



Procedure for Fire Prevention, Detection and Response

AZSPU-HSSE-DOC-00051-2

This number supersedes **UNIF-HSE-PRO-159-C1**

Authority:	AzSPU Safety & Compliance Systems Manager	Custodian:	Safety Systems/CoW Lead
Scope:	AzSPU	Document Administrator:	MS Document Coordinator
Issue Date:	05 October 2004	Issuing Dept:	Safety & Compliance Systems
Revision Date:	25 January 2011	Control Tier:	2
Next Review Date:	14 February 2011		

TABLE OF CONTENTS

1	PURPOSE / SCOPE	4
1.1	PURPOSE	4
1.2	SCOPE	4
2	DEFINITIONS	4
3	GENERAL REQUIREMENTS.....	5
3.1	BP AZSPU REQUIREMENTS	5
3.2	LEGISLATION & STANDARDS	6
3.3	STOPPING UNSAFE WORK	6
3.4	DEVIATIONS	6
3.5	LANGUAGE FACILITATION.....	6
4	RESPONSIBILITIES.....	6
4.1	SITE MANAGER (SM) / SITE CONTROLLER (SC) / OFFSHORE INSTALLATION MANAGER (OIM)	6
4.2	AREA AUTHORITY	7
4.3	ALL PERSONNEL	7
5	FIRE PREVENTION.....	7
5.1	HOUSEKEEPING AND PROCEDURES	7
5.1.1	Work Areas and Walkways	8
5.1.2	Waste Materials	8
5.1.3	Working Practices	8
5.2	RISK ASSESSMENTS.....	9
5.2.1	All Activities	9
5.2.2	Hot Work.....	9
5.3	HAZARDOUS AREAS.....	9
5.3.1	Hot Work in Hazardous Areas	9
5.3.2	Plant and Equipment in Hazardous Areas	9
5.3.3	Motor Vehicles and Internal Combustion Engines	9
5.4	HANDLING AND STORAGE OF FLAMMABLE SUBSTANCES	10
5.4.1	Handling	10
5.4.2	Storage	10
5.5	FIRE PROTECTION OF BUILDINGS AND PLANT	10
5.6	FIXED FIRE DETECTION SYSTEMS	11
5.6.1	Description and Types	11
5.6.2	Location and Use.....	11
5.6.3	Operation.....	11
5.6.4	Inspection and Maintenance	11
5.7	MANUAL FIRE DETECTION.....	12
5.7.1	Site Specific Procedures	12
5.7.2	Person Discovering Fire	12
5.8	PERSONNEL RESPONSE TO FIRE ALARM	12
5.9	FIXED FIRE FIGHTING EQUIPMENT	12
5.9.1	Description and Types	12
5.9.2	Location and Operation	13
5.9.3	Inspection and Maintenance	13
5.10	PORTABLE FIRE FIGHTING EQUIPMENT	13
5.10.1	Description and Types	13
5.10.2	Location.....	14
5.10.3	Operation and Use - Recharging.....	14
5.10.4	Inspection and Maintenance	14
5.11	TRAINING PROGRAMME	14

5.12 TRAINING RECORDS..... 14

5.13 PRACTICE DRILLS..... 14

6 DOCUMENT REFERENCES..... 15

APPENDIX A: CHECKLIST FOR FIRE SAFETY MANAGEMENT 15

1 PURPOSE / SCOPE

1.1 PURPOSE

This Safe System of Work provides the information necessary for ensuring the safety of personnel, buildings, installations, and plant with regard to fire prevention, detection and response. This is not intended as engineering design standard.

1.2 SCOPE

The contents of this procedure are applicable to all BP owned and managed sites / installations in Azerbaijan and Georgia. Contractors working on BP owned or managed sites / installations are also responsible for alignment with this procedure.

This document does not replace the procedures prepared and adopted by specialist contractors. Neither does it supersede any national and local regulatory requirements.

This procedure contributes to compliance with Group Control of Work (CoW) standard that the Hazards associated with BP activities are identified and that the risks are assessed and managed.

