



# HEALTH, SAFETY & ENVIRONMENTAL (HSE) TRAINING, AWARENESS AND COMPETENCE PROCEDURE

**AZSPU-HSE-DOC-00030-2**

<b>Authority:</b>	HSE L&OD Team Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Document Administrator:</b>	AzSPU HSE MS Document Coordinator
<b>Issue Date:</b>	September, 1998	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10 August, 2010	<b>Control Tier:</b>	2- AzSPU
<b>Next Review Date:</b>	10 August, 2011		

## 1.0 Purpose/Scope

The purpose of this document is to describe the process of identifying Health, Safety & Environmental (HSE) training requirements at the AzSPU level, delivering training commensurate with defined responsibilities, and maintaining training records. This procedure applies to BP Exploration (Caspian Sea) Ltd. full time national permanent, direct hire; expatriate in; Georgia permanent, and agency staff in addition to contractors as defined within the Contractor HSE Training Requirements procedure. *It is at the discretion of a BP supervisor, team leader, and/or manager, to determine if the scope of this procedure would apply to day rates working less than 6 months.*

Operational Unit level procedures describe the process of identifying HSE training requirements, delivering training commensurate with defined responsibilities, and maintaining training records.

## 2.0 Definitions

General HSE management system definitions are in the HSE Definitions document.

## 3.0 General Requirements

- ISO 14001 – Element 4.4.2 Competence, training and awareness
- BP Global HSE Compliance Framework – Step 3, Items 3.2, 3.5, 3.7, 3.9

## 4.0 Responsibilities

### AzSPU Top Management

- Provide resources and visible management support for the HSE and compliance training programs.
- Monitor training completion via Key Performance Indicators (KPIs), and provide incentives and disciplinary measures as needed to ensure appropriate training and competent personnel.

### AzSPU HSE & Engineering Vice President

- Annually approves the AzSPU HSE Training Requirements Matrix and AzSPU HSE Training Foundation Competency Guidelines, working with Top Management for concurrence as needed.
- Influences training conformance expectations across the AzSPU operational units as it relates to this procedure.

### AzSPU HSE Compliance Team Leader

- Maintains the AzSPU Compliance Task Manager (CTM) database, which includes a flag (trigger) to identify training required by HSE legal and other compliance tasks.
- Communicates legally required training identified in CTM compliance tasks to the HSE L&OD Advisor.
- Develops and implements compliance training.
- Develops and implements integrated HSE management system training.
- Works with appropriate subject matter experts to develop and make available a list of AzSPU requirements for contractor training programs.

### AzSPU HSE Learning and Development Advisor

- Provides assurance oversight for this procedure, AzSPU-coordinated HSE training identified within the AzSPU HSE Training Requirements Matrix, and the AzSPU HSE Training Foundation Competency Guidelines documents.
- VTA learning management system implementation.

- Performs quality assurance of AzSPU coordinated third party providers for HSE training courses (e.g. assurance plan, audit schedule, survey results) identified within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Communicates AzSPU HSE training requirements defined with the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines and periodically assesses training completion.
- Approves AzSPU coordinated HSE training course specifications as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines, and ensures they are defined and current.
- Provides for quality and completeness of training design, including assurance that appropriate training materials, tests, and delivery strategies are provided and maintained for all AzSPU coordinated HSE training defined within AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Ensures technical content is reviewed and verified for accuracy and completeness with AzSPU Technical Authorities
- Reviews materials for instructional quality
- Facilitates updates and revisions to course materials as part of the management of change and continuous improvement process for all AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Ensures approved course materials are utilized in the delivery of all AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Accountable for managing all aspects of AzSPU coordinated HSE training implementation defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Ensures a standardized customer response and attendance forms are utilized with each AzSPU coordinated HSE training course defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines, as well as spot checks customer response forms to confirm that the course is performing as intended.
- Approves third party providers, facilitates contract scope requirements, conducts third party evaluations, and recommends corrective actions when third party providers fail to meet contractual scope requirements and/or scores “1 – Not Yet Attained Competencies” as defined within the 3rd Party Course Evaluation Guidelines for all AzSPU coordinated HSE training as defined within AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Management and administrative oversight for training documentation as it relates to AzSPU coordinated HSE training defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Provides and regularly maintains information on available relevant training for AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Develops and maintains the AzSPU HSE Training Requirements Matrix, clearly identifying training requirements for AzSPU job categories, and providing the capability to track training completed relative to requirements for all AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Modifies and updates the list of required training for all AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines for employees when notified of changes in HSE legal and other training requirements.
- Annually communicates employee training requirements for AzSPU coordinated HSE

training as defined with the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines, and periodically provides updates to employees, supervisors, and the HSE Compliance Team Leader regarding training completions.

