



External Audit and Self-Assurance Program

AZSPU-HSSE-DOC-00035-2

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1.0 Purpose/Scope

The purpose of this document is to provide guidance to assist AzSPU in developing External HSSE audit and risk-based self-assurance programs to perform assessments and audits of operating performance and management processes to assure compliance with legal & BP requirements, and drive risk reduction and performance improvement. Included in this document are descriptions of the processes for:

- Monitoring and measuring key characteristics of operations that can have significant HSSE impacts.
- Evaluating compliance with applicable HSSE legal and other requirements.
- Evaluating implementation, maintenance, and performance of the Management Systems, including embedded compliance processes.

This controlled procedure applies to AzSPU Operating areas engaged in the exploration, production, and transportation of oil and gas.

2.0 Definitions

Refer to AzSPU procedure for Definitions [AzSPU-HSSE-DOC-00021-2](#) for definitions common to this subject.

3.0 General Requirements

- OMS Essentials - 8.2 Assessment and Audit
- GG 8.2 -0001 BP Group Guide for Self Audit Programme
- ISO 14001: 2004 – 4.5.1 Monitoring and Measurement
- ISO 14001: 2004 – 4.5.2 Evaluation of Compliance
- ISO 14001:2004 – 4.5.5 Internal Audit
- OHSAS 18001: 2007 – 4.5.1 Performance Measurement and Monitoring
- OHSAS 18001: 2007 – 4.5.2 Evaluation of Compliance.
- OHSAS 18001: 2007 – 4.5.5 Audit
- ISO 19011-2002 Guidelines for Quality and/or environmental management system auditing
- GDP 4.5-0001 BP Group Defined Practice for Control of Work – Element 3.10:

4.0 Key Responsibilities

AzSPU Azerbaijan Leadership Team (ALT)

- Provides adequate resources for the External audit and Self-Assurance Program.
- Provides leadership support for effective implementation of the External audit and Self-

Assurance program.

- Approves the AzSPU annual External audit and Self-Assurance program.
- Reviews audit and assessment results during the annual AzSPU Management Review Meeting, and identifies opportunities for continual improvement.

Operations Management is accountable to ensuring that:

- Provide resources and personnel to maintain the AzSPU management system, such that it is successfully implemented and delivers expected results.
- Maintain and track/report on AzSPU-level Key Performance Indicators (KPIs).
- Auditors and Inspectors have the support necessary to plan and execute audits
- Corrective actions that are identified in audits and inspections are understood and are closed on schedule

HSE & TD VP / AzSPU Safety & Compliance Systems Manager

- Accountable & Responsible for developing AzSPU-level Key Performance Indicators (KPIs) and reporting formats for routine feedback on Management system and compliance performance.
- Accountable & Responsible for providing tools and formats for Operating Areas to track and report on AzSPU level KPIs.
- Manages the review of Operating Area annual internal audit and assessment and external authority inspection schedules.
- With input from the HSSE Work Team, develops and secures AzSPU ALT approval of the annual AzSPU External audit and Self-Assurance program
- Manages the procurement of AzSPU audit services, and confirms that personnel selected to perform audits are qualified to perform the work and to provide objective and impartial evaluations.
- Manages the development and maintenance of standardized audit checklists / protocols / proformas. The AzSPU HSSE Compliance Task Manager (CTM) database will be used to produce audit checklists. AzSPU management system procedures, the ISO 14001 standard and BP tools will be used to produce cross-SPU management system audit protocols (e.g. the ISO 14001 Environmental Management System Requirements Checklist [AzSPU-HSSE-DOC-00101-2](#)).
- Accountable & Responsible for obtaining auditor review and feedback on standardized audit protocols to ensure accuracy and completeness.
- Communicates AzSPU Internal Assurance program findings to appropriate personnel, including AzSPU ALT.
- Manages self audit program quality assurance activities.

HSSE Managers & Team Leaders

- Responsible for tracking and reporting on Operating Area KPIs.
- Manages the development and maintenance of an annual schedule of internal audits and assessments.
- Manages the development and maintenance of a schedule of known external agency inspections, in collaboration with the AzSPU Environment Manager.
- Responsible for performing Operating Area audits and assessments using assessment protocols provided by the AzSPU and customized for Operating Area needs.
- Responsible for hosting external agency inspections.

- Accountable for maintaining audit / assessment / inspection records and follow up on findings, as appropriate.
- Responsible for participating in, and supporting, audits.
- Manages Operating Area self-assurance reports and close out of corrective and preventative actions.

