

**Technical Working Group on Seveso Inspections (TWG 2)**  
**Preliminary Meeting Agenda – v4v (Final)**  
**12-14 June 2024, Graz, Austria**

**Wednesday, 12 June 2024**

12:00	<b>Lunch - Hotel “Das Weitzer (meeting venue)</b>
<b>Afternoon Session</b> <b>Chair: S. Wiers, Ministry of Employment and Social Affairs, The Netherlands</b>	
13:30	<b>1. Welcome (Austrian authority)</b>
13:45	<b>Opening Business (Chairperson)</b> <ul style="list-style-type: none"> <li>▪ <b>Introduction of new members of TWG 2 and Steering Committee, TWG 2 Representatives 2024</b>(Chair)</li> <li>• <b>TWG 2 Terms of Reference</b> (M. Wood)</li> <li>▪ <b>Overview of the agenda</b> (Chair)</li> <li>▪ <b>Amendments to September 2022 meeting notes (if any)</b> (Chair)</li> <li>• <b>Action items from last meeting</b> (M. Wood)</li> <li>• <b>TWG 2 funding and strategy issues for 2023-2024 planning cycle</b> (M. Wood)</li> <li>▪ <b>TWG 2 Meeting 2024, 2025 and 2026– Location and time</b> (Chair)</li> <li>• <b>(Updated) TWG 2 Meeting Tool Kit – Suggestions for improvement</b> (M. Wood/Suggestions from participants)</li> <li>• <b>TWG 2 website updates and improvements</b> (M. Wood/Suggestions from participants)</li> </ul>
14:15	<b>2. Mutual Joint Visit (MJV) Programme</b> <ul style="list-style-type: none"> <li>• <b>MJV Portugal 2023</b> (M. Wood)</li> <li>• <b>MJV Italy 2024</b> (F. Vazzana and M. Wood)</li> <li>• <b>MJV Slovenia 2025</b> (M. Wood)</li> <li>• <b>Technical Advisory Group for 2025 MJV Slovenia</b> (M. Wood)</li> <li>• <b>Future of the MJV Programme – Volunteers to host MJVs 2026 and 2027</b> (Chair) New volunteers?</li> <li>• <b>Review of MJV Priority Topics (see attached)</b> (Chair)</li> <li>• <b>Review of the Mapping Structure of the Seveso Inspection Publication Series</b> (Chair)</li> <li>• <b>Updates to MJV Toolkit – Improvements to tool kit, MJV programme?</b> (M. Wood/Suggestions from participants)</li> <li>• <b>Update on publication of MJV good practice reports</b> (M. Wood) <ul style="list-style-type: none"> <li>• <b>MJV Info to the Public - 2022</b></li> <li>• <b>MJV Lower Tier Sites – 2023</b></li> <li>• <b>Other unpublished reports</b></li> </ul> </li> <li>• <b>Future MJV good practice reports – Any suggestions to improve?</b> (M. Wood)</li> </ul>
15:00	<b>Coffee break</b>
15:30	<b>3. TWG 2 Webinars</b> <ul style="list-style-type: none"> <li>• <b>Webinar 2022: Good Practice Report – The Role of Authorities in Promoting Lessons Learned</b> (M. Wood, JRC)</li> <li>• <b>Update on EU+OECD Hydrogen Fuel Risk Webinar Series</b></li> </ul>

15:45	<b>4. Feedback on the CIC Development Process</b> <ul style="list-style-type: none"> <li>• Development of new CICs (procedure overview)</li> <li>• <b>CIC outline and development tips – Any suggestions to improve?</b> <i>(Includes suggestion to make checklist questions more visible in the .pdf and on html websites)</i> <ul style="list-style-type: none"> <li>• Suggestion to consider Human Factors in each CIC</li> <li>• Make checklist questions more visible</li> </ul> </li> <li>• Finalised CICs – Any suggestions to improve website?</li> </ul>
16:00	<b>5. CICs recently completed and in development</b> <b>The CIC leader will describe the status of the CICs that are currently in development or have recently been finalised</b> <ul style="list-style-type: none"> <li>• <b>Maintenance of primary containment systems</b> (Published) – Request for additional suggestions of questions and tips <i>(M. Wood)</i></li> <li>• <b>Subcontractors</b> (Published)</li> <li>• <b>Avoiding External Ignition Sources</b> (Published)</li> <li>• <b>Maintenance of secondary containment systems</b> <i>(F. Vazzana and M. Wood)</i></li> <li>• <b>Evacuation and sheltering for toxic emissions</b> <i>(M. Wood)</i></li> </ul>
16:10	<b>6. CICs in future</b> <ul style="list-style-type: none"> <li>• <b>List of future topics</b>  <i>Please reflect on topics that would be interesting for your inspectorate and/or where you could make a contribution. We will collect priorities for CIC topics from each of you in a separate email.</i></li> <li>• <b>Discussion of possible topics to begin in 2024 and volunteers to lead them</b></li> <li>• <b>Pre-startup safety review</b> – <i>(F. Vazzana)</i></li> </ul>
16:30	<b>7. CIC Topics in progress</b> <ul style="list-style-type: none"> <li>• <b>Power supply utilities and black-outs</b> <i>(S. Wiers and K. Koutelos)</i></li> <li>• <b>Incident investigation practices</b> <i>(M. Wood)</i></li> </ul>
16:50	<b>8. Country reports 1</b> <ul style="list-style-type: none"> <li>• <b>Enforcement case</b> – <i>(S. Wiers)</i></li> <li>• <b>Lessons learned from incident at explosive disarmament site</b> – <i>(F. Vazzana)</i></li> </ul>
17:45	<b>Adjourn</b>

