



**BP Logistics
Baku Sea Port Station (BSPS)
Security Procedures
Post orders**

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Security Procedures

Purpose

The purpose of this document is to establish the set of security procedures, rules and regulations for Baku Sea Port Station (BSPS) Security Guard Service to ensure the security of personnel working at the offshore facilities and operations.

Security Guard must diligently follow the procedures, rules and regulations listed below and make full use of all the information provided.

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Objectives

The objectives of the security strategy for BSPS (onshore embarkation point) are to:

- Prevent unauthorized access of people, cargo and prohibited items to the Offshore facilities;
- Deter unauthorized introduction of dangerous/banned substances and devices;
- Conduct verification and identification of 100% of the outgoing personnel against their Vantage ID cards, company's ID and passport;
- Prevent access of people under influence of alcohol or drug to Offshore facilities;
- Minimize the likelihood of successful third party interference with, or damage to, the operation of the facilities.

Security and Safety Restrictions

The whole site is Non-smoking area. Smoking is permitted only at designated area indicated by signs. No Alcohol can be brought in/utilized within site under any circumstances. Access will be denied to those who cause reasonable suspicion of being under alcohol influence and tested through Alco-Check machine according to AzSPU Substance Abuse Policy. Such a case will immediately be reported to Logistics, Site, Security and Health management.

General requirements for Security stuff:

- Read, know and comply with provided Standard Operating Procedures which detail their duties to be performed.
- Act in accordance with all sections of the Standard Operating Procedures, the Security Officers Code of Conduct and Post Orders.
- Pay particular attention to any 'Temporary Instructions' which may frequently change depending on the Management's requirements and take up additional duties as and when requested.
- Relationships, communication and on-duty actions with personnel must be made with respect to their personality. Security should be friendly, polite and welcoming. The rights and dignity of the individual must be respected at all times.
- Report a case of deliberate disregard of the security procedures to the line and site management.
- Report security incidents to BP Security and Ste Management and file as appropriate. Assist in possible internal investigations.
- Assist Security and Site Management and implement other roles/tasks as required by business.
- Ensure safety of personnel and operations at BSPS and promote safety culture. Report unsafe behaviors and findings through submission of BOOS cards and ASA.
- Check all assigned premises of BSPS building (both internal & external) and Jetty site before the registration's operations begin if there any suspicious item, break downs, damage, threat etc.
- Work in accordance to the schedule.

Remember: Failure to implement and execute above written instructions and post orders by on duty guard will be considered as poor performance and lead to a disciplinary action.

Security Equipment

CCTV:

- Camera 1 & 2 cover the area in front of the Passenger Handling Facility.
- Camera 3 & 4 cover the territory/route from the Passenger Handling Facility to the Jetty.
- Camera 5 covers the Jetty territory.
- Camera 6 covers the main entrance gate to the Passenger Handling Facility.
- Camera 7 covers X-Ray machine zone.
- Camera 8 covers the temporary passengers' baggage storage area.
- Camera 9 covers the entrance to the "sterile zone" from security inspection area.
- Camera 10 & 11 covers the exits from the "sterile zone".

Electronic Access Control (EAC):

- 2 Card Readers installed at the main entrance gate to monitor the movement of people to/from Passenger Handling Facility.
- 2 Card Readers installed at the exit gates from the "sterile zone" to the Jetty.

Intruder Detection System (IDS):

- Detectors installed at the all gates of the Passenger Handling Facility.

X-Ray machine:

- 1 X-Ray machine is installed at the registration area of the Passenger Handling Facility area for baggage/cargo/personal belongings security check.

Walk Through Metal Detector:

- 1 Walk Through Metal Detector is installed at the entrance to the "sterile zone" for the personnel security check.

Hand Held Metal Detector:

- 1 Hand Held Metal Detector is provided to the security guard for the additional assurance of the personnel security check.

