



United Kingdom Onshore Pipeline Operators' Association

Summary Notes and Actions of the UKOPA Meeting held at the Ashbourne Hotel, Killingholme on the 17th and 18th October 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.
 Tony Stonehewer, Group Head of Process Safety, National Grid UKT (18th October).
 Grant Rogers, Asset Integrity Manager (>7bar), Wales and the West Utilities.
 Peter Davis, Director and General Manager, BPA.
 Steve Howells, 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. (17th October).
 Terry Williams, Operations Manager - FinaLine & Colnbrook Total UK Ltd. (18th October)
 Peter O'Sullivan, OPA
 Anthony Small, OPA
 Andy Skinn, Gas Pipelines Team Leader, E.on.
 Xiaoguang Huang, E.on.
 Yanyun Chen – E.on.
 Robert Lawson, Divisional Manager, GreyStar UK.
 Paul Riley, QHSE Manager, GreyStar UK.
 Geoff Gilbert, Global Operations Manager, BG Group.
 Graham Goodfellow – Penspen Integrity.
 Marc Harzenmoser Head Technical Department, Swissgas.
 Andrew Jackson – PIG
 David Hunter, Graduate Engineer, National Grid
 Rod McConnell, Consultant. (18th October)
 Jane Haswell, Consultant, Pipeline Integrity Engineers Ltd. (18th October)
 Helen Berry – HSE (HID Gas & Pipelines Unit)
 Jim Stancliffe – HSE (HID Gas & Pipelines Unit) (18th October)
 Peter Harper, HSE (HID C15G) (18th October)
 Dimos Tsakiris, HSE (HID C15G) (18th October)
 Gary Senior, PIE
 Nikki Barker, PIE

- Kevin Young of Northern Gas Networks who is attending to give a presentation on work being carried out by Northern Gas Networks on the mapping of pipelines in flood plains.
- Neil Brammall of GLND who has attended a previous meeting and will be giving members an update on the GLND Eagle System. (18th October)

- Joseph Januszewski of the HSE who attended to give an update presentation on the HSE pipelines GIS population database (18th October)

2. Apologies

Apologies were received from:

Charles Price, Chief Executive, OPA.
 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.
 Martin Price, Operations Manager, BPA.
 Conor Ahern, Transmission Operations Manager, BGE (UK) Ltd.
 Barry Mackay, Asset Engineering Manager (Pipelines and PRSs) Scotia Gas Networks.
 Phil Brown – Performance Manager, National Grid UKD.
 Steve Bateman – Pipelines Manager, Valero Energy Ltd
 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.
 Simon Cook – OPA.
 Ian Rose, Transmission Operations Engineer, BGE (UK) Ltd.
 Ken Curtis, Assessment Management Project Manager, E'on.

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 Linesearch – Andrew Jackson, Fisher German – UKOPA/12/0036
- 2.2 Work being carried out by Northern Gas Networks on the mapping of pipelines in flood plains - Kevin Young, Northern Gas Networks – UKOPA/12/0037
- 2.3 Update on the Eagle System - Neil Brammall, GLND – UKOPA/12/0038
- 2.4 Update on the HSE pipeline GIS population database - Joseph Januszewski – UKOPA/12/0039
- 2.5 Pipelines, land use planning and HSE's role – Helen Berry – UKOPA/12/0040
- 2.6 Update on UKOPA Dent Work – Jane Haswell – UKOPA/12/0041
- 2.7 Application of pipeline damage data – Graham Goodfellow – UKOPA/12/0042

3. Acceptance of the summary notes and actions of the meeting held on the 29th February and 1st March 2012 – UKOPA/12/0013

The summary notes and actions of the meeting held on the 29th February and 1st March 2012 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 Regulation and Legislation - Update relating to PSR Amendments (9.1)

Rod McConnell to compile a file for future reference of all documentation and correspondence generated by UKOPA relating to the proposal to include gasoline as a named dangerous fluid under PSR.

Files have been compiled and uploaded to RAWG directory on Members Site. Also included are all the risk assessment work group and fault database group archive files 1997 to 2011

Action completed and closed

4.2 Regulation and Legislation - COWI Report/SEVESO for Pipelines (9.2)

(i) Peter Davis to circulate a copy via the secretary.

Action completed and closed

(ii) Peter Davis and Neil Jackson to raise at CONCAWE and Marcogaz meetings with a view to agreeing a coordinated influencing strategy to ensure that the report provides a fair and reasonable representation on the safety of pipelines.

Awaiting issue of COWI report, to discuss at next UKOPA meeting.

