

Roles & Responsibilities

General Overview

- Define Controller & Control Room
- Roles & responsibilities defined
- Consensus for Controllers
- Differences in Controller authority
- Challenges for compliance with NPRM

Definitions - Controller

- from API RP 1168 **Controller** means a qualified individual whose function within a shift is to remotely monitor and/or control the operations of entire or multiple sections of pipeline systems via a SCADA system from a pipeline control room, and who has operational authority and accountability for the daily remote operational functions of pipeline systems as defined by the pipeline operator.
- from proposed revisions to NPRM **Controller** means a qualified individual whose function is to remotely monitor and control the operations of entire or multiple sections of pipeline systems via a SCADA system from a pipeline control room, and who has operational authority and accountability for the daily remote operational functions of pipeline systems as defined by the pipeline operator.

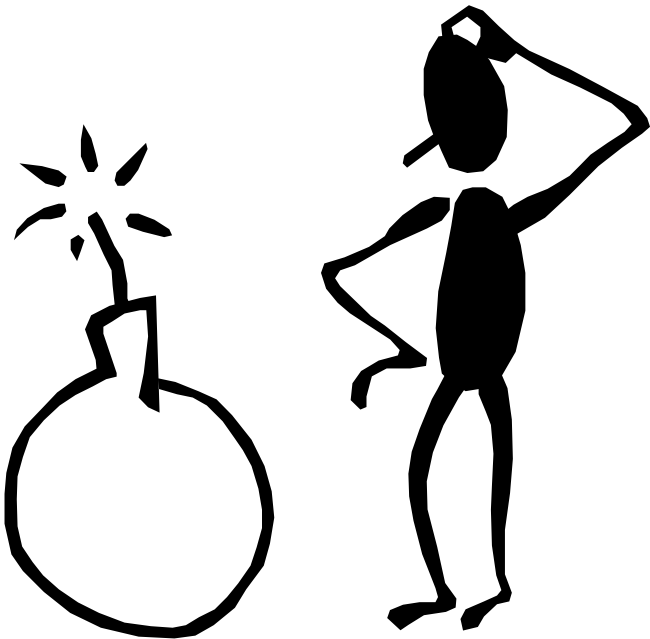
Control Room

- ***Control room*** means an operations center staffed by personnel charged with responsibility for remotely monitoring and controlling entire or multiple sections of pipeline systems.
- Both revised NPRM & API RP 1168 use the same definition.

Review your local operations to identify potential “remote” control centers.

What needs to be done?

Who needs to do it?



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- Policy defining Controller authorities & responsibilities under normal & abnormal operating conditions.
- Normal Conditions – document
 - Ensuring safe and efficient system operations
 - Responding to a changed condition by use of an appropriate action or procedure
 - Notifying other personnel as appropriate
 - Accurate and thorough documentation
 - System, segment or equipment start-up or shut-down
 - Monitoring systems, segment or equipment for deviations to normal operating conditions

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- Normal Conditions – document expectations
 - Fieldwork on pipelines or associated equipment
 - Monitoring system flow rate, pressure, or field/tank delivery
 - Communicating to other personnel
 - Adjustments to CPM settings
 - Adjustments to alarm priorities/thresholds
 - Adjustments to equipment availability (e.g. tag out a unit)

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- Document for Abnormal Conditions
 - Responding to emergency and abnormal alerts/alarms
 - Investigating the abnormal condition
 - Notifying other personnel as appropriate
 - Notifying other potentially impacted pipeline companies
 - Ensuring the system returns to normal operating condition
 - Documenting accurately and thoroughly
 - Continuing operations of the system based on the condition
 - Obtaining authority to restart pipeline systems, segments, or equipment which have been shut down due to the condition

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- Interface with the public
 - Notifying appropriate personnel
 - Notifying appropriate agencies
 - Determining the nature of an emergency call and taking appropriate action
 - Providing information to the calling party
 - Documenting the details of the call and the actions taken

