

## Notes of the UKOPA Meeting held at the Grange Manor Hotel Grangemouth on 10<sup>th</sup> and 11<sup>th</sup> October 2007

### Present:

R. Ellis, Manager, Pipeline Group, Shell UK Ltd.  
N. Jackson, Transmission Standards Manager, UK Distribution, National Grid  
D. Cullen, Senior Pipeline Supervisor, Shell EPE.  
Mark Kelso BP.  
T. Stonehewer, Compliance and Monitoring Manager, UK Transmission, National Grid.  
P. Davis, Director and General Manager, BPA.  
M Baldwin Engineering and Maintenance Team Leader E.on UK plc  
T. Williams, Pipelines Operations Manager Total Oil Company.  
L. Haw, Pipeline Manager, SABIC UK Petrochemicals.  
J. Vardon, OPA.  
T. Nicholls, Chief Executive OPA.  
K. Tribe, Unipen.  
G. Jeffs, Unipen.  
G. Goodfellow, Centrica Storage Ltd.  
Mike Thomson, Ineos.  
B. McKay, Pipeline Users Group (PLUG).  
M. Prestt – National Grid Distribution  
S. Wing, HSE (8<sup>th</sup>)  
R. McConnell, Consultant.  
J. Haswell, Consultant, Pipeline Integrity Engineers Ltd.  
W. P. Jones, Pipeline Integrity Engineers Ltd, (Secretary).

### 1. Welcome and Introductions

The Chairman welcomed all to the meeting, and extended a special welcome to Terry Williams of Total, Tony Nicholls of OPA, and Kevin Tribe of Unipen all of whom were attending for the first time.

He also welcomed Cliff Chenery of the Pipelines Maintenance Centre, Ambergate, and John Healy and Gill Hornby of PPSA who were attending to give presentations.

Finally he proposed a vote of thanks to BP for hosting the meeting.

### 2. Apologies

The Secretary reported that apologies had been received from:

M. Harrison, Technology Manager, SABIC UK Petrochemicals  
D. Dickson, Pipeline Delivery Team Leader, BP.  
E. Reeder, Contract and Services Team Leader, Ineos.  
T. Taylor, Pipeline Plant Manager, Esso Petroleum Co. Ltd.  
D. Gray, Pipeline Protection Engineer, Esso Petroleum Co. Ltd.  
R. Michie, Transmission Operations Manager, BG Group  
R. White, General Manager Total Oil Company.  
J. Trounson, UKD Policy Manager – Transmission, National Grid.  
P. Williams, Head of Operations, UKD Construction National Grid.  
C. Gorman, Network Operations Director, Northern Gas Networks.  
W. Jones, Network Integrity & Policy Manager, Wales and West Utilities.  
M. Price, Operations Manager, BPA.  
Stephen Skipp, Asset Manager (Transmission and Storage), Scotia Gas Networks.  
M. Alderson, Network Integrity Engineer, Northern Gas Networks.  
K. Curtis, Project Manager, E.on UK plc  
S. Chatfield, HSE.  
N. Riley, HSE.

**3. Pipeline Support Services provided by National Grid's Pipeline Maintenance Centre, Ambergate – Cliff Chenery, National Grid**

**The Chairman** invited Cliff to make his presentation. Cliff Chenery gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0062.

Following discussion it was agreed that Cliff Chenery would provide an updated scope of services to P Jones and D Cullen. D Cullen will circulate to members with a request to confirm interest in progressing discussions with PMC for provision of emergency (CEME) and/or planned support services.

**Action C. Chenery/P Jones/D Cullen**

There were no other actions arising. The Chairman thanked Cliff for making the presentation and for sparing the time to attend to do so.

**4. Proposal by PPSA to Organise a Seminar On behalf of UKOPA relating to recent developments in Pipeline Pigging Solutions – Solutions to Operational Problems – John Healy and Gill Hornby, PPSA**

**The Chairman** invited John and Gill to make their presentation.

John Healy and Gill Hornby gave their presentation, the slides of which are posted on the website – reference UKOPA/07/0063.