Self Assurance Programme coordinator is responsible to ensure that:

- The programme schedule for audit and inspection activities is developed, reviewed with AzSPU ALT, communicated, and periodically reviewed / updated based on new information.
- Audit and inspection processes are developed and documented, including planning and field execution. Audit and inspection protocol and checklists are made available to guide onsite evidence collection activities.
- Processes are in place for corrective action tracking and closure verification of high priority actions; delinquent closure actions are reported to the appropriate level of management
- Responsible for tracking AzSPU audit findings and communicating progress toward closure of findings.
- The effectiveness of the self assurance programme is periodically evaluated (at least annually) and the results of the evaluation are shared with management

Lead Auditor - Must be appropriately qualified and competent to perform the audit and be able to provide impartial and objective independent evaluations (can be BP or third party personnel).

- Support to select audit team members and preparation of audit related documents (ToR, checklist etc).
- To ensure that audit objectives, scope, and criteria are well understood within the audit team
- Prior to onsite audit activities, documentation review is conducted
- Lead the audit team and conducts the audit
- As part of the self-assurance process, conduct gap-analysis between Tier 2 and below level documents is conducted
- All audit findings are agreed with the auditee during the audit / close-out meeting
- Involved in the verification process of the detailed corrective actions
- Reports on audit results within the required timeframe
- Provide feedback on self-assurance program improvement opportunities

Audit Team Members

- Must be qualified to perform their audit assignments and be able to provide impartial and objective independent evaluations (can be BP or third party personnel).
- Understand and follow the program processes and procedures
- Effectively complete their assigned duties and provide input to the audit report.

Observer:

- Participate in the opening and close-out meetings and takes notes
- participates in the audit protocol preparation under the supervision of Lead Auditor
- Supports the audit team on the review of the related documentation before and during the

audit

- Attend in the audit process and supports Auditors where required
- Supports the preparation the draft audit report (or sections of the audit report). Lead Auditor /Auditors will provide assistance and support with this process and final review / QA of the document.

Facilitator:

- Establishing contacts and timing for interviews;
- Arranging visits to specific parts of the site or organization;
- Ensuring that rules concerning site safety and security procedures are known and respected by the audit team members;
- Witnessing the audit on behalf of the auditee;
- Providing clarification or assisting in collecting information.

ISO 14001 Registrars

- Designs and conducts audits of the environmental portion of the management system, to provide assurance that the system as-implemented adheres to the requirements of ISO 14001:2004.
- Ensures that auditors are qualified to perform ISO 14001 audits.
- Provides certification to the ISO standard, and suggests improvement opportunities.
- Provides a written report, shared with Top Management, regarding the conclusions of the audit.

5.0 Procedure

5.1 External Audit and Self Assurance Program

The types of activities conducted under the AzSPU HSSE External Audit and Self-assurance Program include:

- **External Agency Inspections** – Performed by government or lender personnel, according to legal authorities and agreements.
- **AzSPU Management System audits** – evaluate the effectiveness of a AzSPU Operating Areas' management programs in assuring sustained conformance with operating requirements (OMS, ISO 14001 etc.) Management Programmes are typically coordinated at the AzSPU level and audited at that level, through the elements of management programs may operate and be audited at the facility level. Conducted by qualified, objective, and independent auditors, to assess conformance with management system requirements.
- **AzSPU Operations Programme audits** evaluates the effectiveness of operations programs in managing risk and assuring compliance (e.g. Control of work program, waste management etc.) All operations program are within the scope of AzSPU assurance activities. Risk assessments and other relevant information are used to prioritize audit

activities.

- **Barrier / Control Inspections** evaluate the operation of specific controls at a facility level. These are less complex than audits and lend themselves to use of standard checklists to evaluate whether controls are operating properly. Inspections also follow documented processes, including corrective action follow-up and closure. Prioritized risk scenarios are used to provide guidance to facilities to focus inspection activities.
- **Contractor Audits** – Conducted by qualified and objective resources (BP or external) to assess a specific contractor's HSSE&S compliance or management system performance.
- **HSSE Internal Assurance Activities** – Usually conducted with internal resources. Provides information on the conformance status of specific activities, or online tools etc (e.g. Tr@ction or dK documentum review).

An annual AzSPU External audit and Self-assurance program including the above-specified audits, and AzSPU wide Operations program audits will be approved by AzSPU ALT. AzSPU plans to conduct at least one management system self-audit per year at each operational area, a operation program audit at least every three years, and at least one contractor audit each year. Audits may be conducted more frequently at the discretion of ALT.

