



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

**Procedure for:
Authorisation**

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1 INTRODUCTION

Key functions are defined within the AZBU Safe Systems of Work that must be fulfilled in order to ensure that the controls are in place to provide the safe execution of specific activities. Examples of such functions include:

- Area Authority (Permit to Work System)
- Radiological Protection Supervisor (Radioactive Source Management)
- Authorised Gas Tester Level 1 (Confined Space Entry).

Note: Authorised functions are only assigned to personnel who have completed the necessary training and have been properly authorised.

1.1 DOCUMENT PURPOSE

The purpose of this document is to define the:

- Key functions and responsibilities involved in the Safe Systems of Work procedures
- Training and competency required for personnel fulfilling those functions
- Authorisation process for each defined function.

1.2 SCOPE

This procedure applies to:

- All BP Azerbaijan / Georgia premises where hydrocarbons are processed or handled
- Any BP Azerbaijan / Georgia or contractor premises where work is carried out under the BP Azerbaijan / Georgia Permit to Work system.

2 FUNCTIONS AND RESPONSIBILITIES

2.1 SITE MANAGER/SITE CONTROLLER/OFFSHORE INSTALLATION MANAGERS

The Site Manager/ Site Controller/ Offshore Installation Manager is responsible for the safety of all personnel at the site and for the safe execution of all work carried out at the site. With specific regard to this procedure this responsibility covers:

- Ensuring that the personnel are competent to carry out any task for which they are authorised
- Communicating the individual responsibilities to those personnel appointed under this procedure.

In addition, the Site Manager/ Site Controller/ Offshore Installation Manager has overall responsibility for the implementation of the Permit to Work procedure and its supporting procedures at the site or offshore installation. This includes the responsibility for:

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- Ensuring that the Permit to Work system is subject to active assurance.
- Acting upon all recommendations of the assurance process and proposing system improvements.

2.2 AREA AUTHORITY

Personnel fulfilling the function of Area Authority are responsible, within the limits of their designated area, for the:

- Safety of personnel and the safe execution of all activities
- Operation of the Permit to Work system and supporting procedures.

In addition, as an Affected Area Authorities (an Area Authority whose area of responsibility will be affected by work being undertaken principally in another area and under the control of another Area Authority) they are required to be aware of, and be in agreement with, all work activities taking place that have a potential impact on their particular area of responsibility and control.

The Responsible Electrical Person will act as affected Area Authority for any electrical work carried out on the site.

2.3 PERFORMING AUTHORITY

The Performing Authority is the person who requires the work to be done or who will perform the work. Performing Authorities shall act as the senior person in charge of work controlled by a Permit to Work and are responsible for safety at the work site.

2.4 AUTHORISED GAS TESTER LEVEL 2

An Authorised Gas Tester Level 2 is authorised to test for the presence of flammable gas or vapour.

2.5 AUTHORISED GAS TESTER LEVEL 1

An Authorised Gas Tester Level 1 is authorised to test for the presence of flammable gas or vapour, toxic gas and oxygen. In particular the Authorised Gas Tester will document and record gas test results as defined in *UNIF-HSE-PRO-108 - Confined Space Entry*.

2.6 AUTHORISED LEAK TESTER

An Authorised Leak Tester is authorised to test for the presence of leaks. In particular the Authorised Leak Tester will perform document and record leak test results as defined in *UNIF-HSE-PRO-241 – Leak Testing*

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2.7 ISOLATING AUTHORITY

2.7.1 Process Isolators

Process isolators are responsible for the identification, specification, application, removal and recording of Process Isolations (Process / Mechanical Isolations).

2.7.2 Electrical Isolators

Electrical Isolators are responsible for the specification, application, removal and recording of Electrical Isolations (Control/ Electrical/ Telecom Isolations).

2.7.2.1 Senior Authorized Electrical Personnel (SAEP)

Electrical personnel who have been formally assessed by the site Electrical Technical Authority (or delegate), and authorized by the OIM / Site Manager / Site Controller, to switch, isolate and test electrical equipment with voltage levels up to and greater than one thousand volts (1000v), can act as an isolating authority under the Safe Systems of Work for electrical systems with voltage levels up to and greater than 1000V. As described in *UNIF-HSE-PRO-106 Procedure for: Energy Isolation - Electrical*

Note: Where switching or isolation interfaces with an external organization the authorization may also include an assessment by the external organization or the State Energy Control