In discussion, interest in the proposal was expressed by UKOPA members, noting that the costs would be of the order of £150.00 per head. Tony Stonehewer stated that NG would be interested in a seminar that would feature future challenges and new developments in ILI, rather than technical issues as already covered in the UKOPA seminar. He also suggested that consideration be given to holding the seminar on the second day of the UKOPA meeting, and agreed to take away the suggestion of a joint seminar with PMC, where PMC representatives could provide a more detailed description of the services provided, including site visit and repair capability and response times.

## **Action T Stonehewer**

It was also suggested that the pigging seminar could possibly be held at Newcastle University. J Healy and J Haswell agreed to investigate this option.

## **Action J Healy/J Haswell**

There were no other actions arising. The Chairman thanked John and Gill for making the presentation and for sparing the time to attend to do so.

## **5. Safety and Permit to Work Operation - A SABIC Pipelines Perspective – Linton Haw.**

**The Chairman** invited Linton to make his presentation. Linton Haw gave his presentation, the slides of which are posted on the website – references UKOPA/07/0064 and 65.

This presentation generated significant discussion and exchange of views. There were no actions arising and the Chairman thanked Linton for making the presentation.

## **6. National Grid – Pipeline Permit to Work Arrangements – Tony Stonehewer.**

**The Chairman** invited Tony to make his presentation. Tony Stonehewer gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0066.

This presentation covered the following:

- ◆ National Grid National Transmission Approach
- ◆ Issues
- ◆ Comparison between Operators
- ◆ Discussion

The first two items are provided good background information for the comparison between operators and the discussion which are generally covered under the next agendas item.

## **7. Pipeline Permit to Work Questionnaire – Summary of Returns and Discussion.**

Tony explained the comparison of returns to date was limited, and a full comparison spreadsheet will be issued in due course after receipt of all returns. In response to a question on whether there were any areas for collaboration, the following were identified as possibilities:-

- i) Standards for competent person training.
- ii) Documentation.
- iii) Audit practices and audit forms.

There followed an intense question and answer and discussion session. The Chairman summarised the session by stating that this was a very important subject which would need to move forward as a key item of the UKOPA strategy, and that this could be discussed further at the next meeting following submission and collation of all permit to work questionnaires. At the same time potential areas for collaboration listed above would be revisited and actions agreed.

### **Action R Ellis/P Jones**

D Cullen requested that reminders be issued so that members had time to complete and submit responses. This was agreed.

### **Action P Jones**

## **8. Human Error Assessment – Rod McConnell.**

The Chairman invited Rod to make his presentation. Rod McConnell gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0067.

The presentation was based on the human error assessment and reduction technique (HEART) developed by Dr J Williams for the Nuclear Industry in the 1980s. The presentation was well received by UKOPA members, who considered the majority of factors to be still relevant, although one exception appears to be how company values are communicated to employees.

There were no other actions arising. The Chairman thanked Rod for making the presentation.

## **9. Notes of Previous Meeting and Actions arising – UKOPA/07/0011**

### **9.1 Notes of Previous Meeting**

The notes of the previous meeting were accepted as a fair record of discussions and were signed by the Chairman.

## 9.2 Actions Arising not covered on the Agenda (note of previous meeting in brackets)

### 9.2.1 ISO Task Group on the Extension of Pipeline Life (6)

*Jane to send the draft guidance paper to Phill Jones for circulation and comment by Members.*

Jane advised that she had not circulated the paper as she had resigned from the Group. She also noted however that she had received comments from Members and that these had been submitted to the Group for consideration.

**Action closed.**

### 9.2.2 Standard Pipeline Crossings (9.2.3)

*Neil Jackson to send the final version to Phill Jones for formatting and posting on the website.*

**Action completed and closed.**

### 9.2.3 DSEAR Regulations (9.2.4)

*Tony Stonehewer to prepare a draft summary recommending compliance based on the approach developed by National Grid for comment and issue as a UKOPA briefing / best practice document.*

Tony reported that this was in progress and that he hoped to issue the summary in the near future.

