

# Steering Group Meeting 08/03

## Action List



**Chairman:** B Turnbull  
**Venue:** BP, Dyce  
**Date:** Thursday, 27<sup>th</sup> March 2008  
**Attendees:** K Fear, S Ferguson, A Lloyd, A MacDonald, D Macklin, A Nicol, C Penny, E Perkins, M Raemakers, R Robertson, Gillian Henderson (Guest – BP)  
**Apologies:** M Bradbury, G Boothby, D Cursiter, M Deeming, M Munro, S Thomson, M Wilson  
**Minutes:** E Olson

ITEM	TOPIC	ON	ACTION	STATUS
1.	Management Committee Issues	Brian Turnbull Steve Ferguson Elaine Olson Alistair MacDonald Karl Fear	<p>The Management Committee held interviews for the secretarial position and offered the position to Lynne Gray who accepted. The handover will take place over the month of May.</p> <p>Membership: One new member: Venture Production plc.</p> <p>PR: Brian Turnbull gave his talk at the OSJ but suggested future subjects should be centred around issues more relevant to the conference attendees, i.e. ship design. David Foxwell of the OSJ spoke to Brian about holding a safety seminar in conjunction with the Marine Safety Forum and Brian will follow up on this. It was suggested that the relaunch of the Common Guidelines would be a suitable topic for an article in the OSJ when the time comes.</p> <p>The financial statement for 2007 was finalised.</p>	Open
2.	Steering Group Issues		Andy Lloyd of ConocoPhillips was welcomed aboard but Mike Deeming was unable to attend.	Open
3.	Training Courses	Elaine Olson	<p><u>Incident Investigation Course</u> – Bookings are proceeding well with this course right through to the end of the year.</p> <p><u>Marine Awareness Course</u> – The April date for this course has already been cancelled due to lack of interest. This course will only succeed if it is management-driven so it was agreed that Brian would approach the Step Change Leadership Team and ask them to consider promoting this through the Competency Work Group. It would be helpful if the competency aspect could also be mentioned in the Common Guidelines. A change of providers was also discussed.</p>	Open
4.	Proposed Aberdeen Bay Wind Farm	Brian Turnbull	Jeremy Cresswell feels it is not appropriate to meet with our membership until they have greater clarity on various issues to do with the windfarm project. The Aberdeen Harbour Board held a meeting with mariners and aviators to discuss their relevant concerns. The planning application is due to be started in May for submission in September/October.	Open

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5.	Newsletter	Eddie Perkins Elaine Olson Steve Ferguson	The secretary is working on a distribution list for this. Eddie has two articles for the next newsletter but the bulk of it will be what is covered in the All Members Meeting.	Open
6.	Guidelines for Safe Packing and Handling of Cargo	Tony Littler	A fourth meeting was held on March 26 <sup>th</sup> and the various companies represented are completely reviewing these guidelines, supplemented by overviews from various support work groups. The document should be ready for distribution in June with two months allowed for feedback. Review of comments will follow and the guidelines should be finalised and submitted to Oil & Gas UK for roll out in November.	Open
7.	Anchor Handling Procedures Review		<p>A Common Guidelines review meeting was held today in Copenhagen. The anchor handling part of these guidelines may be issued separately or as a stand-alone document alongside. It is hoped that the translation aspect of this document be addressed and that the marine awareness competency issue also be considered.</p> <p>It was agreed that each of the AH review workgroups should consider their work to-date in light of the Bourbon Dolphin commission report findings when it is issued on March 29<sup>th</sup>. Each work group leader will be asked to prepare a short presentation for the All Members Meeting on their progress and also to write a brief article for the next newsletter.</p>	Open
8.	MSN 1817	Mike Munro Christine Penney	This issue has been resolved by getting agreement to reduce the information required to about six fields.	Closed
9.	Potable Water	Christine Penney Karl Fear Russell Caldwell	The main outstanding issue is the level of TVCs and how to establish trends with new boats when there is no history/starting level to be used. Once Dougie Collin has done his presentation at the All Members Meeting on legionella, any feedback will be considered and then the review of these guidelines will be complete.	Open
10.	Fuel	Christine Penney Karl Fear	The guidelines for fuel will be issued at the same time as for Potable Water.	Open

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11.	Guard Vessels	Karl Fear Alistair Nicol	This document is now ready to be issued as MSF good practice and the SFF will be approached to see if they would be willing to do a short presentation on the roll out at the AMM.	Open
12.	All Members Meeting		Gillian Henderson will begin to scrutinise safety statistics and trends in preparation of her presentation at the AMM. She will liaise with Ian Aitchison of Step Change to see if we can coordinate collation of statistics. Brian to contact Ian regarding confidentiality issue. Other topics for the AMM were discussed and the secretary will coordinate timings with the presenters. The agenda will be finalised at the May 1 <sup>st</sup> Steering Group meeting.	Open
13.	AOB		Andy Lloyd raised the subject of closer links with ERRVA. Brian Turnbull will contact David Kenwright and Alistair Nicol will speak to Calum Bruce to see how we can improve communication between the two bodies.	Open

### FUTURE MEETINGS

1. 2008 Steering Group Meeting:
  - 1<sup>st</sup> May
  - 26<sup>th</sup> June
  - 7<sup>th</sup> August
  - 11<sup>th</sup> September
  - 16<sup>th</sup> October
2. 2008 All Members Meetings:
  - 15<sup>th</sup> May – Aberdeen
  - 27<sup>th</sup> November – Aberdeen

### ITEMS FOR REVIEW OF COMMON GUIDELINES

1. Hose collar figures in Appendix K, Section 8. Flotation
2. Update Step Change contact details