

Steering Group Meeting 09/05

Action List/AGENDA



Chairman: Karl Fear
Venue: Shell, Woodbank (Cairntoul)
Date: 2nd July 2009 (12:00 lunch 13:00 start) 4pm finish
Attendees: B.Turnbull, S.Ferguson, A.Nicol, A.MacDonald, D.Macklin, D.Cursiter, B.Rennie, D.Smith, P.Gostick, E.Simpson, JP.Baars, A.MacDonald, E.Davidson, K.Taylor
Apologies: M.Munro, G.Henderson, G.Stewart, T.Robinson, G.Boothby, S.Thompson, D.Nicholl
Minutes: M.Fowler

ITEM	TOPIC	ON	ACTION	STATUS
1.	Introduction	Chairman	Introduction by K.F and Safety Brief given by D.C	Open
2.	NEW	Chairman	<p>AMM Workgroups – NMD.</p> <ul style="list-style-type: none"> • Mike Pithie to lead the workgroup. • MF to email NMD to ask what progress has been made following the AMM. • MF to email MP with “Volunteer” contact details & any emails received from mebers regarding topic. <p>Cargo Guidelines.</p> <ul style="list-style-type: none"> • Paul Gostick to lead the workgroup. • MF to provide PG with “Volunteer” contact details & any emails received from mebers regarding topic. <p>SF stated that the workgroups should have a structured work scope/aim and should be published on the website.</p> <p>SF has discussed with the Chamber of Shipping regarding a review of the ERRVA Guidelines. It was formally agreed that needs to be taken forward and MSF to front.</p> <p>AH Simulator workgroup (Chamber of Shipping) MSF require a documented goal/objective from the Simulato workgroup in Norway. This should verify our understanding of the group. This will then be published on the MSF website.</p> <p>AMM Feedback –</p> <ul style="list-style-type: none"> • General Discussion held regarding the comments from Questionaire. • KF to prepare Safety Flash on mooring asap. • GH to provide a level of detail on Collision’s & Mooring and to email Members requesting the information to achieve better trending. 	

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			<ul style="list-style-type: none"> • DP Operations – more vessels in the market and the SG felt that this topic needs further investigation. We need to reform the DP Workgroup possibly as a joint venture with the Chamber of Shipping. BT to organise. • Review previous years Safety Flash e.g. Enclosed Spaces, what has not happened recently? • AMM preparation – ALL presenters to be restricted in slides. Must be on MSF template and submitted 1 week before for content review. Explore possibility of prompts for slides rather than reading directly from the screen. • MF to make an “ Information Up Date” and email to steering group. • Microphones – more clip on & roving. MF to email ES re hotel procedures to set up. <p>Rig Move Risk Assessments – DC raised concern over risk assesment stage 1,2,3 procedures not being followed up and the requirement not well known. We need to raise awareness with possible ‘Information Up Date’ with one page points.</p> <p>A long discussion was held regarding CMID/NWEA/Rig Move Assessments/Data Cards/Template of Data updates and points of action for each document also require POINTS action again - the need to push and reiterate what has already been agreed by Operators on the use of these important documents, and ensure that ALL are using as this message is still not being adhered to. This then lead onto a discussion concerning the need for MSF to highlight; Changes made in NWEA Guidelines Chapter 6 & 9 – POINTS <u>All guidelines should have points/actions and possibly printed in newsletter.</u></p> <p>Northern Lighthouse Board – Emailed to SG & Members, D.M requested copy sent.</p>	
3.	Amendment to AHTS Template	Karl Fear	<p>‘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.Wire Rope Inspection – ST showed slides. Possibility of topic for November AMM. Requested information regarding Log books have been passed to KF from various members. Current industry systems not robust enough to say wires OK from visual point. SG felt this is something that we should possibly take further.</p>	Open
4.	Step Change	Dave Nicholls	<p>SG agreed that MSF need to be more prepared for 2010 Share Fair as this was a missed opportunity. Publicity material to be sought.</p>	Open