- Manages the logistics of providing the AzSPU coordinated HSE training defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines.
- Manages and maintains training records for AzSPU coordinated HSE training programs defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines such that they are quickly available to document training program implementation.
- Provides material for or participates in implementation of general new employee induction training for new employees.
- Periodically, approximately once per year, checks the compliance database against the AzSPU coordinated HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines to ensure all relative HSE legal and other training is fully represented.

#### **Nominated HSE Advisors:**

- Defines operational unit's HSE training requirements.
- Assist in preparation of compliance awareness, integrated HSE management system, and other HSE training materials as requested, including addition of operational unit-specific information when needed.
- Participate in Train-the-Trainer sessions when available, to assist in providing HSE training to their business.
- Participates in selection of 3<sup>rd</sup> party training providers where applicable to provide HSE training.
- Implement the HSE training program in accordance with the training requirements defined within the AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines and operational unit level HSE training procedures/ matrices.
- Periodically (recommended quarterly), check on the status of training completions for the year and notify Operational Unit Leaders and the AzSPU HSE Compliance Team Leader if there are discrepancies between required training and training expectations defined within the AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines and Operational Unit level HSE training procedures/training matrices.
- Follow up and scheduling for personnel who are late in meeting HSE training requirements defined within the AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines and Operational Unit level HSE training procedures/matrices.

#### **Technical Authorities – Various Subjects**

- Provide technical oversight and guidance for HSE training course content (e.g., objectives, required audiences, delivery methods, provider, etc.) defined within the AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines, and Operational Unit level HSE training procedures/matrices.
- Recommend new HSE course development as well as revision to existing HSE training programs in accordance with applicable BP policies and procedures.

#### **Supervisors:**

- Assure individuals working for them are competent and effective in performing assigned compliance tasks.
- Ensure persons working for them and performing tasks that have the potential to cause a significant impact on HSE or compliance issues are competent on the basis of appropriate

education, training, or experience.

- Have performance contracts/evaluations that take into account whether they have routinely performed assurance activities (such as work observations, performance reviews, facility walk-arounds, and other activities that assist in observing worker performance) to confirm that individuals who are or may be working for them are competent and effective in performing assigned compliance tasks and managing HSE impacts.
- Ensure persons working for them are allowed to perform their tasks with up to date training certificates and/or dispensation, if applicable.
- Ensure monthly review of training validity for BP and core contractor personnel working at operational sites and formal notification to Operational Site Manager(s) of training expiry dates 60 days in advance.
- Ensure formal notification to core contractors' management and/or respective Contract Accountable Managers of the contractor personnel training expiry dates 60 days in advance from Operational Site Manager(s) and/or designee.
- Be responsible for identifying where a dispensation/deviation should be given if training certificates are expired and have it verified by Authorizing person defined for each role as per AzSPU Procedure for Deviation (AzSPU-HSE-DOC-00011-2) or any other applicable procedures/policies.
- Agree mitigations set with Operational Site Manager(s) if dispensation/deviation is given to members of staff when training certificates are expired.
- Suspend members of personnel from performing of the respective part of their duties if their training certificates are expired and no dispensation/deviation is applicable and/or given.
- Approve minimum mitigations required as part of dispensation/deviation process in the form of a successful formal reassessment using agreed set of questionnaire. Records of successful assessment shall be kept with dispensation/deviation form by the Operational Site Controller and be made available for auditors at any time.

#### **Site Managers, Procurement, and Contract Technical Specialists**

- Communicate AzSPU HSE training expectations for contractors.
- Periodically check contractor training programs and contractor performance as part of the overall Contractor Oversight process.

#### **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 VTA by delivering the attendance register to a VTA Administrator and/or the AzSPU HSE Training coordinator.
- For AzSPU coordinated HSE training courses defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines with a graded test, course instructors review test results, determine whether attendees pass required courses, and notify attendees and AzSPU HSE Training coordinator of failed test results.

