotland and probably the North East, venues to be advised. A previous request for support from Rod McConnell to review the risk section was confirmed.

Paul also noted that three other publications had been issued for review:

- ISO/FDIS 15589-1 Petroleum and Natural Gas Industries
Cathodic Protection of pipelines transportation systems
Part 1 On Land
- ISO/TC67/SC/2 N Petroleum and natural gas industries – Pipelines
Transportation Systems Reliability Based Limit State Methods.
- ISO/FDIS 155590-2 Petroleum and Natural Gas Industries -Induction bends,
fittings and flanges for pipeline transportation systems.

The Chairman asked Paul to advise if any further specific technical input is required, and that if any Member wishes to be involved in the process to contact Paul direct.

Action: Paul Docherty, Members.

Paul reported that following consideration by PD 8010 WG1, he is drafting a paper on code approaches to pipeline fatigue design. This paper will be presented as part of the launch of PD 8010. He requested UKOPA review of the paper before it is offered for publication. This was supported, Jane Haswell agreed to review on behalf of UKOPA.

Action: Paul Docherty, Jane Haswell.

13. ACDS MHSC WORKING GROUP ON PIPELINES AND RAWG UPDATE

13.1 Actions Arising

Mark Harrison to provide report of discussions at the RAWG meeting held on 26th June.

Covered under section 13.2.

13.2 Update

13.2.1 Working Group on Pipelines.

Mark Harrison updated Members on developments relating to discussions with the HSE relating to the Working Group on Pipelines – overheads used have been circulated as UKOPA/03/0076.

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He advised that a meeting had been held with the HSE on the 9th July at Bootle and attended by Steve Coldrick on behalf of Chris Wilby. The purpose of the meeting was to discuss the future mode of operation of the WGP, and to establish how to achieve MSDU involvement in the agreement of the WGP technical agenda and how approval and acceptance of the delivered work could be achieved following the HSE's withdrawal from the WGP and the WP(RA) due to lack of resources.

The HSE and WGP positions were reviewed as recorded on the slides, and the outcome is that the HSE have withdrawn at the working level, and that its interface with the WGP will be via the IFRLUP. The technical agenda of the IFRLUP is also detailed in the slides.

A number of actions had been identified:

- Specify how WGP integrates with IFRLUP P5.
- WGP to be involved in the detailed delivery of pipeline specific aspects of P5. When IFRLUP has established process and criteria for evaluating assessment methodologies, WGP will be involved in using the agreed process and criteria to evaluate pipeline methodologies – HSE Action.
- Integrate the WGP with Product 6.
- WGP to work jointly with HSE to deliver work completed into Product 6, HSE to establish audit to confirm compliance with HSE policy/principles – HSE Action.
- Establish a longer term process for future working to deliver the technical agenda -No action defined/agreed - HSE awaiting UKOPA proposals.

Mark completed the update by proposing that UKOPA should:

- Continue to progress the proposed work programme (see 13.2.2 for details),
- Deliver the work programme through the WGP-MHSC-ACDS chain, and
- Use the WGP to confirm governance, approval and consultation with other stakeholders.

In the discussion that followed, general concern was expressed regarding the HSE's apparent inability, yet again, to progress to completion a commitment made to industry, and the ease with which it is able to claim lack of corporate memory. The industry has been trying to resolve important issues surrounding land use planning, in particular the need for agreed and transparent methodologies which provide consistent results and which impact on landowners, local authorities, operators and the public in general, for some 15 years or

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more without success. A number of initiatives have been started with high level commitment from the HSE but, similar to the current situation, have not been progressed to completion due to HSE withdrawal at a critical point in the process.

The proposals put forward by Mark Harrison were supported in principle, subject to the outcome of discussions on costs etc under the next item on the agenda.

13.2.2 RAWG Update.

Rod McConnell provided an update on the activities of the RAWG, as detailed on slides circulated as UKOPA/03/0073. He advised Members that the Working Group had met on 26th June to review the strategy for the meeting to be held with the HSE on the 9th July –see 13.1.2 and to discuss the ongoing work programme, and the Group also met on the 10th September.

