



AzSPU HSSE&S Management System Management Review Procedure

AzSPU-HSSE-DOC-00070-2

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Scope:	AzSPU Operational PUs	Document Administrator:	AzSPU HSSE MS Document Co-ordinator
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1.0 Purpose

The purpose of this document is to describe the management review process established by BP to ensure that AzSPU Operational Performance Units (PUs):

- Review their Health, Safety, Security Environmental and Social Management System (HSSE&S MS) on a regular basis to assess the continuing suitability, adequacy and effectiveness of the system.
- Address possible need for changes in policy, objectives and targets, and other elements of the HSSE&S MS in order to achieve continual improvement.

This controlled procedure applies to AzSPU Operational PUs engaged in the drilling, production, and/or transportation of oil and gas.

Revision of this procedure and the operational controls detailed therein will be in accordance with the AzSPU HSSE&S MS Document Management Procedure ([AzSPU-HSSE-DOC-00025-2](#)).

2.0 Definitions

Refer to AzSPU HSSE&S MS Definitions ([AzSPU-HSSE-DOC-00021-2](#)) for definitions common to the HSSE&S MS.

3.0 Specific Requirements

Only requirements specific to this procedure are listed here. For requirements applicable to all procedures refer to the AzSPU HSSE&S MS General Requirements Procedure ([AzSPU-HSSE-DOC-00037-2](#)).

- OMS Sub-element 8.3 - Performance Review.
- ISO 14001 – 4.6 Management Review.
- OHSAS 18001 – 4.6 Management Review.

4.0 Key Responsibilities

AzSPU HSE&TD Vice President – Accountable for closing out HSSE&S actions arising from the AzSPU-wide Management Review Meeting.

Management Representatives (Vice Presidents / Performance Unit Leaders) – Responsible for attending the AzSPU-wide Management Review Meeting and reporting to Top Management on the performance of the HSSE&S MS, along with any recommendations for improvement.

AzSPU Safety and Compliance Systems Manager

Responsible for:

- Formally recording all decisions made in the AzSPU-wide Management Review Meeting, for inputting actions arising into the Tr@ction database, and for updating the Action Checklist in line with Tr@ction closure information.
- Reviewing and updating the HSSE&S MS, where appropriate, based on decisions made as a result of the management review process.
- Organising HSE Work Team Meetings and Face-to-Face Safety & Compliance Meetings with PU / Asset representatives.

Performance Unit Leaders – responsible for organising PU / Asset Performance Review Meetings.

5.0 Procedure

An AzSPU-wide Management Review Meeting is held on an annual basis and attended by representatives from the PUs / Assets listed in the AzSPU Integrated HSSE&S Management System Scope ([AzSPU-HSSE-DOC-00023-2](#)). Attendance at this meeting is to include Management Representatives or delegates, Asset / Operations Managers, other facility and site management as appropriate, and AzSPU/PU/Asset HSSE&S staff. Representatives from AzSPU Engineering, Learning and Development, and Emergency Response Team may also be invited, if appropriate.

The following items are included within the scope of the AzSPU Management Review Meeting, in order to assess the suitability, adequacy, and effectiveness of the HSSE&S MS:

- Review of HSSE Policy.
- HSSE&S elements of the Performance Contract.
- Status of significant HSSE&S risks, and the corrective actions and resources necessary to reduce the risks.
- High potential environmental / social incident findings.
- HSSE&S Objectives, Targets and Management Programs - particularly status of action completion and engineering modifications listed in the HSSE&S Management Programs.
- Summary results of environmental monitoring.
- Resource allocation and training.
- Key contractor HSSE performance.
- Key HSSE&S MS audit findings.
- External communication of HSSE&S MS issues.
- HSSE&S compliance status - review of HSE compliance risk matrices (Azerbaijan and Georgia), progress against compliance KPIs, and any significant recurring non-compliance issues.
- Assessment of performance against the AzSPU HSSE Compliance Plan. Input of direction and advice regarding the following year's AzSPU HSSE Compliance Plan.

- CTM task completion.
- Understanding of the current compliance landscape and status of “compliance culture” development in the organisation.
- Overall adequacy of compliance program against current needs and future requirements.

The AzSPU-wide Management Review Meeting discussions are carried out taking the items listed above into consideration. Where an item is not considered applicable, this will be stated, along with a justification for this decision in the meeting minutes.

All decisions made are formally recorded by the AzSPU Safety & Compliance Systems Manager or delegate (in the form of meeting minutes and an Action Checklist) and provided to the AzSPU HSE&TD Vice President, and the personnel responsible for action closure, for review and approval / acceptance. Documented decisions will be used to upgrade the HSSE&S MS as part of continual improvement.

In addition to the AzSPU-wide Management Review Meeting, specific issues associated with the HSSE&S MS and compliance are discussed at the following meetings:

- HSE Work Team Meetings – held on a quarterly basis, as described in the AzSPU HSSE&S MS Work Team Terms of Reference ([AzSPU-HSSE-DOC-00032-2](#)).
- Face-to-face Safety & Compliance Meetings – held periodically and attended by representatives from the Safety & Compliance Systems Team and PU / Asset HSSE&S representatives.
- PU / Asset Performance Review Meetings – held periodically according to operational needs. The format of these meetings is decided at PU / Asset level and meeting minutes (or agreed actions) documented.

HSSE&S management issues will also be covered during monthly AzSPU and PU/Asset HSSE&S meetings. When appropriate, specific HSSE&S issues may also be raised by Management Representatives at the monthly Azerbaijan Leadership Team (ALT) meetings.

6.0 Key Documents/Tools/References

- AzSPU Integrated HSSE&S Management System Scope ([AzSPU-HSSE-DOC-00023-2](#)).
- AzSPU HSSE&S MS Work Team Terms of Reference ([AzSPU-HSSE-DOC-00032-2](#)).

Revision Log

Revision Date	Authority	Custodian	Revision Details
January 6, 2006	Gunther Newcombe	Yuliy Zaytsev	Initial version.
December 4, 2006	Gunther Newcombe	Yuliy Zaytsev	Incorporated comments from PUs regarding scope of the Management Review Meetings. Revised key responsibilities.
July 6, 2007	Gunther Newcombe	Yuliy Zaytsev	Responsibilities of CHSSE MS & Compliance Manager expanded to include updating of the resulting Action Checklists. List of items to be discussed at Management Review Meetings expanded to include the requirements of the Global HSSE Compliance Framework. Additional guidance provided regarding structure and recording of meeting minutes. Clarification provided regarding the structure of quarterly Management Review Meetings. Additional guidance provided regarding representatives that should be present at Management Review Meetings.
November 12, 2007	Yuliy Zaytsev	Rebecca Heath	Added significant HSSE&S risks to the Management Review Meeting agenda items in response to August 2007 S&OI audit actions.
May 5, 2008	AzSPU HSSE MS & Compliance Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	Position titles updated in line with AzSPU organisational changes. List of items to be discussed at annual AzSPU-wide Management Review Meeting expanded to include further requirements of the BP Global HSSE Compliance Framework. PU / Asset MRM requirements amended in response to feedback from PU / Asset

			personnel. Requirement for quarterly MRMs removed. Meeting format to be decided at PU / Asset level, to allow more flexibility.
April 9, 2009	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	Position titles updated throughout. Key responsibilities updated. Procedure amended to include other meetings where HSSE&S MS and compliance issues are discussed.
April 30, 2010	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	Interim revision. Requirement for review of HSE compliance risk matrices (Azerbaijan and Georgia) at the annual AzSPU Management Review Meeting added to procedure. Reference to BP Group HSE Compliance Framework removed.