

Minutes from first panel meeting

Attendees	Role
Kate Hagan	Lead Investigator
Claire Porter	FIR Panel Chair
Claire Maclean	SME Engineering
Steve Whysall	SME Engineering
Lee Milledge	SME Fleet
Marian Kelly	HSE Senior Manager
Steve Cordell	SME HSE Fleet
Graham Stanbridge	HSE RMT Rep Trains
Martin Bell	HSE AS LEF Rep Trains
Christopher Green	HSE RMT Rep Fleet

Agenda

1. Introductions
2. Define FIR purpose
3. Review FIR process and timescales
4. Define Terms of Reference
5. Agree on incident statement
6. Begin developing high level timeline
7. Planning stage – what questions do we want answered
8. Agree next steps
9. Close

2. FIR Purpose

The purpose of the FIR is not to establish blame or liability, but to identify the causes of the incident and any measures necessary to prevent a reoccurrence.

3. Review FIR Process and Timescales

Interim report to be produced by 06/12/19. Discussed the scale of the investigation and therefore will likely not reach root cause level by the time the interim report is requested. However, the report will make recommendations on further areas which require exploration. The report will also set timescales for the completion of the full FIR.

4. Define Terms of Reference

All terms accepted with one addition: The investigation should address the root causes in relation to the running of a safe railway, but not the long term engineering solutions to the repairs, which will be subject to a separate assurance process.

Friday, 08 November 2019

5. Incident Statement

Fracture identified on longitudinal beam on 96 tube stock

6. Timeline

Timeline began to be populated – identified that post incident details will come from Gold Control Log and maintenance log (to be obtained). Pre incident details will require information from archives – likely persons with knowledge of design and manufacture history: Graham Neil, Simon Ford, Ian Fisher.

7. Plan

Question list populated and separated into relevant categories for further exploration (see additional attachment).

8. Next Steps

Agreed that the volume of information required will not be achievable in the timescales required for the interim report. It was agreed as a panel that each individual area will address those questions in a prioritised order.

Action	Actionee
Gold control log to be sourced	MK
Any additional comms relating to MICG to be shared	MK
KH to attend SMD	KH
Provide log of which trains were withdrawn, timings etc	LM
Exam sheets and work orders to be provided	LM
RIDDOR report to be shared	MK
Question sheet to be prioritised	MK, SC, KH
Determine list of interviewees	MK, SC, KH
Begin gathering data for questions	CM, CP, SW, LM
Review evidence, populate timeline and begin analysis	KH