2.7.2.2 Authorized Electrical Personnel (AEP)

Electrical personnel who have been formally assessed by the site REP, and authorized by the OIM / Site Manager / Site Controller, to switch, isolate and test electrical equipment with voltage levels less than one thousand volts (1000V) an act as an isolating authority under the Safe Systems of Work for electrical systems with voltage levels less than 1000V. As described in *UNIF-HSE-PRO-106 Procedure for: Energy Isolation - Electrical*

2.7.2.3 Authorized Instrument Personnel (AIP)

Instrument personnel who have been formally assessed by the site REP, and authorized by the OIM / Site Manager / Site Controller to switch, isolate and test control, instrument and telecom equipment with voltage levels less than fifty volts (50V), can act as an isolating authority under the Safe Systems of Work for control, instrument and telecom systems with voltage levels less than 50V phase to earth. As described in *UNIF-HSE-PRO-106 Procedure for: Energy Isolation - Electrical*

2.7.2.4 Competent Isolator (CI)

In special circumstances individuals can be assessed as competent isolators by the site REP and authorized by the OIM / Site Manager / Site Controller for specific items of equipment providing that they have completed the formal training and have been assessed as competent, as described in *UNIF-HSE-PRO-106 Procedure for: Energy Isolation – Electrical*

2.8 FIREWATCHER

Personnel competent in the use of fire fighting equipment that they are expected to handle as described in *UNIF-HSE-PRO-103 Procedure for: Permit To Work*

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2.9 PERMIT TO WORK COORDINATOR

Personnel authorized to act as a permit to work coordinator (some times this function is covered by the site control room operator and the area authority) as described in *UNIF-HSE-PRO-103 Procedure for: Permit To Work*

2.10 RADIOLOGICAL PROTECTION SUPERVISOR

Personnel authorised to act as a Radiological Protection Supervisor are authorised to supervise the handling of radioactive sources and test for radiation levels as described in *UNIF-HSE-PRO-205 Radioactive Sources Management*.

2.11 RESPONSIBLE ELECTRICAL PERSON (REP)

This is a role under the 'Safe System of Work' or 'Permit To Work system' to clearly identify which authorized person, has the responsibility for the electrical system. The REP is nominated by the OIM / Site Manager / Site Controller from those persons having the highest level of authorization required for that site.

The REP will:

- Approve any switching programs
- Countersign permits with electrical content where the Area Authority isn't electrically competent, ensuring that the isolation has been correctly designed and the Isolating Authority has the appropriate authorization level for the work
- Assess and recommend site personnel for authorization to AEP, AIP, and CI

As described in *UNIF-HSE-PRO-103 Procedure for: Permit To Work* and *UNIF-HSE-PRO-106 Procedure for: Energy Isolation – Electrical*

3 TRAINING AND COMPETENCY REQUIREMENTS

The requirements for training, competency evaluation and authorisation are given in *Table 1: Training and Competency Requirements for Authorisation*.

Function	Training	Competency Evaluation	Valid (yrs)	Authorised by
Site Manager/ Site Controller/ OIM	Permit to Work Area Authority.	Course evaluation test plus a minimum of 2 years experience as an Area Authority	2	Operations Manager
Area Authority	Permit to Work Area Authority. Confined Space Entry. Energy Isolation. Task Risk. Assessment.	Course evaluation tests and interview by Site Manager	2	Site Manger/ Site Controller/ Offshore Installation Manager
Performing Authority	Permit to Work. Performing Authority	Course evaluation test and interview by an Area Authority	2	Area Authority

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Function	Training	Competency Evaluation	Valid (yrs)	Authorised by
Gas Tester Level 2	Gas Tester level 2	Course evaluation test and practical test by a Gas Tester Level 2	2	Area Authority
Gas Tester Level 1	Gas Tester Level 1	Course evaluation test and practical test by a Senior Safety Adviser	2	Site Manger/ Site Controller/ Offshore Installation Manager
Authorised Leak Tester	Permit To Work Performing Authority Gas Tester Level 1	Course evaluation test and interview by an Area Authority Course evaluation test and practical test by Senior Safety Adviser	3	Site Manger/ Site Controller/ Offshore Installation Manager
Competent Isolator	Permit to Work. Performing Authority Energy Isolation Specific training	Assessment by Site Responsible Electrical person Written statement of competence by REP Endorsed by the Electrical technical authority. See Appendix D for Electrical Assessment Areas	3	Site Manger/ Site Controller/ Offshore Installation Manager
Authorised Instrument Person	Permit to Work. Performing Authority Energy Isolation. Comp'Ex (on hydrocarbon sites)	Assessment by Site Responsible Electrical Person (REP) Written statement of competence by REP See Appendix D for Electrical Assessment Areas	3	Site Manger/ Site Controller/ Offshore Installation Manager
Authorised Electrical Person	Permit to Work. Performing Authority Energy Isolation. First aid Comp'Ex (on hydrocarbon sites)	Assessment by Site Responsible Electrical person Written statement of competence by the (REP) See Appendix D for Electrical Assessment Areas	3	Site Manger/ Site Controller/ Offshore Installation Manager
Senior Authorised Electrical Person	Permit to Work. Performing Authority Energy Isolation. First aid Comp'Ex (on hydrocarbon sites) HV switching	Assessment by BP Electrical Technical authority / or nominated delegate Written statement of competence by BP Electrical Technical authority / or nominated delegate See Appendix D for Electrical Assessment Areas	3	Site Manger/ Site Controller/ Offshore Installation Manager

