

Minutes of Model Engineering Liaison Group at

Holiday Inn Express, Bedford

Commencing 9.30am on the 9th February 2012

1 Apologies

There were no apologies

Present:

Brian Reading	71/4" Gauge Society
Wally Pearson	Southern Federation of Model Engineering Societies
Frank Stephen	Northern Association of Model Engineers
Malcolm Armstrong	Midlands Federation of Model Engineering Societies
Tony Wood	Walker Midgley Insurance Brokers
Martyn Raybould	Footman James Insurance Brokers.
Maureen Stephen	Note taker.

2 Notes of the last meeting

The notes from the previous meeting had been circulated. They were approved by those present.

3. Matters Arising

An offer to help write a Boiler Construction Code had been received from Alan Green of Urmston. It was agreed to adjourn further discussion on this point to any other Business.

4. Terms of Reference.

All the organisations had agreed on the wording of Issue 4 dated 14th September 2010. It was agreed that only 1 copy should be signed by all representatives, this to be held by the Chairman. Copies of the signed document would then be circulated to the organisations via their representative.

It was proposed by Brian Reading, seconded by Frank Stephen and approved by all that Tony Wood be Chairman of the MELG. Tony Wood proposed Brian Reading seconded and all agreed that Maureen Stephen be minute secretary.

5. Gas Tanks and LPG Systems.

Gas tanks. There has been no progress on this topic. A review by HSE has also not taken place.

LPG systems. No further information is available from UKLPG at present.

Wally Pearson has a substantial amount of information on this topic, including a draft document produced by the AALS. Due to the pressure of other items both topics will be left in abeyance and returned to the agenda at a later date.

6 Boiler Test Code Review

Tony Wood was thanked for his preparation of the documentation. This included all comments submitted from 2008 to 31st December 2011. A further document was also produced that would assist with replies to all those who had contributed.

Wally Pearson was also thanked for his work in rewriting the current Blue Book into a form that can be used as a basis for the review, BTC 2012 V3.

The meeting agreed to proceed with a complete review of the document tabled by Wally Pearson. Following agreement on the wording of this review all topics submitted would be appraised and their relevance determined.

When a fully revised document is in a suitable form and agreed by representatives, the MELG would approach the RSA for a further review of the contents.

The meeting agreed that any boiler test document issued would not be retrospective.

The review of the document BTC 2012 V3 then commenced using a text on screen presentation. It emerged that section 7 of the document had been further amended and the latest version was then considered.

The meeting completed an initial review of BTC 2012 V3, but due to time constraints it was not possible to review the Appendices. It was therefore agreed that the document amended so far be designated BTC 2012 V3a. This would be used as the minutes of Item 6 on the Agenda and included notes where further wording, additions and text changes should be incorporated.

It was then agreed that the meeting be adjourned to a date, place and time to be notified.

The meeting adjourned at 16.50hrs

Mr Wood agreed to provide a copy of the amended document BTC2012 V3a and this was done on the 10th February.

The meeting continued at 9.30am on the 8th March 2012.

7. Present: Messrs T Wood, M Armstrong, B Reading, F Stephen, W Pearson and Mrs M Stephen as minute secretary.

8. Apologies were received from Mr M Reybould.

9. During the meeting adjournment Version 3a had been circulated. Following further input by Mr Wally Pearson BTC2012 Version 4 was being considered by the meeting.

During an extended morning session the whole of the document was reviewed and amended as the meeting progressed. After lunch time it was agreed that that BTC2012 Version 4 was then in a suitable form for inclusion of the comments received by the hobby.

10. The statements, comments and questions which had been submitted by individuals were incorporated into a document entitled 'Comments by subject'. Each of the comments received was considered. Where appropriate the text of BTC2012 Version 4 was amended. Some topics required further information to be obtained and these items were noted in the comments document.

By 6.00 pm comments up to number 190 had been considered. Due to the late hour the meeting then appraised the remaining comments to ascertain whether any significant items remained that required further research.

Members agreed to a suggested timescale to resolve the outstanding matters, using e-mail as the communication method.

It was hoped that the 'Comments by subject' document could be completed by the end of March.

A revision of the boiler paperwork and documentation was felt necessary although some of the certificates existed in draft form. Mr Tony Wood offered to collate information on certification. It may be possible to have the summary of certification available by the end of April.

The question of printing, costs and the numbers required was briefly touched on and each organisation would assess their requirements.

It was anticipated that the HSE foreword in the document could be used again subject to approval by HSE.

11. The question of Small Boilers, Flash Steam, Steam Cars and passenger carrying boats were to be referred to Bob Garnett of RSA as to whether they should be included in the model scheme.

Members agreed progress had been made and Version 5 of the BTC was almost complete with appendix A to be worked on via email between the members.

The meeting closed at 18.40 hrs.

The meeting continued at 9.20am on 3rd April 2012

12. Present: Mr Tony Wood, Mr Brian Reading, Mr Wally Person, Mr Malcolm Armstrong, Mr F Stephen. Mrs M Stephen attended as Minute Secretary.

13. Apologies were received from Mr M Raybould, Footman James.

14. Following the March meeting draft Version 5 of the BTC 2012 was circulated. This version was scrutinised and amendments made where necessary. The question of small boilers for steam boats was discussed and it was agreed to leave this item and check with RSA as to whether they should be included in the revised Test Code.

It was decided to include the definitions of Shell Test, Initial Test, and Repeat Test. These definitions could be added to Section 3.

Further discussion on topics and the inclusion of amendments enabled draft Version 6 of the BTC 2012 to be agreed.

