

## PROCESS SAFETY FORUM

Minutes

18 April 2013 – CIA Offices, London

Role / Trade Association	Present	Apologies
Chair	Paul Thomas	-
British Aerosol Manufacturers Association	-	Paul Jackson
Chemical Business Association	-	Doug Leach
Chemical Industries Association	Phil Scott	Steve Elliott
CBI Explosives Industry Group	Tom Smith	-
Engineering Construction Industry Association	-	-
Energy Networks Association	-	Peter Roberts
UK Nuclear Industry Safety Director's Forum	Graham Finn	-
Oil and Gas UK	Robert Paterson	-
RSSB	George Bearfield	Kevin Thompson
Tank Storage Association	Hugh Bray	Barrie Salmon Kevin Shepherd
UK Online Pipeline Operators' Association	Tony Stonehewer	-
UK Petroleum Industries Association	Peter Davidson	Andy Roberts
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. Nick Shaw (Secretary).

Key Notes and Actions approved by:



Paul Thomas  
Chairman of the Process Safety Forum

Date approved:

Ser	Item	Action
1	<b>Introductions and welcome</b>	
1.1	<b>Minutes of last meeting and matters arising:</b> 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 one minor amendment. All actions annotated on the minutes were to be addressed on the current meeting's agenda.	
1.2	<p><b>Annual review and letter to the Chair of HSE:</b> It was proposed that a letter be drafted and sent to the Chair of the HSE summarising the work of committee (following review of the letter by member trade association CEO's). It was also suggested that at the next meeting the committee should formally review and update its terms of reference and consider how it measures its performance.</p> <p><b>ACTION: Send letter to Chair of HSE summarising the work of the committee.</b></p> <p><b>ACTION: Include a review of the terms of reference and a discussion on measuring the committee's performance as an item on the next agenda.</b></p> <p>There was a discussion on how Trade Associations (TA) share information with member companies. It was recommended that a questionnaire be developed and sent to each TA with the aim of collating information on how each TA shares learning with their member companies. The Secretary offered to produce this questionnaire and to collate the responses into a short report.</p> <p><b>ACTION: Develop and promulgate the questionnaire to establish how each TA shares learning with member companies, and collate the responses into a short report.</b></p>	<p>Apr/13/001 Chair</p> <p>Apr/13/002 Secretary</p> <p>Apr/13/003 Secretary</p>
1.3	<b>Update on membership:</b> A welcome was given to Tony Stonehewer and Tom Smith who were attending the Forum for the first time, representing the UK Online Pipeline Operators' Association (UKOPA) and the Explosives Industry Group (EIG) respectively. It was noted that Alison Galbraith had agreed to attend the next meeting, representing the Scotch Whisky Association (SWA), and that the British Aerosol Manufacturers Association (BAMA) had accepted the invite to join the Forum [since the meeting it has been confirmed that Paul Jackson will be representing BAMA].	
2	<b>Major incident reviews</b>	
2.1	<b>Deepwater:</b> Robert Paterson discussed some of the findings from the Macondo Well disaster, in particular the need to ensure that barriers are truly independent. It was agreed that once the final report is complete and has been issued, that a PSF review should be carried out.	
3	<b>Sharing of best practice</b>	
3.1	<b>BIS/BRE Review of Enforcement in COMAH Sector:</b> Phil Scott gave an overview of the BIS/BRE 'Focus on Enforcement' Review of the way the Competent Authority enforces the regulations in the COMAH sector:	

There are perennial industry issues with the way the regulators impact industry in enforcing COMAH. The coalition government agenda included a commitment to reduce burdens on industry and in 2011 a BIS Review and public consultation was carried out. In 2012 a BRE Review was carried out with specific focus on COMAH sector. Individual industry association's inputted into this review. In the autumn of 2012 CBA, CIA, TSA & UKPIA agreed a common agenda and priorities for change.

The industry 'common agenda' comprised of:

- A single lead authority for COMAH – improvements in the governance and structure of the Competent Authority (CA) and a 'single face' of the CA
- An improved appeals process – currently no opportunity (apart from an industrial tribunal in extreme cases) for industry to challenge operational decisions
- Greater predictability / transparency on cost recovery.
- "Earned recognition" – demonstrating good safety and environmental performance equates to a lighter touch CA interventions and regulation.

