

PROCESS SAFETY FORUM

Minutes

15 August 2013 – OGUK Offices, London

Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	Paul Jackson	-
Chemical Business Association	Doug Leech	-
Chemical Industries Association		Phil Scott, Steve Elliott
CBI Explosives Industry Group	-	Tom Smith
Engineering Construction Industry Association	-	Richard Ash
Energy Networks Association	-	Peter Roberts
Nuclear Industries Association	-	Graham Finn
Oil & Gas UK	Robert Paterson	-
RSSB	George Bearfield	Kevin Thompson
Tank Storage Association	Hugh Bray	Barrie Salmon Kevin Shepherd
UK Onshore Pipeline Operators' Association	Tony Stonehewer	-
UK Petroleum Industries Association	Peter Davidson	-
UK Liquid Petroleum Gas	Ian McCluskey	-
Scotch Whisky Association	Alison Galbraith	
Secretary	-	Nick Shaw

The Key Notes and Actions of this meeting of the Process Safety Forum were prepared by Mr. Peter Davidson (Acting secretary).

Key Notes and Actions approved by:

Paul Thomas
Chairman of the Process Safety Forum

Date approved:

Ser	Item	Action
1	Introductions and welcome	
1.1	<p>Minutes of last meeting and matters arising: The Chairman welcomed the members. Apologies received are listed on page one. The committee reviewed the minutes of the last meeting which were accepted with the following minor amendments.</p> <ul style="list-style-type: none"> • Page 1, Nuclear Industry should be Nuclear Industries • Page 1, Doug Leach should be Doug Leech • Page 2, Section 1.3, UKOPA is the UK Onshore Pipeline Operators Association • Page 3, Paragraph 1, Line 5 – change Association’s to Associations • Page 3, Paragraph 1, Line 5 – change ‘inputted into this review’ to ‘provided input to this review’ • Section 3.3, Paragraph 2, Line 4 – it was noted that there are other skills academies, for example the National Skills Academy for Nuclear (NSAN) <p>The Minutes from the 18th April 2013 were signed by the chair.</p> <p>Actions;</p> <p>Apr/13/001 – see agenda item 1.2 Apr/13/002 – see agenda item 1.3 Apr/13/003 – action remains open (see also agenda item 3.2). Each PSF member to provide the secretary with a brief description of how they share information received from the PSF with their members. Apr/13/004 – see agenda item 4.1</p> <p>It was noted that a safety message delivered by one of the PSF members at the start of each meeting may be beneficial.</p>	
1.2	<p>Annual review and letter to the Chair of HSE: The letter has now been drafted. TSA advised that the reference to COMAH on the first page should be changed to ‘regulated under major hazards legislation’.</p> <p>CEO’s of forum members will be given until the end of August to provide comments, after which the letter will be signed and sent to Judith by the Chair.</p> <p>ACTION: Send letter to Chair of HSE summarising the work of the committee in early September.</p>	<p>Aug/13/001 Chair</p>
1.3	<p>Review of Terms of Reference: It was agreed that the Terms of Reference should be revised as follows:</p> <ul style="list-style-type: none"> • Page 1 – delete background information, and instead replace with a generic statement regarding recent incidents have shown that sharing and learning between sectors is beneficial etc. 	

	<ul style="list-style-type: none"> ○ Industry are to take over leading this product – critical to the success of all other elements ○ Where appropriate it is intended that there is a single intervention manager for multiple sites operated by one company (for example fuel terminals) ● Product 1C – Integrate the planning and delivery of EPR and COMAH regulation at COMAH sites <ul style="list-style-type: none"> ○ Early win identified as providing an intervention plan for 2014 for EPR alongside the COMAH intervention plan ○ Future review will determine where there is potential duplication ● Product 1D – Strategic forum/programme governance <ul style="list-style-type: none"> ○ Now complete, the Strategic Forum has been established <p><u>Theme 2</u></p> <ul style="list-style-type: none"> ● Product 2A – Improve the transparency around the cost recovery schemes by setting out how regulators determine and recover costs for COMAH and EPR regulatory activities and Product 2C - To describe the basic arrangements for the CA’s regulatory activities including performance standards as a basis for challenge and the links to cost recovery. <ul style="list-style-type: none"> ○ 2A and 2B are merged, and aim to provide transparency regarding cost recovery – what a site should expect. ● Product 2B – Set out how industry challenge the content, approach to delivery, or outcomes of the CA’s regulatory activity (including how they can obtain a second opinion on certain regulatory decisions) <ul style="list-style-type: none"> ○ Early discussions on the challenge mechanism have been well received – both technical and cost related challenges proposed to be discussed first at local level with intervention manager, then with principle inspector. Trade Associations may also be utilised to determine the sector approach. <p><u>Theme 3</u></p> <ul style="list-style-type: none"> ● Product 3A – Work with industry to develop a common framework for determining sector performance to feature in a revised methodology for determining COMAH intervention planning and Product 3B – Discuss earned recognition with industry prior to discussions with accredited bodies <ul style="list-style-type: none"> ○ Definition of the terms ‘Earned Recognition’ ‘Third Party Verification’ and ‘Performance Indicators’, and a decision tree to be developed for how these factors can influence the level of intervention <p><u>Theme 4</u></p> <ul style="list-style-type: none"> ● Product 4A – Understanding the COMAH Threshold Effect <p><u>Theme 5</u></p> <ul style="list-style-type: none"> ● Product 5 – Establishing a Safety Report working group <p>Regular updates on progress will be provided to PSF.</p>	
3.2	<p>UKPIA Sector Level Process Safety: Peter Davidson shared UKPIA’s Assuring Safety Initiative. More information can be found here: http://www.ukpia.com/process-safety/assuring-safety.aspx</p>	