Action ongoing

4.3 UKOPA Brochure Update

Members to submit suggestions for items to be included in the update to the Secretary

Action completed and closed

Management Council/Roger Ellis to appoint a professional publication company to compile the newsletter with a target date for publication of September/October.

Action completed and closed

Consider key messages for next UKOPA Newsletter, and propose ideas at February meeting, aim to publish mid year 2013. The aim should be to agree the content by Feb and publish before the technical seminar at the end of May 2013. The intent would be a newsletter reflecting current active work.

Action 4.3.1 Members and Work Group Chair

4.4 Competition Law – UKOPA Guidelines (12)

Phill Jones to circulate a copy to Members for comment should be circulated to Members for comment.

Action closed.

Members were reminded to adhere to the guidelines and adhere to the requirements to ensure compliance with anti competition law.

4.5 Hosting of Future Meetings

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.

Essar Oil (UK) Ltd has agreed to host the Feb 13 meeting in Cheshire.
A host for the October 2013 meeting was requested, and in particular for those Members who have not yet hosted a meeting.

Action Members.

5. UKOPA – The Way Forward - Update and ratification of appointment of Management Council (UKOPA Board) Members

5.1 Actions Arising (Item 5 of the Notes of the previous meeting)

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

Action completed

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

Action superseded following the Eversheds presentation and closed

(iii) Management Council to identify specialist legal company to review the position and to advise on liabilities, insurance requirements and effectiveness of disclaimers.

Action completed - Alasdair Outhwaite and Tim Hill of Eversheds attended the Management Council meeting on the 28th May at Eakring and a copy of their presentation was posted on the website – reference UKOPA/12/0026. The presentation covered the seven statutory duties of Company Directors, and the main conclusion was that if Directors satisfy the requirements of the seven statutory duties then the risk of any liabilities applying to the Directors is extremely small.

Other relevant notes from the meeting (note 8.2):

- i. The Management Council will be made of the Chairmen or nominees of the Work Groups plus a member of each industry sector – gas, petrochemical and liquids plus the Chairman. This will provide a minimum of 5 and a maximum of 8.
- ii. Directors' insurance will not be required for UKOPA Directors because of the governance in place and the very low risk of any liabilities arising.
- iii. A disclaimer is considered to be of limited value but will be included on all new documents to be posted on the public section of the website and will be inserted on small print on the front page – see also section 9.
- iv. The spreadsheet recording responses to the “Way forward Questionnaire” was revisited and a summary note on the final proposals for way forward, taking account the outcome of discussions with Eversheds, was prepared and circulated to Members and approved for implementation.

(iv) Secretary to review and amend terms of reference and Articles of Association when proposals have been finalised.

Action progressed and draft revised articles are available and have been reviewed by the Management Council.

Chairman to update the terms of reference and Secretary to update articles of association and secretary to send to The Board for approval then to members.

Action 5.1.1 Secretary

5.2 Update and Election of Management Council Members and Board of Directors of UKOPA

Members ratified the nominations to the Board of Directors as listed below, and effective from January 2013:

Roger Ellis (Chair)

Neil Jackson

Barry Dalus

Grant Rogers

Tony Stonehewer

Peter Davis

Ed Reeder

Graeme Pailor

Roger Ellis proposed by Management Council as Chairman for 2013 for Management Council. Full Members meeting endorsed this proposal and agreed Roger Ellis as Chairman of full Members Meeting.

The board represents a cross section of the pipeline industry with 4 members representing Gas and Transmission, 3 representing Oil and Refined Liquids and 3 representing Petrochemicals liquids and gases.

6. Linesearch – Andrew Jackson, Fisher German

See UKOPA/12/0036 for presentation.

7. Work being carried out by Northern Gas Networks on the mapping of pipelines in flood plains - Kevin Young, Northern Gas Networks

See UKOPA/12/0037 for presentation.

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

8.1 Actions Arising (6.2)

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

8.2 Update

The following 10 safety alerts have been issued since the last meeting:

UKOPA/SA/12/0076 – Corrosion Coupon Retrieval Fatality
 UKOPA/SA/12/0077 - Fatal injuries sustained after carrying out pressure test
 UKOPA/SA/12/0078 – 1 Tonne dumper truck only to be used in exceptional circumstances
 UKOPA/SA/12/0079 – Towed trailer becomes detached
 UKOPA/SA/12/0080 - Immediate quarantine of AVK series 555 valves
 UKOPA/SA/12/0081 – Failure of a ball valve sealant injection line
 UKOPA/SA/12/0082 – Petrol Spill due to Bellows Failure
 UKOPA/SA/12/0083 – Temporary Leak Repairs
 UKOPA/SA/12/0084 - Counterfeit ATEX Radios Warning
 UKOPA/SA/12/0085 – WKM valve Incident

Graeme Pailor informed of a lighting strike on a SABIC pipeline, which caused damage to a transformer / rectifier and CP post, and pipeline coating damage. A Safety Alert to be issued.

