



# **AzSPU Control of Work Training Policy**

**AZSPU-HSSE-DOC-00088-2**

<b>Authority:</b>	Operations Authority	<b>Custodian:</b>	HSE L&OD Advisor
<b>Scope:</b>	AzSPU Operational PUs	<b>Document Administrator:</b>	AzSPU HSSE MS Document Coordinator
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### 1.0 Purpose/Scope

The purpose of this document is to describe the process for Control of Work (COW) Training & Competency in the Azerbaijan Strategic Performance Unit (AzSPU). This policy is to ensure that all relevant personnel are trained to the appropriate level according to the requirements of their job role.

This document is for all Core staff including sub contract personnel and contractors that they should be fully conversant in what is required by all personnel with roles & responsibilities in the AzSPU within the competency process that is defined in this policy. The COW program forms part of the core HSE training program providing consistency of standards across all operating units.

This Training Policy covers COW procedures associated with:

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00060-2	PTW Procedure
AZSPU-HSSE-DOC-00063-2	Task Risk Assessment
AZSPU-HSSE-DOC-00048-2	Energy Isolations-Electrical
AZSPU-HSSE-DOC-00049-2	Energy Isolations-Process
AZSPU-HSSE-DOC-00013-2	Confined Space Entry
AZSPU-HSSE-DOC-00058-2	Management of Radioactive Materials & Radiation Generators
AZSPU-HSSE-DOC-00012-2	Procedure for Authorization
AZSPU-HSSE-DOC-00002-2	BP Control of Work Standards
AZSPU-HSSE-DOC-00011-2	SSOW, Deviations from Regulations and Procedures

## 2.0 Definitions

**AA** – Area Authority.

**AEP** – Authorized Electrical Person.

**AGT** – Authorized Gas Tester.

**AIP** – Authorized Instrument Person.

**AMI** – Authorized Mechanical Isolator.

**AzSPU** – Azerbaijan Strategic Performance Unit.

**CBT** – Computer Based training.

**CMAS** – Competency Management assessment system.

**COW** – Control of Work.

**CTTC** – Caspian Technical Training Center located in Sangachal Terminal.

**Competency Assessment** – assessment that delegate must complete to demonstrate knowledge of the relevant standard by Authorized Person.

**Delegate** – an individual nominated for a training course.

**HSEA** – Health, Safety and Environmental Advisor.

**IA** – Isolating Authority.

**ISSOW** – Integrated Safe Systems Of Work.

**OIM** – Offshore Installation Manager.

**OPITO** – Offshore Petroleum Industry Training Organization.

**PA** – Performing Authority.

**PTW** – Permit to Work.

**REP** – Responsible Electrical Person.

**SAEP** – Senior Authorized Electrical Person.

**SC** – Site Controller.

**SSOW** – Safe Systems of Work.

**TA** – Technical Authority.

**Training Venue** – the location of the training.

**VTA** – Virtual Training Assistant, web based portal with training history for each employee, training calendar for courses delivered across AzSPU.

### 3.0 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 organizational 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 authorized in accordance with SSOW, Deviations from Regulations and Procedures procedure (Doc. No: AZSPU-HSSE-DOC-00011-2).

Should there be a requirement to deviate from any particular training, the HSSE training waiver VTA grandfathering/dispensation form (Appendix 1) must be used, this form should then be passed onto Learning Coordinator.

### 4.0 General Requirements

Overall description for the courses is provided below:

#### 1) PTW Performing Authorities

All personnel acting or standing-in as a Performing Authority (succession planning) should attend this course. The course is split into three primary sections:

##### **Task Risk Assessment**

- ◆ Risk Assessment breakdown – hazard effect, probability, controls, risk matrix etc
- ◆ Specifics of the Risk Assessment Procedure
- ◆ Scenarios (specific to the individuals role and Performance Unit) for competency assessment

##### **Energy Isolations Process**

- ◆ Scope & Responsibilities
- ◆ Isolation Standards and Planning

- ◆ Isolation Implementation & Control
- ◆ Plant Preparation for Breaking Containment
- ◆ Confined Space Entry
- ◆ Plant Reinstatement and Leak Testing

**Performing Authorities**

- ◆ Specifics of the PTW Procedure relevant to a Performing Authority
- ◆ Scenarios (specific to role and Performance Unit) for competency assessment, applicable to a Performing Authority

There is ongoing assessment after each of the section of the course.

