UKOPA
United Kingdom Onshore Pipeline Operators' Association

Summary Notes and Actions of the Full Members Meeting held at the Guisborough Hotel 15th and 16th October 2013

1. Welcome and Introductions

The following new attendees were welcomed:

- Gurvinder Basheda representing National Grid Transmission
- Martin Durant and Paul Masson deputising for Jon Anstee de Mas of Esso Petroleum Co. Ltd
- Tomas Rieu of Shell Chemicals Europe and Steve Quarmby of Scottish Power who are attending to learn more about UKOPA, its business and are planning to join.

Attendance and apologies are listed at the end of the meeting notes.

2. Presentations

An individual folder for the 2013 Members Meeting is being created on the Members site, and a link will be sent to the Members once this is complete. This will include presentation updates by the Work Group Chairpersons.

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.

2.1 Pipelines aspects of compensation for restriction of development – Robin Corbett, Biggart Baillie - UKOPA/13/034
2.2 Population densities and building mapping from aerial surveillance - Adam Gallagher, Orbital - UKOPA/13/035
2.3 Determination of societal risk assessments in proximity to pipelines - Rod McConnell UKOPA/13/036
2.4 Significant 3rd Party near miss - UKOPA/13/037
2.5 UKOPA specification for pipeline protective slabs - Andy Young, Penspen - UKOPA/13/038
2.6 IGEM/TD/2 revision roll-out - Neil Jackson, National Grid and Jane Haswell PIE - UKOPA/13/039
2.7 Determination of Emergency planning distances for oil and ethylene pipelines - Rod McConnell - UKOPA/13/040
2.8 Update on the Pipeline GIS database and HSL population density analysis - Joe Janszewski, Kirsty Forder HSL - UKOPA/13/041
2.9 Revision of PD8010: 2004 – Jane Haswell - UKOPA/13/042

3. Acceptance of the summary notes and actions of the meeting held on the 12th/13th February 2013 – UKOPA/13/013

The summary notes and actions of the meeting held on the 12th/13th February 2012 – UKOPA/13/013 were accepted as a fair record of the proceedings and discussion

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

4.1 UKOPA work on Dents (2.4)

In response to a request for more dent information Barry Dalus agreed to provide details of dents for two pipelines, and in order that this could be progressed it was agreed that Jane Haswell should specify on what information is needed.

Action completed – Dent information supplied for one pipeline has been supplied and will be assessed as part of the dent study.

4.2 Hosting of Future Meetings (4.2)

Secretary to issue to Members a list of the hosts of previous meetings.

Action completed and closed

4.3. Feedback from members on the UKOPA Website (4.3)

It was reported that the following actions are in progress and are to be carried forward:

4.3.1 Written instructions covering the creation, deletion of folders and for filing documents etc.to be shared with persons nominated to update work group files.

Update - This is available but would need a little improvement if it were to be used by someone new. Secretariat is uploading documents on regular basis with no problems.

Action Nikki Barker

4.3.2 A formal procedure to be drafted to control uploading documents to the public part of the website, detailing the timescale for approval and number of approvers.

Update -This is outstanding and will be progressed.

Action Nikki Barker

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

Update - an interactive calendar is not possible and agreed a spreadsheet type calendar would be used. This is to be filed on the Members' section and updated by either the secretariat or a member of the work groups.

Action Nikki Barker

4.4 Organisational Matters

4.4.1 *Secretariat was actioned to submit a copy of the revised articles and the associated resolution to Companies House as required by law*. (5.3)

Action completed and closed.

4.4.2 *Secretariat was actioned to submit a copy of the revised memorandum and the associated resolution to Companies House as required by law*. (5.4)

Action completed and closed

4.4.3 *Secretariat was to replace the terms of reference posted on the website with the new version*. (5.5)

Action completed and closed.

4.5 UKOPA Newsletter/Brochure 2012 (11)

i. *The 2013 newsletter be progressed with target for publication is the date of the technical seminar, 21st May 2013*

Action completed and closed.

ii. *Roger Ellis to investigate the feasibility of producing a separate brochure, or for inclusion of articles on UKOPA in specific magazines with the objective of targeting and informing other UKOPA stakeholders such as Local Planning Authorities, emergency Planning Authorities etc.*

Roger Ellis reported that the investigation was continuing, and that himself and Peter Davis had been actioned by the Board to make a proposal to the Full Meeting.

Action ongoing: Roger Ellis, Peter Davis

All other actions included in agenda items

5. Pipelines aspects of compensation for restriction of development – Robin Corbett, Biggart Baillie

A copy of the slides has been posted on the website – reference UKOPA/13/0029. There are no recorded actions.

