

Human Factors Focus Group

Terms of Reference

May 2026

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SIGTTO Human Factors Terms of Reference

1. Purpose and role

The Human Factors Focus Group (HFFG) is a specialist advisory group of subject matter experts supporting SIGTTO's purpose to promote safe and environmentally responsible liquefied gas shipping and terminal operations.

The HFFG's role is to strengthen human factors input across SIGTTO's technical work programme by:

- advising the Secretariat on human factors issues relevant to liquefied gas shipping and terminal operations,
- providing targeted review and input to support the GPC work programme, working groups, and publications,
- helping identify human factors related safety gaps and practical mitigations, including learning from incidents and operating experience,
- supporting, where relevant, the EAG by providing human element input on environmental topics that intersect with operational practice and safety.

This Terms of Reference document supplements SIGTTO's Bye-laws and governance framework. It does not replace or override them.

2. Scope and boundaries

2.1 Scope

The HFFG considers human performance and organisational factors affecting safety and environmental performance in liquefied gas shipping and terminal operations, including (non-exhaustive):

- human factors in safety-critical operations and procedures,
- competence, training effectiveness, and usability of guidance,
- human factors contributors in incidents and lessons learned,
- human element considerations in new technologies and regulatory developments within SIGTTO's remit.

2.2 Boundaries

The HFFG:

- provides advice and recommendations and does not approve SIGTTO publications or positions,
- does not engage in advocacy or lobbying,
- does not discuss competition-sensitive or commercial matters (pricing, commercial strategy, supplier selection, market allocation, employee compensation),
- does not distribute HFFG documents or discussions beyond the group unless explicitly authorised.

3. Organisation and support

The HFFG is convened and moderated by the SIGTTO Secretariat.

A member of the Secretariat acts as Secretary and is the SIGTTO focal point for the group, responsible for agendas, papers, minutes, and coordinating any routing of recommendations through the Board, GPC, EAG or working groups.

4. Membership

The HFFG comprises a maximum of 10 subject matter experts actively working in relevant fields.

Membership aims to maintain a balanced spread of expertise (for example, human factors specialists, training/competence expertise, and ship/terminal operational perspective).

Non-members may be invited on a case-by-case basis where specialist expertise is required, subject to approval by the Secretary.

5. Meetings and outputs

5.1 Meetings

- The HFFG will typically meet virtually, with frequency proposed by the Secretary in agreement with members. Physical meetings may be held if deemed necessary.
- Meetings follow a set agenda circulated in advance. All meetings comply with SIGTTO anti-trust and anti-competition guidance.

5.2 Outputs

- The HFFG does not normally produce standalone deliverables.
- Advice, observations, and recommended actions are captured in the meeting minutes and or in written inputs routed via the Secretariat to the relevant SIGTTO body (for example GPC, EAG, or a working group).

6. Expectations and conduct

Members are expected to:

- prepare for meetings by reviewing the relevant papers in advance,
- provide practical, constructive input that improves the human element quality of SIGTTO work,
- respond to intersessional requests where feasible,
- uphold confidentiality, neutrality, professionalism, and competition-law compliance,
- declare conflicts of interest where relevant and manage them appropriately.

7. Minutes, confidentiality, and document control

Minutes are recorded by the Secretary and submitted to members for review by correspondence (normally within two weeks). Minutes record themes and recommendations without attributing views to individuals or companies.

Documents are confidential to the HFFG and should not be distributed beyond its membership unless explicitly authorised.

8. Approval and revision control

These Terms of Reference are approved by the General Manager. They should not be changed without the permission of the General Manager.