The RAWG view is that the Association should continue to progress the planned programme of development work, to publish the findings and results for land use planning zones through the WGP and the ACDS as mentioned in 13.2.1. He went on to say that the Work Group also considers that the P5 Group – Consistent Evaluation of Methodologies - which is being set up by HSE, (see UKOPA/03/0076), and on which he will represent pipelines will be one of the main influencing routes.

He went on to outline the estimated costs of the proposed programme of development work – as detailed in UKOPA/03/0081, and summarized below:

1	Ground Movement work	3,000
2	Predictive Modelling	
	Limit State Function	40,000
	Computer model	20,000
3	Mitigation Fault Tree analysis	3,000
4	Ethylene LUP Zones	
	Review failure rate data	5,000
	Generalised risk assessment	3,000
5	Spiked crude risk assessment	
	Joint work with BP	5,000
6	Gasoline Risk assessment	5,000
7	P5 Committee	9,000

Total Estimate	93,000
Contingency	7,000
Total	~ £100,000

Considerable discussion then took place regarding the funding of the work (extention of discussions held under item 9.3 of the agenda, which concluded with general acceptance that the Membership fees for 2004 would be increased to £11,000 for Full Members and £4,500 for Associate Members, and that the Chairman and the Secretary would review the expenditure forecast again, taking into account the proposed phasing of the proposed additional expenditure, to provide a more accurate prediction and timing of possible shortfall in funds. As part of the review, the Chairman and Management Council Members are to consider possible ways of addressing the potential shortfall, including rephasing of lower priority elements.

Post Meeting Note - The projected risk assessment work programme has commenced, and costs will be closely monitored. It is hoped that the required work programme can now be progressed in 2004 within the existing cash flow projections of UKOPA. However there remains a risk that to fund specific research work programmes additional funding may be necessary in the second half of 2004.

Action: Chairman, Secretary and Management Council Members.

The discussions also highlighted the need for levels of Membership Fees for the following year to be agreed before the last quarter of the preceding year, as most Members will have submitted their budgets by that time. It was agreed that in future Membership Fees will be included as an agenda item of the meeting normally held in the second quarter of the year (normally June), and set for the following year at that meeting.

Action: Chairman and Secretary.

13.3 Discussion Paper on Mechanical Damage Model.

It was noted that a discussion paper on the Mechanical Damage Model had been prepared by Neil Jackson and considered by the Management Council. The paper will be circulated to all Members by the Secretary, and is covered by the discussions in 13.2 relating to the future programme of work and will be considered as part of that programme.

13.4 Update on work with the British Geological Society on Ground Movement.

Neil Jackson informed Members of work being carried out by the British Geological Society on behalf of Transco relating to ground movement. The work is being done as the result of the HSE's intention to introduce a ground movement factor into risk assessments, irrespective of whether or not the area in question is susceptible to ground movement. This approach has resulted in a general increase in predicted failure rates which which has been challenged. The British Geological Society has considered pipeline corridors provided by Transco, and has identified areas susceptible to ground movement. This represents only a small part of the pipeline system and the areas are being categorised in terms of levels of likelihood.

He then went on to advise Members that the HSE are in the process of rolling out the new PAHDI process for advising on land use planning to Local Planning Authorities, and went through a summary of the previous process and the new PAHDI streamlined process which has reduced the opportunity for discussion and/or expert assessment. The summary of the previous process and the new PAHDI process are listed in UKOPA/03/0082.

14. REPORT FROM THE FAULT DATA MANAGEMENT GROUP

14.1 Actions Arising

- (i) UKOPA/03/0049 to be discussed at the next meeting (14.1(ii)).

To be discussed under item 15.2

Action closed.

- (ii) FMDG to progress licence in UKOPA's name.(14.1(iii))

Roger Ellis reported that he had been tasked to sort contract/licence issues with Advantica to ensure UKOPA ownership and that the contract was now between Advantica and UKOPA (rather than the FDMG).