All guidelines contained shall be regarded as the minimum requirements for BP owned or managed sites / installations in Azerbaijan and Georgia.

The scope covers defined activities of BP and Contractors at all BP AzSPU sites and installations.

2 DEFINITIONS

Refer to document [AzSPU-HSSE-DOC-00021-2](#) HSE Definitions for definitions common to this Procedure. Definitions specific to the Procedure are included below.

Fire Response:	All measures used to minimise injury and loss through fire, including procedures, design, selection, installation and maintenance.
Fire Prevention:	Procedures used to minimise or prevent fire.
Fire Detection Systems:	Equipment designed to detect fire and raise the alarm.
Fire Suppression Systems:	Systems designed to suppress or extinguish fires through automatic or manual activation.
Emergency Procedures:	Planned measures designed to minimise the risk of injury in an emergency situation.
Combustible:	The property of any material or substance that will readily burn.
Flammable:	The property of a substance that ignites easily, burns intensely and has a rapid flame-spread.

Flash Point:	The lowest temperature at which a flammable or combustible liquid gives off vapours to form an ignitable mixture with air.
Ignition Temperature:	The lowest temperature at which a mixture of vapour and air will ignite without a spark or flame. The term also applies to the temperature of a hot surface that can ignite flammable vapours.
Flammable or Explosive Range:	The range between the smallest and largest amounts of vapour in a given quantity of air that will explode or burn. The amount is usually given in percentages and is based on normal atmospheric temperatures and pressures.
Water Solubility:	The capability of a flammable or combustible liquid to be soluble in water.
Spontaneous Combustion:	Ignition due to the rapid oxidation of a substance that generates enough heat for ignition to occur.
Non-Hazardous:	In which an area is not one of Zone 0, 1 and 2.
Heat detectors:	(electro-pneumatic; electronic; heat sensing wire; quartzoid bulbs)
Smoke detectors:	(photo-electric cell, ionisation detectors, continuous air sampling)
Flame detectors:	(infra-red detectors, ultra violet detectors)
SM	Site Manager
SC	Site Controller
OIM	Offshore Installation Manager
AA	Area Authority
PA	Performing Authority

3 GENERAL REQUIREMENTS

3.1 BP AzSPU REQUIREMENTS

It is a company requirement that all tasks are subjected to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with BP existing standards. Where compliance with BP standards cannot reasonably be achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls and demonstrate that risks remain as low as reasonably practicable, whether by compliance with BP Standards or through level 2 Risk Assessment.

- Operating Management System OMS Essentials 3.2.1 and 4.5.1

“No smoking” policy is required within all facilities of BP. Smoking is allowed only at designated areas.

3.2 LEGISLATION & STANDARDS

This procedure complies with applicable national law. Applicable national law is national law as amended by project specific agreements, e.g. the ACG Production Sharing Agreement (PSA), and relevant International Conventions, if any, in force in Azerbaijan or Georgia, as applicable.

In the absence of national legislation, or where national legislation is inconsistent with the requirements of project specific agreements, BP Group Standards or applicable requirements from UK or US legislation will be complied with.

Where requirements conflict, legal advice has been obtained and a defensible compliance position adopted.

The standards and practices contained in this procedure are consistent with those internationally recognized within the petroleum industry.

3.3 STOPPING UNSAFE WORK

To stop the continuation of potentially unsafe work at the earliest possible stage, the Control of Work (CoW) Policy and this procedure for Fire Protection make it very clear that all personnel are obliged and have the authority to **“STOP”** the work that they consider to be unsafe.

3.4 DEVIATIONS

This procedure is written in sufficient detail that it should be able to be applied consistently at all sites / installations. There may still be the requirement for some local rules covering site / installation specific logistical/administrative arrangements and local variations in responsibilities to reflect differences in organisational arrangements. These local rules should not deviate from the core processes within this document. Any form of deviation from this procedure, including but not limited to local rules, shall be requested and authorised in accordance with SSOW, Deviations from Regulations and Procedures (Doc. No: AZSPU-HSSE-DOC-00011-2).