The CA response and proposals for reform were:

- Enhance the 'single face' of the CA to simplify and avoid duplication of on-site regulatory activities
- Simplify / clarify the performance standards for cost recovery
- Explore the role of accredited third parties in providing the regulators with assurance of the operator's ability to manage major accident risks, and how this would influence inspection activities
- Improve clarity of appeal mechanisms, and explore how business could access 'second opinion' in certain cases of disagreement
- Implication of COMAH 'threshold' and moving in/out of COMAH

The BRE Report was published in February 2013. A series of workshops are in progress covering each work-stream. There is pressure on the CA to report progress to the Reducing Regulation Committee which provides Ministerial oversight. Changes are anticipated sooner rather than later.

3.2 **Update of CDOIF activities:** Peter Davidson committed to sending an email to Forum members with an update on CDOIF members. The content of this email is reproduced below:

*Process Safety (Lead UKPIA):*

- *Architectures of Overfill Prevention Systems and Terminal Loading Gantries (released)*
- *Terminal Loading operations Hazard Awareness (released)*
- *Demonstrating prior use of elements of a safety instrumented function in support of BS EN 61511 (released but subject to further update)*
- *Process Safety Leadership Group – Other Products in Scope (released)*
- *Leak Detection (not released – currently under working group review – expected release Q2 2013)*
- *Human Factors Review of Standard Operating Procedures (not released – currently under working group development – expected release Q3/4 2013)*

	<p><i>Environment (Lead TSA):</i></p> <ul style="list-style-type: none"> <li>• <i>Natural Hazards (risk of flooding, winterisation) (released)</i></li> <li>• <i>Environmental Risk Tolerability (not released – issued for stakeholder review – expected release Q2/Q3 2013)</i></li> </ul> <p><i>Legislation (Lead CIA):</i></p> <ul style="list-style-type: none"> <li>• <i>Adaption of PSLG Final Progress Report to Other Sectors (not released – currently under working group development – expected release Q3/4 2013)</i></li> </ul> <p><i>Occupational Health (Lead UNITE):</i></p> <ul style="list-style-type: none"> <li>• <i>Occupational Diseases (not released – currently under working group development – expected release Q3/4 2013)</i></li> </ul> <p><i>Occupational Safety (Lead HSE):</i></p> <ul style="list-style-type: none"> <li>• <i>No projects</i></li> </ul> <p><i>Published guidance is available on the HSE website here:</i>  <a href="http://www.hse.gov.uk/aboutus/meetings/committees/cif/">http://www.hse.gov.uk/aboutus/meetings/committees/cif/</a></p>	
3.3	<p><b>PSM Expert Panel:</b> Phil Scott gave an update on the PSM Project and the current activities of the PSM Expert Panel.</p> <p>The project was established in 2011 to improve process safety awareness and training in the process industries. A multi-stakeholder approach was taken with representation from industry sectors and associations, TU, HSE, IChemE, consultants, Cogent, and National Skills Academy. A project board and an expert panel were formed. The objectives are:</p> <ul style="list-style-type: none"> <li>• Developing process safety training <u>Standards</u></li> <li>• Validation of <u>content of courses</u> against the Standard</li> <li>• <u>Accreditation</u> of service providers</li> <li>• Course QC, Commercial &amp; Delivery aspects – Cogent &amp; National Skills Academy</li> </ul> <p>By the end of 2011 training standards were completed for <i>Process Safety Leadership for Senior Executives</i>, and by the end of 2012 the training standards were available for <i>Process Safety Management Foundations</i>. The <i>Process Safety Leadership for Senior Executives</i> courses have had very strong industry take-up. The first course was delivered in October 2011. There has been a mixture of 'in-house' and 'open' courses, with circa 115 COMAH top-tier companies across 135 sites, and with 550 individuals already attended training (at director/senior manager level). Another 200 individuals are booked to attend further courses. Four course providers have been accredited for the leadership course: ABB, HFL Risk Ltd, IChemE, and Process Industry Consulting.</p> <p>In 2012 the expert panel developed a training standard for <i>Process Safety for Operations</i>. This covers operations, operators and maintenance. The Expert Panel was expanded to cover more Sectors, yet still retained the industry, regulator, TU, consultant and Cogent base. Specifically included were plant</p>	

