

# Steering Group Meeting 09/03

## Action List/AGENDA



**Chairman:** Karl Fear  
**Venue:** ASCO Portlethen Office  
**Date:** 23<sup>rd</sup> April 2009 (12:30 lunch 13:00 start) 4pm finish  
**Attendees:** A.McDonald, J.Stockdale, P. Gostick, E. Lawson, D.Cursiter, A. Nicol, J. Baars, S. Thompson, T.Robinson, N. Marwick, G. Brown, G. Boothby  
**Apologies:** B.Turnbull, S.Ferguson, M.Munro, D.Nicholls, G. Henderson, D. Macklin, G. Stewart  
**Minutes:** M.Fowler

ITEM	TOPIC	ON	ACTION	STATUS
1.	Introduction	Chairman	Introduction given by Chairman, group introductions. <b>Safety brief given by Euan Simpson of ASCO.</b>	Open
2.	MCA Presentation	MCA	<b>MCA gave presentation (attached) this included maintenance and testing requirements, FRC, DC and Davits. MCA role and current Issues, and the approval of ILSTO's. Group found this very informative.</b>	Closed
3.	Website	Steve Ferguson Karl Fear John Stockdale Dave Nicholls	Workgroup organised – MF to continue tidy up – workgroup to concentrate on progression of website. Members vs Non Members, Website to pay for itself, Links, Forum – Log on's, Regulations, search functions, categorisation. Tom Ross from said presented options on growing the website and possibilities of making website pay for itself. Search Engines, Costs & changing .UK to .COM or .info. Visitor Analysis, Minutes from workgroup meeting handed out:- Agreed the discussion website to be progressed in 3 stages. Metatags, file sizes & more links to further useful websites required. Split categories to reduce bulking everything under one section. Secretary email changed to .org. <b>Tom Ross asked to attend the AMM to update members. J.Stockdale updated group on progress so far. MF to send email to all Members asking for feedback on website.</b>	Open
4.	Training Courses	Michelle Fowler Karl Fear	<b>Incident Investigation Course – Attendance = 4 February, 4 April. Comment received that holding every 2 months not productive enough. Safety Hub book dates in January for the whole year. Email to be sent to request more dates be added, however they are available to hold private sessions for groups on company premises.</b> <b>Marine Awareness Course – It was felt that the course requires a major re-think. Workgroup proposed E.P, A.M, S.F,D.C,B.T, D.C. Objectives are to focus on updating pocket booklet and look at options for a professional DVD and costs.Step Change to be invited to attend the workgroup and be involved. Booklet currently under review. Safety Hub looking at running this also. MSA course to held in Gt.Yarmouth. Need to go back to organisers and ask what changes have been made to the agenda. Discussion regarding getting “onboard” course. Reference to DP &amp; Slops to be added to booklet and possibility that if we extend the booklet this may be cheaper than a course. Additional questions to be reviewed in booklet. Possible</b>	Open

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			topic for AMM with T.Littler to present. Awareness course attendance with Petrofac - 5 attended March, Cancelled in April, So far no bookings for May.	
5.	Common Safety Statistical Database	Gillian Henderson Alistair Nicol	FPAL would work well but there are cost issues for our members, we have to consider other options and discuss further with Bill Budge. GH proposed a share point facility on the website which would form a special point of data drop for company statistics anonymously. Trending information is limited from what we currently have submitted, therefore MF & GH to meet to devise a draft email requesting owners for company statistics. Gillian to update at next meeting. Group still wants to look at Bill Budge's options. No further progress until after the AMM.	Open
6.	Post BD Workgroup	Dick Macklin	D Macklin's report had been previously circulated to members . Dick was not able to attend the meeting so no update given. Dick sent email as could not attend – Item 6 on the outstanding actions considered closed. The report was issued and no feedback or comments received. NMD will be in attendance for AMM discussing new requirements following BD report.	Closed
7.	Potable Water	Christine Penney Karl Fear Russell Caldwell	Christine has completed her work and the information has been submitted to a pot water HSE specialist before finalising. CP was unable to attend today but will forward the information to BT. Still waiting, has to go via HSE – Held up.	Open
8.	NWEA Guidelines	Duncan Cusiter	Latest Meetings held in Amsterdam 13th & 14th Jan. Update from Duncan Cusiter regarding complete re-issue of Guidelines due May 09, Meeting 19th March to discuss roll out which should be intime for AMM . Combined space entry will be added as new topic. KF to discuss including MSF Logo on document with Norway. Section 6 has obsolete references to be taken out. Duncan always looking for feedback. Website is www.nwea.info. KF asked that steering group take time to look at section 6 Anchor Handling and Section 9.1 Competency. Comments by 24th April not giving long enough to revert to Robert Ashdown. Dangerous Goods or H2s not included. Needs to have a distinctive change of front cover.	Open
9.	NWEA Guidelines AMM Launch	Karl Fear	How to Launch for AMM – requires a Norwegian representative to present. Ole to be asked. "NWEA Guidelines" roll out for AMM – discussion. Ole has confirmed attendance at AMM. Discussion held on how best to roll out the guidelines and we must ensure full distribution list is emailed when document available. Safety alerts regarding changes to highlight the differences? Laminated copies of checklist with MSF logo to help the end users? Advise Petrofac to distribute in the Marine Awareness Course. MSF Endorsement/MSF Guideline guidance for update.	Open

