

Continuing Professional Development

CPD evidence submission form

Please read the accompanying [guidance notes](#) before completing this form. You may find it helpful to read the [examples](#) before you complete the submission form

IChemE will endeavour to respect the confidentiality of the information provided and your submission will be disclosed only to those IChemE Members dealing directly with the review.

Registrants are requested not to include or attach any company sensitive information within their submission.

Please note – There is hidden spell check functionality available on this form, please ensure you have macros enabled and to activate the spell check populate the date field in Section 3 to spell check the whole document.

Family Name	Parker
Given Name	Simon
IChemE Membership No:	278362
Email Address:	simon-j-parker@email.com
Registration CPD Evidence is provided for	<input checked="" type="checkbox"/> MIChemE / FIChemE / CEng <input type="checkbox"/> CEnv

Section 1 – Status

Do you consider yourself to be professionally active* at this time?

YES – Proceed to Section 2.

NO – I am not professionally active and therefore exempt from the CPD requirements.

Please provide explanatory information of your status in the box below* and proceed to Section 3.

* See guidance notes for more details

Section 2 – CPD evidence

Please complete the table below, detailing the filenames and description of any accompanying documents that you will refer to in your submission. You are requested to include an up to date CV.

Filename	Description
CV-simon-parker-2015.pdf	Current CV
2015-simonparker-PDP.pdf	2015 personal development plan printout.

Please complete the following parts of the form as outlined in the guidance notes.

If the information is already contained within one of your attachments, there is no need to repeat or copy it into the boxes below, but you should explain where the information will be found. This should be done by clearly stating the filename and location within the attachment where the information is to be found (e.g. page number or section number).

The combination of your responses below is designed to show that you are meeting the IChemE's CPD requirements. Please refer to the [guidance notes](#) for more details.

If using acronyms please use the full name when first mentioned and the acronym you are going to use in brackets.

Part A – Planning your CPD (Requirement 1)

Please provide an outline of your CPD process, explaining how and when you review previous CPD activities, identify future needs and set your CPD objectives for the forthcoming cycle/period.

It is suggested that your summary is no longer than 300 words.

I have an annual CPD cycle tied to my company's performance management process. In January I sit with my manager and set out and agree my CPD objectives for the year ahead, based up on the work that is planned for me to be carried out, and taking into account my longer term career objectives. This is recorded formally in my 'annual plan', which is signed by us both. I have a check in session with my manager every 3 months, during which time we discuss my CPD plans. The primary review of completion of the CPD activities is undertaken at the end of the year as part of the annual appraisal and the outcome of this discussion is recorded. Towards the end of September, I will usually have a career development conversation with my manager, where we will discuss my 3-5 and 5+ year aspirations, at which point we discuss what CPD will be needed to support them, and what is the right method for achieving them. If needed these conversations also include company subject matter experts. The outcome of these conversations is recorded in an online 'personal development plan'. I have attached a printout of the most recent one (2015-simonparker-PDP.pdf).

Part B – Previous CPD plan (Requirement 2)

Please give start and end date of your **last completed** CPD cycle.

Jan – Dec 2015

For this last completed CPD cycle, please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How you would know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

(1) LNG technology. This is an area within the company which I have no specific knowledge of, and as it is a growing part of the business, I have set myself the objective of reaching a 'basic awareness' level knowledge. I have agreed with my manager that I will work through the 2 company 'e-learning' modules on the topic, and review the three main company technical standards. Success will be partly measured by the tests on the e-learning modules.

(2) As part of my current role, I am carrying out reviews of relief systems on various facilities and in doing so will continue to come across new situations and problems, which will increase my overall knowledge of this topic. This 'on the job' learning has no specific measures of success.

(3) There is a company requirement for everyone to undertake at least one process safety related training activity each year, and this year I have elected to attend an internal company masterclass on consequence modelling (fires and gas dispersion and explosions). Success is measured by attendance and the delivery of a technical presentation, which is required by all participants as part of the masterclass.

(4) As part of my development as a HAZOP facilitator, I will be seeking to undertake 2 short (<1 week) reviews to maintain/develop my skills, and to seek feedback from the participants afterwards to further learn from the work.

(5) I have signed up to undertake training to be an interviewer for IChemE to carry out PRI interviews as part of membership applications. The course is due to be held in August 2015 and I plan to complete that and take part in at least 2 interviews before the end of the year. This will, alongside supporting IChemE, enable me to understand better what the interviewers are looking for which will help me mentor younger engineers towards Chartership.

Part C – Reviewing and reflecting on previous CPD undertaken (Requirements 3 & 4)

For each objective provided in your previous CPD plan above, please summarise below the review and reflection you carried out for each objective including information such as:

- What you learnt from the development activities you completed?
- Did you meet the development objectives and any specific measures of success that had been set?
- What benefits you and your organisation gained from the development activities?