3.5 LANGUAGE FACILITATION

Due to the various languages spoken at sites / installations, there is a necessity to assist all with “an ease of understanding”.

4 RESPONSIBILITIES

4.1 SITE MANAGER (SM) / SITE CONTROLLER (SC) / OFFSHORE INSTALLATION MANAGER (OIM)

Site Managers / Site Controllers / Offshore Installation Managers shall develop appropriate instructions for fire protection and prevention and associated emergency procedures using the contents of this document as a guideline and where necessary by consulting with relevant expert authorities.

The Site Manager / Site Controller / Offshore Installation Manager shall be responsible and accountable for the application of this procedure in his area of responsibility. He shall ensure:

- On-site compliance with this safe System of Work
- The formulation, implementation and continual review of fire protection, prevention and emergency procedures on their site or installation
- Ensuring all personnel undergo regular training and drills in fire protection and that all personnel employed on the site are in possession of relevant and up-to-date fire fighting training certificates

Note: In some cases, the requirement for individual certification may be waived at the Site Manager's, Site Controller's or Offshore Installation Manager's discretion (for example, for manufacturer's representatives or service hands who may be on site on a one-off basis and for only a short period of time)

- Ensuring an inspection and maintenance schedule is in place for:
 - Fixed and portable fire fighting systems and equipment
 - Fire detection systems.

4.2 AREA AUTHORITY

Within their particular areas, Area Authorities are responsible for ensuring:

- Compliance with this safe System of Work
- That fire prevention and housekeeping standards are maintained at all times
- That all fire fighting equipment is in date and fully functional
- That all activities are carried out in a safe and responsible manner with regard to fire risks, and that Risk Assessments are carried out wherever necessary

4.3 ALL PERSONNEL

All personnel, including contractors, are responsible for the prevention and detection of fire. In particular, all personnel are responsible for:

- Immediately informing their supervisor of any situation that they consider to be a potential fire risk
- Conducting themselves and their work in a fire-safe manner
- Ensuring that they are aware of and fully understand the actions they must take in the event of a fire alarm
- Ensuring that they are fully aware of the actions they must take on discovering a fire

5 FIRE PREVENTION

Prevention is the first line of defence against fire. All reasonably practicable measures shall be taken to reduce the fire risks to as low as reasonably practicable.

5.1 HOUSEKEEPING AND PROCEDURES

Properly established and applied housekeeping procedures are required in order to reduce both the risk of fire and the ultimate consequences should a fire occur.

5.1.1 Work Areas and Walkways

No materials, flammable or otherwise, should be allowed to accumulate in the workplace or in walkways, where they can present direct fire hazards or obstruct attempts to deal with a fire.

- Work areas and walkways should be kept free of any unnecessary flammable materials, including:
 - Flammable materials or agents no longer required for the activity
 - Combustible waste (for example, wood shavings, flammable dust)
 - Packaging materials, particularly plastics and polyester foam waste which, when ignited, can give off large amounts of dense, black smoke and toxic fumes
- All spills involving flammable liquids shall be cleaned up immediately. Where necessary, suitable cleaning materials should be provided and used.
- Flammable liquids should be dispensed over a drip tray, the contents of which should be disposed of at frequent regular intervals (for example, on completion of dispensing activities)
- Where necessary, working areas should be kept free of flammable dust accumulation by regular cleaning, and vacuuming spillages as they occur

5.1.2 Waste Materials

- Suitable containers must be provided for waste materials. These containers must be clearly labelled with regard to their use and contents.
- Oily or paint soaked rags, waste, or clothing shall be placed in closed receptacles that shall be emptied frequently, ensuring safe disposal of their contents.
- Contaminated waste materials should be disposed of safely in accordance with the Environmental Management System. If necessary, waste disposal experts should be used

5.1.3 Working Practices

- Keep containers closed when not in use. If possible, use safety containers with self-closing lids.
- Only dispense flammable liquids in a safe place where there is good ventilation and no source of ignition.
- Take extra care when dealing with, or working close to, engine fuels, solvents and thinners. Nearly all refined liquid petroleum products will emit a flammable vapour and may convert naturally to a gaseous state at or below temperatures found in a normal working environment
- Do not use flammable liquids for cleaning machinery or machine parts.
- Suitable signs should be posted in areas where ignition sources or flammable materials are likely to be in use
- Identified fire risks should be dealt with immediately

Note: In accordance with BP's Golden Rules, all personnel are obliged to stop work if they consider work to be unsafe. This includes the risk of fire.

