

MEMBERSHIP POLICIES AND PROCEDURES MANUAL

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Authority For Changes to the PPM

Any proposed changes to the UKOPA Policies and Procedure Manual (PPM), (with the exception of typographical, personnel and peer, name change or other minor administrative amendments), shall be referred to the Chair of UKOPA, who will then present to the group for discussion and action. The UKOPA management council shall authorise any agreed changes.

CONTENTS

1.	PREFACE	4
1.1	Introduction	4
1.2	Document Approval Mechanism	4
1.3	Mission Statement	4
1.4	Finances	5
1.4.1	Bank Accounts	5
1.4.2	Cheque Authorisation	5
1.4.3	Accounts	5
2	COUNCIL / WORKING GROUPS STRUCTURE AND MEMBERSHIP	6
2.1	Council and Supporting Working Groups	6
2.2	Membership	7
2.3	Council Membership	7
2.2.1	Council	7
2.2.2	Membership – Full Members (October 2004).	8
2.2.3	Membership – Associate Members	8
2.2.4	Membership – Affiliate Members	8
2.2.5	Membership – Invited Members	9
2.3	Working Groups	9
2.4	Guidelines on External Relationships	9
2.5	Web site	10
3	MEMBERSHIP	10
3.1	Introduction	10
3.2	Members Roles and Responsibilities	10
3.2.1	Responsibilities of Members	10
3.3	Data Protection Act and Use of Membership Data	11
4.	MEMBERSHIP AND REGISTRATION PROCEDURES	12
4.1	Introduction	12
4.2	Becoming a Member	12
4.3	Ending a Membership	12
5.	EXPENDITURE	13
5.1	Expenditure Approval Procedures	13
5.2	Procedure for Approval of Invoices	14

1. PREFACE

1.1 Introduction

UKOPA is formed as a Company Limited by Guarantee, funded as a non-profit making organisation by membership fees paid for 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.

This Policies and Procedures Manual (Reference Document, UKOPA/PPM/v1), is intended to demonstrate the policies and procedures implemented within UKOPA

The purpose of the Policies and Procedures Manual is to state and demonstrate in documented form how the policies and practices of membership issues are implemented within UKOPA. This document is intended to demonstrate to all appropriate users, how designated tasks shall be carried out. The level of detail contained within this document varies according to the complexity of an issue and should not preclude users of the document from adopting a pragmatic approach to its interpretation and use.

The United Kingdom Onshore Pipeline Operators Association, fully supports and endorses the principle that its Policies and Procedures, shall be generally accessible and transparent to all members and will therefore be made available on request.

1.2 Document Approval Mechanism

This document has been approved by all the members of UKOPA. Any queries on the contents of this document or any other additional advice on its use should be referred to the Chair of UKOPA.

1.3 Mission Statement

UKOPA exists to provide the recognised and authoritative view of UK Pipeline operators on strategic issues relating to safety management, operations and integrity management of pipelines. It seeks to effectively influence the development and implementation of the pipeline related legislation and standards for the mutual benefit of all stakeholders and promote best practice in the pipeline industry.

Aims

The aims of the Association are to represent the interests of Pipeline Operators in:

- (i) providing a forum for discussion, knowledge sharing and promoting best practice,
- (ii) coordinating the influencing of new legislation and modifications to existing legislation
- (iii) developing a comprehensive and consistent view on strategic issues

United Kingdom Onshore Pipeline Operators' Association

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, where it is agreed by representatives to be appropriate, provide Pipeline Operators with a recognised and established pipeline forum for the communication with external organisations such as the Health and Safety Executive, Local Planning Authorities, Government Departments and Environmental Agencies on any issues relating to pipeline safety.
2. Maintain specific and active liaison with the HSE.
3. Where appropriate, take a leading role in progressing joint industry initiatives
4. Actively review developments in new technology, and participate in their introduction and implementation promoting best practice wherever possible.

1.4 Finances

The Financial Year runs from 1st January to 31st December each year.

The Association is financed primarily by membership subscription. The annual budget for the subsequent year is prepared by the Secretary and presented for concurrence by the Group at the meeting in September/October. The budget will also include a cash flow prediction for the subsequent two years. The subscription rates are agreed at this meeting and payable by 31 March in the year in which they are due.

1.4.1 Bank Accounts

1.4.2 Cheque Authorisation

The Secretary has authority to issue cheques on behalf of UKOPA.

1.4.3 Accounts

Accounts will be subject to an audit, by an independent Chartered Accountant, [once every 3 years.]