Training is available in the form of Computer Based training (CBT) at the frequency of every five years for Core Operations personnel – CoW practitioners and users at the site on a daily basis; and every 2 years for non-core Operations personnel, contractors, vendors and those that are away from the site for more than 6 months.

**Note.** a) The computer based training (CBT) is sufficient for BP staff first time attendees given their background and knowledge from CTTC Foundation program.

b) Contractor personnel first time course attendees may either attend classroom based training or Computer based training (CBT), which depends on contractor's previous background and experience, which is defined by contractor management.

## 2) PTW Area Authorities

All personnel acting or standing-in as an Area Authority (succession planning) should attend this course. The course is split into four primary sections:

**Task Risk Assessment**

- ◆ Risk Assessment breakdown – hazard effect, probability, controls, risk matrix etc
- ◆ Specifics of the Risk Assessment Procedure
- ◆ Scenarios (specific to the individuals role and Performance Unit) for competency assessment

**Energy Isolations Process**

- ◆ Scope & Responsibilities
- ◆ Isolation Standards and Planning
- ◆ Isolation Implementation & Control
- ◆ Plant Preparation for Breaking Containment
- ◆ Confined Space Entry
- ◆ Plant Reinstatement and Leak Testing

**Performing Authorities**

- ◆ Specifics of the PTW Procedure relevant to a Performing Authority
- ◆ Scenarios (specific to role and Performance Unit) for competency assessment, applicable to a Performing Authority

**Area Authorities**

- ◆ Specifics of the PTW Procedure relevant to an Area Authority

- ◆ Scenarios (specific to role and Performance Unit) for competency assessment

There is ongoing assessment after each of the section of the course.

Training is available in the form of Computer Based training (CBT) at the frequency of every five years for Core Operations personnel – CoW practitioners and users at the site on a daily basis; and every 2 years for non-core Operations personnel, contractors, vendors and those that are away from the site for more than 6 months.

### **3) Energy Isolations Electrical**

This is a 1 day classroom-based course. All personnel associated with Electrical Energy Isolations should attend this course. The course is focused on the following areas:

- ◆ Electrical Safety Guidelines
- ◆ Energy Isolations - Electrical
- ◆ Authorization

There is ongoing assessment after each of the course.

Refresher training is required only by nomination of authorizing person.

### **4) ISSOW – Integrated Safe System of Work**

This training is available for all personnel who need access to ISSOW system and teaches how to use electronic system.

Level 1 training – Computer Based training (CBT) for Performing Authorities .

Level 2 training – 2-day training for Area Authorities, Isolating Authorities, Site Controller's/OIM's.

Level 3 training – 3-day training for “super users” – ISSOW champions who can provide focal points and ongoing coaching – i.e., facility and node administrators.

### **5) Confined Space Entry**

This is a Computer Based training (CBT). The aim of the course is to provide a basic understanding of the hazards associated with confined space entry and how to implement effective safety controls to prevent injury or damage when working in a confined space.

### **6) Authorized Gas Testing**

This is a Computer Based training (CBT). Gas testing involves testing for oxygen, toxic and flammable gases using portable gas detection equipment.

This course meets the requirements of the Authorized Gas Tester AGT 1 & 2 Unit of Competence published by the Offshore Petroleum Industry Training Organization (OPITO).

Refresher training is available in the form of Computer Based training at the frequency of every five years.

## **7) Excavation Safety**

This is classroom based training with practice for first time attending Site Managers/Controllers and Area Authorities.

Refresher training deemed necessary by authorizing person is available in the form of Computer Based training.

**Note.** Descriptors of all other courses identified for certain Functions as per Table 1 in Section 5.0 of this policy are available in Virtual Training Assistant course catalogue.

## **5.0 Policy for COW Training**

### **5.1 Training and Competency Requirements**

The requirements for training and competency evaluation are given in Table 1.

Following classroom or CBT training, onsite training and assessment should be conducted to:

- Build on the knowledge and skills attained at the offsite training centre or CBT
- Be conducted by a person or persons who are competent (a) in the subject matter and, (b) delivering the training.