Sequence of the passenger handling process:

1. All personnel (100%) going to offshore should be verified, identified and registered against their Vantage ID cards, company's ID and passport at the entrance to the Passenger Handling Area.
2. All personnel (100%) entering the passenger handling area after registration (e.g. going to offshore, service and based staff etc.), their baggage (including hand bags, laptop cases etc), cargo and personal belongings should be searched by security guards using X-Ray machine and Metal detectors.
3. After security search the baggage and cargo should be kept in the storage under the security control. Hand bags, laptop cases etc. are allowed to the waiting/lounge area and to the vessel – seating area and each passenger is responsible for the security/purity of his hand bags.
4. After security search the outgoing personnel should pass to the waiting/lounge area. i.e. "sterile zone". One of the senior position passengers among the passenger crew staff should be nominated as a Senior Passenger. He/she should control and be responsible for the security/purity of passengers' hand bags during being in the Passenger Handling Facility and during a trip by a vessel until arriving to the 500mtr of the relevant installation.
5. In case of any exits from the "sterile zone" and return an individual should pass through all registration/security check again.
6. In all cases of exits from the "sterile zone" and Passenger Handling Facility (non-connected with loading to the vessel, e.g. smoking) the main entrance gate should be used.
7. Checked baggage/cargo, which is going to the boat (through the main entrance), should be escorted by a security guard. The loading process of baggage/cargo to the vessel and to the on-board baggage's container/s should be controlled by a security guard. When all assigned baggage/cargo are loaded into the container security guard should seal a container with a numbered plastic tie-wrap seals (security guard and a Passenger Attendant (Vessel) should record the number of a seal), which could be break opened only by the Passenger Attendant (Vessel) at the entering to the 500mtr of the relevant installation:
 - The Passenger Attendant (Vessel) should control the process of a loading of hand bags, laptop cases etc. into the relevant container, put simple plastic tie-wrap seal on the container, control and monitor the process of loading of the container/s to the platform.

- In case of detection of any break down of seals (on a vessel) a case should be appropriately recorded and informed by instance to the platform, PHF management and Security.
 - On the whole the Passenger Attendant (Vessel) should control all personnel during the embarkation/disembarkation process, all passenger movements on vessel, assist/control baggage handling.
8. Outgoing personnel loading to the vessel should be escorted by security guards. Offshore personnel should leave the "sterile zone" through the two exits. The loading process of personnel should be controlled by a security guard.
 9. In case if any passenger refused to go offshore by any reason (when his/her baggage already passed a security search) all checked baggage should be re-checked again (except the cases when he will not have passed the medical/alcohol checks).
 10. In case of in any passenger's baggage a weapon or its components and ammunitions will be found, all checked baggage should be re-checked again. Shift Supervisor, Site and Security management must be informed immediately. The case should be acted and handovered to a local police for further official investigations.
 11. If X-ray Operator suspects that a baggage may contain a bomb or detects a suspicious items on explosive devices or their any components his below actions are necessary:
 - Keep calm, under no circumstances nobody should touch, shake, squeeze or bend it!
 - The baggage should not be rolled out from X-Ray machine!
 - Security Shift Supervisor, Site and Security management should be informed immediately.
 - Security Manager and Incident Commander should immediately be informed.
 - Security Shift Supervisor should act according to the instructions given by Security Manager or Incident Commander.
 - If Incident Commander, Security Manager or Site Manager orders full evacuation of the personnel from the Passenger Handling Facility, Security Shift Supervisor should:
 - Evacuate all people from the Passenger Handling Facility;
 - Check the Assembly area, and if it is safe post a guard there;
 - Arrange guards and set cordons to block the access to the area;
 - Inform BPS Security and Management, local police about the threat.
 12. Based on a request from Offshore (OIM or delegate), Site and Security Management the baggage, cargo and personal belongings of passengers returning from offshore should be searched by security guards using X-Ray machine and Metal detectors etc.

Vessel crews and visitors

- A Captain of each vessel or his delegate should supply the BPS Security with an updated crew list as soon as a change in the crew.
- The BPS Security should have the updated crew lists available at all times to confirm names prior to entering any movements in the log.
- Security should inform a vessel Captain of a crew and visitors' arrival and check and log them according to the provided list. All personnel except crew to board on the vessel are considered visitors.