5.1.1 HSSE Self-assurance and Assessments

Each Operating area will conduct HSSE internal audits and control inspections which are self-assurance activities that monitor compliance with legal or other requirements, adherence to the HSSE management system, and effectiveness of the management system in addressing key risks and impacts.

Personnel performing HSSE audits and inspections must be qualified to perform the task (can be BP or contractor personnel).

5.1.2 External Agency Inspections

External agency inspections are performed by government or lender personnel, according to established legal authorities and agreements. These inspections may assess compliance with legal and other requirements, or conformance with agreed standards. The dates of these inspections are pre-agreed between parties and conducted as required.

5.1.3 AzSPU Operating Program Audits

Independent operations program audits are performed approximately every three years to check the effectiveness of operations program in managing risk and assuring compliance.

As part of the audit scope and schedule development process, risk assessments and other relevant information are used to prioritize audit activities. The Risk Prioritisation Report may be issued which identifies the highest priority areas for compliance planning. Risk Assessment process and prioritization the risks will be in accordance with AzSPU Practice for Assessment, Prioritization and Management of Risk ([AZSPU-HSSE-DOC-00252-2](#)).

Operating program audits are included in the annual self-assurance program developed by the

AzSPU Safety & Compliance Systems Manager and approved by AzSPU ALT. The AzSPU Safety & Compliance Manager selects qualified and independent personnel (BP or external) to conduct the audits. Detailed protocols, developed using output from the AzSPU HSSE CTM database and other relevant sources (the requirements of applicable standards, procedures, etc.) are used to evaluate compliance with the full range of applicable requirements.

The effectiveness of the e-MoC process and the quality of CTM task completion will be also part of the operating program audits to ensure that these are carried out in accordance with the AZSPU-HSSE-DOC-00073-U AzSPU Management of Change & [AzSPU-HSSE-DOC-00038-2](#) Legal & Other Requirements procedures. A sample of e-MoC and compliance tasks will be selected by audit team for review.

5.1.4 AzSPU Management System Audits

Management System audits are performed annually to assess the effectiveness of AzSPU management program in assuring sustained conformance with operating requirements.

Management system audits include:

- Audits of conformance with the AzSPU management system (including embedded compliance processes).
- ISO 14001 audits of the environmental portion of the AzSPU MS.
- Other third party audits, as required by BP corporate or external parties.

Scope and scheduling for management system audits is determined based on a review of operational issues, business risk, HSSE performance, and ISO 14001 certification scheduling. BP's corporate monitoring programs, such as Group Internal Audits, and BP HSE & Operations Audits, may replace internal AzSPU MS audits if they are scheduled for a similar time frame.

Formal protocols are used to evaluate AzSPU MS procedures and performance relative to AzSPU MS documentation and applicable external standards, e.g. the ISO 14001 standard for the environmental portion of the management system.

The AzSPU Safety & Compliance Systems Manager selects qualified, competent and independent personnel (BP or external) to conduct the annual management system audits. In accordance with the process for maintaining ISO 14001 certification, BP will contract an accredited registrar for external audits of the environmental portion of the AzSPU MS.

5.1.5 Contractor Audits

Contractors performing work for AzSPU are subject to HSSE audits. Audit frequency is determined by the type and scale of work activities performed by the particular contractor and the perceived level of risk (based on HSE scorecard results, incident frequency, previous audit findings, etc).

AzSPU ALT, with input from HSSE, determine the frequency and scope for contractor audits, including which particular contractors are subject to audits in any year. Program decisions are documented and reflected in the annual audit program.

Contractor HSSE audits cover activities pertinent to services the contractor provides to AzSPU. The audit program is designed to evaluate progress towards HSE targets, the effectiveness of the contractor HSE management systems, and compliance with legal and other requirements.

Detailed guidance for conducting contractor HSE audits is provided in the AzSPU Contractor HSE Audit Procedure ([AzSPU-HSSE-DOC-00142-2](#)).

5.2 Self-Assurance Program - Quality Assurance

The quality of the External Audit and Self-Assurance Program is assured by means of the following mechanisms:

- Independent AzSPU MS audits which include an evaluation of this Program.
- Operating Program audits that include a review of the legal and other requirements, as well as assessment of compliance task completions.

5.3 Self-Assurance activities

All audits and assessments are developed and implemented using a systematic approach that employs consistent methods, site selections, protocols, and procedures that are updated as required.