#### **Learning Coordinators**

- Provides assurance oversight for Operational unit level HSE training procedures and matrices (if required).
- Administers VTA learning management system for operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Performs quality assurance of operational unit coordinated HSE training course third party providers (e.g. assurance plan, audit schedule, survey results) identified within defined within operational unit level HSE training procedures/matrices.
- Communicates operational unit HSE training requirements defined within operational unit

level HSE training procedures/matrices, periodically assesses training completion.

- Approves operational unit coordinated HSE training course specifications as defined within operational unit level HSE training procedures/matrices, and ensures they are defined and current.
- Provides for quality and completeness of training design, including assurance that appropriate training materials, tests, and delivery strategies are provided and maintained for all operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Ensures technical content is reviewed and verified for accuracy and completeness with AzSPU and operational unit Technical Authorities.
- Reviews materials for operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices for instructional quality
- Facilitates updates and revisions to course materials as part of the management of change and continuous improvement process for all operational unit coordinated HSE training as defined within operational unit level HSE training procedures/matrices..
- Ensures approved course materials are utilized in the delivery of all operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Accountable for managing all aspects of operational unit coordinated HSE training implementation defined within operational unit level HSE training procedures/matrices.
- Ensures AzSPU standardized customer response and attendance forms are utilized with each operational unit coordinated HSE training course defined within operational unit level HSE training procedures/matrices, as well as spot checks customer response forms to confirm that the course is performing as intended.
- Approves third party providers, facilitates contract scope requirements, conducts third party evaluations, and recommends corrective actions when third party providers fail to meet contractual scope requirements and/or scores “1 – Not Yet Attained Competencies” as defined within the 3rd Party Course Evaluation Guidelines for all operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Management and administrative oversight for training documentation as it relates to operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Provides and regularly maintains information on available relevant training for operational unit coordinated HSE training as defined within operational unit level HSE training procedures/matrices.
- Develops and maintains the operational unit level HSE training procedures/matrices, clearly identifying training requirements for operational unit job categories, and providing the capability to track training completed relative to requirements for all operational unit coordinated HSE training as defined within operational unit level HSE training procedures/matrices.
- Modifies and updates the list of required training for all operational unit coordinated HSE training as defined within operational unit level HSE training procedures/matrices for employees when notified of changes in HSE legal and other training requirements.
- Annually communicates employee training requirements for operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices, and periodically provides updates to employees, supervisors, and the HSE Compliance Team Leader regarding training completions.
- Manages the logistics of providing operational unit coordinated HSE training defined within operational unit level HSE training procedures/matrices.
- Manages and maintains training records for operational unit coordinated HSE training programs defined within operational unit level HSE training procedures/matrices, such that they are quickly available to document training program implementation.



- Periodically, approximately once per year, checks the compliance database against the operational unit coordinated HSES training defined within operational unit level HSE training procedures/matrices to ensure that all relevant HSE legal and other training is fully represented.

## 5.0 Procedure

HSE training requirements and competence management will be performed in accordance with this procedure to ensure that BP employees and contractors are provided with the necessary training in HSE issues based on their positions. This will enable personnel to conduct their work tasks in a way that safeguards the environment; protects employee and community health, safety; meets social obligations; meets legal and other requirements; and meets the requirements of BP HSE Policy.

### 5.1 Identification of Employee HSE Training Needs

Personnel throughout the AzSPU require different levels of AzSPU and operational unit HSE training. The AzSPU Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines identify the minimum AzSPU coordinated HSE training required for each person/position, and is developed by:

- Reviewing personnel job descriptions, applicable operational controls and functional organization charts to identify HSE responsibilities and required competencies for personnel.
- Interviewing personnel, team leaders and managers as-needed to clarify responsibilities and required competencies.
- Analyzing personnel job responsibilities and required competencies to identify appropriate level of AZSPU and site HSE training requirements.
- Reviewing compliance task assignments in CTM, including training that is mandated by legal and other requirements.

Management of change processes and periodic reviews of the HSE training assessment process enable the AzSPU Training Requirements Matrix and AzSPU HSE Training Foundation Competency Guidelines to reflect current personnel job category requirements.