- All vessel crews' personnel and vessels visitors should report to BSPS Security about their arrival and departure.
- The BSPS Security should provide visitor badges for visitors and liaise with the vessels' captains whether such visitors are allowed on board or not.
- All vessel crew members, visitors and their belongings should pass through the security check (X-Ray, Metal detectors) before entering to the vessel.
- A Captain of each vessel or his delegate should supply the BSPS Security with the list of the crew temporarily leaving the boat for non-work related reasons.
- On return they (crew and visitors) should apply again to the Security guard for the registration, then they, their baggage and personal belongings should be searched by security guard (X-Ray machine and Metal detectors) prior the returning to their designated boat.
- All vessels' crew should pass through 100% alcohol check each time prior the entering to the Jetty/Vessel. Marine onshore support team (Ship Operator), visitors will be subject to alcohol check on random or suspicious bases.
- Security should report immediately to the Shift Supervisor or Site Management of any personnel refusing or not wishing to comply with this procedure.
- Entry to the Jetty/boat by vehicle of vessel crews and visitors will be denied.
- All goods aimed for and leaving the vessels should be documented (manifested) and copy of such document should be provided to BSPS Security prior to entering or leaving the boat.
- In case of when a name of a vessel crew member cannot be verified with the lists and goods cannot be matched with the in-line documentation Shift Security Supervisor and Site management should be informed immediately. The person or goods will be denied access to the Jetty pending the management approval.
- Checked vessel crew, visitors and goods should be observed and loading/embarkation process should be controlled by a security guard.

Vehicle Access Control - Delivery vehicle to the Jetty/vessel only:

- Delivery vehicles should be allowed to the Jetty only after getting the permission from Site Management.
- Vehicles with granted access to the Jetty should be subject to safety and security check.
- The entry and leaving of the vehicles should be appropriately logged and copies of in-line documents should be collected by security.
The following information should be logged:
 - Vehicle registration number
 - Drivers Name
 - Time of Entry or departure
 - Destination
- In case if above requirements are not completed/or declined no vehicle should be allowed to the Jetty unless advised by Site management.

Access Control to the Passenger Handling Facility

- All employees based at BSPS i.e. Aviation/FCB, Marine Contractor and Security staff etc must be electronically registered at the main entrance gate and passed through security check as it mentioned above each time when they proceed to/from the Passenger Handling Facility.
- Site Manager gives an approval for the activation of badges of the mentioned staffs.
- The updated list of employees is to be kept at the post. Site Management is responsible for the updating of the list.
- All authorized employees, not in possession of a valid Badge will be given a visitor's pass which will be handed to the Guard at the end of the shift.
- The Guard will keep a register of all temporary badges handed out.
- All BP employees who are not based at BSPS, Contractors and Visitors shall be classified as visitors and shall be required to report to security at the main entrance gate.
- After getting a confirmation from the visiting person the below mentioned information should be entered into the visitor's log and then visitor pass issued:
 - Name of person requiring access
 - Name of company he or she represents
 - Name of employee being visited
 - Visitors pass number
- Visitors should be met and accompanied within the facility by an employee (host) at all times. Host holds full responsibility for visitor's action/behavior while in the facility.
- On leaving the base the visitors pass should be returned to security at the main entrance gate and the visitors log updated with time of departure.
- Only the Site Manager or his delegate should authorize the removal of property from Passenger Handling Facility.

**Security Guard Service
Baku Sea Port Station (BSPS)
Security Post Orders**

Security Shift Supervisor – one guard
(Positioned at the security operator desk point)

- Manage the BSPS security staff so as to protect staff, protect assets and prevent loss.
- Ensure that all instructions are compliance with the Security Officer's Code of Conduct, SOPs and Security Post Orders.
- Manage the discipline, morale and welfare of the security staff.
- Is responsible for the dress and behavior of all security personnel on site.
- Register appropriately all changes/amendments that affect initial schedules indicating sick leave, vacation leaves and change of days-off.
- Is responsible for the co-ordination and control of all Security Guards assigned to him, their trainings, their duty rotas and shifts, and for their day-to-day duty instructions.
- Constantly seek ways to improve the company security, identifying risks to company safety and security, advising the Management of security options for the management/control of those risks.
- Be ensure that security staff is aware, in advance, of their duty shift times and, where appropriate, their duty location, substitute other guards in case of necessity.
- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector.
- Hold regular shift meetings with security guards on performance and discipline and report to line management.
- Randomly carry out searches of all guards. Whilst on duty in accordance with SOPs the Security Shift Supervisor is liable to inspection by the Senior Shift Commander or BP Security management at first instance.
- Implement permanent safe-key control by in time and proper registrations made on Keys Issuance. Take immediate and appropriate actions in case of keys missing or not returned and make proper registrations in Occurrence Log.
- Control the radio communications held among guards.
- Induct new hired guards about Security First Aid response, ensure each guard that boxes and carry bags registrations to be made for each use FA items. In case of serious injures IMT Medical Case Manager should be informed (mob. Phone: 0552214877).
- Ensure each guard knows the location of fire hose reels and fire extinguishers.
- Is responsible for the registrations of all information into the Occurrence Log on daily basis and information handover within the stuff.
- Maintain clean and accurate posts, and supervise that during shift handover/takeover by every guard at each post.
- Monitor and track implementation of team's safety targets on ASA/BOSS on monthly basis. Report unsafe actions and behaviors filling in ASA/BOSS online registration forms.
- As instructed should ensure that he keeps a close liaison with the site managers or department heads, assist and cooperate with management and other teams on business needs, be point of contact with Navigation (Aviation) team, BSPS security, a boat Captains and local Police.
- Should be in overall charge of the site security operation during his duty shift. This includes managing the functions of any electronic security systems or equipment installed on the site.
- Implement permanent security CCTV monitoring and control proper operation of EAC (Electronic Access Control), IDS (Intruder Detection system) systems.
- Keep under CCTV control entrance/exit doors, detect and react immediately to any illegal intrusion observed by CCTV.

- Monitor traffic (pedestrian/vehicular) flow in front of BPS, jetty and adjacent areas captured by CCTV cameras.
- Communicate immediately with the Site management if any area is alarm-displayed on CCTV monitor.
- Every Friday of each week after completion of all vessel departures Shift Supervisor must check all the CCTV cameras' status during the past week by selective viewing of morning, day, evening & night time recordings for each Date of the past week and provide weekly report on CCTV check status to line management.
- In case of emergency/major incident Security Shift Supervisor should inform Site Manager/On-Scene Commander without delay.
- React promptly to any emergency and take necessary actions according to the site emergency response plan/procedure to protect the Company, its employees and its assets.
- Receive information about fire/emergency and contact immediately with Police/Fire/Medical services as required by the nature of incident.
- In case of fire alarm/evacuation act in accordance with emergency procedures.

X-Ray operator – one guard

(Positioned at the X-Ray - main entrance after registration desk during operation times).

- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector.
- Conduct 100% security check of baggage/personnel belongings of outgoing personnel (after their registration), of Aviation/FCB staff or any other visitors entering to the Passenger Handling Facility i.e. "sterile zone", of vessels' crews and their visitors, of Service staff etc. each time when they proceed to the passenger handling facility.
- Conduct 100% check of cargos going offshore after the relevant registration and request by dispatcher/aviation representative.
- Register and report any failure in X- Ray monitoring and recording, and inform Shift Supervisor immediately.
- In case if any failures in X-Ray machine conduct all aforementioned checks manually.
- Substitute other guards in case of necessity.
- Maintain clean and accurate post, and follow that during shift handover/takeover.
- Report unsafe actions and behaviors filling in ASA/BOSS online registration forms.
- Report suspicious activity immediately to Shift Supervisor.
- If X-ray Operator detects a suspicious item in the baggage he should request his Assistant to conduct manual check of the baggage.
- If X-ray Operator suspects that a baggage may contain a bomb or detects a suspicious items on explosive devices or their any components his below actions are necessary:
 - Keep calm, under no circumstances nobody should touch, shake, squeeze or bend it!
 - The baggage should not be rolled out from X-Ray machine!
 - Security Shift Supervisor, Site and Security management must be informed immediately.

X-Ray operator assistant - one guard

(Positioned at the X-Ray during operation times)

- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector..

- Manual check of baggage/cargo/personnel belongings upon the request of X-Ray Operator if he detects a suspicious item in the baggage etc.
- Keep under the control the storage area.
- Provide relief for X-Ray operator and metal detector operator.
- Substitute other guards in case of necessity.
- Security escort of outgoing personnel and baggage/cargo.
- Maintain clean and accurate post, and follow that during shift handover/takeover.
- Report unsafe actions and behaviors filling in ASA/BOSS online registration forms.
- Report suspicious activity immediately to X-Ray Operator and Shift Supervisor.

Metal detectors operator - one guard

(Positioned at the Walk through metal detector during operation times)

- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector.
- Conduct 100% personal security check of outgoing personnel entering to the "sterile zone", of Aviation/FCB staff or any other visitors entering to the Passenger Handling Facility i.e. "sterile zone", of vessels' crews and their visitors, of Service staff etc. each time when they proceed to the passenger handling facility through Walk through metal detector and manual check by Hand held metal detector.
- Should control and monitor on the hand bags, laptop cases etc. taken by the passengers into the waiting/lounge area.
- Security escort of outgoing personnel and baggage/cargo.
- Substitute other guards in case of necessity.
- Maintain clean and accurate post, and follow that during shift handover/takeover.
- Report unsafe actions and behaviors filling in ASA/BOSS online registration forms.
- Report suspicious activity immediately to X-Ray Shift Supervisor.

Access to the Jetty and a boat - one guard

(Positioned at the Jetty gatehouse during operation times)

- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector.
- Control access to the Jetty and a boat.
- Control over the loading process of a personnel to a vessel.
- Control over the loading process of baggage/cargo to the vessel and to the on-board baggage's container/s. Should seal a container with a numbered plastic tie-wrap seals when all assigned baggage/cargo are loaded into the container and make relevant records in the log book.
- Substitute other guards in case of necessity.
- Maintain clean and accurate post, and follow that during shift handover/takeover.
- Report unsafe actions and behaviors filling in ASA/BOSS online registration forms.
- Report suspicious activity immediately to Shift Supervisor.

On-Duty Security Guard - two guards (7x24)

(during non operation times)

- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. X-Ray machine, Walk through metal detector gate, hand held metal detector

- Control access to the Jetty and a boat.
- Permanent monitoring CCTV, EAC and IDS systems.
- Conduct personal and baggage security check (x-ray and metal detectors) of all personnel and visitors entering to the "sterile zone" and of vessels' crews and their visitors, of service staff etc.
- Security escort of vessel crew member/vessel visitors and their baggage.
- Conduct check of vessels' goods and cargos going offshore after the relevant registration and request by dispatcher/aviation representative.
- Control over the loading process both personnel and baggage/cargo.
- Register and report any failure in metal detectors and in X- Ray monitoring and recording, and inform Shift Supervisor immediately.
- In case if any failures in X-Ray machine conduct all aforementioned checks manually.
- Substitute each other in case of necessity.
- Maintain clean and accurate post, and follow that during shift handover/takeover.
- Report suspicious activity immediately to Shift Supervisor.
- Act as mentioned in aforementioned instructions and post orders.

Vantage registrar – one receptionist (female)

- Conduct 100% check-in/registration of all outgoing to offshore passengers through Vantage POB system.
- Should have a good level of capabilities to work (as trained) with security equipment utilizing at the site, i.e. Walk through metal detector gate, hand held metal detector.
- Conduct personal security check through Walk through metal detector and manual check by Hand held metal detector of outgoing personnel entering to the "sterile zone", of staff or visitors entering to the Passenger Handling Facility i.e. "sterile zone", of vessels' crews and their visitors in case if they are females.
- Assist with terminal administration as required.

Remember: Failure to implement and execute above written instructions and post orders by on duty guard will be considered as poor performance and lead to a disciplinary action.

(+994 12) 598 4358 is the contact phone number with BSPS Security.

Appendix 1.

Listed below are dangerous and other goods which are not allowed offshore:

1. All types of fire, gas, pneumatic, side and mechanical arms: pistols, revolvers, rifles, guns*, carbines, and other types of fire, gas, pneumatic arms, electroshock devices and their imitator; Arbalests, arms for submarine hunting, sabers, broadswords, cutlasses, spears, daggers, hangers, dirks, stilettos, knives:
any types of knives (e.g. hunting, troops landing, Finnish dagger/knives, spear knives, gully, common household knives, switchblade knife, sharp knife, flick knife, penknife, Stanley knives etc) are prohibited to offshore except cases described in the "Azerbaijan SPU Offshore Operations Knife Policy AZSPU-HSSE-DOC-00014-3" document (e.g. food knives, canteen cutlery, scissors, medical instruments used by medical personnel, or tools such as chisels, scrapers etc). Link to the document is attached below:

http://docs.bpweb.bp.com/dkAzSPU:/published/hse/azspu/offshore_organisation/documents/AZSPU-HSSE-DOC-00014-3

Any exception to this rule must be approved by the site controller, i.e. OIM. In these cases contractors may bring knives with them offshore as a part of their tool kits. These knives must be handed in to the platform nominated person immediately on arrival and are subject to the common knife issue/ return and PTW (Permit to Work) process outlined in the knife policy (security should remind to passengers about this rule during check-ins).

All vendors are therefore requested not to carry knives of any description in their toolboxes.

2. Explosive substances/materials, explosive devices, and objects charged into them like: all types of gun powders regardless of quantity and packed forms; Live cartridges (including small-calibers gas arms' bullets); Hunting percussion caps (muskets); Pyrotechnic devices: signals, light signals, signal flares, signal bullets, pull down sabers, smoke sabers, special matches for explosives, sparklers; Trotyl, dynamite, tolite (trinitrotoluene), ammonal and other explosive materials; Capsule-detonators, electric detonators, electric fuses, detonating fuses etc. Common domestic matches and cigarette lighters.
3. Pressured and low pressed gases: common household use gases (butane, propane) and other gases; neuro-paralytic gases, tear gas cylinders.

4. Quick inflammable liquids, fluids: acetone, benzene, gasoline, sample products of quick inflammable oil products, methanol, methyl acetate ester, boracic acid, esters, ethyl cellulose, and all other types of quick inflammable liquids.
5. Inflammable solid explosives: potassium, sodium, metal calcium, phosphoric calcium and others; White, red, yellow phosphorus and other chain of inflammable solid explosives; organic peroxide; Colloid nitrocellulose in the form of solute wet or dry granular or fold with content less than 25% of water; dry or wet nitrocellulose with content less than 30% of solute or less than 20% of water.
6. Toxic and poisonous / toxic substances: regardless of the packed forms and types (solid or liquid) toxic and poisonous / toxic substances with any poisonous strength: prussic, nicotine, strychnine, tetrahydrofurfuryl alcohol, antifreeze, braking fluid, ethylene glycol, mercury, different types of prussic acid and others.
7. Caustic and corrosive substance: strong inorganic acids: chlorides, sulfates, nitrates and others; other strong acids and corrosive substances.
8. Any other devices, materials, substances, objects and items which suspicious to be used to put in practice any unlawful interference actions.

All the above-mentioned forbidden items are to be safe-kept till the return of owner.

* Except offshore platforms' flare guns registered as BP property. Refer to the Document "Azerbaijan Offshore Operations Performance Unit. Safe Working Practice. Control and use of flare ignition gun. AZSPU-HSSE-DOC-000XX-3".

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<<12 February 2010>>	<< Aviation & Crew Boat Services Manager / Vass, Derek>>	<< Offshore Security TL / Babayev, Elshad>>	Initial Issue
<<11 March 2010>>	<< Fast Crew Boat Services Team Leader / Nariman Aydamirov>>	<< Offshore Security TL / Babayev, Elshad>>	Minor updates re consistency with offshore knife policy