Before leaving Advantica, Bob Greenwood had drafted the licence with all property rights being invested in UKOPA. Roger had asked for a copy from Clive Ward who had taken over from Bob Greenwood, but the version received was not what had been asked for.

It had been agreed at the Management Council Meeting that Phil Brown will set up a meeting with Advantica with the purpose of resolving the issue, and that Roger Ellis and Mark Harrison are to attend.

Action: Phil Brown, Roger Ellis and Mark Harrison.

- (iii) Hugh Morris agreed to investigate and advise whether it might be possible to extract the information required for including oil pipelines on the UKOPA leak database from the CONCAWE database as this may be sufficient for the immediate needs.(14.1(iv))

Peter Davis reported that he is progressing this issue.

Action: Peter Davis.

- (iv) Phill Jones to circulate to Members a copy of Jane Haswell's report regarding applicability of the UKOPA database to all UK MAHPs.to (14.2.2).

Phill Jones reported that this action had been completed – ref UKOPA/03/0067.

Action closed.

- (iv) Rod McConnell to discuss HSE comments relating to the report with Jane and to respond to the HSE in due course(14.2.2).

Jane Haswell reported that Rod had reviewed the report and HSE comments and had advised the FDMG that a statistical assessment should be included to finalise the work. Rod and Jane have been actioned to specify and propose the work. The work is to be progressed as part of the RAWG programme of work.

- (v) Roger Ellis and Mark Harrison to discuss lack of resources within the HSE, particularly relating to resolution of differences in results obtained from the UKOPA and HSE models (14.2.3).

This action was covered under the report from the Working Group on Pipelines and will be progressed as part of that work.

Action closed.

14.2 Predictive Modelling – Note by Jane Haswell – UKOPA/03/0049.

Jane Haswell reported that the note had been prepared following a suggestion by Ross Michie that consideration should be given by the Association to develop practical screening tool(s) which could be used by operational staff for carrying out initial assessments of risk relating to new and existing developments.

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The paper proposes a possible methodology for development of such a tool, which would use results of work to be progressed by the RAWG, and she recommended acceptance of UKOPA/03/0049 with delivery being actioned through the RAWG work programme.

The recommendation was accepted.

Action: Rod Mc Connell/ RAWG.

14.3 Pipeline Damage Database - Update

Roger Ellis provided an update using the slide circulated as UKOPA/03/0078:

- Failure Data report to end 2002 – This should be posted on the website in October.
- Is the database applicable to all UK MAHPs – This was the reason for the paper prepared by Jane Haswell – see note 14.1(v) above, and which had been commissioned because the HSE are applying CONCAWE data for calculation of consultation zones for non gas pipelines, which is resulting in larger zones than considered necessary.
- Development of the Advantica predictive model Proposal received from Advantica to improve the existing model and this is under consideration by the RAWG.
- Ethylene modelling work – To be progressed as part of the RAWG programme of work.
- Development of a risk screening tool – See note 14.2 above.
- Extend the database to other UK pipelines – See 14.1(iii) above.
- Improvements to the fault database collection program - Ongoing
- Contracts and licensing – See 14.1(ii) above.

15. REPORT FROM THE EMERGENCY PLANNING WORKING GROUP

15.1 Actions Arising

- (i) Ken Thomas to report on proposals regarding refresher courses, costs to underwrite setting up a course programme and prepare an expenditure approval request (15.1).

Covered under 16.2.

- (ii) EPWG to discuss revision of wording of the Regulations to be proposed by P.Sargent of the HSE (15.3).

Covered under 16.3.

15.2 PERO Issues – Training, Competence and Future Plans.

In the absence of Ken Thomas, Mark Harrison reported that Ken had established a way forward relating to the refresher course, and that there was sufficient support from Members to progress the course.

Following discussion the Chairman actioned Jane Haswell as Chairman of the Emergency Planning Work Group to finalise the course programme for the one day refresher course, to select the venue and arrange for the course to be held during the first quarter of 2004, with arrangements to be finalized by the end of 2003.

Action: Jane Haswell/EPWG.

