United Kingdom Onshore Pipeline Operators' Association

UKOPA Infringement Working Group

Minutes of the 12th Meeting held at BPA Ltd. Hemel Hempstead, 6th March 2008

1. Attendance and Apologies

Present:	Tony Gillard (chair)	Shell UK
	Mark A Harrison	SABIC UK Petrochemicals
	Guy M Hemsley	BPA/Linewatch
	Mike Thomson	Ineos Manufacturing Scotland
	Linton Haw	SABIC UK Petrochemicals
	Ken W Smith	BP North Sea Infrastructure
Apologies:	Jim Stancliffe	HSE

Before addressing the agenda, Mark Harrison confirmed his intention to step down as chairman of the Working Group. He had proposed Tony Gillard as replacement and, supported by all, Tony accepted the role. His first task was to thank Mark for the time, effort and energy he has put into his chairmanship over the years. His thanks and best wishes for the future were wholeheartedly endorsed by the other group members.

2. Minutes of Meeting 6th September 2007

Accepted.

3. UKOPA Infringement Database - Update

- MAH had prepared and forwarded two 2006 reports for comment prior to the meeting. One was intended as an internal document while the other was for public view. The group agreed that these represented a good and useful way of presenting the recorded infringement information.
- An earlier suggestion to enlist the help of a Newcastle University student to record, maintain and develop the infringement database was agreed by the group and is to be followed up with the University via Rod McConnell. **Action: TG.**
- The addition of further data fields to the database was discussed. It was agreed that the following would be as a useful enhancement to the database:
    - Activity Type - the addition of Poling, Signs & Ground Anchors and then under
    - Location Type - the addition of Railways **Action: LH.**

4. Sharing database information (incl. Linewatch update)

- GMH gave a demonstration of the inputting of information on to the Linewatch web based infringement database. This data can be exported to the UKOPA database and uses similar reporting categories.
- Trial importing of CSV file from Linewatch database to UKOPA database. **Completed.**
- BP FPS (now North Sea Infrastructure - NSI) to join Linewatch. **Action: KS**.

5. UKOPA Website – Update

- Nothing to report.

6. HSE Update

- JS advised the meeting via MAH in his absence that he had given a pipeline infringement demonstration to SBGI on 31st January 2008.
- HSE major hazards policy unit are considering revising Pipelines Safety Regulations 1996 to include gasoline and CO2 as dangerous fluids. This work is ongoing.
- From May 2008 HSE will be charging for input on activity on non COMAH sites. HSE position on charging to be clarified. **Action: JS**

7. Update on contacts with the construction industry

- Item closed.

8. Common UKOPA Safety Information DVD/Cards

DVD

- Both the landowner and contractor versions of the UKOPA DVD were shown. All agreed that the DVD looked very professional; worked well and the intended message came across very clearly.
- The voice over was discussed and 3 options considered. The preferred option was that already on the DVD.
- Cases for the DVD were also discussed and it was agreed that a jewel case would be the most suitable.
- Discussion took place over the DVD distribution alternatives with each organisation having their own preference.
- It was agreed to forward two copies of the DVD to each delegate prior to a bulk order being placed. DVD to be completed and distributed. **Action: GMH / MT.**
- The option of each operator ordering individually or via UKOPA was discussed.
  This is to be discussed with UKOPA and a way forward agreed. **Action: TG.**

Information cards

- Information cards were discussed at the February UKOPA meeting and approval given for a 500 proof run
- No company names will appear on the cards – it will be UKOPA logo only. **Action: GMH / MT**

9. Action from main UKOPA meeting

Nothing to report.

10. Actions arising from last minutes not covered in agenda

- Following earlier discussions about the differing information provided on operators marker posts it was accepted that, as long as they were in compliance with PSR Regulation 16, there was no real appetite for operators to change to a common standard information plate. **Completed**.

- Concerns over aspects of standards operated by BT concluded that these were not a regulatory requirement but a company target. A follow up to an earlier letter confirming concerns, has been forwarded but consensus was that that is as far as it could be taken. **Completed.**

11. Next meeting

- Next meeting to be held on **Thursday 5th June, 11.00am** at:

  BP North Sea Infrastructure offices,
  Hadrian House,
  Callendar Boulevarde,
  Callendar Business Park,
  Falkirk,
  FK1 1XT