**Action: Tony Stonehewer**

### 9.2.4 Emergency Pipeline Repairs and Record of Pipeline Emergency Equipment and Spares (9.2.5)

- (i) *Phill Jones is to format the list in appropriate UKOPA style and to update the document to include comments received and to recirculate for further comment prior to publishing on the UKOPA website*

Phill Jones reported that he had reformatted the document and had circulated to Members before the meeting with the following questions:

1. Emergency pipe and equipment are listed for four members only. Do any other Members have details that they want included?
2. OPA were included on the list which I received but there was no list of emergency materials included. Was a list provided?

3. Where shall we post the list on the website?

He reported that he had already received a number of responses and that he would update the document and circulate for acceptance prior to posting on the Members' section of the website.

**Action: Phill Jones**

- (ii) T Stonehewer to invite Cliff Chenery to present the services offered by PMC at the October meeting.

**Action completed and closed.**

### 9.2.5 UKOPA Ten Years Old (9.2.6)

- (i) Neil Jackson had agreed to ask National Grid's Communication Department to prepare an article for publication using information from the Work in Progress Report.

This action had not been fully closed out although it was noted that an article had been published in the International Energy Pipeline Directory 2007 but this was not the article relating to the 10 year anniversary. The Chairman said that this had been discussed at the Management Council meeting earlier in the day and that the following actions had been agreed:

- a) Neil Jackson would arrange for Danielle Willett to send a copy of the approved final article to Phill Jones.

**Action: Neil Jackson**

- b) Phill Jones to contact John Tiratsoo with a view to having the article published in Pipes and Pipelines International.

**Action: Phill Jones**

- c) Neil Jackson to make contact with IGEM and the Institute of Mechanical Engineers.

**Action: Neil Jackson**

- d) Roger Ellis to make contact with the Institute of Civil Engineers.

**Action: Roger Ellis**

- (ii) Roger Ellis agreed to establish details for a single point of contact with Phill Jones for UKOPA so that relevant communications could be made when appropriate.

Roger Ellis reminded members that this referred to further contact with the Association of Petrochemical Producers in Europe (APPE) regarding UKOPA's willingness to co-operate in areas of mutual interest and advised that he had sent an email to Jacques Autin in which he had listed the secretary's details. No response had been received and Roger reported that it had been agreed at the Management Council meeting that he should be sent a copy of the summary notes of the meeting for information. This was agreed.

**Action: Roger Ellis**

- (iii) Management Council to discuss obtaining a key note speaker to introduce the UKOPA technical seminar in June.

**Action completed and closed.**

**9.2.6 Letter of thanks to John Vardon (17.2)**

*Phill Jones to send letter of thanks to John and to wish him well in his retirement*

**Action completed and closed**

**9.2.7 Interactive DVD – Pipelines and Emergency Response (17(iv))**

*Donal Cullen agreed to present the interactive DVD covering familiarisation of pipelines and emergency response in the event of an accident to the EPWG who could then make recommendations on an equivalent development by UKOPA*

Donal reported that this action had been completed, and Linton Haw confirmed that he had shown the DVD to his team at Sabic and that it had received a positive response.

**Action closed.**

Roger Ellis advised that the Management Council had agreed that the expenditure application for the production of a UKOPA version of the DVD should be put on hold, and that Donal Cullen be asked to describe the content of the DVD to members and to show it at the next full meeting in February so that all Members can sign on to the proposal. Donal Cullen accepted the action to do this.

**Action: Donal Cullen**

**9.2.8 Newcastle University – MSc Student Prize (17(v))**

*Phill Jones to arrange for photographs to be posted on the UKOPA website.*

**Action completed and closed.**

It was agreed that the prize will be awarded on an annual basis until otherwise actioned by a full meeting of the members. The presentation to this year's winner will be made on 4th December 2007.

**Action: Neil Jackson.**

**All other actions covered under agenda items.**

**10. H, S & E Issues and UKOPA Safety Alerts**

**10.1 Actions Arising**

- (i) Phill Jones to circulate to Members the draft example UKOPA Safety Alert based on a recent safety alert circulated in NG.

**Action completed and closed.**

- (ii) The need for a specific UKOPA format, rather than simply registering and circulating company safety alerts was discussed and it was agreed that this was not essential and should be further discussed at the next meeting.

This was further discussed, and it was agreed that it will not be necessary to reformat safety alerts submitted by Members and instead each alert will be circulated with a UKOPA cover sheet only.

