



**Marine Fabrication & Engineering
National Interest Group**

MARINE FABRICATION & ENGINEERING NATIONAL INTEREST GROUP

‘TERMS OF REFERENCE’



Marine Fabrication & Engineering
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Terms of Reference (ToR)

1. TITLE

- 1.1 Marine Fabrication & Engineering National Interest Group Meeting (NIG)

2. PURPOSE

- 2.1 To provide a consultative forum that can effectively address Health, Safety and Environmental matters arising within the Marine Fabrication and Engineering industry, review practical solutions and take part in development of new and revised solutions going forward.
 - 2.1.1 To take an overview of health, safety and environmental issues throughout the industry.
 - 2.1.2 To create a mechanism for cross-business discussion of the industry health, safety and environmental policy execution.
 - 2.1.3 Strategically, to keep workplace arrangements relating to health, safety and environment under review.
 - 2.1.4 To consider any new or revised health, safety and environmental legislation and its impact on the industry and its subsidiaries in order to ensure compliance to the required level of duty.
 - 2.1.5 To share and review annual statistics with a view to benchmarking and producing an annual report on general health, safety and environment.
 - 2.1.6 To produce and oversee the implementation of a longer term industry specific health and safety strategy plan on an annual basis.
 - 2.1.7 To represent industry issues and concerns to enforcing bodies such as the Health and Safety Executive (HSE), Environment Agency (EA) and Scottish Environment Protection Agency (SEPA).
 - 2.1.8 To respond collectively to the enforcing authorities concerning changes to the regulatory framework and enforcement strategy.
 - 2.1.9 To foster co-operation with other national and international groups having similar objectives and circumstances.



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2.2 The meetings are to be held in line with the ToR as set out in clauses 3 to 5.

3. MEMBERSHIP

3.1 The meeting is fundamentally to discuss, review and action HSE issues with members of the NIG.

3.2 Attendance at the meeting may include but not limited to Her Majesty's Inspector's from the Health & Safety Executive and senior personnel from each of the companies in the UK Shipyard Alliance along with members from other associated ship/boat yards in the UK.

3.3 Internal or external persons may be invited to attend the meetings at the request of the Chair to provide advice and assistance where necessary, for example: trade specialists with industry knowledge of systems and procedures in a particular field.

4. MEETINGS

4.1 The NIG shall meet at least quarterly to a predetermined schedule or more frequently as may be required from time to time.

4.2 All NIG meetings shall have a written agenda, and be recorded in a consistent minutes format.

4.3 The meeting shall last no longer than four (4) hours unless an extension has been agreed by all members / attendees prior to the start of the meeting.

4.4 Frequency and dates for meetings will be considered at the end of each meeting.

4.5 Members of the NIG are entitled to 30 days' notice of a meeting.

4.6 Members of the NIG are entitled to receive an agenda, copies of minutes of the previous meeting, and any papers to be considered.

4.7 A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.

4.8 Minutes will be distributed no later than five (5) days following the meeting to all attendees and other appropriate personnel.



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5. AGENDA

5.1 The agenda for each meeting shall be as set out below.

- Welcome.
- Apologies for non-attendance.
- Previous Minutes.
- Any significant incidents since previous meeting and actions taken.
- Update from the Health & Safety Executive.
- Legislative Updates.
- Environmental Issues.
- Shared learning / innovations and best practice across the business
- Any Other Business.
- Date of next meeting.
- Close