### **Notes:**

a) *For any authorization the requirements* can be only satisfied by completion of the appropriate training course and assessment by the authorizing person.

b) Permanent site personnel shall be authorized for a period of not more than 5 years.

c) Temporary personnel who are not permanently based on site shall be authorized for a period of not more than 3 years.

d) Authorization shall cease if the person moves to a new post, even if the new post is on the same site. (Exceptions will be reviewed on a case by case basis by the site controller with position holder and documented appropriately on the authorization document).

e) If personnel have not been on site for more than 1 year, the authorization shall cease. It is the Site Manager / OIM / SC responsibility to ensure that authorization registers are annually reviewed and updated accordingly. (Exceptions will be reviewed on a case by case basis by the site controller with position holder and documented appropriately on the authorization document).

f) CoW Performing Authorities, CoW Area Authorities and CoW Authorized Gas Testing Training is available in the form of Computer Based training (CBT) at the frequency of every five years for Core Operations personnel – CoW practitioners and users at the site on a daily basis; and every 2 years for non-core Operations personnel, contractors, vendors and those that are away from the site for more than 6 months..

**Table 1: Training and Competency Requirements for Authorization**

Function	Training Reqs	Training Valid (yrs)	Competence Verification	Authorized by
Site Manager/ Site Controller	PTW Area Authority. Excavation Safety (for onshore only).  ISSOW Level 2	5  Refresher identified by authorizing person  n/a	Course evaluation test and competency assessment by Area Operations Manager Excavation Safety part is assessed by Excavation Safety Supervisor	Area Operations Manager Excavation Safety part is assessed by Excavation Safety Supervisor
Area Authority (AA)	PTW Area Authority. Excavations (for onshore only).  ISSOW Level 2	5  Refresher identified by authorizing person  n/a	Course evaluation test and competency assessment by Site Controller/DH/HSEA Excavation Safety part is assessed by Excavation Safety Supervisor	Site Controller/Site Manager Excavation Safety part is assessed by Excavation Safety Supervisor
Performing Authority (PA)	PTW Performing Authority.  ISSOW Level 1	5 for core / 2 for non-core  n/a	Course evaluation test and competency assessment by Area Authority/DH/HSEA	Area Authority



Function	Training Reqs	Training Valid (yrs)	Competence Verification	Authorized by
Authorized Gas Tester Level 1	AGT Level 1. PTW Performing Authority. ISSOW Level 1. Breathing Apparatus and other criteria in accordance with the AZSPU-HSSE-DOC-00136-2 AzSPU Respiratory Protection Programme	5 5 n/a in line with AzSPU-HSSE-DOC-00136-2	Course evaluation test and competency assessment by HSEA /Prod Supv/Site Controller	Site Controller/Site Manager
Authorized Gas Tester Level 2	AGT Level 2. ISSOW Level 1	5 n/a	Course evaluation test and competency assessment by HSEA/AGT Level1/Prod Supv/Site Controller	Area Authority
Authorized Leak Tester	PTW Performing Authority. AGT Level 1. ISSOW Level 1	5 5 n/a	Course evaluation test and competency assessment by Area Authority/DH/HSEA	Site Controller/Site Manager
Process Isolator (IAP)	PTW Performing Authority. ISSOW Level 2	5 n/a	Course evaluation test and competency assessment by Process Isolator Assessor	Site Controller/Site Manager
Process Isolator Assessor (for Sangachal only)	PTW Performing Authority. ISSOW Level 2	5 n/a	Course evaluation test and competency assessment by Ops Supervisor	Site Controller/Site Manager
Excavation Safety Supervisor (for onshore only)	Trenching and Excavation Safety	Refresher identified by authorizing person	Course evaluation test and competency assessment by Area Authority/Civil Engineer/HSEA	Site Controller/Site Manager

Function	Training Reqs	Training Valid (yrs)	Competence Verification	Authorized by
Senior Authorized Electrical Person (SAEP)	PTW Performing Authority. Electrical Energy Isolation.  First aid Level 1 plus AED/CPR module. Comp'Ex (on hydrocarbon sites). HV/LV switching. ISSOW Level 2	5  Refresher identified by authorizing person 2  5  5 n/a	Course evaluation test and competency assessment by BP Electrical TA / or nominated delegate for the first time. Subsequent assessments by Site Responsible Electrical Person (REP)	Site Controller/ Site Manager
Authorized Electrical Person (AEP)	PTW Performing Authority. Electrical Energy Isolation.  First aid Level 1 plus AED/CPR module. Comp'Ex (on hydrocarbon sites). ISSOW Level 2	5  Refresher identified by authorizing person 2  5 n/a	Course evaluation test and competency assessment by Site Responsible Electrical Person (REP)	Site Controller/ Site Manager
Competent Isolator	PTW Performing Authority. ISSOW Level 2	5  n/a	Course evaluation test and competency assessment by Site Responsible Electrical Person (REP)	Site Controller/ Site Manager