**Action: Phill Jones**

- (iii) T Stonehewer proposed that all members should forward all safety alerts published within the last six months to Phill Jones for consideration for issue as UKOPA bulletins and discussion at the next meeting. This was agreed.

Phill Jones reported that he had recently received a number of safety alerts from Members and that these would be issued as detailed in (ii) above and posted on the Members' section of the website.

**Action: Phill Jones.**

- (iv) Steve Chatfield noted that a number of safety reports had been published by HSE and this includes a new document on process safety indicators. He agreed to provide information on access to this document to Phill Jones.

**Action completed and closed**

## 10.2 Reports from Members

### 10.2.1 Safety Alerts

Tony Stonehewer reviewed a number of safety alerts which he had submitted to the Secretary for posting on the website listed as follows with their proposed reference numbers:

- i. UKOPA/SA/07/0003 – Inappropriate/Misuse of PPE.
- ii. UKOPA/SA/07/0004 – Working in close proximity to third party pipelines.
- iii. UKOPA/SA/07/0005 – Welders mandatory use of Air Fed Hoods on pipeline construction Projects.
- iv. UKOPA/SA/07/0006 – Inadvertent operation of a slamshut at an LNG site.
- v. UKOPA/SA/07/0007 – Safety measures for testing of materials in vessels prior to work in the vessel.
- vi. UKOPA/SA/07/0008 – Milford Haven to Aberdulais pipeline – Integrity of pipeline after potential sabotage.

### 10.2.2 Ruhrgas Pipeline Incident at Graveneck

A member referred to an incident which took place on a 600mm diameter X70 grade Ruhrgas pipeline operating at 68 bar on 28<sup>th</sup> August. A new pipeline was being laid across a side slope in a mountainous area just below the route of the existing pipeline and the spoil from the trench for the new material had been deposited over the new pipeline. Ground slippage occurred after a period of rain leading to sideways movement of the existing pipeline and failure of a girth weld resulting in gas loss which ignited damaging houses, forest and railway track. The source of ignition is thought to be diesel driven water pumps.

## 11. UKOPA Strategy – Update (UKOPA/07/0030 and 0031)

### 11.1 Actions Arising

- (i) Various Members and Steve Wing to make contact and organise speakers for the 2007 technical seminar and Members to submit nominations.

**All actions completed and closed.**

- (ii) Management Council to assign owners to aspects of the strategy and to engage with individuals who are nominated to lead and deliver the actions.

Roger Ellis confirmed that this action had been completed and that responsibility had in general been allocated to Working Group Chairmen or the Secretary and that this was now reflected in the document posted on the website,

**Action completed and closed.**

(iii) Phill Jones to send a copy of the current version of the strategy document to Steve Chatfield.

**Action completed and closed.**

## **11.2 Update**

### **11.2.1 Management Council Meeting with HSE on 20<sup>th</sup> September**

Neil Jackson reported that the meeting had been attended by Steve Wing, Steve Chatfield and Nigel Riley on behalf of the HSE and by Mark Harrison, Neil himself and Phill Jones on behalf of UKOPA. The meeting had gone extremely well and the feedback from the HSE relating to UKOPA and its activities were very positive.

The meeting started a presentation by Mark Harrison on UKOPA's strategy 2007 – 2012 and in discussion the HSE stated that the strategy aligned fairly closely with their own strategy and that they were supportive of the initiative. A number of issues were discussed and actions agreed and these are recorded in notes of the meeting which will be circulated to all Members following acceptance by the HSE. He also noted that it had been agreed that the meeting will be held annually.

**Action: Phill Jones** (to circulate the notes following agreement).

Steve Wing added that the meeting had been very positive from the HSE's perspective and that he finds it very useful to be able when necessary to direct people to an organisation which represents pipeline operators.

### **11.2.2 Update – Allocation of Responsibilities and Reporting Arrangements**

Roger Ellis stated that the tasks associated with delivery of the strategy had in general been allocated to working group chairmen and it was evident that most tasks were being actively progressed. He then reviewed all tasks listed on UKOPA/07/0031 and commented on status and progress. He reported that it had been agreed at the Management Council that Phill Jones would prepare a progress report by the end of the year using UKOPA/07/0031 as the format for the report but with an additional column titled "Progress Report".

