

United Kingdom Onshore Pipeline Operators' Association

UKOPA Infringement Working Group

Minutes of the 15th Meeting, held at the NGN Offices, Thorpe Park, Leeds on 18th June 2009

1. Attendance and Apologies

Present

L Haw (Stand in Chair)	SABIC UK Petrochemicals
D Lawton	NGN – Representing Gas Distribution Networks
J Anstee de Mas	Esso Petroleum Co Ltd
R Stockley	National Grid
P Hirst	BPA
J Stancliffe	HSE
K Finley	BP North Sea Infrastructure
K Bosanquet (Guest)	Linewatch

Apologies:

A Gillard (Chairman)	Shell UK
K W Smith	BP North Sea Infrastructure
M Blood	Ineos Manufacturing Scotland

LH reported that AG was unfortunately unable to attend the meeting and as such had been asked to organise a stand in Chairman for the day. LH was unanimously volunteered to perform the duties.

LH welcomed KB as a guest to the meeting. KB represents Linewatch who manage the infringement database on behalf of UKOPA.

2. Minutes of 4th December 2008 Meeting and Actions Arising

The minutes were accepted as an accurate record of the meeting.

Actions Arising

Concern was expressed that the quality of the data submitted would compromise the information held in the Database. This was less of an issue with the 'Linewatch' members but did impact upon some of the Gas Distribution Networks.

- **Action:** DL to raise issue with Gas Distribution Networks as appropriate.
COMPLETE
- **Action:** DL to arrange for AG/LH to attend the next Gas Transporters Incident Review Panel to highlight this issue.
COMPLETE
- The action for BP North Sea Infrastructure to join Linewatch remains open.
Action: KS - **Ongoing**

3. UKOPA Infringement Database Update

Report by Kevin Bosanquet.

Linewatch currently record all their members infringements onto a database, which includes an online reporting portal for it's members. As the membership of Linewatch and UKOPA are broadly similar, it made logical sense to combine the current UKOPA infringement data into the Linewatch database.

The UKOPA model for reporting infringements was used as a basis for the online reporting tool. Unfortunately some of the information being provided for inputting to the database is less than credible as infringement data. What would appear to be happening is that ground and helicopter patrol reports are being submitted as actual infringement data which is not necessarily always the case. The infringement database is a powerful tool for UKOPA and the HSE to use to reduce the risk of third party damage. It is therefore important that the data feeding in is of high quality.

DL has taken this issue back to the Gas Distribution Networks and it is hoped that there will be an improvement.

It was agreed that some clarification of an infringement was required so all members were aware of what should and shouldn't be reported.

To move this forward it was proposed that the IWG would hold a workshop for the Gas Distribution Networks to provide an overview of the reason for the infringement database, it's importance in tackling third party damage and how it is to be used (including practical demonstrations. Proposed attendees:

AG (Host)
DL (GDN Representative)
Invitees from the GDNs
JS (HSE)
RS (NGrid)
KB (Linewatch)

RS kindly offered the NG offices at Manchester as a venue. It was proposed to hold the seminar during the second half of July.

Action: AG to email IWG members the definition of an Infringement

Action: AG to issue invites to attend the IWG Infringement Database Workshop

3.1 Linesearch Update – Kevin Bosanquet

KB reported that the 23rd member was about to go live on Linesearch. There are currently about 60000 enquiries per month being made. The joining of National Grid Transmission has been a huge boost to the service.

Users are still reporting confusion on some of the responses as to what member's apparatus is included. For example National Grid Transmission, but not Distribution; BP Wytch Farm, but not the Forties system. Linesearch are working to try and make this information clearer on the website and in the responses given.

RS reported that NG feel that the conversion from paper enquiries to online Linesearches has not been as great as they had hoped. KB advised that if they have a persistent body that continued to send in paper enquiries that their details be passed to Fisher German's Linesearch office who will assist in converting them to use the online service.

It was noted that 60000 enquiries a month, although large, is still a small proportion of all the excavation carried out in a month.