#### Thursday, 13 June 2024

<b>Thursday morning session</b> <b>Chair:</b> <i>E. Simon, Government of Steiermark, Austria</i>	
09:00	<b>9. New CIC – presentation of proposed outline – Topic 1</b> <b><u>Topic 1.</u> Underground Gas Storage</b> <i>(F. Senzaconi)</i>
09:30	<b>10. Break-out on common inspection criteria (CIC) (Divided in 2 groups)</b> <ul style="list-style-type: none"> <li>• <b>Underground Gas Storage</b></li> </ul>
10:30	<b>Coffee Break</b>
11:00	<b>11. Summary of break-out sessions on Underground Gas Storage</b> <ul style="list-style-type: none"> <li>• <b>Plenary session reports from Group 1 and 2</b></li> </ul>
11:45	<b>12. A Human Factors Framework for Inspectors</b> <ul style="list-style-type: none"> <li>• <b>Outline of proposed framework</b> – <i>(C. Cowley)</i></li> </ul>
12:15	<b>Adjourn for Lunch</b>

<b>Thursday afternoon Session</b> <b>Chair:</b> <i>S. Wiers, Ministry of Employment and Social Affairs, The Netherlands</i>	
13:15	<b>13. Break-out session – 2 Groups</b> <ul style="list-style-type: none"> <li><b>Human Factors Framework for Inspectors</b></li> </ul> <i>Plus 15 minutes to write presentation</i>
14:30	<b>14. Summary of Break-out on Human Factors Framework for Inspectors</b> <ul style="list-style-type: none"> <li><b>Plenary session reports from Group 1 and 2</b></li> </ul>
15:15	<b>Coffee break</b>
15:45	<b>15. New CIC – presentation of proposed outline – Topic 2</b> <u>Topic 2:</u> <b>Warehouse risk management</b> ( <i>K. Koutelos, P. Vansina and F. Vazzana</i> ) <ul style="list-style-type: none"> <li><b>Lessons learned study of incidents in warehouses</b> (<i>K. Koutelos</i>)</li> <li><b>The Belgian inspection tool for warehouses</b> (<i>P. Vansina</i>)</li> </ul>
16:15	<b>16. Break-out on common inspection criteria (CIC) (Divided in 2 groups)</b> <ul style="list-style-type: none"> <li><b>Warehouse risk management</b></li> </ul> <i>Plus 15 minutes to write presentation</i>
17:30	<b>Adjourn for the day</b>

#### Friday, 14 June 2024

<b>Friday morning session</b> <b>Chair:</b> <i>E. Simon, Government of Steiermark, Austria</i>	
09:00	<b>17. Summary of Break-out Sessions on Warehouse risk management</b> <ul style="list-style-type: none"> <li><b>Plenary session reports from Group 1 and 2</b></li> </ul>
09:45	<b>18. Country reports 2</b> <ul style="list-style-type: none"> <li><b>Coordinated inspections of Seveso facilities in the Republic of Croatia–</b> (<i>B. Fuk</i>)</li> <li><b>Process safety management system study</b> (<i>Veikko Kujala by virtual connection</i>)</li> <li><b>Survey of permitting practices</b> (<i>Tanja Heinimaa</i>)</li> </ul>
10:45	<b>Coffee break</b>
11:15	<b>19. Any other business</b> <ul style="list-style-type: none"> <li><b>Summary of Meeting Results and Action Items</b></li> <li><b>Location of next TWG 2 Meeting</b></li> </ul>
11:45	<b>Adjournment of meeting</b>