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Function	Training	Competency Evaluation	Valid (yrs)	Authorised by
Responsible Electrical Person	Permit to Work. Area Authority Energy Isolation. First aid Comp'Ex (on hydrocarbon sites) HV switching (if applicable for the site)	Assessment by BP Electrical Technical authority / or nominated delegate Written statement of competence by BP Electrical Technical authority / or nominated delegate See Appendix D for Electrical Assessment Areas (which will depend on site voltage levels)	3	Site Manger/ Site Controller/ Offshore Installation Manager
Process Isolator	Process Isolation	Assessment by Process Supervisor	3	Site Manger/ Site Controller/ Offshore Installation Manager
Radiological Protection Supervisor	Radiological Protection.	Course and written examination by external trainer	3	Site Manger/ Site Controller/ Offshore Installation Manager
Fire Watcher	Permit to Work. Performing Authority Confined Space Entry.	Evaluation test and interview by an Area Authority	3	Area Authority
Permit to work Co-coordinator	Permit to Work. Performing Authority Confined Space Entry. Energy Isolation. Task Risk Assessment.	Evaluation test and interview by an Area Authority	3	Area Authority

Table 1: Training and Competency Requirements for Authorisation

4 AUTHORISATION PROCESS

Note: No person shall be authorised under this procedure until they have completed the required training and the competency evaluation detailed in *Table 1: Training and Competency Requirements for Authorisation* and where required a written statement of competency has been received from the assessor by the authoriser.

4.1 AUTHORISATION ASSESSMENT

For authorization for Isolation Authorities a candidate who successfully meets the pre-requisite standards, will be assessed further by the Process Supervisor or Responsible Electrical Person or the Electrical Technical Authority (or nominated delegate)

For Isolation Authorities-Electrical this part of the assessment will be based on written, oral and practical demonstration of knowledge.

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The candidate will provide written responses to a selection of question relating to Safe Systems of Work and facility specific information. The site will retain these responses.

The candidate will also be asked to demonstrate on site appropriate site knowledge, and how to apply the Safe Systems of Work to an appropriate operational exercise.

The REP will assess competency of Authorized Instrument Persons (AIP), Authorized Electrical Persons (AEP) and Competent Isolators (CI). The Electrical Technical Authority (or delegate) will assess the competency of candidates for the Senior Authorized Electrical Persons (SAEP) or those persons who will full fill the role of Responsible Electrical Person (REP).

4.2 LETTER OF AUTHORISATION AND STATEMENT OF COMPETENCY

Authorisation is recognised by a letter to the individual (see *Appendix A general authorization and Appendix B for electrical authorisation*), clearly stating the level and duration of authorisation. If required, the competency assessor shall supply a written statement of competency to the authorizer (see *Appendix C for electrical competency*).

4.3 AUTHORISATION VALIDITY

Authorisation shall be valid for the maximum duration stated in *Table 1* which corresponds with the refresher training requirements associated with the duties.

Note: Authorisation shall cease if the person moves to a new post, even if the new post is on the same site.

4.4 AUTHORISATION REGISTER

The Site Manager/ Site Controller/ Offshore Installation Manager shall maintain a register of all personnel authorised at their facility. This register will be stored on Documentum and accessed via the Azerbaijan Business Unit web site. This register shall be available within the facility at the location from where permits are normally issued.

4.5 RECORDS

The site will retain the assessment record sheet and its attachments. The assessor will issue Competence Certificates to the candidate and the Site Manager/ Site Controller/ OIM as appropriate and a copy issued to the successful candidate. The site will retain the original certificate.

