Technical Working Group on Seveso Inspections (TWG 2)

Meeting Agenda

22-24 April 2015

Prague, Czech Republic

Preliminary agenda – v1

**Wednesday, 22 April 2015**

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| **Afternoon Session  Chair:** *D. Draeger, Government of Darmstadt, Hessen, Germany* | |
| 12:30 | **Lunch** |
| 14:00 | **Welcome (Czech Ministry of Environment)** |
| 14:15 | **Opening Business** *(Chairman)*   * **Introduction of new members** * **Objectives of the meeting** * **Overview of the agenda** * **Amendments to June 2014 meeting notes (if any)** * **TWG 2 funding and strategy issues for 2015-2016 planning cycle** * **TWG 2 Meeting 2016– Location and time, TBA** |
| 14:30 | **Mutual Joint Visit (MJV) Programme**   * **Future of the MJV Programme – Follow-up on 2014 proposals**   **-Permanent Technical Advisory Group**  **- Volunteer host countries for post-2015 MJVs -MJV Toolkit**  **-Review of Potential MJV Topics (see attached)**   * **Feedback from MJV Workshop on SMS in Multinational Companies – 17-19 September 2014, Arona, Italy** * **Update on publication of MJV reports**   **Any other issues (Technical Advisory Team, Participation and Financing, etc.)** |
| 15:15 | **Update of the EU Guidance on Seveso Inspections**  ***The proposed updated guide will be described before the meeting for review by TWG 2 members. You will be asked to provide your comments in writing before the meeting if possible.*** |
| 15:45 | **Coffee break** |
| 16:15 | **Common Inspection Criteria -**   * **2013 topics – Status of Publications - Inspection of Internal Audits, Permit-to-Work, Process Hazard Analysis** * **2014 topics - Discussion of draft CICs and work-in-progress**   *Each topic leader is asked to prepare points for discussion and send them for distribution at least 2 weeks before the meeting. They will also present them at the meeting. This session is a working session to provide targeted assistance to topic leaders by reviewing the current state of the CIC whether in draft or outline form. Therefore, topic leaders should view this is an opportunity to make progress in shaping the content of the document.*   * **Pressure relief systems** * **Internal emergency planning** * **Maintenance of primary containment systems** * **Feedback on the CIC Development Process** |
| 17:45 | **Break-out Sessions on new Common Inspection Criteria (CIC)**   * **Common Inspection Criteria – Structure, process and expected outcomes** *(JRC-MAHB)* * Safety Performance Monitoring * Management of Change * Emergency Isolation Systems * **Information and instructions on the CIC break-out sessions** *(Chair)* |
| 18:00 | **Adjourn** |

**Thursday, 23 April 2015**

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| **Thursday morning session**  **Chair:** *R. Larsen, Directorate for Civil Protection, Norway* | | |
| 09:00 | **Break-out sessions on common inspection criteria (CIC)**  **The remainder of the afternoon session will be dedicated to discussion in 3 break-out groups on common inspection criteria for the following SMS topics:**  **Topics TBA**  **NOTE 1. TWG 2 Members are asked to give their preference for break-out group by ranking of 1, 2, 3 with 1 as the most preferred when confirming their meeting presence to MAHB. MAHB will subsequently assign TWG 2 members to break-out groups on the basis of this ranking but it is not guaranteed that participants will be assigned to their most preferred topic. TWG 2 members will be informed of their group assignment prior to the meeting so that they may reflect in advance on what might be included in a CIC bulletin.**  **NOTE 2. Each participant should prepare some bullet points for their break-out session topic on important elements that should be covered in the criteria. (It can be a list of items or some key elements. There is no one way to do it.) The CIC break-out session should then start with each participant presenting a brief summary of their bullets.** |
| 10:00 | **Coffee Break** |
| 10:30 | **Common Inspection Criteria – Plenary session**  **Each break-out group will summarise the outcome of its discussions including next steps towards producing a CIC bulletin followed by discussion in the TWG 2 and confirmation of follow-up actions in accordance with the CIC development process outlined by MAHB.** | |
| 12:00 | **Accident case studies (Part 1)**   * **Polish accident case study**   *Video and discussion* |
| 12:30 | **Adjourn for Lunch** | |