5.2 RISK ASSESSMENTS

5.2.1 All Activities

Risk Assessments shall assess the potential for a fire and its possible consequences. In particular, Risk Assessments should address the:

- Existence of planned and accidental ignition sources
- Proximity of combustible materials to the work area or storage area
- Possible consequences of fire and the possibility of the fire spreading to adjacent areas
- Provision of suitable and adequate fire fighting equipment and personnel
- Requirement for contingency plans in the event of a fire or spillage
- Competency of personnel involved in the work and of those who may be required to deal with the initial outbreak of a fire

5.2.2 Hot Work

Hot Work, spark potential or naked flame, shall only take place under the control of a Permit to Work that is supported by a formal Risk Assessment.

5.3 HAZARDOUS AREAS

5.3.1 Hot Work in Hazardous Areas

It is BP policy that hot work (naked flame) should not be carried out in hazardous areas (Zones 0, 1 and 2) whilst the plant is online and/or under the pressure. Alternative engineering solutions should always be sought for activities that require hot work.

Normally work of this nature should be carried out during planned turnarounds when the plant can be depressurized, drained and made hydrocarbon free.

In circumstances where the OIM/Site Controller/Asset Manager consider that hot work could be safely carried out in a hazardous area and where there is no other practicable alternative, the following precautions are required:

- A level 2 Risk Assessment outlining rigorous control measures must be conducted
- Before the work commences approval must be obtained from the PUL and Engineering Authority

Refer to SSOW Procedure for Hot Work AZSPU-HSSE-DOC-00053.

5.3.2 Plant and Equipment in Hazardous Areas

Equipment and plant used in Zones 0, 1, and 2 must be explosion proof and electrical devices must be intrinsically safe.

Any source of unplanned ignition, including mobile phones, matches and cigarette lighters **shall not** be taken into these areas.

5.3.3 Motor Vehicles and Internal Combustion Engines

Special precautions are required for the use of motor vehicles and internal combustion

engines. In particular:

- Motor vehicles and internal combustion engines shall not be allowed in Zones 0 and 1
- Vehicles requiring entry to operational areas must meet minimum requirements - spark arrestors and Chalmers valves
- Motor vehicles and internal combustion engines shall only be allowed into Zone 2 under a Hot Work (Spark Potential) Permit.

5.4 HANDLING AND STORAGE OF FLAMMABLE SUBSTANCES

5.4.1 Handling

- Site Managers, Site Controllers, Offshore Installation Managers and Area Supervisors shall be aware of hazardous and flammable materials that are used or stored within their areas of responsibility and shall have contingency plans in place for dealing with spills and fires involving these materials
- Personnel handling flammable materials shall be suitably qualified and trained in the use and properties associated with those materials
- Personnel handling or dealing with flammable substances shall be equipped with suitable personal protective equipment, including but not necessarily limited to face protection, hand protection and fire-proof coveralls
- Suitable fire fighting equipment shall be made available in areas where flammable substances are handled

5.4.2 Storage

- Site Managers, Site Controllers, Offshore Installation Managers and Area Authorities shall be aware of all flammable materials stored within their areas of authority
- Flammable substances shall not be stored near to sources (potential or real) of flame, high heat or near other combustible materials
- Flammable substances shall be stored in secure storage areas or facilities
- Storage areas for flammable liquids and gases shall be well ventilated in order to promote rapid dispersal of vapours given off from leaks, spills or unplanned releases
- Storage areas for flammable substances shall have signs and notices clearly posted warning personnel that flammable substances are present
- Where necessary, storage areas shall be equipped with adequate containment facilities, for example trays or bunding, to prevent spills from spreading to other areas
- Containers used for flammable materials shall be clearly and accurately labelled with regard to their contents
- Glass containers shall not be used for storing flammable liquids

5.5 FIRE PROTECTION OF BUILDINGS AND PLANT

As a minimum, building work shall comply with local authority requirements.

