

United Kingdom Onshore Pipeline Operators' Association

## UKOPA Infringement Working Group

Minutes of the 6<sup>th</sup> Meeting – held at Innovene Grangemouth 27<sup>th</sup> April 2006

### 1. Attendance and Apologies

Present:	Danielle Willett	National Grid
	Guy M Hemsley	BPA/Linewatch
	Dave Tidball	Wales & West Utilities
	Mike Thomson	Innovene
	Ken Smith	BP FPS
	Tony Gillard	Shell UK
	Mark A Harrison (Chairman)	Huntsman
Apologies:	Jim Stancliffe	HSE
	Chris Clarke	Wales & West Utilities

Dave Tidball attending on behalf of Chris Clarke

### 2. Minutes of Meeting 25<sup>th</sup> January 2006

All actions from the previous meeting were covered in the agenda.

### 3. UKOPA infringement database update

MAH gave an update on the status of the database, presenting the current database content as a draft of the Annual Report for 2005. Main points noted were that :-

- the database continues to enjoy the benefits of routine updates from the majority of pipeline operators
- the first batches of data from Wales & West and ScotiaGas have been received and added
- the range of generic descriptions developed for terms within individual records (e.g. location types such as 'road crossing', 'farmland', 'construction site', etc.) appear to be robust and few new terms have been added

At the time of the meeting, MAH reported that he had yet to receive data from Northern Networks and was hoping to speak to an NN representative at the forthcoming UKOPA meeting on May 24<sup>th</sup>/25<sup>th</sup>.

Although the process of securing infringement record data from the IDNs has progressed well, MAH noted that it is still important to understand whether each IDN will continue using the SRP system developed by National Grid, and if not, how data will be recorded and communicated to UKOPA.

**Action: MAH to write to each IDN regarding their plans for infringement recording**

DW advised that her action from the previous meeting to ensure that NG activity on 'own plant' with Above Ground Installations' should qualify as an encroachment rather than infringement had been completed. From May 8<sup>th</sup>, NG AGIs will be treated as a separate location type and so will be differentiated (and separated) from database input. This will reduce potential for non-representative entries in database.

Note made of BT infringements and report of recent A1 incident on Esso pipeline – Esso meeting with BT at senior level in London. NG have also suffered an infringement with Barhale working for BT (when field team contacted – Eastern European and unable to speak English)

**Action: DW contact Kevin Bosanquet to see if NG can attend Esso/BT meeting**

**Action: AG to forward details of recent BT infringement on Shell system**

**Action: GMH to circulate pictures of Esso incident subject to Esso approval**

**Action: GMH to forward Barhale contact details (from last year's BPA infringement) to DW**

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### **Action: MAH to complete 2005 report and circulate when ready**

MT prompted a discussion as to whether the 'top twenty' infringers names should be publicised. From one perspective, this could be a catalyst for significant focus/improvement. Another view is that we will spend significant time defending the data. It was recognised that whilst data is made available in NG Alliance Contracts, this is in the context of a contract and a gain/pain share arrangement. It was agreed that no action would be taken at this time, but the concept would be kept under review.

#### **4. Sharing database information**

Further to an offer at the previous meeting from JS for the Health & Safety Laboratory (HSL) to assess the database content using statistical techniques, MAH advised that nearly all 2005 data has now been added to the database, and subject to completion in the next month, he would arrange a meeting with JS and DW to pass the dataset onto the HSE.

### **Action: MAH to arrange meeting for early June and forward database**

GMH attended GERG meeting at BP Sunbury recently. UKOPA database input was highlighted as best practice and GERG looking to understand operation of database.

### **Action: GMH to forward GERG details to MAH – MAH to provide annual report as example of database output and operation**

#### **5. UKOPA Website – Update**

Out of agenda sequence, this item was covered at the end of the meeting. MAH reported that a test version of the 'excavation safety' webpage for the UKOPA website had been developed and this was shown to the meeting. The test version was supported. A short introductory statement is all that is required to allow the webpage to 'go live'.

### **Action: MAH to draft statement and circulate for agreement**

MAH further advised that the keyword facility within the webpage would be limited to a maximum of three words.

### **Action: MAH to confirm the three words to be used for keyword identification of the site**

#### **6. Update on contacts with construction industry**

GMH advised that his action to circulate copies of the Linewatch encapsulated guidance card to members had been completed

MT advised that he had not made any progress with his action (to present information at next meeting for review and discussion regarding CITB training/guidance and determine if any future reissue of CITB training and guidance materials might include pipeline safety/marketing information)

### **Action: MT to present at next meeting for review/discussion**

DW advised that in response to her action to 'see if approval to release a copy of SSW2 can be obtained [to support CITB training and awareness activities]', she had concluded with colleagues that the information contained with SSW2 – relating to the safe working BY NATIONAL GRID PERSONNEL in the vicinity of high pressure gas pipelines – would not add value in the intended situations.