The Chairman also requested Members to confirm their needs in terms of new training in order to assess whether there is sufficient justification to spend time and effort in progressing the matter.

Action: Members.

15.3 Update on Emergency Planning Issues and Development of the ACoP.

Jane reminded Members that the EPWG had produced a draft ACoP which had been circulated to stakeholders for comment in November 2002, that all comments had been addressed and that stakeholders are comfortable with the final draft. The intention was to pass the draft to the HSE for publication, but changes in the HSE personnel have resulted in delays and possibly even a change in direction. Neville Briscoe has retired and Peter Sargent, who has taken over the responsibility, does not agree that the publication of the ACoP is the right course of action. Peter Sargent is progressing the issue via the CAPEPLG, and has submitted a paper (UKOPA/03/0071) on his proposed approach to ACDS and CAPEPLG (see note 15.4).

15.4 Chemical and Pipelines Emergency Planning Liaison Group (CAPEPLG)

Neil Jackson reported that the paper prepared by Peter Sargent had been presented and discussed at the CAPEPLG meeting. Members, including representatives of Emergency Planning Authorities, had queried why the ACoP could not be progressed, and it was eventually agreed that there is need for assistance to ensure consistent and practical interpretation of the Regulations, but Peter Sargent was now unsure whether this should be issued in the form of an ACoP or as guidance, despite the fact that the ACoP route had previously been agreed by the HSE. As a result a sub group (including those who had been previously involved with the drafting of the ACoP) has been set up to review the ACoP once again to reaffirm that it was still applicable. Neil Jackson will represent Transco and UKOPA gas pipeline operators on the sub group. The UKOPA EPWG have also been

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requested to nominate operator representatives with flammable liquid and toxic gas interests. Neil Jackson agreed to report on progress at the next UKOPA meeting.

Action: Neil Jackson.

16. THIRD PARTY INFRINGEMENTS

16.1 Actions Arising

Members who have not contributed to review whether relevant data can be supplied (16.2).

Covered in 16.2.

16.2 Update.

Mark Harrison provided an update relating to third party infringements – copy of slides circulated as UKOPA/03/0077 and summarised below:

- No further infringement data received following June meeting.
- No update to database.
- Will now make contact with individual members for data reports.
- Interest from HSE – possible approach to United Utilities.
- Looking to establish annual reporting process similar to FDMG.
- Data collection in Q1, for report at June meeting.

Mark also reported that Transco has modified its data collection process and is expected to start contributing to the database in the near future.

Action: Mark Harrison.

17. LEGISLATION UPDATE

17.1 Amendments to PSR 1996

17.1.1 Actions Arising

- (i) Clarification of definition of Operator – Alan Thayne to investigate the current position advise (17.1.1).

No progress to report.

- (ii) Jane Haswell to be requested to draft a letter for the Chairman to send to Peter Sargent relating to priority issues in terms of PSR amendments. The letter also to request clarification on programme of implementation.(17.1.2)

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Jane Haswell reported that this action had not been progressed due to other commitments, but confirmed that Peter Sargent was responsible for progressing for progressing the amendments and that there is no published programme for implementation. Jane agreed to formally request details of the HSE programme.

Action: Jane Haswell.

17.1.2 Update

No update available.

17.2 Pipelines Safety Instrument.

17.2.1 Actions Arising.

- (i) Hugh Morris to ask Peter Davis if he will prepare a note on the European Pipeline Federation for the benefit of Members (17.2.1).

Peter Davis advised that he had not prepared a note, but advised that the Federation is made up of various European Pipeline Operators and associated organisations. The Chairman reminded everyone that Jane Haswell had submitted information to the last meeting relating to the Pipelines Federation Group:

“J Haswell had reported that she had found some papers circulated in February 2000 by the then Transco Marcogaz representative relating to the PFG, and discussed by the Margogaz Executive Board Meeting. It was reported at this meeting that the PFG Draft constitution and Terms of Reference will be circulated for comment. The PFG was defined as an informal collaboration of existing associations representing different interest groups in Europe. It was noted there were no formal meetings, the Secretariat was provided by Marcogaz (who also share Eurogas), and ad hoc meetings are arranged to share information on areas of common interest and agree strategies for lobbying. Three of the associations noted as having involvement were:

OGP
CONCAWE
EUROPIA

J Haswell had also noted that the Transco representative had recommended that there would be merit in connecting UKOPA with the above network.