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5.	Wind Farm Planning Issue	Brian Turnbull	Up date from BT and SF. Aberdeen renewable energy have not answered the MSF questions. Implications on coastal status discussed. KF and D.Birkett to attend meeting on 7 th July to represent the MSF.	Open
6.	Website	Steve Ferguson Karl Fear Alan Macdonald Dave Nicholls	Members asking for feedback on website. No response from Members (question was asked but at the bottom of another email – was felt that probably many people did not read) but will be asked at AMM. Forum up and running, website segregation on topic headings still to be done.	Open
7.	Training Courses	Michelle Fowler Karl Fear	<u>Incident Investigation Course</u> – 3 delegates <u>Marine Awareness Course</u> – 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 & 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 topic for AMM with T.Littler to present. Awareness course attendance with Petrofac - 5 attended March, Cancelled in April, no bookings for May. Group of the opinion that this course is not effective.	Open
8.	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. Chartering Data conversation still to be held with Bill Budge. What/How do we do it? Feedback for statistics improved but we still need to approach from a different angle. Explore possibility of taking further via Step Change to Oil & Gas Uk with their meetings. This requires planning at a separate meeting. MF to send email to B.Budge to attend the next Steering group meeting to discuss further.	Open
9.	Potable Water	Euan Simpson Russell Caldwell Karl Fear	Will be revisiting this as regards vessels carrying out onboard monitoring. Possibility of RC presenting at AMM in November.	Open
10.	NWEA Guidelines	Duncan Cursiter	The Guidelines are now available on the dedicated website. This is a live document but the SG would prefer staged updates. DC has handed over reigns to B.Rennie for future meetings and the group wished DC all the best for the future.	Closed

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11.	Hose Handling/Crane Operations	Karl Fear George Stewart	George will do his presentation at Nov AMM. ED gave rundown on recent Safety Flash 09.21 and how procedures not followed – reiteration required to go back to Masters on learnings.	Open
12.	Port Liaison Group	Alistair Macdonald	A.M attends meetings on a regular basis – Danny Stroud now heading. Nothing new to report	Open
13.	News Letter	Brian Turnbull	Explore possibility of electronic version – discussed further. MF to send members of the SG a copy of the previous AMM presentation for quotes/1 line comments. The electronic version could also be used for “Guideline Reminders”.	Open
14.	IMCA CMID	Alistair Nicol Euan Simpson Karl Fear	CMID rev 07 now issued and this will require a review of the abbreviated version, work group organised to produce a gap analysis. General concensus 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. It was felt that a separate meeting with whole steering group should be held to discuss and get plan of action on NWEA/CMID/Safety Data. Do we revert to rev 06 as rev 07 does not meet our requirements? SG decided that the preferred revision was 6 and that KF would approach IMCA to ask if MSF could endorse. Competancy of Auditor also discussed. Traffic light system already based on version 6. DC reminded all that we do need to ensure that operators ensure vessel has valid CMID. Discussed possibility of tracing who previously used vessel and gentle reminder if CMID not conducted.	Open
15.	Drops Forum	Alistair MacDonald	Nothing to report	Open
16.	Aquaterra	Alistair MacDonald	AM going to source details of 2 day course ref Breathing Apparatus. AM now in discussion with Evolve as no progress from Aquaterra.	Open
17.	MGN 390 & STCW		Special Construction Standards for Offshore Supply Vessels and other Special Ship Types. STCW relates to defining crew. Both to be discussed further at next meeting in July. KT to update when further information received.	Open
18.	AOB		DM raised concern over UKOOA Tandem Towing Guidelines. 3.4.2 states that nylon stretchers to be replaced after 2 years – this is an expensive option. DM to email Bob Kyle to raise issue.	Open

FUTURE MEETINGS 3rd September - ConocoPhillips
 8th October - Inter Moor Marine (Acteon) Bridge of Don
 19th November
ALL MEMBERS MEETINGS:- 26th November