#### **7. Communications matrix**

DW confirmed all actions from the previous meeting on this topic had been completed and an updated version of the matrix circulated. The meeting reviewed the updated matrix and the description/ assessment text added by DW. All felt it was a very useful document, defining in part a 'UKOPA standard', and thanked DW

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for her hard work (and tenacity!) in taking this to completion. It was agreed that the outcomes should be shared with the UKOPA members to promote awareness of best practice.

**Action: MAH to raise with Members and seek any feedback**

## 8. Update on HSE activities

JS unable to attend, hence no report from HSE. From the previous meeting, JS had an action to confirm with S Chatfield a proposal to ask UKOPA members to produce regional/industry sector/ company specific top 5 "offenders" or "no response by" listings to the HSE, allowing appropriate follow-up – possibly on NE, NW, Scotland, Wales, S and SE (acting to underpin the Stoneleigh follow-up). MAH is awaiting confirmation from JS and subject to this, will take to the next UKOPA meeting on May 24<sup>th</sup>/25<sup>th</sup>.

**Action: Subject to HSE support, MAH to publicise to UKOPA members**

Subsequent discussion considered a proposal to develop an 'infringer contact register' for UKOPA members suffering significant (e.g. A1 and B1) infringements, to capture action taken (contacts made, with whom and when, along with actions agreed). This could be used (a) alongside HSE inspection programme proposed above and (b) to ensure for the future that responses to infringements suffered by different members from the same 'infringer' can be coordinated on a UKOPA basis. It was recognised that such a record would need to be an objective record to have credibility.

**Action: MAH to raise with and gain support from UKOPA members**

MAH advised the meeting that CC's action 'to present UKOPA database style LP/MP gas system ("GSMR") infringement data from W&W Utilities for the previous 6 months' had been completed. Dave Tidball talked through the results. The meeting concluded that as a result of the more widespread and 'local' nature of the MP and LP systems, sources of damage and infringement were somewhat different in character to those suffered on the 'HP networks', but nevertheless there were clearly common factors and names.

DT described the role of EUS (Energy Utility Skills – originated in natural gas sector, but now expanding into general utility work). It was agreed that this was a potential route for UKOPA to increase awareness and get our message to the right places

**Action: DT to seek name for appropriate EUS contact and circulate**

In a further discussion on relevant contacts, it was agreed that CC's suggestion to use IOSH to target H&S professionals would be valuable and should be followed up.

**Action: MAH to investigate an IOSH contact**

## 9. Farmers Weekly Article

GMH gave an update on his programme of work to publish articles in the farming press.

The article prepared by GMH and subsequently approved by the UKOPA Management Council has been published in full in the Land Drainage Contractors Assoc Journal. An abridged and further tailored version will be published in the June edition of the Country Landowners Association Magazine. GMH is now working to produce a revised version in 700 words (no photos) for Farmer's Weekly, for publication as soon as possible. The meeting thanked GMH for all his hard work.

**Action: GMH to seek copies of the published documents for circulation**

GMH advised that he had not received a positive response to his action to approach NFU Mutual and CLA Insurance to see if there is any leverage might be offered vs farmers and pipelines. It was suggested by his contacts, however, that UKOPA should use a financial focus in any messages to farmers and landowners in the future.

GMH is currently updating the BPA farmer's briefing document, which could form the basis for similar documents with other members.

**Action: GMH to circulate updated document when available**

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## 10. Mapping the Underworld

MAH advised he has not yet made contact with Nicole Metje, but would do so shortly, emphasising that although their programme of work is probably not directly relevant to the Working Group programme at this time, UKOPA would like to remain informed of its development

**Action: MAH to respond to Nicole Metje**

## 11. Common UKOPA safety information DVD

Following discussions on this topic at recent meetings, a number of actions were agreed in order to move this proposal forward. These actions are aimed at producing a working draft, using the services of a professional provider, for consultation and development in a reasonable timescale. Such a draft to be suitable for individual operator's introductions and/or summary, plus contact details to be added to the beginning and end.

**Action: DW to check if any of the footage from the recent NG DVD can be made available. DW will also see if more general pipeline footage (construction, aerial views, etc.) can be made available.**

**Action: DW to draft a basic specification for a UKOPA DVD**

**Action: MAH to secure some initial funding from UKOPA**

**Action: GMH to seek agreement of Linewatch to use DVD material**

## 12. AOB

Need to consider whether the database can be developed to include for Urban, Suburban, Industrial, Rural

**Action: MAH to raise with UKOPA RAWG**

GMH advised that he had attend a recent GERG meeting, which discussed best practices on pipeline surveillance. This had prompted the thought that database could be developed to record how infringements are discovered. Subsequent discussion agreed that it would be possible to record this in a new field (i.e. foot patrol, aerial surveillance)

**Action: MAH to raise at next UKOPA meeting and seek support**

**Action: MAH to follow-up on discussions with IDNs on future of SRP**

## 13. Next meeting

Next meeting to be hosted by Huntsman on Teesside during July

**Action: MAH to circulate proposed dates for next meeting**

**Action: MAH to add Neil Jackson to invitee list**