

Meeting to Review PERO Course – 27th July 2004, Sembcorp Utilities, Wilson_ Summary Notes

Attendance:

J Wilson	Sembcorp Utilities
M Cale	Sembcorp Utilities
K Thomas	UKOPA
P Mitchell	UKOPA
K McIntosh	UKOPA
J Haswell	UKOPA

Purpose

To review feedback from the first course (held on 28th & 29th June 2004), and recommend changes in course format, structure and material.

Review

- Validation Process-

The results of the validation process indicated that all candidates scored a minimum of 90%, the majority scored 100%.

The validation process was considered appropriate.

- Course Evaluation Feedback –

J Wilson reported that there had been 100% return of feedback forms. These were reviewed. Key points recorded were:-

The course was valuable, relevant and informative.

The volume of material was high

The pipeline incident lecture was detailed and informative, but not directly relevant to on-site operational priorities.

The time available for the course was too short

Material should be directed to on site operational issues

More time should be dedicated to exercises

Exercises should be designed for full participation

Exercises should concentrate on cross country pipeline scenarios

In addition it was noted that an alternative course hotel would be used for future courses.

Based on the above the following changes to be recommended to UKOPA were agreed:

United Kingdom Onshore Pipeline Operators' Association

The Pipeline Incident Lecture to be replaced with a short video/image session showing consequences of pipeline accidents and concentrating on the need for the on-site PERO role.

The course to be extended to allow additional time for exercises based on cross country pipeline scenarios involving full participation.

The course programme to be revised as day 1 – 10.00 start, 17.30 finish, day 2 8.30 start, 16.00 finish.

K McIntosh stated that the course satisfied the requirements of and had been recommended to Transco at an awareness level.

Actions

The actions required to implement the above recommendations were agreed as:-

- i) Contact N Jackson to request use of incident/test video material
Action : J Haswell
- ii) Contact UKOPA members to request any images/details of UK pipeline incidents
Action J Haswell
- iii) Consider use of BPA/Shell scale pipeline incident model (currently at Tebay) in development/exploration of pipeline scenarios
Action J Wilson/M Cale
- iv) Basic principles for site management of damaged pipelines based on Transco procedures to be drafted and submitted to UKOPA for endorsement and use in future PERO courses.
Action K McIntosh/J Haswell
- v) Course hotel to be changed to Posthouse
Action J Wilson
- vi) Changes in costs to be identified
Action J Wilson
- vii) Ensure endorsement of course is briefed to Transco via N Jackson
Action K McIntosh
- viii) Recommend changes to EPWG/ UKOPA for agreement
Action J Haswell

Future Courses

J Wilson reported that all planned courses are now fully Booked. He confirmed Sembcorp would issue dates for additional courses on June and October 2005, and thereafter on a twice yearly basis. Course dates will be sent to J Haswell for circulation in UKOPA.

Action J Wilson.

K Thomas and J Haswell confirmed that EPWG would review existing course allocations to ensure balanced mix of operator attendance, and would contact UKOPA members directly if any changes were recommended.

Action K Thomas/J Haswell

J Wilson to forward course allocations to J Haswell for consideration by EPWG.

Action J Wilson.