Action closed.

- (ii) Neil Jackson to investigate contact details for the UK European Parliament representative, and Paul Docherty to investigate who in the DTI is responsible for dealing with the Pipeline Instrument (17.2.2).

There was no progress to report on this item.

Action: Neil Jackson and Paul Docherty.

17.2.2 Update

It was agreed that there is still benefit to the Association in trying to establish links with individuals and organisations who may be able to assist in providing routes for presenting UKOPA views during development of the European Instrument. In this connection Bob Stirling had recommended that it may be in the interests of the Association to establish contact with Jurgen Wettig of DG Environment who is apparently involved with the work.

Following discussion it was agreed that:

- (i) Neil Jackson will write to Jurgen Wettig to advise him of the existence of UKOPA, to request confirmation of the latest programme and to request details on the route by which the Association can formally submit operator comments at the appropriate time relating to the proposed PSI.
- (ii) Peter Davis will also make contact with CONCAWE to seek an update relating to their understanding of the latest position.

Action: Neil Jackson and Peter Davis.

17.3 E-PIMS

The Chairman referred to correspondence that had been circulated on this issue - UKOPA/03/0062, 0063 and 0064, all received from Bob Stirling and summarized by Neil Jackson in UKOPA/03/0070:

“ Bob is involved in an international consortium that includes DNV, Penspen and Cranfield that is intending to submit a proposal for the development of a safety management system (E-PIMS) for funding from the EU. The proposal will be submitted under the Improving Risk Management of the Information Technologies (IST) 2003-4. The proposal has been developed to support the implementation of the European Pipeline Safety Instrument”.

Neil's note summarises the work packages involved and the potential threats of not being involved in a way which can influence the outcome if European funding is agreed which in a worst case scenario could result in a set of overly onerous requirements being developed

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which are not consistent with current UK practice and that these requirements are subsequently imposed on UK Operators by the EU. Neil had also informed Bob Stirling that Transco does not wish to be actively involved but wishes to be kept advised of developments.

Ted Findlay advised that he also had been in discussion with Bob Stirling from which he had arrived at an impression that the proposed study had a strong IT influence and does not yet appear to be well constructed. He also had concerns that the project if approved could result in regulatory requirements which would be difficult to comply with. He also advised that the consortium had a meeting scheduled for the 1st October to finalise its application for funding. BP will not be involved in the Working Groups but has decided to participate at Steering Group level.

Action: Ted Findlay and Neil Jackson to report on any developments at the next meeting.

17.4 Routing Guidelines

17.4.1 Actions Arising

Alan Thayne to suggest to DTI that it may be sufficient to require compliance with IGE/TD/1 in terms of pipeline routing (16.3.1).

No progress to report and agenda item to be closed.

18. ONE CALL SYSTEM.

18.1 Actions Arising

- (i) D Gray to update UKOPA on any progress relating to the internet system being developed by Fisher Germans(18.1)

Dick Gray reported that the system is based on a web based mapping system, is now operational and can be applied countrywide. ESSO and OPA are involved and Fisher Germans are in the market for additional customers on the basis of a fee per enquiry. He had not received any feedback regarding the number of enquiries received to date.

- (ii) Neil Jackson to provide details of the Transco trial being carried out in the East of England (18.2).

No progress to report.

18.2 Update

It was noted that the Cheshire trial is still ongoing and that the PIG initiative is on hold for reasons reported at a previous meeting.

19. COMPETENCY AND TRAINING ASSESSMENT

19.1 Actions Arising

The Chairman urged all Members to consider using the system and asked all to provide feedback (19.2).

No progress to report in the absence of Ken Curtis.

19.2 Update and Feedback on Trial.

Robert White advised members that Total are in the process of extending the framework to cover terminal staff, and are currently in the process of writing competency sheets for the staff involved.