New and altered buildings / installations and work sites shall be formally assessed and adequate provision made for:

- Fire detection

- Fire fighting equipment (fixed and portable)
- Personnel escape routes

Note: Any buildings, installations, or sites undergoing structural alterations or a change of use must be reassessed for the above points.

5.6 FIXED FIRE DETECTION SYSTEMS

5.6.1 Description and Types

The most types of fire detection system used on BP sites and installations in Azerbaijan and Georgia are:

Heat detectors (electro-pneumatic; electronic; heat sensing wire; quartzoid bulbs)

Smoke detectors (photo-electric cell, ionisation detectors, continuous air sampling)

Flame detectors (infra-red detectors, ultra violet detectors)

5.6.2 Location and Use

As a minimum, fixed fire detection systems shall be located and used in accordance with the manufacturer's recommendations and in accordance with local legislation.

Detection systems shall not be modified in any way without undergoing a thorough Risk Assessment. Any modification must only be carried out in accordance with Management of Change.

All modifications shall be recorded and held on site.

5.6.3 Operation

Fire detection systems shall include an automatic alarm system that:

- Alerts personnel to an outbreak of fire
- Provides indication of where the fire is.
- Activates a fire suppression system (for example, sprinkler system)

If for any reason these facilities must be overridden:

- Personnel must be informed (for example by public announcement)
- Smoking shall not take place in the affected area
- Any hot work in the affected area shall only be allowed under the control of a Permit to Work and only when alternative arrangements for fire detection and protection have been arranged (for example, the use of fire watchers)

5.6.4 Inspection and Maintenance

Fire detection systems should be inspected and maintained by a competent person and in accordance with the manufacturer's instructions and recommendations. The Site Manager / Site Controller / Offshore Installation Manager shall ensure that a suitable inspection and maintenance programme is in place for fixed detection systems.

Inspection results and any repairs carried out to a fixed fire detection system must be recorded and held on site for future reference.

5.7 MANUAL FIRE DETECTION

5.7.1 Site Specific Procedures

Note: The procedures to be adopted upon discovering a fire, or hearing the fire alarm, are site specific and will vary between locations. For example, on an offshore installation, some personnel might not evacuate immediately but are required to remain at their place of work in order to make plant and equipment safe or to form part of the fire fighting team. For this reason the information given here is of a generic nature only.

Personnel shall be made aware of site-specific fire and emergency procedures during their initial safety induction. The induction should cover:

- Action to take in the event of a fire
- Escape routes and muster points
- Manual alarm point locations
- Extinguisher locations

In addition, fire and muster instructions shall be posted at strategic locations around the site.

Note: At all times, personnel are responsible for making themselves aware of the fire and emergency procedures relevant to their location.

5.7.2 Person Discovering Fire

Personnel discovering a fire should:

1. Raise the alarm the alarm by shouting "FIRE-FIRE-FIRE" and activate alarm call-point.
2. If the fire is small and easily extinguishable and a suitable extinguisher is available, attempt to put out the fire (provided a person is trained in basic fire fighting) without endangering themselves or others, or
if the fire is not easily extinguishable or the initial attempt to extinguish the fire fails, evacuate the area closing any doors en route.
3. Follow the fire and emergency procedures specific to the site / installation.

5.8 PERSONNEL RESPONSE TO FIRE ALARM

Upon hearing the fire alarm, personnel should:

1. Switch off / make safe the equipment they are using and leave the area / building by the nearest safe exit, closing doors and windows behind them
2. Proceed in accordance with local fire and emergency procedures

Note: Personnel should not delay from evacuating to collect their personal belongings.

