

# Steering Group Meeting 09/01

## Action List/AGENDA



**Chairman:** Karl Fear  
**Venue:** Atholl Hotel  
**Date:** 15<sup>th</sup> January 2009  
**Attendees:** Alistair Nicol, Brian Turnbull, Marten Raemakers, Steve Ferguson, Tom Ross, Duncan Cursiter, Mike Munro, Euan Simpson, John Stockdale, Dave Nicholls, George Stewart, George Boothby  
**Apologies:** Sandy Thomson, Dick Macklin, Alistair MacDonald, Thomas Robinson, Gillian Henderson, Malcolm Bradbury, Dave Cooper  
**Minutes:** M.Fowler

ITEM	TOPIC	ON	ACTION	STATUS
1.	Introduction	Chairman	Introduction and Safety Brief. Karl Fear thanked all for coming and gave safety brief.	Open
2.	Said	Tom Ross	Workgroup organised – Steve Ferguson, John Stockdale, Karl Fear & Dave Nicholls. MF to continue tidy up – workgroup to concentrate on progression of website. Members V 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,	NEW
3.	New Items	Chairman	<p>Template of Data (attachment) – Karl Fear to make changes then revert back to Dick Macklin.</p> <p>Elect new member of Management Committee as AM is retiring but staying on for Safety Flashes. Alistair Nicol has been appointed.</p> <p>Feedback from AMM - <b>Vessels being coerced into carrying out work that does not agree with our guidelines:</b> Should we have a system whereby vessels can make anonymous reports that we then take up with the client involved? – Comments box on website option discussed via secretary or steering group for forwarding to companies. However it was felt that in general there is good communication between various companies.</p> <p><b>Marine Awareness Course:</b> Should we be looking at a travelling presenter that goes to the offshore locations paid for by the respective clients? This would remove the need for offshore guys giving up their free time and would also allow for hands-on training that can be made specific to their location / installation. Meeting to be held on Jan 21st with Petrofac/RGIT. Safety Hub looking at running this also.</p> <p>Reissue of old Safety Flashes &amp; learnings –“Refreshing Safety” Topics/Themes to be discussed at various Steering Group Meetings. All agreed that necessary rather than waiting for incident to happen before revisiting.</p>	NEW

# Steering Group Meeting 09/01

## Action List/AGENDA

ITEM	TOPIC	ON	ACTION	STATUS
			Website – Monthly quotes reference Safety Improvers email. <b>Example given – good idea to be given to “Website Group” to progress.</b>	
4.	Training Courses	Michelle Fowler	<p><u>Incident Investigation Course</u> – <b>Email to be sent to Safety Hub with regards to “Private Group Sessions” outside given dates.</b></p> <p><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. 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. <b>Booklet currently under review – ongoing.</b></p>	Open
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. <b>Gillian to update at next meeting. Group still wants to look at Bill Budge’s options.</b>	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. <b>No update from Dick – Can this be emailed to Steering Group members?</b>	Open
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. <b>Still waiting, Brian to contact Christine.</b>	Open
8.	NWEA Guidelines	Duncan Cusiter	Latest Meetings held in Amsterdam 13 <sup>th</sup> & 14 <sup>th</sup> Jan. <b>Update from Duncan Cursiter regarding complete re-issue of Guidelines due May 09, Meeting 19<sup>th</sup> 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</b>	Open
9.	NWEA Guidelines AMM Launch	Karl Fear	<b>How to Launch for AMM</b>	<b>NEW</b>

# Steering Group Meeting 09/01

## Action List/AGENDA

ITEM	TOPIC	ON	ACTION	STATUS
10.	MSF/OSJ Conference	Brian Turnbull	BT to email OSJ with regards not going forward with a joint seminar, however we will support and send a MSF representative. <b>Ole Steinar Anderssen representing.</b>	Open
11.	Hose Handling/Crane Operations	Karl Fear	<b>George Stewart looking for feedback on WENAS gloves handed out. Trials being held with Luminous Harness. Looking at green luminous covers for night working.</b>	Open
12.	Port Liaison Group	Alistair Macdonald	A.M now attends meetings on a regular basis – <b>nothing to report.</b>	Open
13.	News Letter	Brian Turnbull	G.H to source more quotes from her contacts, then compare costs with BT. <b>Lost momentum BT to call Seacor. Suggestion that a summary of “presentations” be included.</b>	Open
14.	MSF Website	Brian Turnbull Steve Ferguson Michelle Fowler Alistair MacDonald Karl Fear	<b>Workgroup organised – Steve Ferguson, John Stockdale, Karl Fear &amp; Dave Nicholls. MF to continue tidy up – workgroup to concentrate on progression of website. Members V Non Members, Website to pay for itself, Links, Forum, Log on’s, Regulations, search functions, categorisation, statistics, search engines. MF to purchase copy of ERRVA Guidelines from Oil &amp; Gas UK.</b>	Open
15.	IMCA CMID	Eddie Perkins	Discussed at length, all comments to go via Eddie Perkins. <b>Document waiting for final review. No update – Eddie did not attend due to change of Company.</b>	Open

# Steering Group Meeting 09/01

## Action List/AGENDA



ITEM	TOPIC	ON	ACTION	STATUS
16.	Fishing Vessels	Duncan Cusiter	Graphic & pictorial images. Free website has been developed by the Fisheries Trust and should be available in 3 months time. <b>Fishing.net available in circa. 6 weeks.</b>	Open
17.	MCA	Thomas Robinson	Further representation from MCA is required if Thomas Robinson cannot attend the meetings.	Open
18.	Step Change	Dave Nicholls	<b>New Slot for Dave – every meeting.</b>	<b>NEW</b>
19.	AOB	Karl Fear	<b>Marten Raemakers leaving Vroon – However Vroon would wish to keep seat in Steering Group. KF to follow up.</b> <b>High Viz Gear – possible topic for AMM.</b>	<b>NEW</b>

### FUTURE MEETINGS

26<sup>th</sup> February – BP Offices (Loch Ard)

23rd April – ASCO (Topic “NWEA Guidelines” roll out for AMM)

21st May - Chevron

2nd July - Shell

3rd September

8th October

19th November

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