HSE training requirements include (as appropriate to the job responsibilities):

- Induction training.
- Specialist Training.
- Management system training.
- Compliance training - how legally required HSE training is identified, provided, evaluated and recorded.
- Other training, such as training included in the employee's Personal Development Plan, training dictated by the employee's work location (i.e., AzSPU, operational unit-specific, Asset-specific) and training identified by supervisors or other interested parties.

Completion of required training is tracked in VTA, and training non conformance is reported through VTA for employees who are late or do not complete required training.

#### 5.1.1 New Employee HSE Induction Training

One type of training identified through the training assessment process is an initial new employee HSE induction. Inductions are carried out for employees on joining the company, as appropriate to their job assignments. These inductions include HSE issues, compliance awareness, management systems, and actions to be taken in the event of an HSE or social accident/incident.

### 5.1.2 *Specialist Training*

Where there is a need for specialist HSE or social training, the AzSPU HSE Training coordinator in consultation with **Nominated HSE Advisors**, is responsible for identifying appropriate training. If this requires participation in external HSE or social training courses, HSE resources will be consulted to ensure the appropriateness of the identified course.

Once approved by **Nominated HSE Advisors**, specialist courses are included in the AzSPU HSE Training Requirements Matrix and AzSPU HSE Training Foundation Competency Guidelines for that job category. Line Managers/Team Leaders review and have input on their employee's training plans, and are to: 1) ensure that realistic requirements and timescales are identified; and 2) make employees available for identified training sessions.

### 5.1.3 *Management System Training*

The AzSPU HSE Compliance Team Leader is responsible for developing and conducting integrated HSE management system training for those elements of the management system applicable to all assets and sites. This training will be integrated with asset and site level specific training and will incorporate:

- Any updates to the integrated HSE management system.
- Conformance with the HSE regulatory policy and procedures.
- Compliance with HSE legal requirements and reporting of non-compliances.
- Overview of significant HSE aspects and impacts associated with operations.
- Incorporation of significant HSE aspects and compliance requirements into Objectives, Targets and Management Programmes.

The initial and refresher management system training obligations are included within the AzSPU HSE Training Requirements Matrix, AzSPU HSE Training Foundation Competency Guidelines, and operational unit level HSE training procedures/matrices.

### 5.1.4 *Compliance Training*

AzSPU HSE legal and other requirements compliance training is identified and included within the AzSPU Training Requirements Matrix, AzSPU HSE Training Foundation Competency Guidelines, in CTM, in the AzSPU HSE Compliance Training and Communication Strategy (2008-2009+) and in operational unit level HSE training procedures/matrices. This training:

- Provides awareness of BP's compliance expectations, the AzSPU HSE compliance program and the importance of compliance.
- Conveys information on how to access compliance tasks in CTM, and the source of other compliance tools and resources (e.g. Compliance Position Papers).
- Provides guidance to individuals on how to discharge their HSE compliance accountabilities – complete compliance tasks.
- Provides guidance to supervisors on how to oversee their direct reports who perform HSE compliance tasks.
- Provides information on where to obtain guidance if compliance requirements are not clear.
- Provides regulatory-required communications.
- Provides information on the procedure for confidentially reporting compliance concerns.

### 5.1.5 *Other HSE Training Requirements*

Additional HSE training added to an employee's list of training requirements includes



training identified in the employee's Personal Development Plan, training dictated by the employee's work location (i.e., AzSPU, operational unit-specific, Asset-specific) and training identified by supervisors or other interested parties.

## 5.2 HSE Training Design and Development

HSE training is designed to provide the knowledge, skills and competencies identified in the AzSPU HSE Training Requirements Matrix, AzSPU HSE Training Foundation Competency Guidelines, and operational unit level HSE training procedures/matrices. Training is designed and developed by:

- Establishing a list of training objectives that will be covered in each course.
- Identifying the recommended target audience.
- Determining appropriate training environment (classroom, online such as computer based training (CBT), or on-the-job) as well as instructional methods (instructor-led, including the selection and certification of qualified instructors or third party providers, and CBT).
- Determining methods to evaluate training effectiveness, including confirmation that trainees obtain desired knowledge, skills, and competencies.
- Determining refresher frequency.
- Developing training materials.
- Standardizing AzSPU and operational unit HSE training (e.g. content, materials, delivery method, providers, etc.) where applicable.