6. Population density and building mapping from aerial surveillance - Adam Gallagher, Orbital

A copy of the slides has been posted on the website – reference UKOPA/13/0030. There are no recorded actions.

7. Determination of societal risk assessments in proximity to pipelines - Rod McConnell

A copy of the slides has been posted on the website – reference UKOPA/13/0031. There are no recorded actions.

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

8.1 Actions Arising

There were no actions arising

8.2 Update

Members were reminded by the Chairman that 40 alerts (UKOPA/SA/13/0091 to UKOPA/SA/13/0130) have been posted on the website since the last meeting and then invite members to volunteer any additional reports on alerts/incidents.

The Chairman invited Tony Stonehewer to share information regarding two incidents in National Grid: (1) Diss incident, and (2) Solid plus in valves.

(i) **National Grid - Diss incident**

National Grid shared the learning from a Non Routine Operation (NRO) involving a Recompression Unit, and provided copies of the DVD for Members to share more widely within their respective organisations.

(ii) **Solid Plug in Valves**

Learning from an incident involving a failed 1 inch (nominal) Audco valve which was indicating to be in the closed position, when it was actually in the the open position. This resulted in the solid plug being ejected whilst the valve was being maintained. National Grid is intending to replace solid plugs with vented plugs.

The details of this incident are described in UKOPA Safety Alert UKOPA/SA/13/0127.

8.3 Learning from the Crude oil pipeline failure in May 2013

The details of this incident are to be described in a future UKOPA Safety Alert

Roger Ellis described how a crack had formed in a pipeline shallow dent (<2%) following the removal of a wooden sleeper left from construction many years earlier. This had changed the nature of dent from a constrained to an unconstrained dent which had cycled due to pressure changes, leading to a crack a number of years later in 2013.

9. UKOPA Technical Seminar

9.1 Actions arising

The two actions relating to the 2013 technical seminar (note 6.2) were completed and the actions are closed.

9.2 UKOPA Technical Seminar 2014

The Board proposed that UKOPA hold a Technical Seminar in May 2014. The proposed venue is Eakring, availability and dates are to be confirmed. Other locations were discussed but it was decided on balance that Eakring is the optimum venue. The Members supported this decision.

The Board proposed that the theme for the Technical Seminar in 2014 should be "Pipeline Assessment and Repair", supported by case studies that are relevant to Members. The following topics were proposed, which were supported by the Members:

(1) Measurement and reporting of pipeline damage (Review with National Grid the P11 approach to measuring damage, and include Rod McConnell best practice in collecting onsite fault information (FR/1 form), i.e. how damage is measured and reported
(2) Best practice in pipeline damage assessment (PDAM best practice), i.e. how damage is assessed
(3) UK Case Studies – Operators to propose examples of recent pipeline repairs including the NG Milford Haven pipeline where sleeving has been used in lieu of thicker wall pipe to reduce risks (TS), i.e. how Members have repaired their pipeline damage
(4) Invite pipeline repair organisations to attend an exhibition stand on pipeline repair (focus on those who have applied the techniques ideally in the UK, or alternatively worldwide)

Action Secretariat

10. Agenda/Presentations for the February 2014 Meeting

10.1 Actions Arising

The action relating to the October 2012 meeting (note 8.2) were completed and the actions are closed.

10.2 Agenda/Presentations for the February 2014 Meeting

The meeting date was confirmed at 12th / 13th February 2014.

The Board proposed that the theme for the Full Meeting in February would be "Pipeline Integrity and Risk Ranking", which was supported by the Members. The following topics were suggested:

(1) Update on denting study (Jane Haswell - PIE)
(2) Integrity of Sleeves (Robert Owen - UKD)
(3) SCC Update, focusing on worldwide experience of SCC and their applicability to the UK (Ian Thomson – GLND)
(4) Methodology for Seismic Assessment (Jane Haswell – PIE)
(5) Best practice in collecting onsite fault information (FR/1 form) – (Rod McConnell) or at the technical seminar (see 6.2)
(6) Pipeline Risk Ranking (TS – National Grid)

The RAIWG was requested to review the suggested topics at their meeting on December 3rd 2013, and finalise the list of presentations before the end of December. The Meeting agenda will then be circulated to the Members, who will be requested to advice on their attendance.

Action RAIWG, Secretariat

11. Report from the Process Safety Work Group Chairman

11.1 Actions Arising

No actions arising.