**Action: Phill Jones.**

## **12. UKOPA Terms of Reference – Review and Update**

The Chairman noted that there is a long standing action to review the terms of reference periodically and that this had not been done for some time. He advised that the last approved terms

of reference are listed in document UKOPA/03/0029 and advised that the document will be circulated to all members with request for comments by the end of November with a view to having the document reissued before the February 2008 meeting.

**Action: Phill Jones**

## **13. Report from the Working Group Chairmen**

### **13.1 Infringement Working Group**

#### **13.1.1 Actions Arising**

- (i) *IWG to prepare and issue of a summary report which can be used by operators, particularly those associated with industries where pipeline operations is not a primary responsibility (for example power station operators), to brief colleagues and management.*

Action outstanding and to be addressed in the near future.

**Action: Mark Harrison**

- (ii) *Mark Harrison agreed that the IWG could consider the A1 infringement cases for identification of case studies for possible issue of safety notices, and agreed to raise this at the next IWG meeting.*

Roger Ellis reported that Mark Harrison had provided an update on this action as follows:- Pending final analysis of 2006 data (arranged for Nov between MAH and D Willett) the IWG intends to contact all operators with A1 infringements and ask them to submit 'safety alerts' based on these events.

**Action: Mark Harrison**

- (iii) *The HSL report would be circulated in due course.*

**Action completed and closed.**

- (vi) *Roger Ellis to organise a meeting between Linewatch and the UKOPA Infringement Working Group to develop a single system.*

**Action completed.**

#### **13.1.2 Update**

Neil Jackson provided the following update on behalf of Mark Harrison:-

- i) The development of the UKOPA excavation safety DVD, which was supported at a previous meeting, is in progress. The DVD is being produced in two versions, one for issue to contractors, one for issue to excavator drivers/landowners/tenant, and the intention is that copies of the DVDs will be issued to members who can then customise them with their own company logos etc if they wish to. Members are to consider how they are to use/issue the landowner DVD.

**Action: Members**

- ii) Data is still being collated for the Infringement Database Report. Linewatch will provide a data collection service through their website, data will be collected into a central database to avoid duplication/differences in data held by Linewatch and UKOPA.

**Action: Mark Harrison**

- iii) Production of safety cards – these are being developed and the design has been completed. The current intention is to have 500 cards printed in the first instance for distribution to members. Members can then decide whether they wish to purchase more, or whether they wish to amend the design to include their own company logos.

**Action: Mark Harrison**

## **13.2 Risk Assessment Working Group**

### **13.2.1 Actions Arising**

*RAWG to approve list of technical justifications papers prior to posting on the website.*

Neil Jackson reported that this action was still outstanding and that he would progress it at the next meeting.

**Action: Neil Jackson**

### **13.2.2 Update**

Neil Jackson provided an update on the work being progressed by the Group and the slides used have been posted on the website – reference UKOPA/07/0068.

He particularly noted that:

- i. The Current focus of the group is on progressing a number of specific technical issues with the HSE (see final slide) and the publishing of the TD/1 and PD8010 technical supplements.

- ii. Neil McNaughton (Ineos) has responded on behalf of UKOPA to the HSE's consultation document - Proposals for revised policies for HSE advice on development control around large-scale petrol storage sites

He advised that the RAWG had recommended that the UKOPA model for predictive modelling of pipeline failure rates be parked for the time being and that FFREQ be used instead. FFREQ with slight modification to make it more user friendly will be made available to Members by Advantica. It has been proposed that the licence for this arrangement will be between UKOPA and Advantica rather the member companies and this is under consideration.

### **13.3 Fault Database Management Group**

#### **13.3.1 Actions Arising**

No actions arising.

#### **13.3.2 Update**

Roger Ellis provided an update on the work being progressed by the Group and the slides used have been posted on the website – reference UKOPA/07/0069. Plans for 2007-2008 were summarised as follows:

- Develop and publish damage statistics
- Establish Fault database user group
- Inclusion of other pipelines
- Requests from the risk assessment work group
- Promote best practice in the pipeline industry

Rod McConnell noted that bearing in mind the proposals to reclassify gasoline under the amendments to PSR, there is a technical case for gasoline (and any other product which might be reclassified) pipeline operators to join the UKOPA database, and the case is summarised on the slides now posted on the website – reference UKOPA/07/0070. In the discussion that followed it was noted that this would involve a great deal of work to populate the database but this would probably prove beneficial in the long term.

