



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

Procedure for: Deviations

C2	11.10.2004	Issued for use	G.Stacey	G.Hunt			
Rev	Date	Reason for Issue	Prepared by	Checked by	Approved by TA	Endorsed by	
Notes: Reformatted and Front sheet added.							
			HSE - SAFETY				
			Azerbaijan BU Document Reference				
			Asset Code	Dept Code	Document Type	Sequence No	Revision Code
			UNIF	HSE	PRO	101	C2

The controlled version of this document can be found at: <http://baku.bpweb.bp.com/dep/hse/safe/>

Next Revision Date: 30/10/2005

Print Date: 24/07/2010

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1 Introduction

The Reasons for Change

Operations within BP Azerbaijan / Georgia are supported and controlled by:

- law and statutory regulations
- BP Group and subsidiary policy
- BP Azerbaijan / Georgia procedures
- Business Unit management system and other manuals, procedures, standing instructions, local rules, etc.

However, occasions may occur where the best solution to an operational need involves deviating from one or more of the above requirements due to specific circumstances at the time.

Scope

This dispensation process should be used whenever it is deemed necessary to deviate from current practice, standards, regulations and procedures on a specific work site.

This procedure defines:

- the process for authorising a deviation from a company practice, standard or procedure or national regulation
- who needs to authorise deviations
- the conditions which must be met before authorisation is given
- the vehicle for documenting the process.

Note: Only the relevant national authorities can approve deviations from national statutes, regulations and other national authority requirements. Before any deviation from national legislation can be carried out, written approval from the relevant national authority must be received and in the Site Manager's possession.

Prolonged or Frequent Deviations

If it proves necessary to deviate from a practice, standard, regulation or procedure for a prolonged period of time, or if the same deviation is requested on a frequent basis, the person handling the request is responsible for implementing measures to either:

- change the practice, standard, or procedure in order to bring it into line with what needs to be done

or...

- change the method of work to bring it into line with the practice, standard, regulation or procedure.

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2 Roles and Responsibilities

Site Manager

The Site Manager has responsibility for authorising a deviation from:

- BP Standards
- practices and procedures
- national regulation (provided that written approval for the deviation has been received from the relevant national authorities).

Area Authority

The Area Authority is responsible for:

- informing the Site Manager at the earliest opportunity of the need to apply for deviation from standards, practices and procedures or a national regulation
- identifying and specifying the standards, practices and procedures or national regulation(s) from which deviation is sought, along with the reason
- seeking specialist technical advice where required to carry out the associated risk assessment
- carrying out the risk assessment and identifying mitigating measures
- obtaining endorsement from the appropriate technical authority
- distributing the original, and copies of, the completed request with approvals.
- ensuring that all mitigating measures are in place.

3 Deviation Approval Process

Application for Deviation Approval

Applications for site specific dispensation are submitted to the Site Manager at the place of operation using pro forma illustrated in *Figure 1*.

For such applications, the attached form should be used to document the:

- regulation, procedure, practice recommendation, etc., from which a deviation is required
- required duration of the dispensation
- requested deviation
- justification for the deviation
- risk assessments carried out
- mitigating measures to be implemented
- signatures of those in charge of processing the request.

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1. Procedure, Standard, Regulation:		2. Duration	
		From: Date/time	To: Date/time
3. Site/Department:			
4. Requested deviation:			
5. Justification:			
6. Risk assessment			
6. Mitigation actions:			
7. Comments by Technical Authority			
		Tech Auth. Sign./date:	
Deviation proposed by, Sign./Date:		Deviation approved by Site Manager, Sign./Date:	

Figure 1 Authorisation for Local Deviation (Pro-forma)

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Requirements for Approval

The Site Manager at the place of operation has the authority to approve deviations from BP standards, practices and procedures.

In order to authorise dispensation for a deviation, the Site Manager is responsible for ensuring that:

- a risk assessment has been properly carried out in accordance with *UNIF-HSE-PRO-105 Task Risk Assessment*
- appropriate technical endorsement has been obtained
- mitigating measures have been identified and appropriate actions implemented
- interim procedures have been produced and distributed to all relevant personnel
- written dispensation has been received from the relevant national authorities (if the deviation involves a national regulation).

4 Work Control (Permit to Work Requirements)

All work requiring an authorised deviation from BP standards, practices and procedures or a national regulation shall be carried out under a permit to work. This provides the vehicle for the Site Manager to ensure that all agreed precautions are in place before the work proceeds.

Note: The form illustrated in *Figure 1* is to be used for recording the deviation authorisation. This form must be attached to the permit and must be brought to the attention of the Performing Authority before he signs the permit.