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10.	Hose Handling/Crane Operations	Karl Fear George Stewart	George Stewart looking for feedback on WENAS gloves handed out. Trials being held with Luminous Harness. Looking at green luminous covers for night working. JS showed pictures of the trial Hi Viz for hats and body. Topics for AMM – Hi Viz Gear & Hose Handling Possibility K.Allan to give Hose Handling presentation at AMM. JS also suggested 20min video for AMM from Guidelines for the Safe Packing and Handling of Cargo to and from Offshore Locations CD. <b>George could not attend but has requested feedback on his questions. Group has asked that George present at the AMM again. Radarscan Electronic has taken over from fanbeam, general consensus is that if a problem then Master should switch to manual – skills are being lost relying on equipment. Some operators do not permit DP within 500m zone. Mike &amp; Steve did not attend so no feedback on the WENAS gloves. Ref Container Door – ConocoPhillips are running trials on new clips. 5<sup>th</sup> leg – ALL agreed that a proactive approach is required from the MSF who need to send a formal proposal to inform Step Change that we feel that this should be discussed at the tendering stage, Step Change will then take forward to the industry for meeting 27<sup>th</sup> May, 5<sup>th</sup> leg is a good practice in cargo handling but it is not always a requirement and when at sea the gas racks do topple with movement. Safety flash to be issued ref 5<sup>th</sup> legs, KF &amp; GS. Bulk hose incident issued – MSF Flash 09/09</b>	Open
11.	Amendment to AHTS Template	Karl Fear	<b>'Towing Wire Log Book' KF commented that Oil Companies want Towing Wire Log's in agreements. Do the logs give the true towing time? Answer is to inspect the wire which will give confidence and not restrict the amount of time for inspection of the wire. Does MSF change the Template? ST to send KF details on Management of Wires. Group to check if they have log sheets and forward to KF. KF to decide once all evidence received if subject should be progressed further.</b>	Open
12.	Port Liaison Group	Alistair Macdonald	<b>A.M attends meetings on a regular basis – BT to have meeting with Aberdeen Harbour Board to discuss issues raised ref the 1mtr line &amp; PPE. Nobody enforcing 1 mtr line, PPE not enforced in common areas. Comments made that it would be useful if Harbour Board issued Safety Flash's. Segregation and recycling will change within the harbour.</b>	Open
13.	News Letter	Brian Turnbull	<b>G.H to source more quotes from her contacts, then compare costs with BT. Lost momentum BT to call Seacor. Suggestion that a summary of "presentations" be included. Not proceeding until after AMM. PG to source prices from his suppliers and revert to KF.</b>	Open
14.	IMCA CMID	Alistair Nicol Euan Simpson Karl Fear	<b>CMID rev 07 now issued and this will require a review of the abbreviated version, work group organised to produce a gap analysis. General consensus is that not many company's use this version. Permission required from IMCA if we do carry forward and make changes to the abbreviated version.</b>	Open

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15.	Fishing Vessels	Duncan Cursiter	Graphic & pictorial images. Free website has been developed by the Fisheries Trust and should be available in 3 months time. www.fishsafe.eu available in circa. 6 weeks. Brian Rennie/Kev Allan to take over from D.Cusiter circa August 09. <b>DC updated group that almost completed. Launch to be held in Glasgow.</b>	Open
16.	Step Change	Dave Nicholls Norman Marwick	DN to provide new wording for the website "Overall Target" – 2010 to be taken out. DN gave presentation on the Step Change progress for now/future. DC suggested representation from MSF on OIM Meetings (dates given). DN looking for feedback of good examples of workforce engagement from the simple to complex. KF to replace BT on Step Change Health Workgroup. Step Change "new" website being launched 30th September. <b>Norman Marwick attending on behalf of Dave and updated group on progress of the above topics.</b>	Open
17.	Drops Forum	Alistair MacDonald	AM to present update. <b>AM to give presentation at AMM</b>	Open
18.	Windfarm	Brian Turnbull	<b>KF &amp; BT attended the recent meeting – companies have now been asked to fabricate the turbines. 11<sup>th</sup> May BT &amp; SF attending Scottish National Heritage/RSPB meeting. KF to forward meeting notification to MCA who would like to attend as it was discussed that a wider audience should participate in the overall outcome.</b>	Open
19.	Aquaterra	Alistair MacDonald	<b>AM going to source details of 2 day course ref Breathing Apparatus.</b>	Open
20.	AOB	Karl Fear	<b>Marine Guidance Notes – 1<sup>st</sup> July MGN 390. STCW being revamped. Seafarer's qualifications by 2011 for moving objects at sea.</b>	Open

### FUTURE MEETINGS

21st May - Chevron (Dick Macklin)  
 2nd July - Shell, Woodbank (Cairntoul)  
 3rd September - ConocoPhillips  
 8th October  
 19th November

**ALL MEMBERS MEETINGS:-** 28<sup>th</sup> May & 26<sup>th</sup> November