**Annex 1: List of Priority Topics Recommended as the Focus of Future MJVs**  
**Version 2023 (updated July 2023)**

*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.*

Technical Topics	Implementation Topics
<p>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.</p> <ul style="list-style-type: none"> <li>▪ Chlorine</li> <li>▪ Ammonia</li> <li>▪ Hydrogen fluoride</li> <li>▪ Sulphur dioxide</li> <li>▪ Petroleum storage depots <sup>1</sup></li> <li>▪ Liquefied petroleum gas<sup>12</sup></li> <li>▪ Liquefied natural gas<sup>12</sup></li> <li>▪ Unstable substances (e.g., organic peroxides, nitrocellulose)</li> <li>▪ Intermediate substances</li> <li>▪ Runaway reactions/batch processing</li> <li>▪ Distilleries</li> <li>▪ Warehouses</li> <li>▪ Refineries<sup>8</sup></li> <li>▪ Explosive and pyrotechnic sites<sup>18</sup></li> <li>▪ Hydrogen (new 2023)</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accident investigation</li> <li>▪ Ageing sites<sup>14</sup></li> <li>▪ Co-operation between authorities</li> <li>▪ Risk management during a pandemic<sup>15</sup></li> <li>▪ Domino effects <sup>5</sup></li> <li>▪ Emergency planning and response<sup>20, 24</sup></li> <li>▪ Enforcement strategy* <sup>2</sup></li> <li>▪ Human factors* <sup>3</sup></li> <li>▪ Information management tools</li> <li>▪ Information to the public<sup>16</sup></li> <li>▪ Inspection of lower-tier sites <sup>4, 23</sup></li> <li>▪ Inspections strategy and life-cycle</li> <li>▪ Inspector competencies</li> <li>▪ Lessons learned from accidents<sup>17</sup></li> <li>▪ Lessons learned from inspections</li> <li>▪ Risk assessment verification</li> <li>▪ Risk-based inspections</li> <li>▪ Safety culture<sup>9</sup></li> <li>▪ Safety leadership<sup>9, 10</sup></li> <li>▪ Safety management systems* <sup>6</sup></li> <li>▪ Safety reports <sup>7</sup></li> <li>▪ Technical standards</li> <li>▪ Safety Performance Indicators<sup>9, 13</sup></li> <li>▪ SMS in multinational companies<sup>11</sup></li> <li>▪ Cybersecurity</li> </ul>

<sup>1</sup> MJV Belgium 2005    <sup>2</sup> MJV Netherlands 2007, CCA Seminar 2008    <sup>3</sup> MJV Portugal 2008;

<sup>4</sup> CCA Seminar, April 2009;    <sup>5</sup> MJV Norway 2009    <sup>6</sup> MJV Germany 2010'    <sup>7</sup> MJV Finland 2011

<sup>8</sup> MJV United Kingdom 2006    <sup>9</sup> JRC Workshop, 2010    <sup>10</sup> OECD Workshop 2012    <sup>11</sup> MJV Arona (Italy) 2014    <sup>12</sup> MJV Cyprus 2017

<sup>13</sup> MJV Austria 2018    <sup>14</sup> MJV Malta 2019    <sup>15</sup> Webinar 2021,    <sup>16</sup> MJV Ispra 2022    <sup>17</sup> MJV Sweden 2013    <sup>18</sup> MJV Norway 2016    <sup>20</sup> MJV Ireland 2012    <sup>21</sup> Portugal 2023    <sup>24</sup> Italy 2024

## **Annex 2**

### **List of potential topics for future CICs**

**Updated September 2022**

#### **Suggestions from Belgium**

- CIC Protection of process installations against fire. Scope: Fire proofing and Water spray systems (for cooling), fire detection, firefighting, ...
- CIC Protection of buildings against explosions. Scope: evaluation of occupied buildings for external explosions, siting of temporary buildings (e.g. for subcontractors), mitigating for buildings at risk
- CIC Explosion ventilation. Scope: explosion ventilation in building and rooms with a risk of explosive atmosphere, evaluation of need for explosion relief in rooms, design, inspection and maintenance of explosion panels
- Cyber security
- Inspection of gas storage facilities
- Inspection of risk controls for loading and unloading operations

#### **Safety Management Systems**

- *Organisational structures*
- *Operational control*

#### **Preventive strategies**

- *Alarm systems*
- *Processes involving toxic substances?*