15. The remaining topics raised by the hobby were considered. Responses were made to those topics and this concluded the consideration of the 250 items that had been presented to the MELG by December 31st 2011.

16. Updated paperwork, an examination certificate and a written scheme of examination, for use with the revised BTC 2012 was presented and discussed. Amendments were made as appropriate to the paperwork and draft Version 6. Should the Written Scheme of Examination be implemented it was demonstrated that the complete test code could be produced in A4 format. This document would be part of each boiler's record should the scheme be implemented.

17. It was agreed to look at the costing's involved in the production of Small Boiler Certificates with a capacity below 3 Bar Litres.

18. It was suggested that a list of scenarios or frequently asked questions could be incorporated into the publication of a revised test code. Members of the M.E.L.G. were asked to forward examples to the Chairman, preferably with explanatory notes and reference to the relevant section of the Test Code.

19. The next meeting would be at the RSA offices in Manchester, possibly in May. The Chairman would contact Mr Garnett and confirm the date of the meeting.

20. Arrangements for paying for the meeting room were made and the meeting closed at 17.15 hrs.

MODEL ENGINEERING LIAISON GROUP

BACKGROUND

In the 1990s The Miniature Railway Liaison Group (MRLG) was set up in conjunction with, and hosted by, the Health and Safety Executive (HSE) and consisted of representatives from all model engineering associations/federations, certain model engineering societies, the model engineering press, the model engineering trade, commercial miniature railway operators, insurance representatives and the Office of the Rail Regulator. Amongst other work undertaken by the Group HSG216 was drafted and published and the agreement reached that the separate boiler test codes of the 7.1/4" Gauge Society, the Northern Association of Model Engineers and the Southern Federation of Model Engineering Societies be merged in to one universal test code. A subcommittee, the Boiler Test Group (BTG), was set up to undertake this task.

The Health and Safety Executive considered that the raison d'être of the Miniature Railway Liaison Group had reached an end and the Boiler Test Group was left to continue its work on the boiler test code. The various Organisations involved with Model Engineering activities have decided that the current Boiler Test Group should, in future, be regarded as a Group set up by the Organisations and that it should have wider terms of reference so that it can act as a route for any further consultation required on any matters concerned with the hobby. The group is to be known as the Model Engineering Liaison Group (MELG).

In the interests of efficient management the core membership will be kept as small as possible. However, in the event that there is a specific item on the Agenda that requires specialist knowledge, any of the Organisations represented can request additional representative attendance for that meeting, or part of that meeting when such an item is to be discussed.

The Terms of Reference for the Model Engineering Liaison group are as indicated herewith.

TERMS OF REFERENCE

1. The Group shall be known as the Model Engineering Liaison Group (MELG)
2. The membership of the Group will normally consist of one formally appointed representative from each of the following Organisations: -

The 7¼ inch Gauge Society

The Midland Federation of Model Engineers

The Southern Federation of Model Engineering Societies

The Northern Association of Model Engineers

The Insurance Brokers of the relevant Organisations shall also be invited to attend.

3. In the event that the formally appointed representative is unable to attend a meeting the relevant Organisation can appoint a deputy to attend.

4. The Group can co-opt other persons, who have specialist knowledge on a particular subject, to serve for a specific period.

5. Other Organisations can apply to join the Group but any permanent change in the membership shall require the approval of the Organisations listed above.

6. The Chairman of the Group shall be appointed annually from one of the representatives of the Organisations or be an independent person at the discretion of the members of the MELG.

7. Meetings shall be called as and when specific needs arise but there shall be a minimum of one meeting per year.

8. The Group shall make arrangements for a Minutes Secretary to attend all meetings.

9. The Minutes Secretary shall produce minutes of the meeting for circulation to the members of the Group for approval by them. The minutes may then be circulated to the member Organisations.

10. The Chairman of the Group shall ensure that a formal Agenda is circulated to all members of the Group two weeks before the date of the next meeting.

11. Members of the Group wishing to include items on the Agenda for discussion shall notify the Chairman before the Agenda is published.

12. In the event that an Organisation feels that there is a specific item requiring specialist knowledge then they shall have the right to request an expert representative be invited to attend that part of the meeting. Rejection of such a request shall be justified.

13. If a vote on an issue is necessary the appointed representative from each Organisation shall have one vote. The Chairman, if entitled to vote, will not have a casting or second vote. Other persons at the meeting may not vote.

14. Any decision made by the Group for mandatory issues shall be the unanimous decision of the appointed representatives from each Organisation prior to ratification by each organisation.

15. For discretionary issues the Group can agree to individual action by the Organisations.

16. Whilst the Organisations retain their autonomy they agree that an approach to, or conversations with, the Health & Safety Executive or any other government or enforcement body which may have implications for the modelling or model engineering hobby as a whole should be with the full agreement of the Group




17. The venue for the meetings shall be agreed by the members of the MELG.

18. The cost of hire of the venue and any postage incurred shall be shared by the Organisations.

19. The costs of travel and any other costs involved to enable the representative and, where necessary any co-opted person, to attend a meeting shall be met by the relevant organisation.

20. Any proposed changes to the Terms of Reference for the MELG shall be submitted to the Group for discussion and formally agreed by the Organisations.

Signed and Agreed on behalf of their respective Organisations on 9th February 2012

Brian Reading 7¼" Gauge Society	
Malcolm Armstrong Midland Federation of Model Engineers	
Frank Stephen Northern Association of Model Engineers	
Wally Pearson Southern Federation of Model Engineering Societies	