11.2 PSWG Update

Tony Stonehewer provided an update on PSWG activities, and a copy of the slides has been posted on the website – reference UKOPA/13/0038. The following points/issues were noted in discussion:

- To date, thirteen out of fifteen members completed the 2012 survey.
- The report is due to be issued by the end of October, and will be published on the Members area of the UKOPA website
- A comparison was made between the 2011 and 2012 data
- In respect to the 2014 the plan is to:
    - Request data to be sent out in January 2014 for return before end of March 2014
    - Report to be prepared and reviewed by PSWG during April
    - Report to be submitted to the Board and published in May 2014
- UKOPA is now a Member of the Process Safety Leadership Forum
- Process Safety Best Practice Guide (UKOPA/12/010) to be reviewed and updated
- There will be a continued push to increase the number of Safety Alerts issued (to date in 2013 40 compared with 13 for the whole of 2012)

12. Emergency Planning Work Group (EPWG)

12.1 Actions arising (Item 12.3.2 of the notes of the last meeting)

i. Members were requested to consider their PERO training requirements for the next three years and to advise the EPWG of the expected numbers.

Action ongoing Members

ii. *Members to submit nominations for the emergency best practice workshop on 24th April.*

Action completed and closed.

12.2 EPWG Update

Barry Dalus provided an update on EPWG activities, and a copy of the slides has been posted on the website – reference UKOPA/13/0039. The update covered PERO courses, PERO feedback, emergency planning best practice workshop and current activities. The following points/actions were noted in discussion:

- Planned course for 2014 are 18th – 19th March and 7th – 8th May, cost remains at £1020.
- There was extremely positive feedback from the best practice workshop, held in April 2013.
- PERO dates and costs are to be agreed with the FSC

Action Barry Dalus

13. Website - Update and feedback

13.1 Actions Arising

No actions arising.

13.2 Update and feedback

No serious problems have been reported by Members, though several improvements for the website were discussed. It was agreed that a proposal to upgrade the website would be drafted and issued to the Board for comment and agreement.

Action Nikki Barker

Members were requested to provide feedback to the Secretariat on experience and any problems encountered.

Action Members

14. UKOPA Strategy Update

14.1 Actions Arising

Phill Jones and Gary Senior had been actioned to produce a draft of a shorter strategy for discussion at the Board meeting on May 20th 2013 (9.2)

Action completed and closed.

14.2 Update

The Board has considered the shorter draft strategy, comments have been addressed and the updated UKOPA Strategy will be circulated to Members for comment/acceptance.

Action Gary Senior

The following points were noted:

i. The document is more generic without reference to current ongoing work. This is considered more appropriate for posting on the open section of the website.
ii. The document has been revised in line with Board discussions at the last meeting. In particular the areas of interest have been reduced to a total of 4 to avoid duplication and repetition.
iii. Appendix 1 of the original document has been deleted and a separate report template prepared. This indicates responsibilities for inputs to an annual summary report including suggested or example items for reporting.
iv. The summary template will be filed on the Members' section of the website and the current intention is that the annual summary report is for circulation to Members only and that specific items will be reported in the annual newsletter.

The Members were asked to provide feedback on the strategy, when it has been issued.

Action Members

15. Reports from Work Group Chairmen

15.1 Fault Management Database Work Group (FMDWG)

15.1.1 Actions Arising (Item 12.1.2 of the notes of the last meeting)

(i) 2012 fault returns, including nil returns, to be submitted by the end of March. (12.1.2)

Action completed and closed

(ii) Rod McConnell to circulate the HSL National Population Database proposal for UKOPA to UKOPA membership

Action closed –this action will be addressed in item 20 of the agenda - HSL population density analysis.

15.1.2 FDMG Update

Roger Ellis / Rod McConnell provided an update on FDMG activities. The following points/actions were noted in discussion:

- The 2012 Fault Report is to be issued in November 2013
- It is intended to promote a best practice in fault data reporting (FR/1 equivalent), which will be issued in November for comment by UKOPA members
- Seventy three faults were reported in 2012, and two were minor corrosion leaks

Action Roger Ellis / Rod McConnell

15.2 Risk Assessment and Integrity Work Group (RAIWG)

15.2.1 Actions arising

(i) Dents: (From12.2.1 of the notes of the last meeting)

a) *Members have provided some data on inspection and sizing of dents. Report to be updated by Jan Haswell and issued to UKOPA*.

   Dent size data is being considered as part of stage 2 of the dent strategy work – action closed.

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 completed and it has been confirmed that PRCI work is confidential to PRCI Members

c) *Jane Haswell to update the dent management strategy document to use the GLND dent fatigue methodology.(20.1.1)*

This action will be progressed when the work currently being undertaken by Penspen is complete and which is scheduled for quarter 1 2014, and a challenge and review meeting prior to finalisation of the document.

