

Steering Group Meeting 08/04

Action List



Chairman: B Turnbull
Venue: Gulf Offshore
Date: Thursday, 1st May 2008
Attendees: M Bradbury, M Deeming, J Gildea, G Henderson, A Lloyd, A MacDonald, D Macklin, A Mowat, M Munro, A Nicol, E Perkins, M Raemakers, R Robertson
Apologies: G Boothby, D Cursiter, K Fear, S Ferguson, C Penny, S Thomson
Minutes: L Gray, E Olson

ITEM	TOPIC	ON	ACTION	STATUS
1.	Management Committee Issues	Brian Turnbull Steve Ferguson Elaine Olson Alistair MacDonald Karl Fear	Three potential new members have been invoiced. The Secretary will re-send the web address of the Maritime Accident Casebook to Steering Group members and ask for feedback on whether it would be appropriate to install a link from the MSF website to MAC website.	Open
2.	Steering Group Issues		Lynne Gray was introduced as the incoming secretary who will take over after the All Members Meeting.	Open
3.	Training Courses	Elaine Olson	<u>Incident Investigation Course</u> – The May course has seven delegates and will go ahead. <u>Marine Awareness Course</u> – The May date for this course has already been cancelled due to lack of bookings. Brian will speak to Step Change in Safety to see if this course can become part of the core competency requirements for platform/installation personnel. Various ideas were discussed such as producing a dvd of the course, reducing the course to one day, etc. Brian will also speak to George Masson about the problems of getting this course off the ground. Petrofac will have a table at the All Members Meeting to promote it.	Open
4.	Proposed Aberdeen Bay Wind Farm	Brian Turnbull	Not discussed.	Open

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5.	Newsletter	Eddie Perkins Elaine Olson Steve Ferguson	Not discussed.	Open
6.	Guidelines for Safe Packing and Handling of Cargo	Tony Littler	Tony will give a presentation on the progress of this revision at the All Members Meeting.	Open
7.	Anchor Handling Procedures Review		<p>Each workgroup leader will give a five-minute talk at the All Members Meeting on their progress and it is intended to roll out the Template of Data at the meeting and have it on the website by then. An e-mail to all members will follow after the AMM to announce this and the form to support it (in Word format) will also be issued via private e-mail. The Anchor Handling Manual will also be ready for use and posted on the website.</p> <p>Bill Budge of RS Platou/Stewart Offshore (ship brokers) has proposed that his company works with the Marine Safety Forum to create a common reporting format and database for the collation of safety statistical data across the industry. It was agreed to invite Bill to the next Steering Group meeting to present his proposal in person.</p>	Open
8.	Potable Water	Christine Penney Karl Fear Russell Caldwell	Waiting for AMM to take place before finalising these guidelines.	Open
9.	Fuel	Christine Penney Karl Fear	Waiting for AMM to take place before finalising these guidelines.	Open
10.	Guard Vessels	Karl Fear Alistair Nicol	Steven Alexander of the SFF will present this good practice at the All Members Meeting and then they will be posted on our website.	Open

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11.	All Members Meeting		The agenda was finalised but some time will be held back for general discussion on safety. Name badges will be issued and two lapel microphones with a PA back-up system will be used.	Open
12.	AOB		Dick Macklin suggested the workgroup leaders get together for a half-day review after publication of the Norwegian Commission report on the loss of the Bourbon Dolphin. Dick will host the meeting after the All Members Meeting and the secretary will contact workgroup leaders and Steering Group members to arrange it.	Open

FUTURE MEETINGS

1. 2008 Steering Group Meetings:
 - 26th June – ConocoPhillips
 - 7th August
 - 11th September
 - 16th October

2. 2008 All Members Meetings:
 - 15th May – Aberdeen
 - 27th November – Aberdeen