It is suggested that you use no more than 500 words.

(1) I completed both of the e-learning modules, and passed the online tests. Together with reading the company technical standards, I now understand the unit operations and key technologies involved in LNG processing. Having spoken to our company expert, I also obtained P&ID for one of our plants in the far east and was able to review these as I read the design standards. I now consider myself to be at 'basic awareness' level knowledge, and am now able to have more informed conversations with other engineers on this topic, and may be able to carry out basic engineering work related to LNG if needed.

(2) As part of the relief systems work I have been performing, I have encountered situations where current company guidance is either inadequate or not yet in existence such as overpressure failure

rule sets for pipelines. In having conversations with company experts in pipelines, I have developed guidance that has been shared company wide, and is currently awaiting incorporation into our technical standards. I have met the objectives I set myself and have helped improve the company's technical guidance.

(3) I attended the process safety masterclass and delivered a presentation on the using PSV calculation methods to determine release rates for atmospherically vented PSVs. As part of the sessions I gained new knowledge of a number of topics, such as subsea dispersion and gas plume modelling.

(4) As part of my HAZOP development I carried out one short HAZOP (3 days) for the installation and retrieval of a pipeline plug in order to carry out work on the pig launcher using the plug as the hydrocarbon barrier. The HAZOP was successfully completed, and I gained feedback from the participants, in how I dealt with some of the participants who were not contributing, to help me improve my performance.

(5) I completed the training for interviewers, in August and have completed three interviews as a second interviewer so far. I plan to carry out the next interview as lead interviewer.

What information did you take from the review and reflection of your previous CPD activities described above, to carry forward into your next CPD plan?

It is recommended that you use no more than 200 words.

From my initial developmental learning in LNG, I have developed an understanding of where there is overlap with other work I am currently doing on relief systems (currently focussed on offshore platforms) and intend in 2016 to spend time to understand PSV sizing for LNG facilities and if there are any specific issues that are unique to that type of facility.

For my IChemE interviewing, I intend to lead my next interview, with an experienced interviewer as the second interviewer and will take time after the interview to get feedback on my performance.

Part D – Current CPD plan (Requirement 2)

Please give start and end date of your **current** CPD cycle.

Jan – Dec 2016

For the current CPD cycle please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How would you know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

(1) Continued HAZOP facilitator development - seeking to undertake short (<1 week) reviews to maintain/develop my skills, and to build upon the feedback I had in 2015.

(2) Initial development as a LOPA facilitator. Building upon my HAZOP work, I plan to undertake the company's 3-day course in LOPA studies, and attend 1 or 2 LOPA reviews as the first steps in becoming a competent LOPA facilitator. I will also be seeing to have a detailed development plan session with company's LOPA subject matter expert during 3Q to develop a detailed training and development plan for 2017. The 3-day course will count as my process safety training activity for 2016.

(3) Lead my first IChemE interview and take part in 2 more interviews in 2016 to gain more experience.

Part E – Supporting others (Requirement 5)

What have you done in the last 12 months that has supported the learning and development of others?

It is recommended that you use no more than 200 words.

Over the last 12 months I have;

- 1 – led a number of process safety related discussions as part of team meetings with 3rd party contractors, using historic incidents to introduce new concepts and improve awareness
- 2 – held mentoring conversations with my current mentee, to help guide and support them in their early career, specifically, identifying gaps in the experience vs the IChemE requirements for Chartership and coming up with potential ways to close the gaps with technical work and a short secondment to another team.
- 3 – took part in an incident investigation for a gas release and as part of the investigation, shared knowledge on gas dispersion modelling to the other members of the team, who were from other technical backgrounds.

Part F – CPD activity types used

For the objectives you described in Parts B, and work described in Part E above, please fill in the table below to show the mix of activity types that were used.

CPD objective/work	Work based learning	Professional activity	Formal / educational	Self-directed learning	Other
LNG knowledge development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Relief systems work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Safety masterclass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAZOP skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IChemE Interviewing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Investigation – knowledge sharing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 3 – Declaration

I hereby agree that this CPD report represents a true account of my continuing professional development process and the information contained in this form is correct.

Please tick the box below, and enter your name and date to indicate your agreement to this declaration.

I agree to the declaration <input checked="" type="checkbox"/>	
Print Name:	Simon Parker
Date*:	2nd April 2016

* The date field above has a hidden spell check functionality embedded via a macro, to use this please ensure you have macros enabled and to activate the spell check enter a date above and press the tab button.

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Contact details for IChemE global office locations can be found at www.icheme.org/contactus

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