



United Kingdom Onshore Pipeline Operators' Association

Actions arising from the UKOPA Meeting held at the Grange Manor Hotel Grangemouth on 10th and 11th October 2007

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

D Cullen will circulate the updated scope of PMC services to members with a request to confirm interest in progressing discussions with PMC for provision of emergency (CEME) and/or planned support services.

D. Cullen

2. PPSA to Organise a Seminar On behalf of UKOPA relating to recent developments in Pipeline Pigging Solutions

(i) Tony Stonehewer to investigate the possibility 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.

Tony Stonehewer

(ii) J Healy and J Haswell to investigate the possibility of holding the seminar at Newcastle University as an option.

J Healy and J Haswell

3. Pipeline Permit to Work Questionnaire – Summary of Returns and Discussion

(i) Include potential areas for collaboration on the agenda of the next meeting.

Roger Ellis and Phill Jones

(ii) Issue reminders to Members who have not returned the questionnaire.

Phill Jones

4. DSEAR Regulations

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 Stonehewer

5. Emergency Pipeline Repairs and Record of Pipeline Emergency Equipment and Spares

Phill Jones to update the document and circulate for acceptance prior to posting on the Members' section of the website.

Phill Jones

6. UKOPA Ten Years Old

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

Neil Jackson

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

Phill Jones

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

Neil Jackson

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

Roger Ellis

(e) Roger Ellis to send a copy of the summary notes of the meeting to Jaques Autin of APPE for information

Roger Ellis

7. Interactive DVD – Pipelines and Emergency Response

Donal Cullen to arrange for the DVD to be shown to Members at the next meeting.

Donal Cullen

8. Newcastle University – MSc Student Prize

Neil Jackson to make the presentation to this year's winner will on 4th December 2007.

Neil Jackson

9. H, S & E Issues and UKOPA Safety Alerts

It will not be necessary to reformat safety alerts submitted by Members, each alert will be circulated with a UKOPA cover sheet only and Phill Jones to post those received on the website.

Phill Jones

10. UKOPA Strategy 2007 to 2012

(i) Phill Jones to circulate the notes of the HSE/Management Council meeting to Members following agreement.

Phill Jones

(ii) Phill Jones to 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".

Phill Jones

11. UKOPA Terms of Reference – Review and Update

Phill Jones to circulate UKOPA/03/0029 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

Phill Jones

12. Infringement Working Group

- a) Summary Report to be issued for the purpose of briefing colleagues and management

Mark Harrison

- b) IWG to contact all operators with A1 infringements and ask them to submit 'safety alerts' based on these events

Mark Harrison

- c) Members are to consider how they are to use/issue the landowner DVD.

Members

- d) Linewatch will provide a data collection service through their website.

Mark Harrison

- e) Production of safety cards – 500 cards to be printed in the first instance for distribution to members.

Mark Harrison

- f) Members to decide whether they wish to purchase more, or whether they wish to amend the design to include their own company logos.

Members

13. Risk Assessment Working Group

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

Neil Jackson

14. Fault Database Management Group

Roger Ellis agreed to issue proforma for listing pipeline details and damage details to members with gasoline pipelines so that they could assess the initial workload involved to populate the database.

Roger Ellis

15. Emergency Planning Working Group

- a) A link from the UKOPA website to the SembCorp Utilities to be established in the near future.

Jane Haswell

- b) EPWG will be organising meeting to prepare PERO and IC course requirements for agreement with members.

Donal Cullen

16. Process Safety Working Group

Tony Stonehewer to prepare terms of reference and to organise meetings to progress issues on behalf of the Association.

Tony Stonehewer

17. Technical Seminar 2008

RAWG to prepare a draft programme for the seminar by the end of the year.

Neil Jackson

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

Peter Davis to circulate a copy of the terms of reference when finalised.

Peter Davis

19. Pipeline Rating Next Round – UKOPA Involvement and Support

- a) Tony Stonehewer to provide contact details for Stuart Kennedy and Dave Perkins.

Tony Stonehewer

- b) UKOPA to write to Steve Wing to ask if the HSE can provide details of what construction has been done in the recent past.

Roger Ellis

- c) Members to send nominations to Roger Ellis if they wished to participate in the Working Group.

Members

20. Invoicing for 2008 Membership Fees.

Phill Jones to issue invoices during January 2008.

Phill Jones

21. The Proposed EU Soils Framework Directive Consultation Document

Association to submit comments in line with those made by BP.

Phill Jones

22. Agenda/Presentations for the February 2008 Meeting

- a) Steve Wing to investigate if HSE would be able to nominate someone to speak on process safety indicators.

Steve Wing

- b) Dave Dickson would ask Harry Robertson if he would talk process safety from a system integrity standpoint.

Dave Dickson

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

Neil Jackson

- d) Steve Wing to consider if it would be appropriate to discuss the pre-consultation document relating to PSR amendments at the February meeting.

Steve Wing

23. Proposed Legislative Changes to PSR 1996

- a) Steve Wing to write to request UKOPA's views on the regulations relating to duties on designers and rights of access for pipeline operators, which are thought not to be a problem area.

Steve Wing

- b) Members to advise Phill Jones of any changes to PSR that they wish to be considered. A list to be collated and forwarded to HSE.

Phill Jones