

Steering Group Meeting 07/06

Action List



Chairman: B Turnbull
Venue: MCA, Blaikies Quay
Date: Thursday, 1st November 2007
Attendees: J Dickson (MCA), K Fear, S Ferguson, A MacDonald, D Macklin, A Nicol, E Perkins, S Thomson
Apologies: K Allan, S Balasubramanian, D Blencowe, G Boothby, M Bradbury, D Cursiter, D Cooper, D Johnstone, C Penny, R Robertson, D Smith
Minutes: B Turnbull

ITEM	TOPIC	ON	ACTION	STATUS
1.	Management Committee Issues	Brian Turnbull Steve Ferguson Elaine Olson David Blencowe Alistair MacDonald	<p>Membership: Fees to remain at £200 per annum and invoices to go out immediately.</p> <p>Website: Meeting with website company resulted in agreement that database (anyone registered on website) will be restored in full by mid-November and a CVS will be added to the back office to enable access to registrations in future. Secretary to upload missing data such as AMM presentations when time permits.</p> <p>Memory Sticks: Secretary still working on distributing these.</p> <p>PR: The Offshore Shipping Journal's conference in London is February 26th/27th, 2008, and we have offered to present a paper on safety issues. A name and full contact details need to be submitted shortly. An abstract of the paper (300 words or less) and a photo of presenter needs to be submitted by November 25th.</p> <p>The article submitted by David Blencowe will be in next issue of OSJ as will a piece on Brian Turnbull as Chairman in the 'People' section plus the now standard page featuring MSF safety alerts.</p>	Open
2.	Steering Group Issues	All	<p>Steering Group: Christine Penney will take John McPherson's place on the Steering Group. A Vice-Chairman is needed to take Steve Ferguson's place and to then move into the Chairman's seat in a year's time.</p> <p>The Southern North Sea All Members Meeting will be replaced this year with an AMM in Norway in April. Looking for a company to host this event.</p>	Open

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3.	Training Courses	Brian Turnbull Steve Ferguson Alistair MacDonald Duncan Cursiter	<p><u>Incident Investigation Course</u> – Shiva Balasubramanian will attend the start of the next course and say a few words of support of the principles of sound accident investigation and root cause analysis. The Safety Hub has agreed to take over the bookings and invoicing of companies.</p> <p><u>Marine Awareness Course</u> – Still no dates from RGIT for 2008. It is important to have commitment of names well in advance for bulk loading operations, Common Guidelines and vessel master presentations.</p>	Open
4.	Proposed Aberdeen Bay Wind Farm	Brian Turnbull	No planning application has yet been submitted as far as anyone is aware.	Open
5.	Newsletter	Eddie Perkins Elaine Olson Steve Ferguson	Eddie Perkins produced the first issue of our newsletter and BP will sponsor the printing of it. Dick Macklin will try to secure the funding from Chevron for the second newsletter next year. In future, each newsletter will detail the content of the All Members Meeting and be issued as soon as possible thereafter.	Open
6.	Guidelines for Safe Packaging and Handling of Cargo	Tony Littler Derek Johnstone	The first meeting for the revision of these guidelines was held on November 1 st . The revised guidelines will be published in October 2008.	Open
7.	Anchor Handling Procedures Review	All	The workgroup leaders will meet up on the 28 th of November and their progress will be the main thrust of the All Members Meeting the following day.	Open
8.	Potable Water	Christine Penney Karl Fear Russell Caldwell	No update available on this workgroup.	Open

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9.	Fuel	Christine Penney Karl Fear	No update available on this workgroup.	Open
10.	Guard Vessels	Karl Fear Alistair Nicol Duncan Cursiter	It was agreed to remain with fishing vessel medical fitness disclosure process rather than try to impose ENG 1 or offshore standards.	Open
11.	All Members Meeting		Main thrust is AH Procedure Review update. Les Larchet will be asked to present Rough 47/3B video/question session; Dougie Collin of Conoco has agreed to do a presentation on Legionella; Mike Close and Shiva Balasubramanian will liaise on a presentation on safe access to ships while in harbour; the MCA will also provide a range of safety publications to be on display; and Ian Aitchison will inform on what Step Change has planned for 2008.	Open
12.	AOB		It was agreed to resend a safety flash on the need to stop using aluminium ferrules on wires. Dick Macklin to send a photo of the latest failure in Angola to secretary.	Open

FUTURE MEETINGS

1. AH Procedure Review Meeting: 28th November – BP
2. 2007 All Members Meeting: 29th November – Aberdeen
3. 2008 Steering Group Meeting: 10th January – Chevron
21st February – Transocean Training Centre, Altens
26th June
7th August
11th September
16th October
4. 2008 All Members Meetings: 17th April – Norway
15th May – Aberdeen
27th November – Aberdeen

ITEMS FOR REVIEW OF COMMON GUIDELINES

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