Roles & Responsibilities

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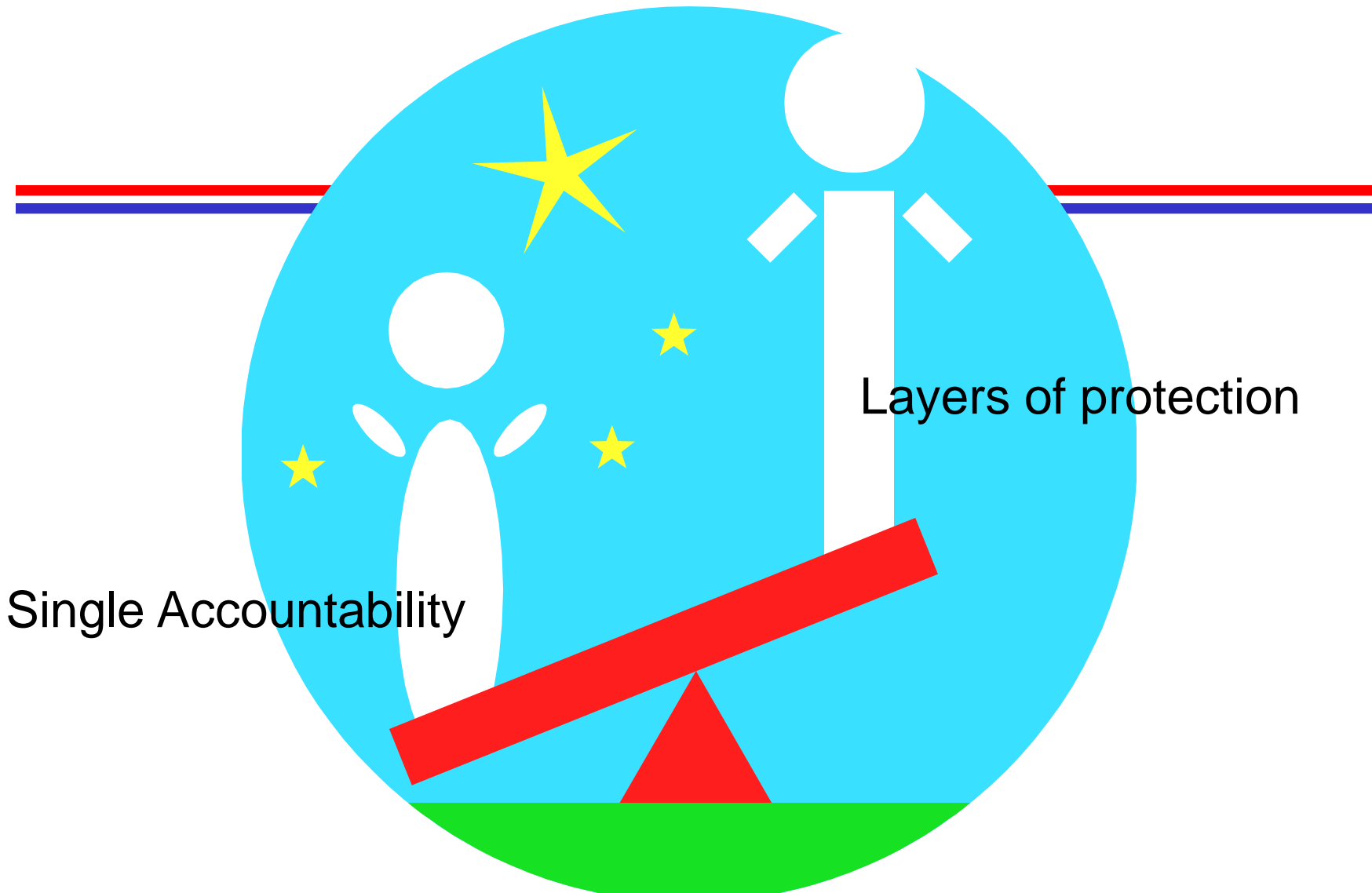
- Control Room Supervisor Expectations
 - Determining necessary actions based on circumstances
 - Determining personnel to be notified of the condition
 - Adjusting CPM settings
 - Adjusting alarm priorities/thresholds
 - Adjusting equipment availability (e.g. tag out a unit)
 - Providing authorization to restart pipeline systems, segments, or equipment

NPRM

- Define Controller Roles & Responsibilities
 - Normal, Abnormal & Emergencies
- Document Controller's authority to make decisions & take actions
- Define expectations for Controller's role in abnormal & emergency conditions
 - Controller detected
 - Not Controller detected
 - Take action
 - Communicate with others

NPRM

- Provide timely notification & coordination with operator of another pipeline in a common corridor when a leak or failure is suspected.
 - Normal, Abnormal & Emergencies
- Controller logon ID control or on-duty sign in



Single Accountability

Layers of protection

Create a Balance

Defining Roles & Responsibilities

– Key Concepts

- Define R & R to be clear when there is single accountability & when there is not
- Make hand off to others well defined & consistent
- Aligned with company delegation of authority
- Balance need for review of critical operations & creating potential for role confusion or inefficiency
- Compatible with information availability
- Aligned with company documentation practices

Potential role & responsibility locations

- Define Roles, responsibilities within
 - Procedures
 - Practices
 - Training programs
 - Job Descriptions
 - Stand alone document
- R & R Hand off
 - Define Hand off
 - When
 - To Whom
 - Information required for effective transfer
 - Define when consultation with others is required

Execute Roles & Responsibilities

- Controller authority for shut down in suspected leak and AOCs?
- Controller authority for restart after
 - Suspected leak investigation
 - Other AOC

Evaluate Effectiveness

- Observe behaviors for confusion, inconsistency
- Solicit feedback through
 - Qualification process
 - Incident Investigations
- Controller roles & responsibilities clear currently?
 - Examples of solely controller responsibilities
 - Examples of shared responsibilities
 - Examples of potentially ambiguous responsibilities

Questions?