4. Sharing Database Information

- The infringement database contains a members portal for viewing infringement data. KB will provide log in details for all member users who need access. Contact Kevin.bosanquet@fishergerman.co.uk
- One of the functions of the database is to help identify the "Top Ten" offenders. At present the top offenders are the companies who carry out the most infringements. However these companies are often the ones who carry out the most work therefore it could be argued that as a proportion of total overall work their infringement rate is low.

It is difficult though to establish total levels of work. Is it a single excavation or could it be a group of excavations within a single contained work site? It was agreed between the members that it was best to continue with the top offenders being the ones with the highest number of infringements.

5. HSE Update

- Land Use Planning – RS highlighted to JS an issue of what could be done if a Local Authority had granted planning permission but had not consulted the HSE through PADHI. Although Local Authorities have a legal duty to consult the HSE on planning around COMAH and MAHP sites, the HSE has no powers to enforce this. JS advised that an extreme circumstances the HSE would push for a judicial review. JS advised the following course of action in circumstances where a Local Authority had not followed PADHI.
 - Contact the local Regional Office. Each Regional Office will have some level of control over the individual Planning Authorities. Visit www.gos.gov.uk for further details.
 - If this fails then the next port of call is to the Local Government Ombudsman. Their principle duty is to act and address instances where Local Authorities have failed to carry out their Statutory duties. Visit www.lgo.org.uk for further details.
- HSG (47) – Avoiding Danger from Underground Services is up for review. HSE are inviting UKOPA to be involved in the amendments to these important guidance notes. The IWG welcomed the opportunity to be involved in this process.

Action: JS will provide AG with a HSE contact point in respect of these amendments

- PSR Update – JS provided an update to the PSR Amendments program. The amendments are planned to come into effect in October 2010 with a consultation period of January to March 2010. UKOPA are currently consulting with the HSE through the RAWG and the EPWG. Steve Wing has now moved to Off Shore and has been replaced by Moira Wilson.

6. I.W.G. Update to Terms Of Reference and Deliverables

- At the December 2008 meeting AG introduced the TORs and Invited discussion. The group agreed that the TORs were robust and accurately represented the aims and objectives.
- LH distributed copies of the TOR.

No	Deliverable Details	Completion Date
1	<p>Collect 3rd Party Infringement Data annually and publish Next UKOPA publish date: End 2009</p> <p>UPDATE: The 2008 data has not been fully provided and is currently being sourced for input to the database. It is hoped to have this data ready for December 2009 publish.</p>	December 2009
2	<p>Develop strategy to target worst top ten infringers identified from the 3rd party infringement database to improve safety performance</p> <p>UPDATE: Processing of 2008 data is required before a reliable top ten offenders list is available. When this has been done it is proposed to hold a workshop inviting the top ten offenders. The aim of the workshop would be to establish areas of improvement to help reduce third party apparatus damage and to also establish what we as the gas and oil pipeline operators can do to help them.</p>	December 2009
3	Develop UKOPA standard presentation package for Safe excavation near high pressure gas and oil pipelines	July 2009
4	Hold an internal workshop to help with the quality of infringement data to be input.	July 2009

7. Actions from main UKOPA Meeting

- The UKOPA Committee encouraged the members to submit any A1 Infringements as Safety Alerts. These are important tools for all to learn from.

8. Date and Agenda for Next meeting

- To be held on Thursday 17th September 2009 at Esso Petroleum, Birmingham Terminal, Wood Lane, Erdington, Birmingham B24 8DN.

11. Any Other Business

- JS raised a query over Marker Post design and as to any scope for modifications to make them stand out more. From a human factors perspective a "standard" marker post can blend into the background.

The members understood the issue but were also mindful of the need to comply with The PSR in terms of Marker Post information. Variations do exist though – "Warning" notices, telephone numbers, reflective tape etc. Esso have recently had some warning stickers made to add to their Marker Posts. The stickers are pictorial danger signs indicating a No Dig Zone.

Action: JA will forward examples to the members.