

## Pipeline Safety Management Systems Workshop

December 4-5, 2019 | The Worthington Renaissance Fort Worth Hotel | Fort Worth, Texas | [www.api.org](http://www.api.org)

| *Agenda subject to change*

### Wednesday, December 4, 2019

9:00 AM – 10:00 AM

#### Welcome and Plenary Sessions

- Provide purpose and objectives
- Highlight the interactive nature of the workshop
- Providing real examples of applications
- Overview of Pipeline SMS Industry Team activities for 2019
- Review workshop structure, etc.

10:00 AM – 11:45 AM

#### Introductory Tracks

- 2 Tracks to kick-off based on level of implementation/knowledge of RP 1173 and Pipeline SMS

Track 1

#### Overview and Tools for Early on the Journey

- How to get started
- Identifying gaps and planning actions
- Overview of Gap Tool with specifics on how to use it
- Strategies on getting buy-in, awareness, prioritizing
- Introduce Implementation Tool

Track 2

#### Overview and Tools for Practitioners

- Focus on Safety Assurance element and audits/evaluations
- Using the Evaluation Tool
- Establishing metrics, KPIs and measuring performance
- Third-Party Assessment Program

11:45 AM – 1:00 PM

#### Lunch

1:00 PM – 2:45 PM

#### Breakout/Sharing Session

- Need to make sure real implementation examples provided
- Interactions on challengers, solving those challenges, etc.

2:45 PM – 3:00 PM

#### Break

3:00 PM – 3:45 PM

#### End of Day Wrap-up

- Lessons learned and highlights
- What's up for Day 2

4:00 PM

#### Adjourn

5:00 PM – 6:15 PM

#### Reception

## Thursday, December 5, 2019

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|-----------------------|---|
| 8:15 AM – 8:30 AM     | <b>Welcome and Overview of Day 2</b>  |
| 8:30 AM – 11:45 AM    | <b>Continue with Breakout/Sharing Session</b> <ul style="list-style-type: none"><li>• 90 minutes to share, 15-minute breaks between sessions</li><li>• Need to make sure real implementation examples provided</li><li>• Interactions on challenges, solving those challenges, etc.</li></ul> |
| 11:45 AM – 12:00 PM   | <b>Closing Comments</b> <ul style="list-style-type: none"><li>• Highlights and takeaways from Day 1 and Day 2</li><li>• Upcoming events, reminders from Pipeline SMS Team</li></ul>   |
| 12:00 PM AM – 1:00 PM | <b>Lunch</b>  |
| 1:00 PM – 2:30 PM     | <b>Informal Networking Forum</b> <ul style="list-style-type: none"><li>• <b>Optional Opportunity for workshop attendees to have informal peer to peer discussion to understand challenges and share lessons learned from others implementing SMS within the industry.</b></li></ul>           |
| 2:30 PM               | <b>Adjourn</b>  |

Track and Round Table/Sharing Session Details (Example)

Introductory Tracks

Time	Room X	Room Y
	EARLY ON THE JOURNEY	PRACTITIONERS
	MODERATOR/PRESENTERS	MODERATOR/PRESENTERS
10:00 – 11:45 AM	<b>INTRODUCTORY SESSION FOR BEGINNERS</b> <ul style="list-style-type: none"> <li>GETTING STARTED</li> <li>ASSESSING GAPS</li> <li>HOW TO USE THE GAP TOOL</li> <li>PRIORITIZING, TAKING ACTION &amp; GETTING BUY-IN</li> </ul>	<b>ADVANCED SESSION – MEASURING AND EVALUATING PERFORMANCE</b> <ul style="list-style-type: none"> <li>EVALUATION TOOL EXAMPLES</li> <li>SETTING METRICS, KPIs</li> <li>FOCUS ON SAFETY ASSURANCE METHODS</li> </ul>

Breakouts/Sharing Sessions – Day 1

Time	ROOM A	ROOM B	ROOM C
	GROUP 1	GROUP 2	GROUP 3
	MODERATOR A	MODERATOR B	MODERATOR C
12:00 PM – 1:00 PM	<b>LUNCH</b>		
1:00 PM – 2:45 PM	<b>RISK MANAGEMENT &amp; INCIDENT INVESTIGATION</b>	<b>MANAGEMENT REVIEW, CONTINUOUS IMPROVEMENT &amp; STAKEHOLDER ENGAGEMENT</b>	<b>OPERATIONAL CONTROLS A &amp; B</b>

Breakouts/Sharing Sessions – Day 2

Time	ROOM A	ROOM B	ROOM C
	GROUP 1	GROUP 2	GROUP 3
	MODERATOR A	MODERATOR B	MODERATOR C
12:00 PM – 1:00 PM	<b>LUNCH</b>		
8:30 AM – 10:00 AM	<b>OPERATIONAL CONTROLS A &amp; B</b>	<b>RISK MANAGEMENT &amp; INCIDENT INVESTIGATION</b>	<b>MANAGEMENT REVIEW, CONTINUOUS IMPROVEMENT &amp; STAKEHOLDER ENGAGEMENT</b>
10:00 AM – 10:15 AM	<b>BREAK</b>		
10:15 AM – 11:45 AM	<b>MANAGEMENT REVIEW, CONTINUOUS IMPROVEMENT &amp; STAKEHOLDER ENGAGEMENT</b>	<b>OPERATIONAL CONTROLS A &amp; B</b>	<b>RISK MANAGEMENT &amp; INCIDENT INVESTIGATION</b>