AzSPU HSE training as defined within the AzSPU HSE Training Requirements Matrix and AzSPU HSE Training Foundation Competency Guidelines is developed to deliver on approved course specifications. AzSPU coordinated HSE social and training course specifications shall include approved criteria specific to that course as follows:

Course Name	Course Tag	Provider	Duration
Certification Date	Accreditation	Objectives	Intended For
Content	Expiration Date		

Appropriate HSE developed training materials may include self-study, electronic courses, train-the-trainer sessions, and traditional in-classroom instruction. When available, courses are provided through VTA.

## 5.3 HSE Training Implementation

AzSPU coordinated HSE training is implemented in accordance with the training programs defined in the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines and includes assigning instructors and support staff, scheduling, and identifying suitable facilities.

The AzSPU HSE Training coordinator is accountable for managing all aspects of AzSPU coordinated HSE training implementation. Asset Training Coordinators are accountable for managing all aspects of operational unit HSE training implementation defined outside the scope of this procedure.

## 5.4 Refresher Training

Refresher training is identified for select HSE training and provided as appropriate. The need for refresher HSE training for employees is determined based on both the course itself and as part of an employee's annual performance appraisal. When needed, supervisors can enroll employees into refresher courses defined within the AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines and operational unit level HSE training procedures/matrices.

## 5.5 Drills and Exercises

Drills and exercises are fundamental in assessing the existing systems and operations in place for certain types of courses and skills. Drill and exercise schedules are implemented by subject matter experts.

## 5.6 Contractor Training

Contractors working within the AzSPU are responsible for developing and implementing a comprehensive HSE training program to meet legal and other requirements, meet BP-specific requirements, and ensure competency of personnel performing work for BP.

Overall contractor HSE training program expectations are included in contracts as appropriate. Contractors are required to identify training obligations applicable to their work, including but not limited to AzSPU and operational unit level HSE training, ensure their staff obtains all required training, provide competent employees, maintain training documentation including attendance records for at least five years, and provide training program documentation and training records to BP upon request. Refer to Appendix A, AzSPU Minimum Contractor HSE Training Requirements.

Contractor oversight procedures are established to communicate contractor training requirements and to periodically check contractor training programs and contractor performance.

## 5.7 AzSPU and Operational Unit HSE Awareness / Toolbox Talks and Safety Meetings

AzSPU Toolbox talks and Safety Meetings are performed on a regular basis, and progressively cover relevant HSE issues. Operational unit and site level toolbox talks and safety meetings are managed at a operational unit/site level and covered in operational unit/site procedures.

Topics may include:

- Environmental and Social Policies
- Environmental and Social Aspects and Impacts
- Legal and Other Requirements
- Objectives and Targets
- Environmental and Social Management Programs
- Structure and Responsibilities
- Training, Awareness and Competency
- Communication
- Environmental and Social Management System Documentation
- Operational Control
- Emergency Preparedness and Response
- Monitoring and Measurement
- Non Conformance and Corrective and Preventative Action
- Records
- Environmental and Social Management System Auditing
- Management Review

Toolbox talks and safety meetings are not documented within the VTA learning management system. Documentation is at the discretion of the team leader or manager and shall be retained on file at the site/office.

## 5.8 Competency

HSE competency of personnel is achieved through experience, training courses, toolbox talks, safety meetings and on the job (OJT) training. Supervisors assure individuals working for them are competent and effective in performing assigned compliance tasks. Supervisors also ensure persons working for them and performing tasks that have the potential to cause a significant impact on HSE or compliance issues are competent on the basis of appropriate education, training, or experience.

Supervisors confirm employee competence through processes such as work observations, performance reviews, facility walk-arounds, effective completion of CTM compliance tasks, and other activities that assist in observing worker performance. Individual performance evaluations are conducted annually to assess an individual's overall competency and effectiveness in performing assigned compliance tasks and managing HSE impacts.

## 5.9 HSE Training Evaluation and Improvement

AzSPU coordinated HSE training courses, defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines, are routinely evaluated for adequacy of content, testing, presentation, and documentation. Improvements may be required regarding the quality of HSE training courses and to keep training up-to-date. Evaluation activities include:

- Customer response forms for each training course.
- Graded tests, quizzes, or demonstrated competence as appropriate for the training course.
- Third party course evaluations.

Employees attending AzSPU coordinated courses defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines are encouraged to comment on training. Comments are forwarded to course trainers for review and action where appropriate. Where action is deemed necessary at the discretion of the course trainer, the course trainer discusses with the AzSPU HSE Training coordinator, to agree on actions required.

## 5.10 Training Records

Attendance and completion of AzSPU coordinated training courses defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines is documented in VTA learning management system. The following records are retained by HSE & TD and Human Resources Management:

- AzSPU HSE Training Requirements Matrix, AzSPU Training Foundation Competency Guidelines, and records of training completed.
- Annual Performance Appraisal Records.
- AzSPU coordinated HSE training materials defined within AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines document.
- Comments received on Training Courses
- Job descriptions – reviewed and updated, where applicable, as part of the performance appraisal process.

The AzSPU HSE Training coordinator is responsible for management and administration oversight for all AzSPU coordinated HSE training records as defined within the AzSPU HSE Training Requirements Matrix and AzSPU Training Foundation Competency Guidelines. The asset or project Training Coordinators are responsible for management and administration oversight for all other HSE training records. VTA is the system to document training completed, reporting training attendance as

well as other training compliance/status reporting.

## 6.0 Key Documents/Tools/References

[AzSPU HSE Training Foundation Competency Guidelines](#)  
[Virtual Training Assistant Learning Management System](#)

## Appendix A

AzSPU Minimum Contractor HSE Training Requirements	SPA
<p><b><u>All Field-Based Contractors Employees:</u></b>            Site Inductions            Behavioral Safety Observation Training            CoW training as per Job profile requirements</p> <p><b><u>Contract Supervisors/Leads/Foreman:</u></b>            Site Inductions            Safety Observations and Conversations Training            CoW training as per Job profile requirements</p>	<p>Operational Unit            HSE L&amp;D TL            HSE L&amp;D TL</p> <p>Operational Unit            HSE L&amp;D TL            HSE L&amp;D TL</p>

## Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
September 1998	AD Little	R. Norman	Initial Issue
July 2000	G. Vidrine	J. Casey	Consistency with BP EMS Guidelines
	F. Askerov		

August 2000	G. Vidrine R. Gallagher	G. Stacey	Consistency with EMS Guidelines
April 2004	L. Emmons	S. Sultanova	Consistency with EMS requirements
September 28, 2005	Gunther Newcombe	Mary Holmes, Yuliy Zaytsev	Updated to combine several training procedures into one, address integrated HSE MS, describe the AzSPU training matrix, incorporate the role of the compliance database for identification of “legal and other requirement” training, and to address requirements of the revised ISO 14001 standard.
February 27, 2007	Gunther Newcombe	Yelena Mirtagavi	Overall review
August 20, 2007	Gunther Newcombe	Yelena Mirtagavi	Reflected changes in moving towards BSA
January 17, 2008	Yelena Mirtagavi	Naiba Ahmadova	Reflected changes in moving towards SOC
March 11, 2008	Yelena Mirtagavi	Ilaha Akhmedova	Management system and compliance training requirements updated by Rebecca Heath and Ilaha Akhmedova has become document custodian.
May 21, 2008	Yelena Mirtagavi	Ilaha Akhmedova	Updated SPA for SOC program
August 27, 2008	Yelena Mirtagavi	Ilaha Akhmedova	Updated HSE training requirements guidelines for contractor staff
March 28, 2009	Yelena Mirtagavi	Ilaha Akhmedova	Added HSE Training dispensation form
April 6, 2009	Yelena Mirtagavi	Ilaha Akhmedova	Incorporated Exports PU specific documents on training validity
May 13, 2009	Yelena Mirtagavi	Ilaha Akhmedova	Amended alignment with AzSPU Procedure for Deviation.
September 29, 2009	Yelena Mirtagavi	Ilaha Akhmedova	Removed reference to safety immersion programs for contractors
January 29, 2009	Yelena Mirtagavi	Leyla Balaglanova	Removed reference to Social trainings.
August 02, 2010	Yelena Mirtagavi	Y.Mirtagavi	Changed custodian and issuing department.
August 10, 2010	Yelena Mirtagavi	Y.Mirtagavi	Changed titles as per organizational change. Added requirement to verify CTM required trainings. Removed reference to security trainings