Function	Training Reqs	Training Valid (yrs)	Competence Verification	Authorized by
Authorized Instrument Person (AIP)	PTW Performing Authority. Electrical Energy Isolation.  Comp'Ex (on hydrocarbon sites). First aid Level 1 plus AED/CPR module. ISSOW Level 2	5  Refresher identified by authorizing person 5 2 n/a	Course evaluation test and competency assessment by Site Responsible Electrical Person (REP) and competency assessment by Process Isolator Assessor	Site Controller/Site Manager
Authorized Mechanical Isolator (AMI) (for Sangachal only)	PTW Performing Authority. Hydra-tight torquing. Hydra-tight bolting and tensioning. Banksman & Slinger (if lifting required). ISSOW Level 2	5 n/a n/a 3 n/a	Course evaluation test and competency assessment by a person nominated by Maintenance Superintendent	Site Controller/Site Manager
Fire Watcher	Basic Fire Fighting* ( <i>if OPITO approved BOSIET/FOET is done, no need to undertake BFF training</i> )	3	Course evaluation test and competency assessment by Area Authority	Area Authority #
Facility Administrator	PTW Area Authority.  ISSOW Level 3	5 n/a	Course evaluation test and competency assessment by Site Controller/HSEA/DH	Site Controller/Site Manager
Radiological Protection Supervisor	Radiological Protection.	3	Course and written examination by external trainer	Site Controller/Site Manager

Function	Training Reqs	Training Valid (yrs)	Competence Verification	Authorized by
Responsible Electrical Person (REP)	PTW Area Authority. Electrical Energy Isolation.  First aid Level 1 plus AED/CPR module. Comp'Ex (on hydrocarbon sites). HV/LV switching (if site has HV systems). ISSOW Level 2	5  Refresher identified by authorizing person 2  5  5  n/a	Course evaluation test and competency assessment by BP Electrical TA / or nominated delegate	Site Controller/Site Manager
Confined Space Attendant	Confined Space Entry	n/a	Course evaluation test and competency assessment by Area Authority	Area Authority
Authorized Entrant	Briefing by Performing Authority, Supervisor or CSE Attendant.	n/a	n/a	n/a

## 5.2. Training Methodology

The pass mark for all course assessments is 80%. All CBT format trainings are designed with post-class assessment test.

## 5.3. Training Arrangements

The primary venue for Training is Vendor's Training Center and/or CTTC as per course details available in Virtual Training Assistant (VTA).

All classroom-based and CBT courses are available for enrolment by delegates via Virtual Training Assistant (VTA) upon getting approval from Line Managers.

## **6.0 Key Responsibilities over Training Program**

### **AzSPU HSE Learning & Organizational Development Team Leader and/or designee**

- Provides assurance oversight for this policy;
- Communicates AzSPU COW training requirements to AzSPU and periodically assesses training completion;
- Identifies approved Training Vendor to deliver the COW training in joint work with Procurement & Supply Chain Management and Technical Authorities;
- Ensures approved Training Vendor delivers the COW training;
- Accountable for the performance management of the Vendor providing COW training;
- Ensures approved course materials are utilized in the delivery of COW training;
- Accountable for managing all aspects of COW training implementation defined within this document;
- Maintain training completion records within VTA;
- Ensures online customer response forms and standardized attendance forms are utilized with each COW training course;
- Manages the logistics of providing the COW training.

### **Technical Authorities**

- Provide technical oversight and guidance for COW training course content (e.g., objectives, required audiences, delivery methods);
- Recommend new COW course development as well as revision to existing COW training programs in accordance with BP policies and procedures.

### **Sites**

- Ensure delegates attend the program as per training requirements table;
- Retain the assessment record sheet and its attachments. The assessor will issue Competence Certificates to the candidate.

### **Supervisors**

- Assure individuals working for them attend required training and effective in performing assigned compliance tasks;
- Nominate relevant personnel for the training;
- Ensure on the job assessment after completion of the training is done by authorized person.

### **Course Instructors**

- Provide courses according to approved course specifications and with approved

- course materials;
- Have attendees sign course registers, and ensure attendance is documented within the Virtual Training Administration by delivering the attendance register to a Virtual Training Administration Administrator.