Action 8.2.1 G Pailor / Secretary

Pete Davis informed from CONCAWE data of recent instances of product theft that resulted in loss of containment. Two were in Italy, and one in Denmark.

No Action

9. Update on the Eagle System - Neil Brammall, GLND

No actions arising - see UKOPA/12/0038 for presentation.

10. Reports from Working Group Chairmen

10.1 Risk Assessment Work Group (RAWG)

10.1.1 Actions arising (From 14.2.2 of the notes of the last meeting)

(i) PSR amendments – NGRWG to ensure that a record of all work and correspondence etc. is logged for future reference

All work and correspondence has been uploaded to Members Area.

Action closed

(ii) Pipeline sleeves – Neil Jackson to arrange for Robert Owen to prepare a short briefing note for Members

Neil Jackson informed the meeting that a report has been drafted, and is currently under review. Briefing note to be completed and issued to UKOPA.

Action 10.1.1 (ii) Neil Jackson

(iii) Dents:

- a) **Jane Haswell to issue request** to members to submit any additional information on inspection and sizing of dents.

Members have provided some data on inspection and sizing of dents. Report to be updated and issued to UKOPA.

Action 10.1.1(iiiia) Jane Haswell

- b) National Grid to investigate the availability of dent sizing information from PRCI. Neil Jackson to confirm details with Robert Owen and report to UKOPA.

Action 10.1.1 (iiib) Neil Jackson

10.1.2 RAWG Update

Update provided by Neil Jackson, key points:

- Pipeline sleeves – a draft report on risk ranking sleeves to help with prioritisation for remediation has been issued to Robert Owen for comment. A workshop is to be arranged in 2013
- Paper being presented at HAZARDS XXIII on risks to pipelines from Wind Turbines (conference 15th Nov 2012)
- Slabbing – HSE have confirmed that they accept a factor of 8 risk reduction for slabbing provided that it has been designed to a suitable standard
- PENSPEN have been commissioned to develop a suitable standard for slabbing
- Depth of cover – Technical report submitted to HSE, HSE have commented on the report and UKOPA have formally responded to HSE's comments
- Implications of Enbridge Incorporated ruptured crude oil line, 2010 –National Grid is intending to make a proposal for a UKOPA project to assess how the Stress Corrosion Cracking (SCC) risk can be mitigated for UK pipelines
- Next RAWG meeting Newcastle 4th December when the UKOPA prize for the best student will be awarded
- SCC factors to be reviewed
- TD/2 update in progress, once complete, next stage to draft BS8010 Part 3 version for industry comment

10.2 Emergency Planning Work Group (EPWG)

10.2.1 Actions arising (Item 14.3.2 of the notes of the last meeting)

(i) Phill Jones to finalise attendance for the May course and then issue dates for the remaining courses.

The May course was finalised, and the dates for 2013 courses have been issued with a request for nominations.

(ii) Rod McConnell accepted to calculate distances for liquid pipelines based on the National Grid approach.

Action ongoing

10.2.2 EPWG Update

Update provided by Barry Dalus, key points:

- PERO
 - o Two PERO courses completed in March and May 2012. July course cancelled due to lack of numbers and the November course is fully booked. The planned course for March 2013 has nine nominations to date, with further courses scheduled for May, July and November 2013
 - o Current cost of PERO course £1050 and feedback remains good
 - o Additional funding to update course material has been sanctioned by Management Council
 - o EPWG requests ongoing support from UKOPA Secretary
- Current Activities
 - o Development of hazard distances for gas and liquid pipelines
 - o Updating PERO material
 - o Emergency planning procedure and response workshop – April 2013
 - o Representing UKOPA at National Environmental Strategy Group
 - o Review EPWG Members Section of Website

It was noted that a “key dates” calendar would be a useful addition to the UKOPA website, and it was agreed to action this requirement.

Action 10.2.2 Secretary

10.3 Infringement work Group (IWG)

10.3.1 Actions Arising (Item 14.5.2 of the notes of the last meeting)

(i) Volunteers invited to man the UKOPA stand at the No- Dig for short periods over the three days would be welcomed.