5.9 FIXED FIRE FIGHTING EQUIPMENT

5.9.1 Description and Types

The most common types of fixed fire fighting systems are:

- Sprinklers
- High Velocity Water Spray (Automatic and Manual)
- Medium Velocity Water Spray (Automatic and Manual)
- High Expansion Foam Flooding Systems (Fixed and Portable)
- CO₂ Fire Suppression Systems (may be used in unmanned areas)

5.9.2 Location and Operation

As a minimum, fixed fire fighting systems shall be located and used in accordance with the manufacturer's recommendations and in accordance with local legislation.

Fixed fire fighting systems shall not be modified in any way without undergoing a thorough Risk Assessment. Any modification must only be carried out in accordance with Management of Change.

All modifications shall be recorded and held on site.

5.9.3 Inspection and Maintenance

As a minimum, fixed fire fighting systems should be inspected and maintained by a competent person and in accordance with the manufacturer's instructions and recommendations and local legislation. The Site Manager / Site Controller / Offshore Installation Manager shall ensure that a suitable inspection and maintenance programme is in place for fixed fire fighting systems.

Inspection results and any repairs carried out to a fixed fire fighting system must be recorded and held on site for future reference.

5.10 PORTABLE FIRE FIGHTING EQUIPMENT

5.10.1 Description and Types

- **Water:** Water filled extinguishers are suitable for use on fires involving paper, wood, and rubbish.

Warning: Water extinguishers must not be used on electrical fires where there is a possibility of the water coming into contact with electrical sources.

- **Foam:** Foam filled fire extinguishers may be used successfully on fires involving paper, wood and general rubbish. However, foam fire extinguishers are primarily designed for use on oil fires.

Warning: Foam extinguishers must not be used on electrical fires where there is a possibility of the foam coming into contact with electrical sources.

- **Dry Powder:** Dry powder filled extinguishers may be used on fires involving rubbish and oil and may also be used on electrical fires. However, the use of dry powder on electrical equipment usually makes that equipment unusable.
- **Carbon Dioxide (CO₂):** CO₂ extinguishers are intended for use on electrical fires only. If used on fires involving rubbish and debris, the pressure from the extinguisher is likely to disturb the seat of the fire and spread burning material. For the same reason they are not suitable for oil based fires.

5.10.2 Location

Portable fire fighting equipment must be placed in accordance with local fire regulations, national fire protection guidelines and any other requirements.

The location of all portable fire fighting equipment should be shown on safety plans placed at strategic locations around the site / installation.

5.10.3 Operation and Use - Recharging

All extinguishers must be recharged immediately after each use. Chemicals must never be mixed, as the resulting chemical reactions may damage the extinguisher.

Recharging must only be done by trained personnel.

5.10.4 Inspection and Maintenance

All maintenance of portable fire fighting equipment must be carried out by a competent person and in accordance with the manufacturer's recommendations and local legislation.

The following inspections represent the minimum requirements of any inspection programme:

- All extinguisher units must be in the designated location and clearly visible. Signs or painted red backgrounds may be used to identify extinguisher locations.
- All extinguishers must be visually checked every month to ensure operational reliability (for example, seals are in place, nozzles and hoses are free from damage, integrity of the extinguisher body for corrosion or other indicators of potential failure, and the units can be accessed easily).
- Annual inspections must be performed as per manufacturer's specifications and applicable regulations.
- Inspection results shall be documented for each extinguisher unit and retained on file at the local site.

5.11 TRAINING PROGRAMME

All personnel are required to be knowledgeable on the common causes and types of fire and must be familiar with the use of fire fighting equipment. This is achieved by the use of a comprehensive training programme that includes:

- Established training courses for all personnel joining a BP installation, including a schedule of planned and regular refresher courses
- Regular on-site drills and practices

5.12 TRAINING RECORDS

Training records for all personnel shall be held on site. In particular, for offshore installations, all personnel shall have completed their training before being allowed offshore unless the Offshore Installation Manager grants dispensation (for example, for contractor personnel who shall only be offshore on a one-off basis and only for a limited period).

