



API RP 1175 Pipeline Leak Detection Roles & Responsibilities and Training

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- Roles and Responsibilities
 - Identify key stakeholders
 - Stakeholders Roles
 - Responsible, Accountable, Consulted, Informed (RACI) chart *example*
- Training
 - Roles and Functions
 - Content of Training
 - Importance of Team Training

Identify Key Stakeholders

- Pipeline operators
 - Externally
 - i.e. public, landowners, etc.
 - Internally
 - management, control center, analyst, engineering, IT, SCADA, field, public/landowners

RACI Chart *example*

API-1175								
Stakeholders	Management	Control Center	Analyst	Engineering	IT Group	SCADA Support	Field Operations	Public / Land Owners
	Responsibilities							
Aerial Surveillance	A						R	
Alarm Management & Threshold	A	R, C, I	I	R		R, C, I	I, C	
Culture / Strategy	R, A	I, C	I	C, I	I	I	I	I
Design	A	I, C	I	R		C, I	I	
Emergency Response	A	R, C, I		R		I	R	I
Performance	A	I	C	R, C, I		R, C, I		
Record Keeping & Reporting	A	R, C, I					R	
Restart Authorization	R, A	C, I		I			C, I	
Leak / Rupture	R, A	R, C, I	C	C, I			R, C, I	
Testing	A	C	C, I			R	R	
Training	A	R	I			R	R	

(R) responsible, (A) accountable, (C) consulted, or (I) informed about aspects of the LDP

Training Program

- A pipeline operator's personnel and external stakeholders should receive appropriate initial training, retraining, and refresher training.
- Training should be based on the roles and functions of the individuals.
- Training metrics should be established to ensure training effectiveness.
- A key concept is team training. Employees should be trained to work together effectively as a team in response to a leak detection event.

Training Content

The content of the training should be based on the role that an individual has in the pipeline operator's Leak Detection Program.

Role	General Training Content
Management	Culture, Management, Reporting, Broad Operational and Broad Technical
Control Center	Culture, Management, Reporting, Detailed Operational and Broad Technical
Analyst: Leak Detection Staff	Culture, Management, Broad Operational and Detailed Technical
Engineering: Support Staff	Culture and Detailed Technical
IT Group	Culture and Detailed Technical
SCADA Support	Culture and Detailed Technical
Field Operations: Field and ROW Staff	Culture, Reporting and Area-Specific Technical
Field Operations: Connecting Facilities Staff	Reporting and Area-Specific Technical
Public: External Response	Reporting and Area-Specific Technical
Public: Government Agencies or Regulators	Culture, Reporting, Broad Operational and Broad Technical
Public: Land Owners / ROW Users	Reporting

Team Training

- Training as an integrated team in an exercise which includes all pertinent levels of authority as may be defined in a response procedure is important to test and emphasize the abnormal and emergency roles and functions of all of the personnel involved in the exercise.
- Team training should focus on the functioning of staff as teams, not as a collection of technically competent individuals. The intent is to train, evaluate and improve response as an integrated team in as realistic of an environment as possible.
- The importance of clear and unambiguous communication should be stressed in all training activities and involve all the different team members and their respective roles