(ii) Risk Reduction associated with increased pipeline cover (From12.2.2 of the notes of the last meeting)

Peter Harper to confirm that the HSE now accepts the principle that increase in pipeline cover above 1.1m does reduce risk, and that future land use planning cases will accept the notified depth of cover.

Action completed and closed.

15.2.2 RAIWG Update

Neil Jackson provided an update on RAIWG activities, and a copy of the slides has been posted on the website – reference UKOPA/13/0040. The following points/actions were noted in discussion:

- A TD/2 rollout seminar was delivered in June 2013.
- A specification for slabbing has been completed – presentation by Andy Young (Penspen) under item 17
- Geoff Leach has undertaken work to support the updates to TD/2 and PD 8010 part 3 on ground movement.
- Part 2 of Dent study is ongoing
- During the discussion, HSE confirmed that they were using a modified version of PIPIN for Land Use Planning referrals, i.e. site-specific assessments. It is the intention that the updated version of PIPIN will be used for LUP zoning guidance once MISHAP has been updated. Gas pipelines will be assessed first, which is anticipated early 2014. Ethylene / spiked crude pipelines will then be assessed.

15.3 Infringement work Group (IWG)

15.3.1 Actions Arising (Item 12.4.2 of the notes of the last meeting)

i. 2012 data to be submitted by Friday 8th March 2013.

Action closed (addressed in 15.3.2)

ii. It is intended to develop an updated infringement database categorisation document.

Action completed and closed

iii. Linewatch and UKOPA Members requested to consider whether a separate Linewatch report is necessary in addition to the UKOPA report or if they can be aligned.

It was agreed that the 2014 report would be aligned.

Action completed and closed

iv. *Future plans include the intention to develop best practice guidance for reducing the likelihood of infringements.*

15.3.2 IWG Update

Nikki Barker, in the absence of Grant Rogers, provided an update on IWG activities, and a copy of the slides has been posted on the website – reference UKOPA/13/0041. The update covered the updated 2012 IWG report and statistics from the report, and plans / requirements relating to the 2013 report. The following points/actions were noted in discussion:

- Full data was received for 2012 by April 2013, and finally accepted in July, after clarifications.
- Combined with Linewatch data in August, final report due October 2013.
- For 2014 report
    - Linewatch Members to provide data by 7th March 2014 either by direct entry to database or via Phil Hirst (Fisher German)
    - Non Linewatch Members to provide data to Phil Hirst and Grant Rogers by 7th March 2014
- IWG welcome ideas from Members for a 2014 event, and forward to Grant Rogers

Action Members

16. Significant 3rd Party near miss

Gurvinder Basheda of National Grid Transmission gave a presentation (UKOPA/13/032) of a significant near miss on Feeder 15.

17. UKOPA specification for pipeline protective slabs - Andy Young, Penspen Integrity

Andy Young gave a presentation (UKOPA/13/033) on the UKOPA specification for pipeline protective slabs. The document is to be updated following the discussion and then circulated for board approval for publishing on the open section of the UKOPA website. Comments were requested from the Members on the document, which would then be updated as required.

Action Members, Gary Senior / Andy Young (Penspen)

18. IGEM/TD/2 revision roll-out - Neil Jackson, National Grid and Jane Haswell PIE

Neill Jackson and Jane Haswell gave a presentation (UKOPA/13/034) on the IGEM/TD/2 revision roll-out. There are no recorded actions.

19. Determination of Emergency planning distances for oil and ethylene pipelines - Rod McConnell

Rod McConnell gave a presentation (UKOPA/13/035) on the derivation of emergency planning distances for oil and ethylene pipelines. The Members were requested to provide any comments on the approach to the Secretariat, who will collate and forward to Rod McConnell for review.

Action Members, Gary Senior, Rod McConnell

20. HSE update on land use planning

Addressed in 15.2.2

21. Update on the Pipeline GIS database - Kirsty Forder, HSL

Kirsty Forder gave a presentation (UKOPA/13/036) on the Pipeline GIS database, which addressed progress to date, HSE's LUP transformation programme and issues for consideration. There are no recorded actions.

22. HSL population density analysis - Joe Janszewski HSL

Joe Janszewski gave a presentation (UKOPA/13/036) on HSL population density analysis. It was agreed that HSL should submit a plan to UKOPA for delivering the project.

Action HSL

There was a discussion on how the population data analysis could be used by Operators, and it was agreed further meetings were required between HSL and UKOPA to explore the potential in using the technology.