This systematic approach addresses:

- Planning - audit scope and objectives, criteria, protocols, audit plan and audit team selection.
- Conducting the audit - opening meetings, document reviews, interviews, on-site observations, and closing meetings.
- Reporting - audit report and associated documentation.
- Corrective and preventive actions - action tracking and records.

This approach is described in more detail below.

5.3.1 Planning the Audit

Audit Scope and Objectives

Prior to planning and conducting an audit, it is necessary to determine whether the confidentiality of the audit results (all or some) should be legally protected. If so, the Audit Owner will seek advice from the Legal Department on the appropriate process.

The AzSPU Safety & Compliance Manager, in consultation with the AzSPU HSSE Work Team and with approval of AzSPU ALT, plans the AzSPU annual audit program, including scope (extent and boundaries of the audit), schedule, and objectives.

Operating Areas internal audits and assessments are managed by the appropriate HSSE Manager or Team Leaders. For BP locations, the audit scope covers BP activities conducted by BP personnel and on site contractor personnel.

Audit Criteria

Audit criteria are the collection of requirements against which the auditor judges the audited organisation. Audit criteria are confirmed prior to the audit and are based on the scope and objectives.

Audit Checklist / Protocol

Audit protocols, which may be in checklist format, are based on the audit criteria and outline the series of activities, or steps required, to review the specific subject matter of the audit. The Lead Auditor may choose to deviate from the audit protocol as field conditions warrant. Audit protocols are updated as needed. For operating programme audits, checklists will be developed using the S&O practice, OMS requirements, AzSPU MS procedures, legal requirements including CTM tasks & other sources.

Audit Plan

The Audit Owner is responsible for development of the Audit Plan (sometimes referred to as the Terms of Reference). The Audit Plan will include, if applicable:

- The audit scope and objectives.
- The audit criteria / protocol / procedure.
- Identification of any activities that are of high priority.
- Identification of audit team members and their responsibilities.
- Expected time and duration for audit activities (schedule).
- Required deliverables.

The Audit Plan is communicated to all members of the Audit Team.

Audit Team Selection

Lead Auditor selection is based on experience, skill sets, technical/regulatory expertise, and objectivity/impartiality necessary to meet the audit objectives. Prior to choosing the audit team, the HSE MS Team verifies the qualifications and objectivity of potential audit team candidates through centralized register of AzSPU Qualified Auditors, it will be also verified by candidate's Team Leader to ensure that Candidate is fully experienced and qualified to conduct an audit.

Auditors are required to have technical knowledge and experience commensurate with the scope of the audit they are conducting or observing. Auditor qualifications must include detailed subject matter knowledge (e.g. MS knowledge for system audits, specific compliance subject matter knowledge for compliance audits) and experience performing the type of audit requested.

Auditors must also be objective, which means that they are independent of the audit site and/or activity to be audited, do not have a conflict of interest, and are not subject to pressure (internal or external) to influence their audit findings.

Advance Information Request

Depending on the scope and audit criteria, the Lead Auditor may request relevant background information prior to the audit. Examples of potentially relevant information include:

- AzSPU MS procedures / Plans
- Aspects and Impacts Registers
- Objectives, Targets and Management Programmes

- Past audit reports
- Legal requirement applicability evaluations
- Compliance matrices
- Organization charts
- HSE Audit & Inspection Schedule
- Maps/drawings
- Non-compliance and non-conformance reports
- Relevant management reports
- Monitoring Matrix
- Training Matrix / Plan
- Manuals, philosophy statements
- Minute of Last QPR meeting
- Other current policies/procedures/guidelines etc.

Audit Team Preparation

Prior to an audit, the Lead Auditor will assign responsibilities to each of the audit team members, based on their skills and expertise, and provide the audit protocols that will be used during the audit. The Lead Auditor will also make the team members aware of the objectives and scope of the audit, health and safety requirements, site security requirements, and the logistics for the audit period.

5.3.2 Conducting the Audit

Opening Meetings

Opening meetings will be held to introduce the audit team, review the audit scope, objectives, and criteria, establish contacts, and clarify issues. The availability of key personnel, access to process areas, safety/security requirements, and other logistical details will also be discussed. The Lead Auditor facilitates this meeting and attendance is recorded. The opening meetings are attended by the audit team, line management and relevant HSSE staff as appropriate to the audit scope.