20. UKOPA WEBSITE – Development and Management.

20.1 Actions arising

(i) Phill Jones to progress hypertext links where possible.(20.1.2)

Phill Jones reported that the links had now been installed.

(ii) The Chairman asked Phill Jones to investigate the possibility of linking the website to the HSE website (20.2).

Phill Jones reported that this link had also been installed.

20.2 Update

The merit of having members individual email addresses on the website was discussed, and it was agreed that, with the exception of the Secretary, all should be removed.

Action: Phill Jones.

The Chairman encouraged Members to consider and advise on ways the website could be used to promote the Association.

Action: Members.

21. Railtrack.

21.1 Actions Arising.

In relation to the proposal to organise a meeting between UKOPA and Network RailMembers were asked to confirm to Phill Jones (4):

- Whether they are interested or not interested
- Whether they wish to be involved in negotiations
- Whether they are interested and just want feedback .

No feedback had been received on any of the issues, and it was therefore concluded that a meeting is not necessary at this stage.

21.2 Update.

Phill Jones reported that he had received details for only one company contact who could be contacted to discuss network rail issues Mark Harrison for Huntsman Petrochemicals Ltd.

The following contacts were confirmed at the meeting ;

Roger Ellis for Shell
Ted Findlay for BP
Dick Gray for Esso.

Remaining Members were asked to provide details of their company contact to Phill Jones who will prepare a list for circulation.

Action: Members: Phill Jones.

22. Emergency Pipeline Repair Procedures.

22.1 Actions Arising

- (i) Donal Cullen to provide further details will of emergency pipeline emergency support following completion and award of contracts (7.1).

Donal Cullen reported that a contract is to be awarded in the near future and that an update will be provided at the next meeting.

Action: Donal Cullen.

(ii) Members to respond as soon as possible so that a collated response can be sent to UKPIA. Details should be sent to Phill Jones who will collate information for the Chairman (22).

Overtaken by events – see note 22.2.

22.2 Update relating to UKPIA.

Roger Ellis referred to e-mail circulated by Phill Jones reference UKOPA/03/0065 and confirmed that the UKPIA initiative was not being progressed. He recommended however that it would be in the interests of the Association to progress a register of emergency equipment etc even though the UKPIA initiative has disappeared. The recommendation was supported and Donal Cullen agreed to act as the focal point and to develop the register.

Action: Donal Cullen.

23. Safe Isolation of Plant and Equipment.

23.1 Actions Arising

No actions arising.

23.2 Update

Stuart Kennedy reported that there had been four meetings of the Working Group since May. The next meeting is scheduled to be held in November and it is expected that a draft will be issued for comment after that meeting. The circulation list will include all UKOPA Members.

Action: Stuart Kennedy.

24. Easement Payments.

Hugh Morris was actioned to prepare a spreadsheet and send to Phill Jones who will circulate to Members.

Following discussion it was agreed that UKOPA Members will act as company contacts for and respond to queries relating to easement payments.

Agenda item closed.

25. Non Domestic Rating Revaluation.

25.1 Actions Arising

- A separate committee should be set up in parallel made up of UKOPA and UKPIA members.
- UKOPA needs access to the Transco cost data in order to fully understand what was provided.
- Members need to share information with the parallel committee rather than the agency.

The recommendations were supported and Hugh was actioned to write to the agency to confirm that UKOPA will deal through the parallel committee.

Roger Ellis reported that the final action which had been placed on Hugh Morris had been addressed and that a copy of the letter had been circulated as UKOPA/03/0056. Peter Davis also advised that the Valuation Officer had confirmed that he would be prepared to share the Transco construction costs on which the initial revaluations are based, but does not have the authority to do so. No progress was reported relating to the formation of the committee made up of UKOPA and UKPIA Members.