## APPENDIX 1

### AzSPU Training Dispensation Form

<b>Name of Individual(s):</b>	
<b>Company Name:</b>	
<b>Date of Dispensation:</b>	Start Date:                      Stop Date:
<b>Dispensation Type:</b>	XXX Training

**Reason for Dispensation:**


Name & Signature: \_\_\_\_\_  
Supervisor

Name & Signature: \_\_\_\_\_  
Subject Technical Authority / Authorizing Person

Asset: \_\_\_\_\_

**Revision/Review Log**

<b>Revision Date</b>	<b>Authority</b>	<b>Custodian</b>	<b>Revision Details</b>
20 February 2007	CHS & CM Manager	HSSE Training Co-ordinator	Initial Issue
12 November 2007	CHS & CM Manager	HSE L&D Specialist	General revision with no changes to the content
6 February 2008	CHSE L&OD Team Leader	HSE Training Coordinator	Title of the document changes from SSOW to CoW training; Sequence of training has been reflected as per recent changes in the training scope
22 February 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Document custodian is changed to CoW Safety Advisor
14 March 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Updated table of training requirements
8-14 April 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	<p>Updated table of training requirements following meetings with Ops team representatives and reflecting current training needs as defined in the procedures/policies of the Operating units.</p> <p>Training descriptor is included into the document, and 2 COW courses CSE and Authorized Gas Testing have been added.</p> <p>Table of Content is included into the document and definitions have been changed to reflect current abbreviations used within the document.</p> <p>Purpose/scope of the document changed to reflect contractor staff expectations in CoW trainings and deviations section is included.</p> <p>A note regarding tutors' qualifications has been added.</p> <p>Reference to the responsibilities of the sites has been added.</p> <p>Description on functions/responsibilities and</p>

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			detailed authorization process is removed as fully described within Authorization document.
24 April 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Energy Isolation Electrical refresher requirement set as per discretion of authorized person. Electrical EI requirement is removed for Competent Isolator as per confirmation of Electrical TA.
5 May 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Energy Isolation – E reflected as refresher requirement set as per discretion of the SEP in the training description section.
9 July 2008	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Changed duration of CoW training programs as per recent review.
10 Feb 2009	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Added reference to CoW refresher CBTs. Changed requirement of FA Level 2 into First Aid Level 1 with AED/CPR module.
10 March 09	CHSE L&OD Team Leader	CHSE CoW Safety Advisor	Separated AGT into L1 and L2. Removed PTW PA requirement for Fire Watchers. Added column with authorization validity. Amended SAEP authorization by BP Electrical TA for first time only.
17 March 09	CHSE L&OD Team Leader	HSE Training Coordinator	Detailed descriptor on AGT.
1 April 09	CHSE L&OD Team Leader	HSE Training Coordinator	Changed assessor level for PIA in Sangachal to be done by Ops Supvs
22 April 09	CHSE L&OD Team Leader	HSE Training Coordinator	Changed Function's names into ones aligned with ISSOW reqs Added reference to Procedure for Authorization Dispensation form aligned with Deviation procedure.
17 August 09	CHSE L&OD Team Leader	HSE Training Coordinator	Amendment to Fire Watcher training requirement in relation to BOSIET training

07 September 09	CHSE L&OD Team Leader	HSE Training Coordinator	Changed AGT descriptor in line with Atlas (vendor) outline Expanded wording of onsite assessment to all trainings Removed wording in Section 5.0 'in line with Procedure for Authorization' Added need for approval from Line Managers prior to enrolling on courses Changed function names and training requirements for CS Attendant and Authorized Entrant
15 September 09	CHSE L&OD Team Leader	HSE Training Coordinator	Added AMI requirements for ST specifically.
12 March 10	CHSE L&OD Team Leader	Narmina Mamedzade	Added ISSOW related training requirements.
02 August 10	Yelena M	Leyla Mamedova	Changed document custodian and issuing department.
25 September 10	Yelena M	Leyla Mamedova	Changed refresher requirements for PA/AA and AGT trainings from 2 to 5 to align it with authorization validity. Removed requirement to refresher ISSOW trainings. Added comment regarding ISSOW Level 1 e-learning availability.
15 October 10	Yelena M	Leyla Mamedova	Changed refresher requirements for PA/AA separating core and non core ops personnel
01 November 10	Godjat Nuriyev	Yelena M	Changed refresher requirements for PA only as they may be non-core personnel.
10 December 10	Godjat Nuriyev	Yelena M	Clarified requirement for contractor PA training. Added clarification on Excavation safety training.
20 December 10	Godjat Nuriyev	Yelena M	Added BA training requirement for AGT Level 1.