



United Kingdom Onshore Pipeline Operators' Association

Summary Notes and Actions of the UKOPA Meeting held at the Hilton Hotel, Edinburgh Airport on the 29th February and 1st March 2012

1. Attendance and Apologies

1.1 Attendance

Roger Ellis, Manager Pipeline Group, Essar Oil (UK) Ltd – Chairman.
 Neil Jackson, Integrity Manager, UK Distribution, National Grid.
 Ed Reeder, Services Manager, Ineos Manufacturing Scotland Ltd.
 Jon Anstee de Mas, Pipelines Manager, Esso Petroleum Co. Ltd.
 Mike Blood, Midstream Pipeline integrity Engineer, BP.
 Grant Rogers, Asset Integrity Manager (>7bar), Wales and the West Utilities.
 John Smith, Senior Pipeline Engineer, Shell UK Ltd.
 Peter Davis, Director and General Manager, BPA.
 Martin Price, Operations Manager, BPA.
 Barry Mackay, Asset Engineering Manager (Pipelines and PRSs) Scotia Gas Networks.
 Graeme Pailor, Pipelines Operations Manager, SABIC UK Petrochemicals.
 Geoff Glover, Pipeline Team Leader, SABIC UK Petrochemicals.
 Barry Dalus, Network Integrity Engineer, Northern Gas Networks. (1st March).
 Terry Williams, Operations Manager - FinaLine & Colnbrook Total UK Ltd.
 Ken Curtis, Assessment Management Project Manager, E'on.
 Andy Skinn, Gas Pipelines Team Leader, E'on.
 Xiaoguang Huang, E'on.
 Charles Price, Chief Executive, OPA.
 Robert Lawson, Divisional Manager, GreyStar UK.
 Paul Riley, QHSE Manager, GreyStar UK.
 Conor Ahern, Transmission Operations Manager, BGE (UK) Ltd.
 Ian Rose, Transmission Operations Engineer, BGE (UK) Ltd. (29th February).
 Graham Goodfellow – Penspen Integrity.
 Geoff Gilbert, Global Operations Manager, BG Group.
 Marc Harzenmoser Head Technical Department, Swissgas. (29th February)
 Rod McConnell, Consultant.
 Jane Haswell, Consultant, Pipeline Integrity Engineers Ltd. (1st March)
 Phill Jones, Pipeline Integrity Engineers Ltd, (Secretary).
 Peter Harper, HSE (HID C15G) (1st March).

1.2 Apologies

Apologies were received from:

Tony Stonehewer, Group Head of Process Safety, National Grid UKT.
 Phil Brown – Performance Manager, National Grid UKD.
 Steve Skipp – Transmission and Storage Asset Manager, Scotia Gas Networks.
 Chris Clarke – Director of Asset Management & HS&E, Wales and West Utilities.
 Chris Lewis – PLUG.

2. Presentations

The following presentations were received at the meeting and a copy of the slides used for each of the presentations has been posted on the website using the reference numbers listed. There were no actions arising from any of the presentations.

2.1 ATMOS Wave - New leak detection and location technology – Jun Zhang, Atmos – UKOPA/12/0014

2.2 Atmos Trainer – Operator Training Simulator - Jun Zhang, Atmos –UKOPA/12/0015

2.3 Draft PD8010-4 – Code of Practice for Pipelines – Risk-based Integrity Management of Steel Pipelines on Land and Subsea Pipelines – Jane Haswell – UKOPA/12/0016

2.4 ViSiVi pipeline AIS (Aerial Infringement Surveys) – Sara Heath, Orbital – UKOPA/12/00017

3. Acceptance of the summary notes and actions of the meeting held on the 19th and 20th October 2010 – UKOPA/11/0061.

The summary notes of the meeting held on 19th and 20th October 2011 were accepted as a fair record of the proceedings and discussions.

4. Actions arising not covered on the agenda (Number of the relevant note in brackets)

4.1 Update on the EU Pipeline Safety Instrument (COMAH for Pipelines) (Item 2.1 of the Notes)

Members to send comments to Neil Jackson by 24th October, and Neil Jackson to respond to HSE on behalf of UKOPA by 25th October.

Action completed and closed (UKOPA/11/0056).