Performing the Audit

The primary goal in performing an audit is to collect sufficient objective evidence to allow the Lead Auditor and team members to draw conclusions regarding HSSE performance, compliance status, management system performance, or contractor performance. Each member of the audit team completes the assigned portion of the audit protocol, collects and records objective evidence, and keeps the Lead Auditor informed of potential non-compliance with legal/other requirements and potential non-conformance with management system requirements. The completed audit protocols are the audit working papers and are kept as part of the formal audit file. Performing the audit includes:

- **Document Reviews** - the auditee's documentation should be reviewed to determine the conformity of the system, as documented, with audit criteria. The documentation may include relevant management system documents and records, and previous audit reports & its tr@ction action closure status.
- **Interviews** – Interviews should be recorded to document key points of the discussion, to ensure accurate conclusions can be drawn.
- **On-site Observations** – Typical audit activities include process area walk-throughs and inspection of equipment and activities within the audit scope.

Closing Meetings

Closing meetings occur at the end of the audit process and prior to auditors leaving the site. Closing meetings are attended by the audit team, line management, and relevant HSSE staff as appropriate to the audit scope. The Lead Auditor facilitates the closing meeting providing a reviewing the audit findings, observations and recommendations. Attendance at the closing meeting is recorded.

5.3.3 Post-Audit Activities

Audit report

AzSPU audit findings, and recommendations are communicated in a written audit report to the AzSPU Safety & Compliance Manager or his delegate and AzSPU ALT. Operating Areas self-assurance reports are managed by the appropriate HSSE Manager & Team Leader and reported to the Area Operating Manager. The format may vary depending on the scope and audit criteria. In addition, relevant audit results are communicated to appropriate line management, employees, and contractors to improve operational control and performance.

Review of Audit Findings

Audited entities have the opportunity to review and challenge audit findings they believe are incorrect, and to provide updated information to correct audit errors.

In addition, AzSPU audit findings are reviewed by the AzSPU Safety & Compliance Manager or his delegate and the relevant Operating Area HSSE Manager or Team Leader, as appropriate, for a determination of whether a potential or actual violation occurred. Referrals are then sent to the Legal department for review and managed in accordance with the AzSPU HSSE&S Non-Compliance and Corrective and Preventative Action Procedure ([AzSPU-HSSE-DOC-00040-2](#)).

Corrective and Preventive Actions

Findings resulting from Barrier / control inspections are managed through local Action Tracking Systems (ATs). Following determination of the required corrective / preventive actions the responsible party is notified, a schedule for completion agreed, and the relevant ATS updated at Asset level.

For external audits and self-assurance programmes (Management system and Operating programme audits), all findings and associated actions are managed through the Tr@ction system. **Note:** Audit findings on “improvement opportunities” (table 3 of the audit report proforma) from self-assurance programme may be excluded from this list at the discretion of Process Owner.

The responsible party detailed in Tr@ction ensures close-out of the action items. An internal messaging feature in the Tr@ction system generates automated e-mails in line with the follow-up and communication processes of the system. This includes notification to Responsible Parties regarding Action Items that need to be closed out and notification to Supervisors of overdue Action Items. In all cases, responses to audit findings are still formally documented.

Action tracking and close-out is conducted in accordance with the AzSPU HSSE&S Non-compliance and Corrective and Preventative Action Procedure ([AzSPU-HSSE-DOC-00040-2](#)) and the AzSPU Tr@ction Findings and Actions Tracking Procedure ([AzSPU-HSSE-DOC-00119-2](#)).

Records

AzSPU audit records are maintained by Safety & Compliance team in accordance with the AzSPU Record Control Procedure ([AzSPU-HSSE-DOC-00041-2](#)). Operating Area (OA) level internal audit and assessment records are maintained within the OA. At a minimum, audit records are retained for five years. These records include working papers and audit reports.

5.4 Management Review

AzSPU ALT review AzSPU self-assurance results at least annually in accordance with the AzSPU HSSE Management Review Procedure ([AzSPU-HSSE-DOC-00070-2](#)). OA Management Teams review OA internal audit and assessment results at least annually.