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| **Thursday afternoon Session Chair:** *D. Draeger, Government of Darmstadt, Hessen, Germany* | | |
| 14:00 | **Discussion of Ongoing and Emerging Issues**   * **Onshore underground gas storage (***Czech Republic***)** * **Storage and handling of explosives and munitions** *(Czech Republic)* * **Challenges in Enforcing Key Seveso Requirements** *(Belgium)* | |
| 15:30 | **Coffee Break** |
| 16:00 | **Discussion of Ongoing and Emerging Issues (Cont’d)**   * **Challenges in Enforcing Key Seveso Requirements** *(Belgium)*   *Belgium will present this topic as well as summarise results of a survey of the TWG members on this topic. The survey will be distributed in early March 2015 to TWG members with expectations of responses to be delivered in early April.* |
| 16:30 | **Adjourn for the day** |

**Friday, 24 April 2015**

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| **Friday morning session Chair:** *R. Larsen, Directorate for Civil Protection, Norway* | | |
| 09:00 | **Inspection Tools for Human Factors** *(INERIS)*   * **Guide for dealing with Organizational Change Management in complement to the technical treatment of the Management of Change,** * **Guide to assessing the feedback process of the SMS,** * **Guide to assessing the Human and Organizational Factors policy of a Seveso organization** |
| 10:30 | **Coffee break** | |
| 11:00 | **Projects briefings**   * **EU/UNECE Guide on methodologies for hazard rating** *(MAHB)* * **OECD Project – “Ownership Change in the Chemical Industry”** *(Norway)* * **OECD Project on Aging Facilities** *(MAHB)* * **MAHB-Ongoing and Future Projects** *(MAHB)* | |
| 11:45 | **Any other business**   * **Calculating volume of liquefied gas in a full tank – Exchange of Practice** *(Norway)* * **MAHB MINERVA website and Inspections section – update and request for feedback** | |
| 12:20 | **Summary of Meeting Results and Action Items** | |
| 12:30 | **Adjournment of meeting, followed by lunch** | |

**List of Priority Topics Recommended as the Focus of Future MJVs**

**Version 2015**

*In general it is recommended that a Mutual Joint Visit on Seveso II Inspections (MJV) is organised around one of the priority Technical Topics listed below in association with a few important Implementation Topics. It is understood that some Implementation Topics, because of their particular importance or complexity (e.g., emergency planning and response) could be the subject of an MJV by itself. Discussions should always be conducted in the context of the inspections obligations outlined in Article 18 of the Seveso II Directive.*

*This Priority Topics List has been created by the EU Technical Working Group on Seveso II Inspections. It should be viewed as loose guidance, rather than a strict formula, intended to aid MJV hosts in structuring an interesting and productive MJV. New ideas from MJV hosts are generally welcome.*

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| **Technical Topics** | **Implementation Topics** |
| The following substance, substance categories or industrial sectors are each considered to be priority topics currently for Seveso inspectors. In addressing these general areas, an MJV should focus on improving understanding of safety practices, inspections strategies and tools, and other topics as indicated in the right-hand column.   * Chlorine * Ammonia * Hydrogen fluoride * Sulphur dioxide * Petroleum storage depots 1 * Liquefied petroleum gas * Liquefied natural gas * Unstable substances (e.g.,organic peroxides, nitrocellulose) * Intermediate substances * Runaway reactions/batch processing * Distilleries * Warehouses * Refineries8 | The following implementation topics are also considered to be priority areas for exchanging ideas, knowledge and experience among Seveso II inspectors. These topic areas could be addressed in connection with any of the technical areas in the column to the left:   * Accident investigation\* * Co-operation between authorities\* * Domino effects 5 * Emergency planning and response\* * Enforcement strategy\* 2 * Human factors\* 3 * Information management tools * Information to the public * Inspection of lower-tier sites 4 * Inspections strategy and life-cycle\* * Inspector competencies * Lessons learned from accidents * Lessons learned from inspections * Risk assessment verification\* * Risk-based inspections * Safety culture9 * Safety leadership9, 10 * Safety management systems\* 6 * Safety reports 7 * Technical standards * Safety Performance Indicators9 * SMS in multinational companies11   \* These topics might also be considered as the main topic for an MJV |

1 MJV Belgium 2005 2 MJV Netherlands 2007, CCA Seminar 2008 3 MJV Portugal 2008;

4 CCA Seminar, April 2009; 5 MJV Norway 2009 6 MJV Germany 2010’ 7 MJV Finland 2011

8 MJV United Kingdom 2006 9 JRC Workshop, 2010 10 OECD Workshop 2012

11 MJV Arona (Italy) 2014