

## MD/IRC Terms of Reference

1. IRC attendance to be restricted to the;
  - a. Directorate Leadership Team
  - b. Incident investigation Team Leader
  - c. CEO and Operations Manager of the contractor
  - d. MSE3 team member and
  - e. MSE rep and relevant Technical Authorities.
2. IRC to be held within the deadlines as set in GU612. Any investigation that exceeds this deadline shall result in a non compliance report being issued to the director by the Incident investigation Team Leader explaining the justification for non compliance and likely date expected.
3. The IRC meeting to be organized through the Outlook calendar.
4. IRC pre-read material to be issued 3 working days in advance prior the meeting to all attendees.
5. IRC meetings shall be restricted to:
  - a. Chairman opening, introduction, rules and secretary appointed.
  - b. High level summary on the incident.
  - c. Review of the immediate causes, underlying causes and latent management system failures.
  - d. Review of remedial actions and learnings
  - e. Review of the senior management commitment to change.
  - f. Check on whether this is a repeat incident and what was not learnt previously. Check the scope and reference
6. IRCs to last no longer than 20-30 minutes – hard stop.

### Note:

IRC ToR excludes detail discussion on listed key investigation findings, supplementary findings and training details during the IRC. It determines key areas of focus to be discussed within 20-30 minutes time frame.

The chairman will set meeting ground rules such as; one meeting at a time, all comments shall be left till open discussion is allowed/or immediately after the summary brief depending on the Chairman.

Directorate HSE TL assigned IRC minutes taker, and it's his responsibility to disseminate the minute within two working days, and to ensure the final report updated to reflect IRC comments and incorporated with in the final IRC report and to ensures all actions are logged into PIM

HSE TL ensures required presentation is updated to the expected level and sufficient prior forwarding to MSE3 team as final version for final quality check prior to IRCs/MDIRC as pre read material