Roger Ellis agreed to issue proforma for listing pipeline details and damage details to members so that they could assess the initial workload involved. If there is interest following this assessment then the next step would be to agree on how the database would be populated, how long it is likely to take and what cost would be involved.

**Action: Roger Ellis and Members**

## 13.4 Emergency Planning Working Group

### 13.4.1 Actions Arising

*(i) A link from the UKOPA website to the SembCorp Utilities site will be established in the near future.*

This outstanding and will be progressed by Jane Haswell.

**Action: Jane Haswell**

*(ii) Jane Haswell to check that the video material of real incidents had been received by Sembcorp Utilities and that it was being included on the PERO course.*

**Action completed and closed**

*(iii) Jane Haswell confirmed that she would contact EPWG members to arrange a meeting and noted that she would seek an operator representative to chair the meeting.*

Action completed and closed.

### 13.4.2 Update

Donal Cullen who has taken over the Chairmanship of EPWG provided an update relating to the activities of this Group which has recently been reformed. His update covered:

- Reformation of the EPWG
- Review of EPWG Meeting with the Fire Services College
- Proposal for Production of UKOPA Emergency Awareness DVD
- Future Work for the EPWG

He advised that the FSC have prepared their response (UKOPA/07/0075) as a result of the meeting with the EPWG in July and that the EPWG will be organising meeting to prepare PERO and IC course requirements for agreement with members.

**Action: Donal Cullen**

As reported in 9.2.7 the production of the DVD has been put on hold and will be shown to all Members at the meeting in February.

**Action: Donal Cullen**

## 14. Technical Seminar 2008

Roger Ellis opened this agenda item by confirming that the 2007 seminar had been a great success and that this view was supported by the feedback from attendees. It had been particularly encouraging to note that a lot of the attendees were people who did not normally attend UKOPA and their involvement in questions and discussions

He went on to state that it had been agreed that the theme of the Seminar for 2008 will be Risk Assessments and Land Use Planning. The seminar will be held at the NG facility Eakring on 11<sup>th</sup> June 2008.

He concluded the session by advising members that a programme had not yet been prepared and that the RAWG had been actioned to prepare a draft programme for the seminar by the end of the year. It is anticipated

**Action: Neil Jackson**

## 15. Development of a Pipeline Safety Case using the HEMP Bow Tie Methodology – James Phipps, ABS.

**The Chairman** invited James to make his presentation. James Phipps gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0071.

This presentation generated significant interest, in particular relating to the fact that it can be used to demonstrate and support operators' safety cases. Steve Wing stated it appeared to be a very useful tool in this respect and it provided answers to the type of questions HSE would ask, such as what are the key risks associated with an activity, and what control measures in place to control these, and who has the responsibilities for these controls.

There were no other actions arising. The Chairman thanked James for making the presentation and for sparing the time to attend to do so.

## 16. Buncefield Incident - Feedback from the Process Safety Leadership Group (PSLG).

Roger Ellis reminded members that the PSLG is the petrochemical process standards leadership group and is the successor to the Buncefield focus group set up as a joint industry HSE working group to improve standards following the Buncefield incident.

Peter Davis is the UKOPA representative on the Group and he provided an update for Members and a copy of the slides used have been posted on the website – reference UKOPA/07/0072.

Peter noted that the first meeting of the group was held on 21<sup>st</sup> September and terms of reference are currently in the course of being approved and a copy will be circulated when finalised.

**Action: Peter Davis**

He went on to say that it is all about process safety and what is industry doing about it post Buncefield. He highlighted the following as issues for UKOPA:

- (i) Relating to attending organisations' commitment to process safety, what they are doing in this respect and how they are taking industry with them? The point was made that organisations such as UKOPA need to be seen to be providing some form of leadership.
- (ii) What had been done as a result of the COMAH audits (and subsequent recommendations) which had been carried out immediately post Buncefield?
- (iii) Does UKOPA set or recommend bench mark process indicators or do they have different approach to help raise standards of process safety?