	<p>operators from refining, chemicals, and tank storage. The standard lends itself to in-house delivery of training and uses language consistent with the Leadership and PSM Standards.</p> <p>A <i>Process Safety for Operations</i> Standard was completed in December 2012 and adopted by the project board in Jan 2013. It completes three tiers of process safety standards: leadership, management, and operations. The operations course material and 'delivery modules' are in preparation, based on the operations standard, and due for completion in spring 2013. The first training for Process Safety for Operations will be available in June 2013.</p> <p>The expert panel review of the <i>Process Safety Leadership</i> standard has now commenced (12-18 months after first courses started).</p> <p>The project board are now focussing on implementation and evaluation, i.e. how are companies embedding the training in their businesses? Regional conference events are planned during 2013 to raise awareness of the standards-based process safety training.</p> <p>Further details of available courses and venues can be found on the NSAPI website <a href="http://www.process.nsacademy.co.uk">www.process.nsacademy.co.uk</a>.</p>	
<b>4</b>	<b>Learning briefs</b>	
4.1	<p><b>Feedback on Learning Brief #002 and #003:</b> The learning briefs were discussed and it was recommended that an 'attention grabber' be included up front on future learning briefs to clearly identify the key learning themes contained within the brief.</p>	
4.2	<p><b>Introduction of Learning Brief #004:</b> It was recommended that this learning brief be amended prior to issue.</p> <p><b>ACTION: Update Learning Brief #004 to include an 'attention grabber' up-front to identify the key learning themes.</b></p>	<p>Apr/13/004 G Bearfield</p>
4.3	<p><b>Identify new learning briefs:</b> Peter Davidson advised that a 'Management of Change (MoC)' learning brief (specifically on the audit of MoC processes) may be an option, following review of Self Assessments completed by UKPIA members companies on this subject.</p> <p>Robert Paterson agreed to share guidance on Operational Risk Assessment with Forum members. This was sent out by email after the meeting, the content of which is reproduced below:</p> <p><i>At the recent PSF mention was made to the need for effective management of degraded safety barriers. In 2011 several improvement notices were served by HSE inspectors where Operational Risk Assessments had been wrongly used to justify continued operations at a time when safety-critical systems (barriers) were degraded.</i></p> <p><i>A work group managed by Oil &amp; Gas UK developed guidance to help member companies develop, implement and maintain robust operational risk assessment</i></p>	

	<p><i>procedures to manage MAH where impairment of a safety-critical element (including loss or degradation of a safety-critical component forming a significant part of a safety-critical element) or some other abnormal operational situation may potentially compromise safety and increase major accident risk levels. The guidance is particularly targeted at personnel within operating company organisations who may:</i></p> <ul style="list-style-type: none"> <li>• <i>develop, communicate and maintain procedures for operational risk management;</i></li> <li>• <i>manage the implementation of operational risk management procedures;</i></li> <li>• <i>lead or facilitate operational risk assessments; and / or</i></li> <li>• <i>monitor, audit or review operational risk management arrangements</i></li> </ul> <p><a href="http://www.oilandgasuk.co.uk/cmsfiles/modules/publications/pdfs/HS071.pdf">http://www.oilandgasuk.co.uk/cmsfiles/modules/publications/pdfs/HS071.pdf</a></p> <p><i>The guidance is freely available from the OGUK website through the link above. The guidance was developed with HSE involvement.</i></p>	
<b>5</b>	<b>Safety alerts</b>	
5.1	<b>Identify new safety alerts:</b> No new safety alerts were identified.	
<b>6</b>	<b>Closing statements</b>	
6.1	<b>Any other business:</b> None.	
6.2	<b>Date and venue for the next meeting:</b> The next meeting will be held on Thursday 15 <sup>th</sup> August 2013 commencing at 1100hrs at the London offices of Oil and Gas UK.	

<b>ACTION LIST</b>			
<b>No.</b>	<b>Description</b>	<b>Owner</b>	<b>Target</b>
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 Patterson 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 LIG 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 SDI.	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	15 August 2013
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	15 August 2013
Apr/13/003	Develop and promulgate the questionnaire to establish how each TA shares learning with member companies, and collate the responses into a short report.	Secretary	15 August 2013
Apr/13/004	Update Learning Brief #004 to include an 'attention grabber' up-front to identify the key learning themes.	G Bearfield	15 August 2013