5.13 PRACTICE DRILLS

Practice drills shall be held at regular intervals according to an established programme. The drills shall be used to practice and improve personnel skills and knowledge in fire fighting

techniques and also to highlight any shortcomings in established fire fighting procedures.

Ref. AzSPU Emergency Response and Crisis Management Training Standards AZSPU-HSSE-DOC-00005-2

6 DOCUMENT REFERENCES

This procedure shall, where appropriate, be used in conjunction with this suite of AzSPU Procedures referenced below.

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00011-2	Procedure for Deviations
AZSPU-HSSE-DOC-00060-2	Procedure for Permit To Work
AZSPU-HSSE-DOC-00063-2	Procedure for Task Risk Assessment
AZSPU-HSSE-DOC-00048-2	Procedure for Energy Isolations-Electrical
AzSPU-HSSE-DOC-00021-2	HSE Definitions
AZSPU-HSSE-DOC-00049-2	Procedure for Energy Isolations-Process
AZSPU-HSSE-DOC-00013-2	Procedure for Confined Space Entry
AZSPU-HSSE-DOC-00005-2	Emergency Response and Crisis Management Training Standards
AZSPU-HSSE-DOC-00002-2	Procedure for Control of Work

APPENDIX A: CHECKLIST FOR FIRE SAFETY MANAGEMENT

<http://docs.bpweb.bp.com/dkAzSPU:/content/hse/spu/documents/AZSPU-HSSE-DOC-00123-2>

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
05 October 2004	Central HSSE	Central Safety TL	Initial Issue

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00051-2>>

Revision Date: 25 January 2011

Print Date: 2/1/2011

PAPER COPIES ARE UNCONTROLLED. THIS COPY VALID ONLY AT THE TIME OF PRINTING. THE CONTROLLED
VERSION OF THIS DOCUMENT CAN BE FOUND AT <http://docs.bpweb.bp.com/dkazspu/component/hssesms>

09 June 2008	Alan McNulty (AzSPU CH&S Manager)	Abbas Islamov (Central Safety TL)	<p>General: Throughout the procedure the document numbering for referred procedures has been changed from UNIF to AzSPU.</p> <p>Section 1. Introduction: Wording changes. The following are inclusion to Section 1. They are: 1.2 <u>Scope</u>, 1.3 <u>Legislation & Standards</u>, 1.4 <u>Company Requirements</u>, 1.5 <u>Stopping Unsafe Work</u>, 1.6 <u>Deviations</u>, 1.7 <u>Document Review</u>, 1.8 <u>SSOW Specific Cross References</u> (new doc control numbers), 1.9 <u>Language Facilitation</u>, 1.10 <u>Procedure Summary</u></p> <p>Section 3. Roles & Responsibilities: 3.1 <u>Site Manager</u> – Site Controller and additional wording are added.</p> <p>Paragraph 4.3.1 Hot Work in Hazardous Areas – is fundamentally changed due to and in accordance with the last changes taken place in the SSOW Procedure for Hot Work.</p> <p>Paragraph 6.2.4 Inspection & Maintenance – second bullet is changed. Requirement of checking integrity of the extinguisher body for corrosion is added</p> <p>Appendix B: Procedure Summary Appendix C: Feedback & Improvement Suggestions</p>
05 December 2008	Yuliy Zaytsev AzSPU Safety & Compliance Systems Manager	Adalat Mamedov Central Safety TL	Authority position/name and custodian name have changed to reflect org changes in HSE&TD.
14 August 2008	Yuliy Zaytsev AzSPU Safety & Compliance Systems Manager	Niyaz Mamedov HSE Systems / CoW Adviser	<p>Slight change is made to the wording of the sub-paragraph 4.1.2</p> <p>The procedure's numbering is structurally changed in accordance with Standardized Document Control Procedure Template requirements.</p>
25 January 2011	Yuliy Zaytsev AzSPU Safety & Compliance Systems	Elman Shikhkerimov Safety Systems/CoW Lead	<p>Section 3 General Requirements Removed reference to Getting HSE right, Golden Rules and replaced with OMS,</p>

	Manager		Group requirements
--	---------	--	--------------------