4.2 The HSE's onshore pipeline inspection Delivery Guide and the use of SPIs (Item 2.2 of the Notes)

(i) Members to send comments on the HID Draft Pipeline Integrity Management Delivery Guide for Onshore Pipelines - UKOPA/11/0055 to Neil Jackson by 24th November.

Action completed and closed

(ii) Neil Jackson to send a coordinated UKOPA response to HSE by 31st November 2011. The coordinated response to include a request that the HSE should report back on good performance as well as poor performance, and also the need to ensure that industry leaders are involved in the process.

Action completed and closed (UKOPA/11/0078).

4.3 Update on the San Bruno Incident (Note 2.9 of the Notes)

Neil Jackson to circulate the relevant reports and website link.

Action completed and closed**4.4 Miscanthus** (Item 4.1 of the Notes)

Phill Jones to contact Ed Reeder regarding circulation to Members of information that confirms that the root of the Miscanthus would not pose a problem if pipelines were laid to a depth of 1.2 metres

No documented confirmation had been found which confirms the position

All other actions included in agenda items**5. UKOPA – The Way Forward - Update on the Consultation Document****5.1 Actions Arising** (Item 8 of the Notes of the previous meeting)

Consultation document based on the initial proposals to be prepared and circulated to Members in early 2012 with a view to discussing, agreeing and implementing any agreed changes by the end of the year.

Action completed and closed.**5.2 Feedback and Update**

Roger Ellis reported that a full response had been received from members relating to the consultation document, and summarised his review of the consolidated responses. He noted that in general Members had agreed with the proposals in the consultation document, but a number of comments had been raised which required discussion and agreement relating to the way forward or on actions required to inform the process of moving forward. The following were noted in particular:

i. Management Council Membership

The main feedback relating to this was that membership of the Council should include at least one member of each of the industry sectors viz: gas, liquid fuels and petrochemicals. In discussion it was agreed that this should be an aspiration but not a mandatory requirement. It was also agreed that the membership should be restricted to around 6 -8 persons, and that the membership of the Council should include a representative of each of the Working Groups and vice versa.

ii. Election Process

A number of comments and proposals had been received but the general consensus was that;

- Management Council members should be nominated and seconded then elected for a period of three years .
- The Chairman and deputy chairman should be elected by the Management Council based on nominations supported by a seconder.

iii. **Directors**

The issue of Directors was the most difficult area with no clear mandate from members whether companies should be registered as directors, whether company representatives should be registered as directors, or whether UKOPA as a body should be registered as a director. The Chairman advised that this issue had generated much discussion at the Management Council held earlier in the day, and it had agreed that the matter of liabilities of directors required further consideration before the matter can be resolved. In this connection it had been agreed:

- Phill Jones would circulate previous UKOPA documents relating to the issue of directors and liabilities.

Action Phill Jones

- Neil Jackson to ask IGEM and the Safety and Reliability Society what arrangements they have in place relating to the liability of Directors.

Action: Neil Jackson

Following further discussion it was agreed that the issue of insurance and liabilities of Directors and officers (Members of the Management Council) is very important and that there is a need to take further legal advice regarding the position of directors and officers. This should include consideration of the effectiveness of disclaimers.

Actions:

- **Management Council to identify specialist legal company to review the position and to advise on liabilities, insurance requirements and effectiveness if disclaimers.**
- **Secretary to review and amend terms of reference and Articles of Association when proposals have been finalised**

In conclusion it was noted that there was broad agreement to the proposals, but there are matters of detail to sort, and it was agreed that the target for implementation of the proposals would be the end of 2012 with the new fee structure being in place for 2013.

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

6.1 Actions Arising

There were no actions arising.

6.2 Update

6.2.1 The Chairman reported that there had been no safety Alerts issued since the last meeting.

6.2.2 Neil Jackson advised Members of an incident which had occurred on the National Grid low pressure natural gas distribution system. A section of pipe was being pressurised

for a strength test and an end cap blew off resulting in a fatality. The incident is under investigation and any lessons learned will be shared at a future meeting.

No further incidents were reported, and in closing the agenda item the Chairman reminded Members that one of the objectives if the Association is to continually aim to improve safety through the sharing lessons learned and good working practices. In this connection he asked Members to remember to follow up any reports of incidents with details of lessons learned. Members were also asked to share any documented information they had about incident shared verbally in the past particularly to serve as a reminder to other members

Action – Members

7. Update on the Website Redevelopment

7.1 Actions Arising

No actions arising.

7.2 Update

Phill Jones reported that Members had been advised on the 17th February that the new website had been launched, and requested feedback from Members relating to;

- i. Missing or incomplete items.
- ii. Items that may be out of date.
- iii. Suggested re-words particularly by the Work Groups. In this respect it would be helpful if each Work Groups would include an item on the agenda of their next meeting to review their particular area – particularly photographs to freshen any section
- iv. Suggestions for additional documents or information for the public sections.
- v. Suggestions for any additional files that may be considered necessary e.g. it has been suggested that an archive file for uploading and sharing of photographs would be useful and this is to be actioned.

Action – Members and Phill Jones

Phill Jones also reported that the Management Council had agreed responsibilities for the upkeep of the site earlier in the day:

- a) The Secretary will continues to be responsible for all sections of the site other than the files relating to the Work Groups, and any requests for updates should be routed through the Secretary as in the past. In future most updating of files will be carried out directly by the Secretary.
- b) The Work Group files will be the responsibility of the relevant Work Group and specific individuals (to be nominated) are to be given access rights to file, amend create documents etc., and that all Members are allowed access for information.

Actions:

- **Work Group Chairman to submit nominations to the Secretary.**

- **The Secretary to request Linux to prepare written instructions covering the creation, deletion of folders and for filing a documents etc.**

8. UKOPA Strategy Update

8.1 Actions Arising

There were no actions arising.

8.2 UKOPA Strategy Update

Neil Jackson reminded Members that the strategy document was used to monitor the progress of agreed deliverables, and confirmed that the next update of the document is due around the end of June. In this connection Phill Jones had been actioned by Management Council Members to prepare a first draft of the update for consideration by Council Members at a meeting to be held at Eakring on 28th May 2012, and Work Group Chairmen will be invited to attend the meeting to go through their agreed deliverables and to present their requirements in terms of additional support. Phill Jones will therefore be requesting updates from work Group Chairmen during late April and has been instructed to request that deliverables in the document that have not or do not intend to be progressed be deleted.

Action: Phill Jones

In discussion Neil noted that the HSE had requested UKOPA to comment on the HSE's strategy prior to its publication, that this had been done and that there was good alignment with the UKOPA strategy.

9. Regulation and Legislation

9.1 Update relating to PSR Amendments

Peter Davis reported that the situation is as detailed in the communications received from Karen McDonough and circulated to members – references UKOPA/12/0005 and 0008. He noted that the documents include a recommendation not to proceed with the original proposal to include gasoline as a named dangerous fluid under PSR, as the existing regulatory regime is sufficient to cover gasoline pipelines. The HSE board is however keen to monitor the situation and Peter recommended that there is a need for UKOPA to ensure that all documentation and correspondence that the Association generated in connection with the issue should be compiled into a single file for the future reference. Members accepted this recommendation and Rod McConnell accepted an action to compile the file.

Action: Rod McConnell

Peter Davis referred to the invaluable contribution that Rod McConnell had made in the development of the UKOPA position on gasoline and was joined by Members in thanking him for his efforts in this regard.

9.2 COWI Report/SEVESO for Pipelines

Peter then referred to the COWI report on assessing the case for EU legislation on the safety of pipelines and the possible impacts of such an initiative and advised Members that a final version had been issued and agreed to circulate a copy via the secretary.

Action: Peter Davis

He advised Members that it now appears that a special EU study will be carried out on pipeline safety for completion and delivery to the Commission by 2015. The outcome is unknown at this stage but he noted that there is a possibility that the study could lead to a proposal for additional legislation in the form of a SEVESO for pipelines or in the form of additional regulation. In discussion it was agreed that the Association should monitor developments closely, and be prepared to contribute and influence in order to ensure that the report provides a fair and reasonable representation on the safety of pipelines. In this connection it was agreed that Peter Davis and Neil Jackson should raise the matter at CONCAWE and Marcogaz meetings with a view to agreeing a coordinated influencing strategy.

Action: Peter Davis and Neil Jackson

10. Young Persons Paper Competition

Roger Ellis advised Members that the Young Person's Paper Competition had proved to be a successful initiative and that, following discussions at the Management Council meeting, it had been agreed that the competition will be repeated in the future but not in 2012. The frequency is currently under review.

11. UKOPA Brochure / News Update 2012

11.1 Actions Arising (Item 9 of the notes)

The brochure has been well received and a copy of the electronic version should be posted on the public section of the website.

Action completed and closed.

Members agreed that an annual newsletter should be prepared based on the brochure format.

Covered under the update below.

Members to be invited to submit suggestions relating to the content of the news letter.

No specific suggestions received – action closed.

It was suggested that consideration should be given to including member company logos on the newsletter.

To be actioned in the update – action closed.

11.2 UKOPA Brochure Update

Roger Ellis noted that feedback received relating to the publication of the UKOPA brochure in 2011 confirmed that it had had been very well received across the industry, and proposed that an update in the form of a newsletter be issued later in 2012. Members supported the proposal and a number of issues were suggested as potential items for inclusion in the newsletter and members were requested to submit suggestions to the Secretary

Action: Members

It was also agreed that a professional publication company should compile the newsletter with a target date for publication of September/October.

Action: Roger Ellis

12. Competition Law – UKOPA Guidelines

Roger Ellis informed members that in response to a recommendation from Peter Davis the Management Council had actioned Phill Jones to draft anti competition law guidelines for UKOPA relating to its activities, including meetings, based on the published anti competition law guidelines published by CONCAWE. This action had been completed and the draft guidelines had been considered at the Management Council meeting held earlier in the day when it was agreed that a copy should be circulated to Members for comment within one month.

Action: Phill Jones

13. Technical Seminar 29th May 2012

13.1 Actions Arising (Item 11.2 of the notes)

- i. RAWG would be actioned to prepare an outline programme based on a theme of Inspection and repair for discussion at the meeting in February 2012.

Covered in 18.2 below

- ii. Members were invited to volunteer to present short case histories on experiences relating to inspection and repair and to inform Neil Jackson regarding the subject heading.

Covered in 18.2 below

13.2 Technical Seminar 2012 - Update

Roger Ellis confirmed that the 2012 technical seminar will be held at Eakring on 29th March and that the theme of the seminar is inspection and repair. He noted the following:

- The Pipelines Maintenance Centre, which is based at Ambergate, has agreed to give a presentation on the services they provide to the pipeline industry. This will include a display and possible operation of some equipment at Eakring.

- Robert Owen of National Grid has agreed to give a presentation on pipeline inspection and developments relating to unpiggable lines.

He also proposed to Members that major pipeline inspection companies that had done recent work for UKOPA members should be invited to attend to and to provide options relating to presentations they could provide on services they had provided to the member Company with any other development. Members supported the proposal and a number of Companies were nominated by members. , Roger Ellis agreed to draft a letter to these companies.

Action: Roger Ellis

In discussion it was also agreed that:

- Charles Price agreed to investigate the possibility of receiving a presentation on the “self motivation” pig recently used by BP.

Action: Charles Price

- Roger Ellis/ Phill Jones to contact the HSE to see if they would be prepared to provide a speaker

Action: Roger Ellis/Phill Jones

- Members were invited to submit any suggestions for presentations including any case histories relating to inspection and/or repairs.

Action: Members

- Roger Ellis to organise a teleconference on 30th March at 2:00pm with the target of finalising the seminar programme.

Action: Roger Ellis

14. Reports from Work Group Chairmen

14.1 Report from the Fault Database Management Group (FDMG)

14.1.1 Actions Arising

- i. Ian Rose to investigate whether BGE would be prepared to provide damage and failure data for the UKOA database. (Item 6.1.1 of the Notes)

Ian Rose confirmed that BGE will be happy to provide damage and failure data from January 2012.

Specific to the HSL –GIS work

- ii. Members would need two months to check the information and the check will involve looking for any obvious anomaly. (Item 6.1.2 of the Notes)

- iii. There is a need to agree the procedure for annual updates or reporting of new pipelines. (Item 6.1.2 of the Notes)

It was agreed that actions ii and iii should be held in abeyance pending receipt and examination of the first batch of GIS information from HSL/HSE.

14.1.2 FDMG Update and Plans for 2012

Roger Ellis introduced the update by reminding members of the importance of recording damage and leak data, for learning and confidence of failure predictions. He invited members who are not currently contributing data to join, and confirmed that this would be acceptable to contribute data collected from 2012, although leak data for any period would be very well received.