In discussion Tony Stonehewer noted that he had been involved in the development of some process safety KPIs for National Grid and he would be happy to share some of the work that was involved and suggested that consideration should be given to setting up a Working Group to work on the issues involved. This was debated and it was agreed that a Process Safety Work Group should be set up under the Chairmanship of Tony Stonehewer with Peter Davis, Mike Thomson and Kevin Tribe as Members. Tony Stonehewer to prepare terms of reference and to organise meetings to progress issues on behalf of the Association.

**Action: Tony Stonehewer**

17. **Procedural Compliance and Behavioural Based Safety – Nick Dickerty - HSE.**

The Chairman invited Nick to make his presentation. Nick Dickerty gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0073.

Nick stated this presentation is based on the HSG48 document – SMS Maturity and Human Factors in Risk Assessment. One of the key messages was that existing procedures may not address human factors and consequently may include faults or could lead to operator errors. In answer to a question should all procedures be reviewed Nick Dickerty answered no, but that all safety critical procedures should be reviewed, and that experience has shown that such a review could lead to demonstration that some procedures are not required or are too complicated and are trying to replace operator competency. In discussion the need to include human factor issues in safety critical procedures was considered, but this exercise may demonstrate that some procedures are too complicated.

There were no actions arising. The Chairman thanked Nick for making the presentation and for sparing the time to attend to do so.

**18. Emergency Response Management Course Framework (PERO-P) and Model Questionnaire for UKOPA – Chris Herrington, Fire Services College**

The Chairman invited Chris to make his presentation. Chris Herrington gave his presentation, the slides of which are posted on the website – reference UKOPA/07/0074.

Chris stated this presentation is based on the document supplied by the FSC following discussion with EPWG, covering the Emergency Response Framework, the PERO (first) course proposal and model questionnaire (note this document has now been circulated as UKOPA/07/0075).

Following discussion it was agreed that the EPWG would review the proposals submitted by the FSC in respect of the PERO training requirements, taking account of the course content previously agreed, and submit recommendations in this respect for approval by UKOPA.

There were no actions arising. The Chairman thanked Chris for making the presentation and for sparing the time to attend to do so.

**19. Pipeline Rating Next Round – UKOPA Involvement and Support**

Roger Ellis opened this item by stating that the 2005 revaluation of industrial rates was a major success for UKOPA and their members. By working together and with the Valuation Office the Association was able to agree realistic replacement costs for the pipeline portfolio and should have resulted in the majority of members receiving reductions in the rates they would have otherwise been charged and for some substantial rebates on bills already paid in 2005.

The Valuation Office has again approached UKOPA through Phil Glenwright the Shell Property Tax consultant to request that we as UKOPA join the forum. A copy of the letter is referenced UKOPA/07/0042. He recommended that this is the correct way to proceed and this was supported by Members.

He noted that the actual total costs of installation of new pipelines in the period 2003 to 2008, plus any others that will come into service before 2010 would be of particular value in this process. The rates (property tax) are derived directly from the agreed estimated replacement cost as at 1 April 2008, the estimate being derived from an examination of actual costs for all pipelines in the period 2003 to 2008. Tony Stonehewer noted that National Grid may be able to help in this area and agreed to provide contact details for Stuart Kennedy and Dave Perkins in this connection. He noted however that costs are associated with large diameter pipelines.

**Action: Tony Stonehewer**

It was also agreed that UKOPA would write to Steve Wing to ask if the HSE can provide details of what construction has been done in the recent past.

**Action: Roger Ellis**

Members supported Roger's proposal to set up a Working Group which he agreed to chair and agreed in principle that the Association to fund any specialist third party services which may be necessary during the course of the negotiations,

Finally Roger requested Members to send nominations to himself if they wished to participate in the Working Group.

**Action: Members**

**20. Invoicing for 2008 Membership Fees.**

Roger Ellis confirmed that the membership fees for 2008 will be £15k for a full member and £8k for an associate member – see correspondence references UKOPA/07/0038 and 40. He also noted that invoices will be issued during January 2008.