Action completed and closed

(ii) Any ideas for further initiatives to be submitted to Grant Rogers.

Action completed and closed

10.3.2 IWG Update

Grant Rogers reported that there was good feedback from the No-Dig event, and requested ideas from Members of other events where the UKOPA stand could be used, e.g. agricultural shows. Andrew Jackson reported that the Linewatch experience was that agricultural shows were of limited value as did not attract the agricultural community who were digging in fields.

Action 10.3.2 Members

The IWG annual report is due in November, following problems with the gas operator data.

No Dig Live 2012 Hamper winner was selected from the entries received at the meeting.

11. Agenda/Presentations for the February 2013 Meeting

The Management Council proposed the theme of “Ageing Pipelines” to the full meeting.

The following topics were agreed (with proposer & organisation to present):

- Fatigue (G Goodfellow/R Palmer Jones - Penspen)
- SCC (Neil Jackson - GLND)
- Design code compliance / revalidation (Grant Rogers - WWU)
- Ageing Plant (Helen Berry - HSE)
- The Use of New Technology in Pipeline Management (Geoff Gilbert – BG)

Action 11.1.1 above proposers to progress presentations

12. UKOPA Strategy

12.1 Actions Arising (Item 8.2 of the notes of the last meeting)

Phill Jones to request updates from Work Group Chairmen during late April and to request that deliverables in the document that have not or do not intend to be progressed be deleted.

Action completed but there has been a delay in issuing the updated document.

12.2 UKOPA Strategy Update

The updated strategy was issued before the meeting, and it was agreed that it would benefit from reformatting to make the document more concise. It was also agreed to append to the document a table summarising work conducted to date, ongoing work, and future work.

Action 12.2.1 Secretary

Helen Berry informed the meeting that the HSE Strategy (which references the links to UKOPA) would be on line soon and when it was, she would provide the email link.

13. Technical Seminar 2013

It was agreed that:

- i. A Technical Seminar would be held on 21st May 2013, at Eakring in Nottinghamshire (NG training centre).
- ii. A focus would be made of Operators feedback from recent high potential infringements from the database (IWG) and faults and failures reported to the FDMG. This would be supported by more formal presentations on why we collect the data, how and more importantly how it is used and gains benefit to pipeline Operators.
- iii. IWG would lead on the development of the seminar

IWG and FDMG to advise of faults and failures in last 12 months, and Members are requested to consider suitable case studies for presentation at the Technical Seminar.

Action 13.1.1. IWG, FDMG and Members

14. Feedback from members on the UKOPA Website

14.1 Actions Arising (Item 7.2 of the notes of the last meeting)

(i) Members to provide feedback prior on the new website and Phil Jones to action as necessary

This should remain an ongoing activity. To date limited feedback has been received, and the Members have been requested to continue to review the website and provide feedback to the Secretary.

14.1.1 Action Members

(ii) Work Group Chairman to inform the secretary regarding the person nominated to set up and manage documentation as for the work groups.

Nikki Barker actively involved in setting up the IWG, the EPWG and the PSWG files.
For the RAWG Graham Goodfellow was nominated.
For the FDMG Rod McConnell was nominated.

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

Linux has produced a document and provided on line training for Nikki Barker and it is considered that this and the screen shots provided are adequate. This is to be shared with the other nominees.

Action 14.1.1 Secretary

14.2 Update and Feedback from Members

The following working arrangements were proposed, for comment:

- a) The Secretary will continue to be responsible for all sections of the site other than the files relating to the Work Groups, and any requests for updates to sections other than the work group files should be routed through the Secretary as in the past. In future updating of most of the Member Centre 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.
- c) Amendments to the public section of the site will be routed through the Secretary and carried out by the Linux to ensure consistency across the site etc.

Feedback:

Discussion was held in respect to approval of documents prior to uploading onto the website. It was agreed that the Workgroup Chair could authorise documents to be uploaded within their Workgroup, and that the Secretary had authority to upload documents to the non Workgroup part of the Members area.

It was agreed that a formal procedure should be drafted to control uploading documents to the public part of the website, detailing the timescale for approval and number of approvers.

Action 14.2.1 Secretary

A calendar is to be established on the website such that the Board and WG chairman can readily see when all UKOPA meetings are scheduled to build on any synergies or avoid conflicts.

Action 14.2.2 Secretary

15. Process Safety Work Group (PSWG)

15.1 Actions arising (Item 14.4.2 of the notes of the last meeting)

(i) Neil Jackson and Jane Haswell were actioned to review the draft annual report and best practise document, and to submit a final version to the Management Council for approval to publish on the open section of the website.