Roger reminded Members that huge increases are being recommended and that this is an issue which needs close attention if unjustified increases are to be avoided. Peter Davis responded by saying that the BPA landagent was monitoring the situation and would advise regarding any movement requiring action by Members. In the meantime it was agreed that:

- (i) Members should nominate company contacts for dealing with rating revaluation issues (only two received to date)
- (ii) Members who have current construction costs that can be used in negotiations to provide details to their nominated company contact.
- (iii) Transco representatives to check whether Transco is prepared to authorise the valuation officer to share the Transco construction costs on which the revaluation is to be based.

Action: Members.

Ted Findlay reminded Members that reductions in rates can be justified if a pipeline is operating below maximum capacity.

26. Development of Standards.

Jane Haswell advised Members that she had raised this item because the development of standards is problematic as it is resource intensive and companies are now unable to provide the level of support that has been provided in the past. This may result in the publication of standards with little or no operator input which unjustified or unachievable requirements. UKOPA is in an ideal position to influence, through a process of co-ordinated and authoritative consultation and comment.

The Chairman agreed and commented that the procedure adopted for progressing PD8010 appears to have been dealt with effectively and that a similar approach should be encouraged for dealing with other standards of interest to the Association. He requested that Jane to write to the BSI to recommend the approach be extended to other relevant pipeline codes and standards..

Action: Jane Haswell.

27. Fatigue Analysis.

27.1.1 Actions Arising.

Paul Docherty to prepare a note for consideration at the next meeting (27.2)

Paul Docherty reported that the paper was substantially complete, but not ready for circulation at this stage. The paper will be completed and circulated prior to discussion at the next meeting.

28. UKOPA Prize 2003 – M Sc Pipeline Engineering Course, Newcastle University.

The Chairman reminded Members that the Association had agreed at the meeting held in Tebay in May 2002 that it would award an annual prize of £100 to the top student of the M Sc Pipeline Engineering Course at Newcastle University. The top student for 2003 is Victoria Jackson and arrangements are to be made for the prize to be awarded on a suitable date which is to be confirmed.

Action: Roger Ellis.

The Secretary to arrange for a note to be included on the website when details are finalised.

Action: Phill Jones.

29. ANY OTHER BUSINESS

29.1 Future Presentations

The Chairman advised that in addition to the presentations agreed at the previous meeting, the following additional topics were suggested as possibilities for future presentations:

- (i) PII – Presentation offered – full details to be confirmed.
- (ii) E PIMS – under consideration
- (iii) Pigging – Huntsman Petrochemicals Experiences 2003 – timing subject to completion of investigations.
- (iv) Fisher German One Call System – Dick Gray offered to enquire regarding the possibility – on hold.

He confirmed that the presentations to be made at the January 2004 meeting will be:

- Pipeline Risk Based Assessment Management Systems – Shell Global Solutions.
- Sembcorp GIS System – Sembcorp Utilities.

29.2 Integrated Safe System of Work (ISSOW).

Donal Cullen reported that Shell Expro are proposing to trial the ISSOW Permit to Work System in its operations. The system is computer based with electronic signatories and it will be used across the business – plant and pipelines with the intention of rolling it out across company operations in the North Sea. The system offers consistency and efficiency savings.

Mark Harrison advised that Huntsman is using a similar system.

29.3 Long Range Ultrasonics.

Donal Cullen also confirmed that Shell Expro are using long range ultrasonic techniques for checking for the presence of corrosion in inaccessible locations such as culverts. He will share results at a future meeting.

29.4 ISDN

Donal finally advised Members that Shell Expro had decided to move from the use of BT to ISDN for use of private wire circuits used in the transmission of data. The change has resulted in a reduction of costs 60%.

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30. DATE(S) OF NEXT MEETING(S)

14th/15th January 2004 – BPA/OPA – Venue to be advised.

16th/17th June 2004 – to be hosted by Shell at Lensbury London.

15th/16th September 2004 – to be hosted by BG Group – details to be confirmed

January 2005 – to be hosted by National Grid Transco – details to be confirmed.

June 2005 – to be hosted by Huntsman Petrochemicals Ltd – details to be confirmed.

Circulation – All Members, Deputising Members and Regular Attendees.

Signed: (Roger Ellis) Chairman.

Date: