

Terms of Reference for the Process Safety Management Competence Programme Board

Vision

To lead the establishment of industry training and standards that underpin process safety management skills, knowledge, understanding and culture. Our focus will be UK industries that have process safety risks – those with the potential for catastrophic incidents to people, the environment or property. This includes those covered by the Control of Major Accident Hazards Regulations, 2015 (COMAH).

Role

The Process Safety Management Competence Programme Board (the Board) will identify the industries within scope for its support and activities. It will provide direction and oversight of programmes to raise competence in process safety management in businesses within those industries.

Functions

- Provide ongoing direction for process safety management training standards and training courses based on these;
- Monitor trends in industry take-up of training programmes and identify new opportunities for wider engagement;
- Identify and engage additional resources and expertise to support the Board's vision, both through Board members' respective organisations and from outside;
- Champion the adoption and application of process safety management training standards across UK industries that have process safety or catastrophic incident risks;
- Ensure the Board reflects the wider interests of its member organisations in developing process safety management competence in the UK;
- Liaise with other forums that discuss process safety management and catastrophic incident prevention.

Membership

The Board will be chaired by an industry representative. Secretarial support will be provided by Cogent Skills

Membership will aim to gather diverse experience and will include representatives from:

- UK organisations, associations, advisory groups and forums that represent industries having process safety or catastrophic incident risks;
- Employers;
- Contractor organisations;
- Trades Unions;
- Professional institutions and societies;
- COMAH competent authorities; and
- Cogent Skills.

Frequency of Meetings:

Face to face Board meetings will be held three times a year with a similar number of teleconferences scheduled subject to mutual agreement. Meetings will be held at mutually agreed locations.

Declaration of Interests

All members of the Board shall declare any private interests and possible conflict with Board business.

Powers and Duties

The Board is an advisory body and has no executive authority; individual members of the Board remain answerable to the organisation they represent.

The Board may make recommendations to Cogent Skills on matters of programme delivery strategy, quality assurance of delivery and industry engagement policy.

Minutes of each meeting will be approved by the Chair and circulated to the Board in a timely manner.

Board members agree to champion the vision and activities of the Board in their respective organisations and in appropriate associations, forums and events.