Action completed and closed.

(ii) PSWG 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 completed

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

The next Process Safety Self Assessment Survey will be issued in Nov 12.

Action completed

15.2 PSWG Update

The status of the Process Safety Performance Report was presented, and the key points were:

- Objective – Annual Report
 - o Publish by end of Calendar year
 - o Clarified some questions further work required
- 2011 Report Progress
 - o Delay in issuing information request
 - o Still awaiting input from members (request for members to send in a report 90% complete than not at all)
 - o Aim to finalise the report in November and issue for comment
 - o Publish report to member end of year
 - o Publish externally Feb 2013

The status of the Process Safety Self Assessment Survey was presented, and the key points were:

- Last Survey Jan 2011
- Reviewed all the 300+ questions
- Updating the survey questions and responses
- Proposal
- Web PSAT open from 1st Nov – 15 Jan 2013
- Reports available Feb 2013
- Best Practice workshop March (open to members who complete survey)
- Looking at including with the the Technical Seminar, with the EPWG planned best practice forum or as a separate event.

Action 15.2.1 PSWG Chairman

16. Progress Report on the Fault Database (FDMG) – Rod McConnell

16.1 Actions Arising (Item 14.1.2 of the notes of the last meeting)

(i) Members who contribute to the CONCAWE database to inform Peter Davis by email that they have no objection to a copy of their company leak data being supplied by CONCAWE for inclusion in the UKOPA database.

Peter Davis to check that he has received an email from Members, and confirm or otherwise.

Action 16.1.1 (i) Peter Davis

(ii) On receipt of the confirmations Peter Davis will investigate the matter within CONCAWE, and involve members of the FDMG as necessary.

Action 16.1.1 (ii) ongoing

(iii) Jon Anstee de mas agreed to contact Valero relating to the pipeline system it has acquired from Esso.

Action 16.1.1 (iii) ongoing

16.2 FDMG Update

Rod McConnell confirmed the following progress:

- New Faults and Defects input to database – 30 faults, 24 defects for 2011 – more expected
- Guidance on Operation of database circulated and agreed
- New drop-down list input Excel workbooks produced for new faults, defects and pipeline changes circulated
- Teleconference held on 8 October - 11 FDMG members
- Started work on the 2011 Product Loss report – draft to be circulated in November
- BGE invited to join database – also proceeding with non-MAHP database

- RAMcC remaining database coordinator through 2013 and plan is to complete the 2012 report and develop scopt and contract for future reporting in parallel.

17. Pipelines, land use planning and HSE's role – Helen Berry

See UKOPA/12/0040 for presentation.

18. Update on the HSE pipeline GIS population database - Joseph Januszewski

No actions arising - see UKOPA/12/0039 for presentation.

Following discussions during the presentations, it was proposed that UKOPA (didn't write down which work group sorry did you Gary) prepare a project scope, to allow HSL to quote against, for all operators to have access to this system and how understand how it will work.

Wales and the West Utilities are working with HSL to review how to validate pipeline operator data as a trial which will then be extended to other pipeline operators. HSL are to produce regular reports on progress to UKOPA through FDMG Chair who will share with members

Action 18.1.1 FDMG Chair

19. Application of pipeline damage data - Graham Goodfellow and Rod McConnell

See UKOPA/12/0042 for presentation.

20. Update on UKOPA Dent Work – Jane Haswell

It was agreed that the dent management strategy document should be updated to use the GLND dent fatigue methodology - see UKOPA/12/0041 for presentation.

Action 20.1.1 Jane Haswell

21. Application for Membership - Perenco

An email application to become a member of UKOPA has been received from Oghor Nwokoloh, Pipeline Engineer of Perenco. No objection to this was received, and it is recorded that the application has been duly considered and that Perenco will become a member from January 2013.

22. Dates and Venues of Future Meetings/Activities.

Management Council and full meeting - 12th / 13th February 2013, to be hosted by Essar, Stanlow (Cheshire).

Technical seminar – 21st May 2013 – Eakring.

Management Council and full meeting - October 2013 - host and location to be confirmed.

Date for the Process Safety and Emergency Planning Seminar needs to be confirm (either to align with the technical seminar or not)

Action 22.1.1 PSWG EPWG Chairmen

Presentation of the prize to the Newcastle University Pipeline MSc Best student (plaque nad £250) is planned on 4th Dec 12 in Newcastle as part of RAWG meeting. Members are all welcome to attend.