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APPENDIX A GENERAL LETTER OF AUTHORISATION



{Date}

Letter of Authorisation Under the Safe Systems of Work Procedures

This letter authorises *{full name}* to under take the duties of *{postion}* at *{site/ facility}* in accordance with the requirements of BP AZBU (delete as appropriate from the listing of Permit to Work System (Document No.UNIF-HSE-PRO-103) UNIF-HSE-PRO-106 Energy Isolation – Electrical; UNIF-HSE-PRO-107 Energy Isolation - Process; UNIF-HSE-PRO-108 Safe Systems of Work - Confined Space Entry; UNIF-HSE-PRO-201 Gas Detection Equipment; UNIF-HSE-PRO-205 Radioactive Sources Management. This authorisation is valid for a period of *{X}* years or until termination of employment in your present position.

For BP Azerbaijan/Georgia

{Name}
{Authorizing post holder}

Signature:

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APPENDIX B ELECTRICAL AUTHORISATION CERTIFICATE

	<h1>Electrical Authorization Certificate</h1>
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Add individuals NAME:

.....

Was found to be competent to operate safely in the following areas

Mechanical isolations for systems of less than 1000V	
Control and Instrumentation systems with voltages less than 50V	
Electrical circuits with voltages less than 1000V	
Electrical distribution systems with voltages less than 1000V	
Electrical circuits with voltages less than 33kV	
Electrical distribution systems with voltages less than and including 33kV	
Electrical distribution systems with voltages of 110KV	
Specific <i>equipment type</i> at <i>voltage level</i> See attached training certificate	
Role of Responsible Electrical Person for <i>name of site</i> site	

Assessor Name.....

Date.....

This certificate authorizes the above name person as a

Competent Isolator (CI)	
Authorized Instrument Person (AIP)	
Authorized Electrical Person (AEP)	
Senior Authorized Electrical Person (SAEP)	

For**site**

For a period
of.....**years**

Authorized
By.....

Date.....

Accepted
By.....

Date.....

Details of any restrictions to this authorization:

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APPENDIX C ELECTRICAL COMPETENCY CERTIFICATE

	<h1>Electrical Competency Certificate</h1>
<p>Name;</p>	
<p>Role: (AIP, AEP, SEAP, REP)</p>	
<p>Site Location;</p>	
<p>Experience; (experience in job, formal training, etc)</p>	
<p>Site Knowledge; (generation, HV distribution including busbar architecture HV switching procedures, LV switching arrangements, knowledge of site operating basis, earthing apparatus, battery and UPS systems etc, as appropriate to authorisation level)</p>	
<p>Site Practical; (awareness of electrical risks, switching, earthing apparatus, ICC, PTW, TRA etc)</p>	
<p>Electrical Procedures; (questionnaire completed)</p>	

Assessment performed by

DATE:

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APPENDIX D

ELECTRICAL TRAINING CERTIFICATE



Competent Isolator Training Certificate

Name of Trainee;

Site Location;

Equipment trained on: (Specific equipment types Manufacture and Model Number etc)

Operations trained in: (Specific operation that the training has covered, attach any specific operations instructions)

Training assessment; (Assessment of the training which will cover specific knowledge of an equipment hazards or site procedures covering this equipment)

Assessment performed by

Date

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APPENDIX E ELECTRICAL ASSESSMENT AREAS

Areas of Assessment	CI	AIP	AEP	SAE P	REP
Electrical Isolation Standard	X	X	X	X	X
Electrical Safety Guidance	X	X	X	X	X
Safe Systems of Work (ICC, PTW, TRA)	X	X	X	X	X
Appropriate Site Knowledge	X	X	X	X	X
Interpretation of drawings		X	X	X	X
Comp'Ex EX Certificate (for hydrocarbon sites)		X	X	X	X
Isolation of LV supplies up to 50V		X	X	X	X
LV electrical testing up to 50V		X	X	X	X
LV fault finding up to 50V		X	X	X	X
First Aid Certificate covering CPR and electric shock treatment			X	X	X
Electrical protection			X	X	X
Switching programs			X	X	X
Distribution switching			X	X	X
Isolation of LV supplies			X	X	X
LV electrical testing			X	X	X
LV fault finding			X	X	X
HV switching				X	*
Isolation of HV supplies				X	*
HV electrical testing				X	*
HV fault finding				X	*
Specific equipment training for competent isolators	X				

* These areas will be site dependant given the maximum voltage level of the site

The assessment process will consist of both a written and practical assessment elements.