Rod McConnell then presented the FDMG plans for 2012 and the slides used in his presentation have been posted on the website – reference UKOPA/12/0018. This covered various issues including current members, what the database consists of, what is required to maintain it, proposed annual timetable and actions, data input, future plans including appointment of a new administrator and what is required to join the database.

In an ongoing discussion relating to current member's it was noted that CONCAWE already holds leak data for some of the members operating liquid pipelines, and that it should be a relatively simple process to transfer the information into the UKOPA database. In this connection it was agreed that those members who contribute to the CONCAWE database will inform Peter Davis by email that they have no objection to a copy their company leak data being supplied by CONCAWE for inclusion in the UKOPA database. On receipt of the confirmations Peter Davis will investigate the matter within CONCAWE, and involve members of the FDMG as necessary. Jon Anstee de mas agreed to contact Valero relating to the pipeline system it has acquired from Esso.

Action: CONCAWE members, Jon Anstee de mas and Peter Davis.

It was also agreed that Rod McConnell would draft a definition for the pipelines that are captured within the database.

Action: Rod McConnell

14.2 Risk Assessment Work Group (RAWG)

14.2.1 Actions arising (Item 6.2.2 of the notes)

Terry Williams of Total agreed to provide dent information for the next phase of the work.

Action closed.

14.2.2 RAWG Update

Neil Jackson provided an update on RAWG activities covering progress update and the current technical work programme. A copy of the slides has been posted on the website – reference UKOPA/12/0019. The following points/actions were noted in discussion:

- PSR amendments – it is important to ensure that a record of all work and correspondence etc. is logged for future reference

Action: N Jackson/RAWG

- Pipeline sleeves – Neil Jackson to arrange for Robert Owen to prepare a short briefing notes for Members

Action: N Jackson

- UKOPA has submitted an abstract for a paper at HAZARDS XXIII on risks to pipelines from Wind Turbines (conference Nov 2012)

- Dents:

(i) Work on dents with corrosion completed and report being reviewed. The work confirms that dents with up to 20% corrosion are acceptable.

(ii) Contract awarded for dent fatigue work and members requested to submit any additional information on inspection and sizing of dents.

Action: Jane Haswell to issue request.

(iii) National Grid to investigate the availability of dent sizing information from PRCI

Action: Neil Jackson

- The target for completion of the update of IGEM/TD/2 and PD8010 Part 3 is the end of 2012.

14.3 Emergency Planning Work Group (EPWG)

14.3.1 Actions arising (Item 6.3.2 of the notes)

- Phill Jones to send a copy of the PERO course details to Marc Harzenmoser.*

Action completed and closed.

- EPWG to consider developing UKOPA guidance on emergency planning distances.*

Covered in the update.

- The strategy for representing pipeline operators in the UK Government review of critical National infrastructure is listed in the slide titled current activities to be raised with Mike Rutter of DECC at the meeting in February.*

Action not completed and cancelled.

14.3.2 EPWG Update

Barry Dalus provided an update on EPWG activities covering progress update and the current technical work programme. A copy of the slides has been posted on the website –

reference UKOPA/12/0020, and covered the PERO course, current activities, proposed initiatives and the UKOPA website. The following points/actions were noted in discussion:

- PERO course - Dates agreed for 4 courses in 2012 (including the May course) with the option for a further before end of March 2013. The cost of the courses has increase to £1,020 and the Fire Services College would like to agree a three year contract.

Action: Phill Jones to finalise attendance for the May course and then issue dates for the remaining courses.

- Hazard distances – EPWG now looking at consequence distances based on a large puncture. It is planned to use the National Grid calculated distance for gas, and Rod McConnell accepted an action to calculate distances for liquid pipelines based on the National grid approach.

Action: Rod McConnell

14.4 Process Safety Work Group (PSWG)

14.4.1 Actions arising (Item 6.4 of the notes of the last meeting)

- The questionnaire relating to the 2010 report to be issued to Members.*

Action completed and closed.

- Members to submit completed questionnaires by end of November.*

Action completed and closed.

- Roger Ellis, Barry Mackay, Charles Price to nominate persons to assist in the review of questions.*

Action closed.

- Draft report to be presented at the meeting in February 2011.*

To be covered under the update.

14.4.2 PSWG Update

Bob Lawson gave an update on PSWG activities in the absence of Tony Stonehewer. The slides used in the update have been posted on the website – reference UKOPA/12/0021. The update covered the 2010 UKOPA PSI Report, the process safety best practice document and current activities, and the following pints/actions were noted in discussions:

- The PSWG has proposed that both the annual report and the best practice document are published on the open section of the website. This was agreed in principle but Neil Jackson and Jane Haswell were actioned to review the document first and to

submit a final version to the Management Council for approval to publish on the open section of the website.

Action: Neil Jackson and Jane Haswell

- The PSWG proposes to start collecting 2011 data in March with a closure date end of June with intention of publishing in Sept 2011 prior to October meeting.

Action: T Stonehewer/PSWG

- The PSWG is reviewing the PSAT and will circulate an updated version to UKOPA members for comment.

Action: T Stonehewer/PSWG

14.5 Infringement work Group (IWG)

14.5.1 Actions Arising (Item 6.5.1 of the notes of the last meeting)

(i) Tony Stonehewer to investigate whether the SRP system could be linked to the UKOPA system and allow automatic transfer of data for the required categories of infringements.

Tony Stonehewer has reported that National Grid have carried out a fundamental review of the systems used to manage 3rd party works, including aerial sightings, and are in the process of designing interfaces which will deliver reports to match the UKOPA reporting requirements target for implementation in the last quarter of 2012.

14.5.2 IWG Update

Grant Rogers provided an update on IWG activities covering progress update and the current technical work programme. A copy of the slides has been posted on the website – reference UKOPA/12/0022, and cover the work plan for 2012 comprising the annual IWG report, UKOPA participation at the Stand and ‘Breakfast Briefing Session’ at the No-dig Live October 2012 at Stoneleigh, and the need to identify further initiatives to improve the safety management and control when works or other activities are carried out near pipelines, The following points/actions were noted in discussion:

- The intention is to publish the final 2011 IWG report by May 2012.
- The No-dig exhibition will take place between 4th and 6th October inclusive and volunteers to man the UKOPA stand for short periods over the three days would be welcomed.

Action: Members

- Any ideas for further initiatives to be submitted to Grant Rogers.

Action: Members

15. Agenda/Presentations for the October 2012 Meeting

Roger Ellis informed members that that the presentations for the October 2012 meeting had been discussed at the Management council meeting, and it had been agreed that the theme originally accepted for the February meeting i.e. management of third party activities be accepted for the October. He further advised that the following initial suggestions for presentations had been identified:

- Linesearch - Andrew Jackson.
- Update on the Eagle system – GLND.
- Update on the Dent work –Neil Jackson.
- The Threatscan warning system – No speaker nominated.
- Work being carried out by NGN relating to the mapping of pipelines on floodplains.
- Application of pipeline damage data - Graham Goodfellow or Jane Haswell.
- Update on the CONCAWE lobby for EU legislation requiring mandatory “dial before you dig” systems – possibly Charles Price of OPA.

In addition the following were identified as possible options:

- HSE’s position on the management of third party activities.
- A local authority’s view on the management of third party activities.

Members supported the proposals and Roger Ellis accepted an action to develop an agenda based around the proposals.

Action: Roger Ellis

16. Hosting of Future Meetings

Roger Ellis asked Members who have not hosted a meeting for some time to consider hosting a future meeting and to advise him of any offers in this connection.

Action: Members

17. Dates and Venues of Future Meetings/Activities.

Teleconference regarding the technical seminar – 30th March at 2:00 pm.

Teleconference prior to the management council meeting on 28th May - to be confirmed.

May 28th – Management Council meeting at Eakring commencing 2:30pm.

May 29th 2012 - Technical Seminar at Eakring – details to be confirmed.

Management Council and Full meeting - 17th/18th October 2012 – hosted by EoN details to be confirmed.

Roger Ellis thanked Scotia Gas Networks for hosting the meeting in Edinburgh, EoN for agreeing to host the next full meeting and National Grid for hosting the technical seminar. He also thanked Phill Jones for initiating UKOPA in the mid 90s and for his invaluable contribution to making the Organisation what it is today. Phill plans to progressively reduce his involvement in UKOPA in the coming years.