**Action: Phill Jones.**

**21. The Proposed EU Soils Framework Directive Consultation Document**

Roger Ellis noted that a copy of this document was issued to Members – ref UKOPA/07/0053 after the Association's attention was drawn to it by BP and he also noted that the consultation period ends on the 19<sup>th</sup> October.

In discussion it was agreed that it would be appropriate for the Association to submit comments in line with those made by BP before the deadline.

**Action: Phill Jones**

**22. Agenda/Presentations for the February 2008 Meeting**

Roger Ellis advised members that the theme for the next meeting had been discussed at the Management Council and it had been agreed, subject to agreement of the members, that the theme would remain with process safety and focus on operating procedures/operating approach rather than control of operations. In this connection the following had been proposed in terms of presentations and were supported by the Members:

- (i) The HSE should be asked whether they would be able to nominate someone to speak on process safety indicators.

Steve Wing agreed to take this away and advise.

**Action: Steve Wing**

- (ii) David Dickson would ask Harry Robertson if he would talk process safety from a system integrity standpoint.

**Action David Dickson**

- (iii) Neil Jackson to investigate whether National Grid would be prepared to get someone to talk on the subject.

**Action: Neil Jackson**

In addition it was considered that it may be appropriate to discuss the pre-consultation document relating to PSR amendments.

**Action: Steve Wing to consider.**

**23. Any Other Business**

**23.1 BSI Proposal to develop a standard for Pipeline Safety and integrity Management**

Phil Jones referred to an email he had recently received from Dave Willis in which Dave had advised that BSI is considering the development of a standard to cover pipeline safety management and pipeline integrity management and that this could also possibly include a section on extended life of pipelines. Dave had also noted that as BSI have successfully worked closely with UKOPA on the Land Use Planning supplement and had asked if a similar cooperation could be arranged for pipeline safety and integrity management.

In discussion it was agreed that the proposal is supported in principle, but it was also agreed that before committing to it that Jane Haswell and Phill Jones should make contact with Dave Willis to see how the proposed arrangement would be implemented and the extent of UKOPA's involvement.

**23.2 Proposed Legislative Changes to PSR 1996**

Steve Wing advised that the HSE is proposing to progress changes to PSR 1996 relating to:

- (i) Gasoline pipelines – to reclassify them as major accident hazard pipelines.
- (ii) Emergency plans - requirement to test etc.
- (iii) Carbon dioxide pipelines to classify them as major accident hazard pipelines.

Consideration had been given to amend clauses relating to duties on designers and rights of access for pipeline operators, but it is thought that these are not a problem area and Steve said he would write seeking UKOPA's views on the matter.

**Action: Steve Wing**

Steve noted that the programme for implementation is not clear at this time, but the earliest is likely to be October 2008. A consultation document will be published but it is also intended to prepare a pre-consultation document which will be discussed with UKOPA.

He concluded by stating that the HSE would consider any comments/suggestions relating to further changes to PSR which UKOPA might wish to recommend. Members were requested to advise Phill Jones of any changes that they wish to be considered. A list will be collated and forwarded to HSE

**Action: Roger Ellis/Phill Jones.**

**23.3 Presentation of Safety Alerts**

Donal Cullen suggested that consideration could be given to presenting some of the more interesting safety alerts rather than to have a brief summary and post on the website. In response Roger Ellis agreed that this could be the case but it must depend on the subject matter and whether the sponsor wanted to present the matter. This was agreed.

**23.4 Vote of Thanks for the Ex Chairman**

Roger Ellis proposed a vote of thanks to Mark Harrison for his contribution as Chairman over the last year. This was fully supported by all members.

**23.5 John Vardon**

He also noted that this was John Vardon's last meeting and, on behalf of Members thanked him for his support over the years and wished him well the future.

**24. Dates and Venues of Future Meetings**

February 27<sup>th</sup>/28<sup>th</sup> – Lensbury, Shell UK Ltd

October 8<sup>th</sup>/9<sup>th</sup> - To be confirmed.

Technical Seminar 2008 – date confirmed post meeting as 11<sup>th</sup> June.

Signed: R. Ellis, Chairman

Date: