



## AzSPU List of HSE Definitions

### AZSPU-HSSE-DOC-00021-2

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## 1.0 Purpose/Scope

The purpose of this document is to provide definitions for terms used in the Azerbaijan Strategic Performance Unit (AzSPU) Health, Safety and Environment (HSE) procedures, and other related documentation. Individual HSE documents may also list definitions for terms unique to that document.

## 2.0 Definitions

### Alphabetic List of definitions

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**Accident** - Any event results in injury, and/or damage and/or loss

**Accountability** – The ultimate responsibility for an area of authority defined by the individual's Job Description, and will include authority delegated to a subordinate albeit temporary or permanent

**ACG** – Azeri, Chirag and deep water Gunashli

**AIOC** – Azerbaijan International Operating Company

**ALT** – Azerbaijan Leadership Team - the highest management level of Azerbaijan Strategic Performance Unit management.

**Annual Plan** - The entity annual plan is the documented outcome of the annual planning process each part of the business uses to address risks, performance delivery and performance improvement opportunities and allocate resources and budgets accordingly.

**Assurance** - The justified confidence that the system of internal control is in place, is fit for purpose, and is working as intended. Activities being undertaken to be certain that the system of internal control is embedded and working as intended include self-verification activities, challenge from outside the line, and rigorous and objective assessment through audits.

**ATS** – Action Tracking System.

**Audit** – A systematic, independent evaluation to determine whether or not the health, safety, security and environmental management system and its operation comply with planned arrangements, and whether or not the system is implemented effectively, and is suitable to fulfil the company's health, safety, security and environmental policy and objectives.

**Auditor** – Person with the competence to conduct an audit.

**Audit Finding** – result of the evaluation of the collected audit evidences against audit criteria.

**Audit Owner** – The person in the audited organization who sanctions the audit and/or is accountable for closing audit findings.

**Audit Plan** – A planning tool developed for the audit prior to the work taking place. It is a high level summary of audit objectives, scope, criteria, schedule, logistics, safety considerations, and team membership.

**Audit Protocol** – An audit-specific document that addresses the requirements to be reviewed during the course of the audit, depending on the audit scope and objectives.

**AzSPU** – Azerbaijan Strategic Performance Unit – the BP Group Strategic Performance Unit involved in the exploration, drilling, and/or production and transportation of oil and gas in Azerbaijan, Georgia and Turkey and its territories.

**BP** – The BP Group

**BPCS** – BP Exploration (Caspian Sea) Ltd.

**Behaviour-based Safety Process** - A behaviour-based safety process involves the workforce in continually improving HSE behaviours through systematic identification of target safe behaviours, observation, coaching, recording and action. The Safety Observation Conversations (SOC) process is an example of a behaviour-based safety process.

**BP Requirements** - The total of all the BP Group requirements defined by the functions.

**BTC** – Baku Tbilisi-Ceyhan oil pipeline

**Business Processes**- Activities undertaken to achieve a specific business outcome.

**CA** - Central Azeri Platform

**CAP** - Compliance Assurance Process - a process designed to assure that legal and other requirements are identified and communicated, and that responsibilities and internal control mechanisms are in place to maintain compliance with the requirements. The process also incorporates means for detecting non-compliance and taking corrective action on the findings.

**CMER**- Crisis Management and Emergency Response

**Compliance Audits** – Audits performed to assess compliance with HSSE&S legal and other requirements.

**Confidential/Secret** - Confidential information is information the disclosure, modification, misuse, or destruction of which could be significantly prejudicial to the interests of BP businesses and functions, or could cause significant embarrassment or difficulty for BP businesses and functions or their employees. Personal data must be classified as Confidential.



**Contingency plan** – A pre-established plan to mitigate an unusual situation which has the potential for harm, which incorporates the best use of local as well as remote facilities and resources.

**Continuous Improvement** – Doing better as a result of regular, consistent efforts rather than episodic or step-wise changes, producing tangible positive improvements either in performance, efficiency or both. (Centre of Chemical Process safety).

**Contractor** – An individual under a contractual relationship to supply BP plc or one of its subsidiary companies with goods and/or services.

A contractual relationship covers:

-All individuals contracted directly or sub-contracted

-All employees of companies contracted directly or sub-contracted

-All situations where a contract has not been raised but BP's procurement policy would normally expect there to be a contract in place. This applies to all levels including sub-contracted relationships.

**Contractor Management Representative** – An employee of the contractor who is the primary contact for the Supplier Performance Lead or HSE Liaison.

**Contractor Oversight** – Monitoring and reporting of a contractor's operations and HSSE&S performance.

**Controlled Document** – Documents, records and information that are required to maintain safe, responsible and reliable operating activity. These could include but are not limited to procedures & practices, technical studies, drawings, P&IDs, models, processes, hazard lists, and technical, design and operations data, and product, medical, occupational exposure and compliance-related records..

**Controlled Document Master List** – A list of all documents that are controlled.

**Corrective Action** – Action to eliminate the cause of a detected nonconformity or noncompliance.

**CoW** - Control of Work

**CTM** - Compliance Task Manager is an electronic compliance matrix that helps businesses manage the relationships between applicable legal requirements, compliance tasks, accountable BP employee positions, operational controls and

completion evidence document. The tool is provided to help businesses maintain justifiable confidence in consistently meeting their HSSE legal obligations.

**C&WP** - Compression and Water Injection Platform

**DAFWC (Day Away From Work Case)** - A work-related injury or illness which has either of the following consequences:

The member of the BP Workforce could not have worked on any day after the injury or illness, irrespective of whether there was scheduled work.

The member of the BP Workforce comes to work even when a physician or other licensed health care professional recommends that the individual stays at home.

**Defect** - Any act or condition which could be changed so as to stabilize or improve performance.

**Document** – Information and its supporting medium. The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

**Document Authority** – The individual that has executive authority for the document, making it binding on the organizational entity (e.g., Upstream, Strategic Performance Unit (SPU), Performance Unit (PU), operations asset [OA], operations site (OS), etc).

**Document Custodian** – The individual who, in most cases, is the document author or subject matter expert responsible for the accuracy and management of the document.

**Document Control Specialist/Administrator** – The person assigned to assist a SPU and/or PU in receiving and managing original document copies, assigning control numbers, updating and maintaining master lists, making notification of required reviews, and removing obsolete documents from and posting new and/or updated documents for the HSSE&S MS.

**Drugs and Alcohol** – includes alcohol, controlled substances, drugs and other medication (whether illegal, legitimately prescribed or over-the-counter) which can be inhaled, injected or ingested, and which are capable of affecting performance or judgment.

**EA** - East Azeri Platform

**Elements of Operating** – Describe operating in BP, include the eight elements of Leadership, Organization, Risk, Procedures, Assets, Optimization, Privilege to Operate, and Results. Each element and sub-element includes an operating principle.

**Employees** – People directly employed by a company. These can be BP employees if working directly for BP or contractor employees if working directly for a contractor.

**Entity or BP Entity** – An organizational unit within BP which may be a Performance Unit, Business Unit, Strategic Performance Unit, Segments or some logical sub group of one of these, defined by the Segment, Function or Region. Each operating entity will have a consistent local Operating Management System documented in an OMS Handbook.

**Entity Business Strategy** - A multi year (typically 5) look ahead identifying key business risks and opportunities, outlining the actions needed to address them and estimating resource needs.

**Environment** – Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

**Environmental Aspect** –Element of an organization's activities or products, or services that can interact with the environment.

**Environmental Assessment (EA)** – Local, scheduled, documented self-verifications that monitor key performance indicators to determine if process outcomes meet corporate and environmental requirements. Environmental Assessments are conducted internal to, or in support of, the operation being evaluated. Environmental Assessments are distinguished from Formal Independent Audits performed by personnel independent of the operations.

**Environmental Event** – A situation where a person observes or becomes aware of a fact or facts that suggest an environmental issue, including, but not limited to environmental nonconformance and potential or actual violations.

**Environmental Impact** – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.

**Environmental Management System Audit** – Systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's EMS conforms to the EMS audit criteria set by the organization, and for communicating the results of this process to management and other affected parties.

**Environmental Objective** – Overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.

**Environmental Performance** – Measurable results of an organization's management of its environmental aspects. In the context of EMS, results can be measured against the organization's environmental policy, environmental objectives, environmental targets and other environmental performance requirements.

**Environmental Policy** – Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management. The environmental policy provides a framework for action and for the setting of environmental objectives and environmental targets.

**Environmental Requirements** – Applicable international, national, and local environmental statutes, regulations, enforceable agreements, project-specific agreements, lender requirements, agency orders, and permits (also termed legal requirements).

**Environmental Target** – Detailed performance requirement, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**EOP** - Early Oil Project

**ERP** - Emergency Response Plan

**ESAP** – Environmental and Social Action Plan.

**ESIA** – Environmental and Social Impact Assessment.

**ESMS** - Environmental and Social Management System. That part of an organization's management system used to develop and implement its environmental / social policies and manage its environmental / social aspects. A MS is a set of interrelated elements used to establish policy and objectives and to achieve those objectives. A MS includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

**External Third-Party Audits** – Audits conducted by independent third parties outside of BP. These types of audits include EMS certification to ISO 14001 and other required external audits.

**Externally verified statements & ISO certification** – BP AzSPU major sites that have their Environmental Management Systems (EMS) certified against the ISO 14001 Standard and an externally Verified Site Report which is publicly available.

**Facility** – is a generic term used to denote any organizational unit below the BP entity level. Could denote a site, unit, etc.

**Fatality -**

- **BP AzSPU** Any incident that results in the death of a BP AzSPU Employee and occurs in the BP Work Environment. This includes both work-related and non work-related fatalities.
- **Contractor** Any incident that results in the death of a BP Contractor and occurs in the BP Work Environment. This includes both work-related and non work-related fatalities.
- **Third Party** Any incident that results in the death of a third party who is in or impacted by the BP Work Environment. This includes both work-related and non work-related fatalities.

**Fatigued** - State of tiredness that is associated with long hours of work, prolonged periods without sleep, or the requirement to work when the individual would normally be resting. It is a result of physiological factors and is not a 'state of mind'.

**Fire** - Any unintentional fire of any magnitude should be reported, including any materials which have ignited resulting in flame or smoke, and including unintentional electrical arcs.

This includes fires that are typically process-safety related. For example:

- A gas, oil or chemical release that results in a flame
- A tangible indication of a fire (e.g. soot on the inside of a distillation tower) where no flame was actually seen
- A fire on a scaffold board in a process unit
- A fire in a vehicle parked by an operating unit
- A 120 or 220 volt shorted switch
- A fault in a motor control centre or electrical switch gear.

This also includes fires that are not typically process-safety related. For example:

- A paper or cardboard fire in a garbage / trash can in an office building
- A fire during equipment repair in a maintenance shop
- A solvent fire in a laboratory
- Smouldering rags in a pump house (no flame)
- A fire in a vehicle in a parking lot outside the facility fence.

**First Aid** - An incident is classified as a First Aid if the treatment of the resultant injury or illness is limited to one or more of the 14 specific treatments below.

These are:

1. Using a non-prescription medication at non-prescription strength
2. Administering tetanus immunizations
3. Cleaning, flushing or soaking wounds on the surface of the skin
4. Using wound coverings such as bandages, gauze pads, etc; or using butterfly bandages
5. Using hot or cold therapy
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc
7. Using temporary immobilization devices while transporting as accident victim
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
9. Using eye patches
10. Removing foreign bodies from the eye using only irrigation or a cotton swab
11. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
12. Using finger guards
13. Using massages, or

14. Drinking fluids for relief of heat stress.

**Fit for Service** -The current condition of a piece of equipment is capable of operating at defined operating conditions for a defined operating period.

**Fitness for Task** - Fitness to perform specific tasks that have been identified as carrying risks that could harm the health and safety of themselves, others or the integrity and safety of the operations. (i.e. assessment of eyesight for driving).

**Formal Independent Audit** – An independent review of business activities. It is a systematic, documented process of collecting and evaluating factual evidence to confirm an organization's adherence to corporate and environmental/social requirements. These Formal Independent Audits are performed to objectively check BP AzSPU Upstream's operations. Independent groups include BP AzSPU Upstream's internal audit group, BP audit groups, contractors, and technical authorities from operations other than those being audited. Lead auditors are independent of line responsibilities or Business Unit affiliation.

**Gap Assessment Tool (GAT)** -The OMS Group Essentials Gap Assessment Tool (GAT) - a group developed gap assessment tool for entities to identify and prioritise gaps against the Group Essentials statements. The GAT is a web based tool, and is accessible via the OMS Implementation website.

**GHG** – Greenhouse gases that alter the thermal properties of the atmosphere. The main greenhouse gases are considered to be water vapour, carbon dioxide, chlorofluorocarbons, halons and ozone.

**GHG Direct Emissions** - Emissions of greenhouse gases from sources that are under the operational control of the company.

**GHG Indirect Emissions** - Emissions of greenhouse gases that are consequences of the activities of the company but occur at sources outside the operational control boundary.

**Group Defined Practice (GDP)** - The few (currently 13) group mandatory practices defining engineering and operating Group requirements primarily focused on identifying, prioritising and managing risk.

**Group Recommended Practice (GRP)** - Group engineering and operating practices containing recommended practice that entities are encouraged to use to deliver the Group Essentials. Refer to the Integrity Management GDP (GDP 5.0-0001) which contains Group requirements for the application of Engineering Technical Practices (ETPs) at entities.

**Group Enduring Metrics** - The measures used to monitor the delivery of the Group's long-term objectives.

**Group Essentials** -These are a consolidated list of S&O Function controlled BP Group requirements categorized against the sub-elements.

#### **HACCP** - Hazard Analysis Critical Control Points

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**Hazardous Waste** - The sum of the operated direct hazardous waste disposed in tonnes for the year being measured expressed as a percentage of the equivalent waste disposed for 1999.

$$\text{Hazardous Waste \%} = \frac{\text{Operated hazardous waste disposed}}{\text{Operated hazardous waste disposed in 1999}}$$

**Health Surveillance** - The systematic monitoring of employees exposed to certain health risks for early signs of biological changes that could indicate damaging exposure to work related health risks. It seeks to confirm that where employees are potentially exposed to known workplace hazards, the control measures are effective and the worker is showing no harmful effect.

Health surveillance is appropriate where potential exposure to a workplace hazard has a known health effect and there is a validated, reproducible and measurable biological impact.

**HGA** - Host Government Agreement

**High Potential Incidents (HiPo)** - An Incident or Unsafe/Unhealthy Condition or near miss where the most serious probable outcome is a Major Incident. In addition, this includes any Loss of Primary Containment Incident where the potential severity is classified at Level E or greater as defined in the Group-defined Operating practice 'Reporting HSSE and Operational Incidents'.

**HSE** – Health, safety and environment

**HSE Liaison** – Individuals selected to assist in managing a contract.

**HSSE Management System** – The Company structure, responsibilities, practices, procedures, processes and resources for implementing health, safety, security and environmental management.

**HSSE Policy** – Overall intentions and direction of an organization related to its health, safety, security and environmental performance as formally expressed by top management.

**HSSE&S MS Management Representative** – An individual appointed by Senior Management who, irrespective of other responsibilities, shall have defined roles, responsibilities, and authority for:

- Ensuring that HSSE&S MS requirements are established, implemented, and maintained to meet policy requirements, achieve objectives and targets, and comply with legal and other requirements to which the organization subscribes



- Reporting on the performance of the HSSE&S MS to Senior Management for review and as a basis for improvement.

**Human Factors** - Human factors consider how human and individual characteristics combine with environmental, organisational and job factors to influence workplace behaviour that could impact health and safety. They recognise that human error often results from a misalignment between physical and behavioural characteristics of human beings and the design of jobs, processes, equipment and conditions in the workplace. Fatigue is a human factor that requires special attention to understand and prevent accidents in the workplace.

**IEMP** - Integrated Environmental Monitoring Program

**IGA** - Inter Governmental Agreement

**IM**- Integrity Management (BP Group Standard)

**Incident** - An unplanned event or occurrence that affects or has the potential to affect the health or safety, or security of:

people, or

assets, or

the environment.

**Implement** - Put in place a plan, process or procedure and act in accordance with it.

**Incident Commander (IC)** - An individual designated and trained to command and control the company's emergency response efforts.

**Injury/Illness** - Injuries are a consequence of instantaneous events. Instantaneous events are characterised by a sudden and unexpected physical change which occurs over a short time and which results in immediate harm to people. A short time may be described as the snap of your finger or a single breath. Therefore, conditions such as sunburn, welders flash, friction blisters, or repetitive motion induced conditions are illnesses. Back problems are always considered injuries.

**Interested Party** – Person or group concerned with or affected by the health, safety, security, environmental or social performance of an organization.

**Internal Audit** – A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the HSSE&S management system audit criteria set by the organization are fulfilled.

**ISO 14001-** ISO 14001 is the specific standard for Environmental Management Systems, against which certification may be obtained. ISO is a leading international organisation for standardisation

**Job Description** – A short document which sets out an employee's authority and responsibilities in the job, who he/she reports to, and who reports to him; what his duties are and the qualifications necessary to perform those duties.

**Journey Management Plan (JMP)** – The planned movement of people and equipment from one place to another including communications, route, scheduled stops, hazard warnings, provisioning, breakdown and other contingency.

**KPI** - Key Performance Indicator - a quantifiable measure used to monitor progress in achieving objectives and targets.

**Leading and Lagging Indicators** - Metrics used to measure and/or monitor performance. Leading indicators measure the inputs leading to an outcome, and lagging indicators measure the actual outcome.

**Legal and Regulatory Requirements** - Applicable obligations established by applicable legislation, regulation, administrative order or notice, permit, consent decree or any other similar instrument, and any legally binding commitment entered into by BP, where failure to comply by BP is unlawful and enforceable by a court of law in the relevant jurisdiction.

**Legal and Regulatory HSSE Requirements-** Legal and regulatory requirements relating to health, safety, security or the environment.

**Line Management** – Managers in the line organization that are directly accountable for HSSE&S issues.

**Local OMS Handbook** – A document describing the local OMS for an operating entity. Describes how the OMS framework is implemented in the operating entity, including how the local OMS is integrated with local business processes. Describes how the operating entity captures learnings and continuously improves performance.

**Major Accident Risk (MAR) Assessment** - A risk assessment undertaken using the Group Major Accident Risk (MAR) process (ETP No. GP 48-50).

**Major Incident-** A health, safety, security or environmental Incident in which the actual severity represents a Level A-D or E impact as defined in the Group-Defined Operating Practice 'Reporting HSSE and Operational Incidents'.

**Major Operating Sites** - A site or grouping of sites that produce or manage petroleum, chemical, or manufactured products where such products, their production processes, or their exploration processes have the potential to cause significant impact on the environment or the safety and health of employees, neighbours, or consumers. Group S&O Function will maintain and publish a list of major operating sites.

**Management Programme** - Describes the activities required to achieve specific objectives and targets e.g. the Waste Management Programme details actions, responsibilities and accountabilities for achieving waste related objectives and targets.

**Management Reviews** – Formal, documented review carried out by an entity leadership team to review the effectiveness of the entity local OMS, and to identify, implement and sustain improvements.

**Management System** – A management system is the framework of processes and procedures used to ensure that an organization can fulfill all tasks required to achieve its objectives

**Management system audit** – audit of conformance with the management programme requirements in OMS

**Medical Confidential** - The ethical principle or legal right that information relating to a patient will not be shared and will be kept safe by health professionals, unless the patient gives consent permitting disclosure. All clinical data have a degree of confidentiality and shall be treated as controlled documentation.

**Medical Treatment (MT)** - An incident is classified as a Medical Treatment (MT) case when the management and care of the patient to address the injury or illness is above and beyond First Aid. Medical Treatment does not include the conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes.

**MENR** – Ministry of Ecology and Natural Resources (Azerbaijan)

**MIA (Major Incident Announcement)** - A Major Incident is an incident, including a security incident, involving any one of the following:

- A fatality associated with BP operations
- Multiple serious injuries
- Significant adverse reaction from authorities, media, NGOs or the general public
- Cost of accidental damage exceeding US \$500,000
- Oil spill of more than 100 barrels, or less if at a sensitive location (1 barrel = 159 liters)
- Release of more than ten tonnes of a classified chemical.

**MoE** - Ministry of Environment (Georgia)

**MSDS** – Material Safety Data Sheet issued by manufacturer of chemical substances that sets out the hazards likely to be encountered by those who come into contact with the substance. The sheet may also identify recovery procedures following adverse exposure

**Near Miss** – An event that under slightly different circumstances could have resulted in an HSSE&S requirement violation, or a nonconformance.

**NREP** - Northern Route Export Pipeline

**Noncompliance** – Noncompliance is a failure to meet regulatory or other requirements.

**Nonconformity** – Any deviation from established procedures, programs, and other arrangements related to the HSE MS.

**OCD** - Organizational capability development

**Occupational Illness** - An occupational illness is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure associated with the BP work environment. This includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact with physical, chemical, biological or psychological hazards in or associated with the working environment.

**Occupational Injury** - An occupational injury is any harm to an individual caused by an instantaneous event in the work environment. Instantaneous events are characterised by a sudden and unexpected physical change which occurs over a short time and which results in immediate harm to people. A short time may be described as the snap of your finger or a single breath.

**Objective Evidence** – A verifiable fact gained through the examination of documents/records, the observation of field activities or conditions, or conversations with persons who have firsthand knowledge of the facts.

**Obsolete Document** – A document that is no longer applicable to the HSSE&S MS and/or has been replaced by a revised document.

**OMS** - Operating Management System, provides a systematic and consistent approach for managing our operating activities, and delivering competitive performance while meeting BP's commitment to HSSE performance

**OHAIRS** - Occupational Health and Illness Reporting System

**Operator** – A specific company or business entity formally designated as managing day-to-day operations of a given asset.

**Operating** - All forms of business activity that are involved in managing Projects and Operations including but not limited to all aspects of Engineering, Marine and HSSE activities.

**Operating Management System (OMS) Framework** - A control process that describes the BP Elements of Operating, Performance Improvement Cycle, and the requirement for development of a local OMS at each BP operating entity. The framework operates by applying the OMS Continuous Improvement process to local business processes to deliver the outcomes summarized in the eight Elements of Operating. The term is synonymous with 'BP Operating Management System'.

**Operational Control** – An implementing procedure, physical control, checklist, training, employee expertise, or other means of controlling operations to manage significant environmental aspects and/or legal and other requirements. Examples of physical controls can include valves, automatic shutoff devices, engineered solutions, signage, etc. Operational controls, in the form of procedures, stipulate operating criteria.

**Operational program** – the procedures and processes that specify how operations barriers are to be implemented, e.g control of work programme, waste management programme.

**Organization** – Company, corporation, firm, enterprise, authority, or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

**Other Requirements** – Requirements to which a SPU subscribes that are in addition to legal requirements. A BP example is Getting HSE Right.

**Oversee** – To monitor.

**Oversight** – Monitoring and Reporting of performance.

**Performance Improvement Cycle (PIC)** - The annual systematic improvement process applied at each entity based on the Plan/Do/Check/Act cycle, but with Intent and Risk Assessment and Prioritisation steps added at the start of the process. The specific requirements of the PIC are detailed in OMS Part 3.

**Possible Violation** – A HSSE&S event that may constitute a violation after a complete review of the facts, or upon further legal analysis of applicable requirements.

**Potential Violation** – A possible violation.

**Prevention of Pollution** – Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts. Prevention of pollution can include source reduction or elimination, process, product or service changes, efficient use of resources, material and energy substitution, reuse, recovery, recycling, reclamation and treatment.

**Preventive Action** – An action to eliminate the cause of a potential nonconformity.

**Principles** - High level statements summarizing the intent of each Element and sub element of Operating. These Principles are used by members of the operating community to guide judgments and support decision making, especially in the absence of any specific group or segment requirement.

**Procedure** – A specified way to carry out an activity or a process.

**Process Safety** – to manage the integrity of hazardous operating systems and processes by applying good design principles, engineering and operating practices which prevent and control incidents that have the potential to release hazardous materials or energy.

**Process safety incident** - An incident related to process safety, a disciplined framework for managing the integrity of hazardous operating systems and processes by applying good design principles and engineering practices, dealing with the prevention and control of incidents that have the potential to release hazardous materials. Such incidents can cause toxic effects, fire, or explosion and could ultimately result in serious injuries, property damage, lost production and environmental impact.

**Produced water** - Formation water from the oil reservoir that is co-produced with the oil and subsequently separated. Separated perched and condensed water from gas/condensate fields is included in this category.

**Program** – the procedures and processes that specify controls or barriers. “Programmes” can be operations programmes or management programmes.

**PSA** – Production Sharing Agreement.

**Psychosocial Factors** - Factors that may affect employees’ psychological response to their work and workplace conditions (including working relations). They may appear when there is a mismatch between the job requirements and the capabilities, resources and needs of the individual. Examples include: high workloads, tight deadlines, lack of control of the work and working methods. Psychosocial factors are important as they may contribute to stress and musculoskeletal disorders.

**QPR** – Quarterly Performance Review

**Record** – A document stating results achieved or providing evidence of activities performed.

**Risk** - A measure of loss / harm to people, the environment, compliance status, Group reputation, assets or business performance in terms of the product of the probability of an event occurring and the magnitude of its impact.

**Risk Reduction Measures** - Measures and actions taken to reduce risk or prevent an incident occurring, and/or control its impact or frequency, and/or mitigate its effect on people, the environment, or our business. These measures and actions should be considered in the following order of preference: Elimination, Prevention, Control, Mitigation, and Emergency Response. Further detail and information can be found in GDP 31-00-01 Assessment, prioritisation and management of risk.

**Risk Register** - A document that identifies hazards and risks relating to the operating activity of the entity. It will detail the impact and probability of risks and identify plant, process, people and performance risk reduction measures to manage the risks. (Further detail in GDP 31-00-01 Risk assessment, prioritisation and management).

**Safe, Responsible and Reliable** - An outcome where all aspects of Health, Safety, Security and Environment are well managed and in line with legal and regulatory HSSE requirements and plant and equipment are operated to achieve planned performance.

**Safety and Production Critical** - Very important to achieving safe, responsible and reliable operating.

**SCP** - South Caucasus Pipeline

**SD** - Shah Deniz

**SDA** - Shah Deniz Alpha platform

**SOCAR** - State Oil Company of the Azerbaijan Republic

**SSOW** - Safe System of Work

**SOC** – Safety Observation Conversation

**Social Aspect** – Elements of an organization's activities, products, and services that can interact with the community or wider stakeholders.

**Social Management System Audit** – Systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's SMS conforms to the SMS audit criteria set by the organization, and for communicating the results of this process to management and other affected parties.



**Social Objective** – Overall social goal, arising from the social policy, that an organization sets itself to achieve, and that is quantified where practicable.

**Social Performance** – Measurable results of the SMS, related to an organization's control of its social aspects, based on its Social Policy, objectives and targets and its compliance with applicable social requirements.

**Social Policy** – Statement by an organization of its intentions and principles in relation to its overall social performance, that provides a framework for action and for the setting of its social objectives and targets.

**Social Target** – Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the social objectives and that needs to be set and met in order to achieve those objectives.

**SPU** - Strategic Performance Unit - a formally recognized discrete business organization within the BP Group.

**Spill (or hydrocarbon spill)** - All spills of hydrocarbon greater than or equal to 1 barrel (bbl). Spills less than 1 barrel are not included in this metric but must be held locally, typically in Traction. (1 barrel = 159 litres = 42 US gallons)

**STEP** - Sangachal terminal Expansion Project



**Sub-Elements** - The sub-elements (currently 48) of the Elements of Operating provide a more detailed list of operating activities, which are dependent on each other and need to be selectively and systematically managed using OMS.

**Supplier Performance Lead** - Individuals selected to assist in overseeing a contract

**Task Description** - Description of Compliance Task requirement, including actions required to complete the Task

**Task Statement** - Statement to summaries the Compliance Task requirement

**Technical Authority (health / safety / security / environmental / social / management system / external affairs specialist, or other designated HSSE personnel)** – provide input in terms of technical interpretation of Legal and Other Requirements and changes to Legal and Other Requirements, as required.

**Third Party** – Person associated with the work, but not a member of our work force.

**Training** – The process of imparting specific skills and understanding to undertake defined tasks.

**TVAR** – Total Vehicle Accident Rate

**Unsafe/Unhealthy Condition-** Any departure from the required or expected performance or condition of equipment (Plant), procedures (Process), or People, which if not addressed could result in an Incident, or make a consequence of an incident more severe. For example, thinning of pipes due to corrosion or excessive work hours causing fatigue.

**Vendor** - A Supplier that provides tangible material or equipment. Company defines any Vendor that provides On-Site services other than delivery as a Contractor.

**Verified Site Report** - An externally verified document which represents the performance of a particular facility or cluster of facilities that has been published on BP AzSPU Official web-site.

**Violation** – A failure to comply with an HSE requirement.

**VTA** - Virtual Training Assistance

**WA** - West Azeri Platform

**Waste** - Any material, (solid, liquid or gas), which is introduced into work location as a product of the work but which fulfils no further useful purpose, at that location.

**Waste Management** - A system to achieve reduction, re-use, reclamation, recycling and responsible disposal of materials

**Workforce** - comprises all BP employees, BP Contractors and all BP Directors

**WREP** - Western Route Export Pipeline

### 3.0 General Requirements

- RD 0.0-0001 BP Group OMS Glossary Reference Document
- BP Group HSE Reporting Definitions
- ISO 14001 – 3.0 Definitions
- OHSAS 18001 – 3.0 Terms and Definitions

### 4.0 Responsibilities

Not applicable.

### 5.0 Procedure

Not applicable.

### 6.0 Key Documents/Tools/References

Not applicable.

**Revision Log**

<b>Revision Date</b>	<b>Authority</b>	<b>Custodian</b>	<b>Revision Details</b>
December 26, 2005	Gunther Newcombe	Yuliy Zaytsev	Initial issue.
November 13, 2006	Gunther Newcombe	Yuliy Zaytsev	Additional definitions added, number of existing definitions revised.
November 29, 2007	Yuliy Zaytsev	Farid Jafarov	Additional definitions have been added from the list of BP Group HSSE reporting definitions, number of existing definitions revised and amended.
January 06, 2009	Yuliy Zaytsev	Idrak Nazarov	Additional definitions were added
January 18, 2010	Yuliy Zaytsev	Idrak Nazarov	Document was revised in accordance with new OMS Glossary & Definitions, Additional Definitions were added where the other's definitions were revised due to new OMS language