

Process Safety Working Group - Terms of Reference

Date and Version	27 th August 2017, Version 1.1
Title	Industry Process Safety Working Group (IPSG)
Purpose	Collaborative on the improvement of process safety management systems and controls, to reduce process safety risks in the electrical industry
Chair	Neil Gregory (Meridian)
Members (companies)	Angus Judge (Genesis) David Lynch (Genesis) Mark Utley Contact) Tim Syme (Mercury) Charlie Noakes (Transpower) The core membership may be supplemented with subject matter experts for specific topics covered by the group
Quorum	Representation by four of the five member organisations
Objectives	<ul style="list-style-type: none"> – Share knowledge to improve process safety management systems in the Electricity Industry – Develop, review and publish safety learning alerts that have a process safety implication – Reduce process safety risks and incidents across the industry
Delivery Plan 2017/18	<ol style="list-style-type: none"> 1. Alarm Management Philosophy – to be complete by 30th November 2017 2. Develop a common reporting KPI for Process Safety events by 30th November 2017 3. Develop an industry guidance note for identifying and managing Safety Critical Elements (equipment and tasks) by December 2017
Workshop Schedule	Workshop sessions shall be scheduled for June, Sept, Dec, Mar, and where possible aligned with Staylive meetings.
Minutes	To be issued by the chair within 1 week following meetings.
Reporting	Progress shall be reported quarterly to Staylive members and minutes circulated to relevant business unit in each organisation
Costs	Individual costs and expenses to be met by the members External fees and costs, if required, to be agreed by and equally shared between the Staylive members

<p>Key Stakeholders</p>	<p>Key stakeholders with whom the working group will need to liaise include:</p> <ul style="list-style-type: none"> - Staylive - Other generating companies - Contracting companies
<p>Alignment to Industry Practices</p>	<p>The Industry Process Safety Working Group aligns with and reports to Staylive</p>