6.0 Key Documents/Tools/References

- AzSPU MS Audit Report Proforma ([AzSPU-HSSE-DOC-00035-A1](#)).
- AzSPU HSSE&S MS Non-compliance and Corrective Action Procedure ([AzSPU-HSSE-DOC-00040-2](#)).
- AzSPU HSSE&S MS Record Control Procedure ([AzSPU-HSSE-DOC-00041-2](#))
- AzSPU HSSE&S MS Management Review Procedure ([AzSPU-HSSE-DOC-00070-2](#)).
- [AZSPU-HSSE-DOC-00252-2](#) AzSPU Practice for Assessment, Prioritization and Management of Risk
- ISO 14001 Environmental Management System Requirements Checklist ([AzSPU-HSSE-DOC-00101-2](#)).
- AzSPU HSE Operating Programme Audit Protocol ([AZSPU-HSSE-DOC-00035-A2](#))
- AzSPU Tr@ction Findings and Actions Tracking Procedure (AzSPU-HSSE-DOC-00119-2).
- AzSPU Contractor HSE Audit Procedure (AzSPU-HSSE-DOC-00142-2).
- AZSPU-HSSE-DOC-00073-U AzSPU Management of Change procedure
- Tr@ction web based system
- Local Action Tracking systems
- AzSPU HSSE Compliance Task Manager (CTM) database

Review / Revision Log

Revision Date	Authority	Custodian	Revision Details
09/1998	R Norman	AD Little	Initial Issue
July 2000	G. Vidrine F. Askerov	G. Stacey	Consistency with BP EMS guidelines
August 2000	G. Vidrine R. Gallagher	G. Stacey	
April 2004	L. Emmons	S. Sultanova	Consistency with EMS requirements
December 27,	Gunther Newcombe	Yuliy Zaytsev	Updated to combine three

2005			audit/assessment/inspection procedures into one AzSPU-wide procedure, and to address integrated HSSEMS, new ISO standard, and additional focus on compliance.
December 20, 2006	Gunther Newcombe	Yuliy Zaytsev	Updated to include subject matter audits. Compliance Task Manager database incorporated. Verification provided regarding audit findings and actions upload into ATSS and Tr@ction.
May 6, 2008	Yuliy Zaytsev (AzSPU HSSE MS & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Procedure reviewed and updated to include following BP Global HSSE Compliance Framework requirements:</p> <ul style="list-style-type: none"> - Use of Risk Based Prioritisation Tool to form the basis of the AzSPU risk based HSSE compliance programme. - Evaluation of AzSPU's HSSE compliance processes relative to the Compliance Framework including: AzSPU Compliance Plan action closure; compliance task development, verification / validation, and completion; progress against HSSE compliance KPIs. <p>In addition to above, procedure also amended to include reference to, and requirements of, AzSPU Contractor HSE Audit Procedure.</p> <p>Three-year AzSPU rolling audit schedule been amended to a two-year rolling audit schedule.</p>
May 14, 2009	Yuliy Zaytsev (AzSPU Safety & Compliance Systems Manager)	Idrak Nazarov (AzSPU HSE MS Team Leader)	<ul style="list-style-type: none"> - (para 3) References to OHSAS 18001 standard was updated - (para 4) Key Roles & Responsibilities were updated due to recent organizational changes - (para 5.1.2) Annual AzSPU audit program for Agency inspections was taken out - (para 5.3.1) It was revised that it is the responsibility of HSE MS Team to verify the qualifications and objectivity of potential audit team candidates through centralized register of AzSPU Qualified Auditors. - (para 5.3.1) Some more documents were added into the Advance Information Request section - (para 4 & 5.3.1 & 5.3.3) HSSE Team Leader position was also added into the sections to state that internal audits and assessments are managed by relevant

			<p>HSSE Manager and Team Leaders.</p> <ul style="list-style-type: none"> - Audit protocol form for compliance and Subject-matter audits was developed, added to section 6 & attached to the document. - Minor changes have been made on audit report form. - Links to the referenced documents were updated.
February 04, 2010	Yuliy Zaytsev (AzSPU Safety & Compliance Manager)	Idrak Nazarov (AzSPU HSE MS Team Leader)	<p>The procedure was revised in accordance with BP Group Guide for Self Audit program, the following changes were made:</p> <ul style="list-style-type: none"> - Title was changed to Self-assurance programme & language of the content was adapted to new OMS definitions - Roles & Responsibilities were changed to reflect Group practice - The new requirements (OMS, GG etc) were added to the section 3 - Section 5.1 was changed totally to reflect the current audit types and their definition - Referenced to AZSPU-HSSE-DOC-00252-2 AzSPU Practice for Assessment, Prioritization and Management of Risk & some obsolete references were deleted from the list - Checking the effectiveness of e-MoC process and CTM Tasks' quality completion as part of operating program audits were added into 5.1.3 - AzSPU Management of Change procedure was added into the section 6 - Tracking of audit findings through Tr@ction system was noted / clarified