3.3	<p>Assessment Matrix for Process Safety Industry Leaders: Tony Stonehewer gave an overview of the UKOPA proposed industry leaders assessment matrix. Key messages include:</p> <ul style="list-style-type: none"> • How is process safety managed between the pipeline and installations? • The assessment tool was developed to help answer this question, and it may help in the BRE discussions with regard to third party verification/earned recognition. • The tool will be published by UKOPA, and PSF members are invited to pass comments back to Tony. 	
4	Learning briefs	
4.1	<p>Feedback on Learning Brief #004: A failure to follow procedures. PSF suggested that the last paragraph was the key learning and could be promoted to the beginning of the Brief.</p>	
4.2	Introduction of Learning Brief #005: Refer to agenda item 2.1	
4.3	<p>Introduction of Learning Brief #006: Failure to recognise risk and implement effective controls. PSF suggested that this Learning Brief would be better as a Process Safety Alert. Tony Stonehewer to revise.</p> <p>ACTION: Tony Stonehewer to convert Learning Brief #006 into a Process Safety Alert.</p>	Aug/13/003 T Stonehewer
4.4	<p>Identify new learning briefs:</p> <ul style="list-style-type: none"> • CDOIF Guidance on Leak detection (when published) • CDOIF Guidance on Human Factors (when published) • CDOIF Guidance on Establishment Risk (when published) • Piper 25 key lessons and link to relevant videos http://www.oilandgasuk.co.uk/events/Piper25/Webcasts.cfm 	
5	Safety alerts	
5.1	Identify new safety alerts: Refer to minute 2.1 and 4.3.	
6	Closing statements	
6.1	<p>Any other business: It was suggested that the PSF hold a seminar every two years, this will be discussed at the next PSF meeting in November.</p> <p>Each PSF member should seek to create at least one Process Safety Alert per year.</p>	
6.2	Date and venue for the next meeting: The next meeting will be held in November (a date will be polled). Venue to be either BAMA Stevenage or CBA Crewe.	

ACTION LIST			
No.	Description	Owner	Target
Jul/12/001	The members who have not yet provided Peter with the requested [Fukushima] information are asked to do so by the end of October 2012.	R Ash P Roberts R Paterson C Dennis I McCluskey	Closed
Jul/12/002	Peter Davidson to present a final version [of the Fukushima major incident review] for approval by the committee at the next meeting on 15 November 2012.	P Davidson	Closed
Jul/12/003	Nick Shaw to develop PSPI questionnaire and to collate responses prior to next meeting.	Nick Shaw	Closed
Jul/12/004	The members were requested to give some further consideration as to whether the Forum should host another seminar or whether there were any existing seminars where the Forum could present, and to bring any ideas or thoughts to the next meeting.	All	Closed
Jul/12/005	Nick Shaw to issue Learning Brief 001.	N Shaw	Closed
Jul/12/006	Nick Shaw to invite EIG to join the membership of the Process Safety Forum.	N Shaw	Closed
Jul/12/007	Paul Thomas to discuss the representation of the nuclear industry at the Forum with the Chief Executive of the NIA and the Chair of the SDF.	P Thomas	Closed
Jul/12/008	Nick Shaw to consider the membership criteria and identify any industries that should be represented at the Forum, and to bring this proposal to the next meeting on 15 November.	N Shaw	Closed
Jul/12/009	Nick Shaw to consider establishing a LinkedIn page for the Forum and to report back at the next meeting on 15 November.	N Shaw	Closed
Nov/12/001	Issue the Fukushima Major Incident Review to the Forum members for internal use only by the Trade Associations.	N Shaw	Closed
Nov/12/002	Send learning brief and guidance to Graham Finn and Kevin Thompson.	N Shaw	Closed
Nov/12/003	Create a learning brief to introduce the CDOIF guidance on 'Prior Use'.	P Davidson	Closed
Nov/12/004	Develop text for a draft safety alert for the rail incident and resulting manslaughter conviction.	K Thompson	Closed
Nov/12/005	Extend invites to the British Aerosol Manufacturers' Association and the trade associations of the distillery industry and the pipeline industry.	N Shaw	Closed
Apr/13/001	Send letter to Chair of HSE summarising the work of the committee.	Chair	Closed
Apr/13/002	Include a review of the terms of reference and a discussion on measuring the committee's performance as an item on the next agenda.	Secretary	Closed
Apr/13/003	Revised to: Each PSF member to provide the secretary with a brief description of how they share information received from the PSF with their members.	All	01 Nov 2013
Apr/13/004	Update Learning Brief #004 to include an 'attention grabber' up-front to identify the key learning themes.	G Bearfield	Closed
Aug/13/001	Send letter to Chair of HSE summarising the work of the committee in early September	Chair	06 Sept 2013
Aug/13/002	Secretary to revise and distribute the Terms of Reference as described above	Secretary	01 Nov 2013
Aug/13/003	Robert Paterson to develop Safety Alert(s) based on the key messages from Learning Brief 005	R Paterson	01 Nov 2013
Aug/13/004	Tony Stonehewer to convert Learning Brief #005 into a Process Safety Alert	T Stonehewer	01 Nov 2013