Action UKOPA Members / HSL

23. Revision of PD8010: 2004

Jane Haswell gave a presentation (UKOPA/13/037) on the planned revisions to PD8010. The key points to the presentation were:

- Contract for revision has been awarded to Wood Group Kenny
- Funding for the revision has been provided by DECC with the proviso that the revision includes CO2 pipelines
- The revision is being carried out in three stages, managed by a BSI Work Group reporting the main committee (PSE/17/2)
- Wood Group Kenny have completed Stage 1, their presentation is available to UKOPA

Specific input was requested from UKOPA in respect to the following:

- Assessment of population infringements on pipeline route
- Use of risk assessment
- Spacing of parallel pipelines
- Transfer of integrity management requirements to Part 4
- Seismic assessment of pipelines
- Consideration of fracking / gathering lines

UKOPA agreed to support and provide input to the above.

The Members were requested to identify any issues that they considered necessary to be taken into account in the update to 8010, particularly in respect to operational requirements. Responses are to be sent to the Secretariat, who will collate and forward to Jane Haswell. Any members prepared to become involved in the PD 8010 code revision

process on behalf of UKOPA are requested to contact Jane Haswell. This will be included in the agenda for the next RAIWG

Action Members, Gary Senior, Neil Jackson

24. Feedback from the UKOPA board meeting

Roger Ellis summarised the key points from the Board Meeting as follows:

- A HSE / UKOPA meeting is planned for 4th November. There will be four UKOPA Directors in attendance, and meeting notes will be communicates to the Members.
- A UKOPA presentation is to be added to the website, which Members can use to provide a background on UKOPA to other parties
- A new UKOPA Chairperson is required in January 2015, and it is planned that they will be elected by Board in February 2014, and act as vice chairperson in 2014
- From April 2014 a new Work Group Chairperson is required for the RAIWG, as Neil Jackson has announced that he is to leave National Grid at the end of March 2014.

23. Dates and Venues of Future Meetings/Activities

Meeting – 12th/13th February 2014, Inchyra Grange Hotel, Grangemouth
Technical Seminar 2014 – Date and venue to be confirmed

Members were requested to consider hosting future meeting. Sharing could be considered as an option. A lit of the Companies who had hosted meeting in recent years will be circulated by the secretariat.
Action Members, Gary Senior

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 (15th October)
Barry Dalus, Network Integrity Engineer, Northern Gas Networks (15th October)
Martin Price, Operations Manager, BPA
Graeme Pailor, Pipelines Operations Manager, SABIC UK Petrochemicals (15th October)
Geoff Glover, Pipeline Team Leader, SABIC UK Petrochemicals
Walter Gaffney, Asset Engineer (Pipelines and PRSs) Scotia Gas Networks
Yanyun Chen – E.on
Paul Riley, GreyStar UK
Graham Canty - BGE
Graham Goodfellow – Penspen Integrity
Andy Young – Penspen Integrity (16th October)
Martin Durant, Esso Petroleum Co. Ltd
Paul Masson, Esso Petroleum Co. Ltd
Gurvinder Badesha – Asset Safety & Integrity Manager, National Grid Transmission
Fridolin Jenny – Swissgas (15th October)
Ben Morgan – Wales and the West Utilities
Andrew Jackson – PIG

Tomas Rieu – Shell Chemicals Europe
Steve Quarmby – Scottish Power
Chris Lewis – PLUG
Rod McConnell, Consultant
Jane Haswell, Consultant, Pipeline Integrity Engineers Ltd (16th October)
Helen Berry – HSE (HID Gas & Pipelines Unit) (16th October)
Peter Harper, HSE (HID C15G) (16th October)
Joe Janszewski, HSL (16th October)
Kirsty Forder HSL (16th October)
Gary Senior – Secretariat (PIE)
Nikki Barker – Secretariat (PIE)

Apologies

Peter Davis, Director and General Manager, BPA
Grant Rogers, Asset Integrity Manager (>7bar), Wales and the West Utilities.
Mike Blood, Midstream Pipeline Integrity Engineer, BP (16th October)
Tom Smith - Shell
Andy Skinn, Gas Pipelines Team Leader, E.on
Charles Price - OPA
Chris Betts, Total UK Ltd
Alan Easton, Total UK Ltd
Oghor Nwokoloh – Perenco
Geoff Gilbert, Global Operations Manager, BG Group
Jon Anstee de Mas, Pipelines Manager, Esso Petroleum Co. Ltd
Steve Bateman - Valero
Ed Reeder, Services Manager, Ineos Manufacturing Scotland Ltd.
Jim Stancliffe – HSE (HID Gas & Pipelines Unit)
Barry Mackay, Asset Engineering Manager (Pipelines and PRSs) Scotia Gas Networks
Robert Lawson, Divisional Manager, GreyStar UK.