



# Pyrotechnics Import Permit Procedure

**AZSPU-HSSE-DOC-00134-2**

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### 1. SCOPE/PURPOSE

The purpose of this procedure is to provide all prospective clients with:

- A description of application procedure for Pyrotechnics Import Permit ensuring compliance with Local and International Legislation.
- Details of the package documents which should be enclosed in the application pack

The Procedure describes common rules, sequence and procedures for Pyrotechnics Import Permit application for any pyrotechnics to be imported for any operation of BP Az SPU for its projects within the Azerbaijan Republic.

The Procedure has been developed in accordance with International Regulations and applicable local legislation as given in “REFERENCES” chapter below.

### 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.

BP Az SPU	BP Azerbaijan Strategic Performance Unit
CAM	Contract Accountable Manager
HSE & TD	Health, Safety, Environment and Technical Directorate
P&RA	Permitting and Regulatory Affairs
PU	Performance Unit
PUL	Performance Unit Leader
SPA	Single Point of Accountability
VP	Vice President

Under “Pyrotechnics” are meant the type of product used in BP Az SPU operations and fallen under description of Pyrotechnic materials applicable Azerbaijani Legislation. They include, but not limited by the following:

- Sound rockets
- Signal rockets
- Line thrower set
- Line-throwing gun cartridges
- Nail gun cartridges
- Pipelines cut-off balls
- Smoke signal rockets

### **3. GENERAL REQUIREMENTS**

This procedure is applicable for all BP Az SPU construction and operation activity in Azerbaijan and obligatory for BP Az SPU, as well as all legal entities regardless of the type of ownership or organizational and legal structure (hereinafter “Organization”), which act as contractors/ subcontractors to BP Az SPU and implement activities relating to the storage, transportation, use and keeping record of Pyrotechnics, as well as import of Pyrotechnics via the customs border of the Azerbaijan Republic.

BP Az SPU, as well as their contractors operating under PSA conditions in Azerbaijan and whose operations shall require use of Pyrotechnics should have available certificates/permits issued in accordance with established BP Internal Procedures and Local and International legislation. These requirements are applicable for pyrotechnics storage, transportation, use and disposal and cover but not limited the following assets/facilities of BP Az SPU :

- Marine vessels
- Helicopters
- Mobile Drilling Units (MODUS)
- Platforms
- Vehicles
- Etc.

### **4. ROLES AND RESPONSIBILITIES**

#### **BP Vice President**

BP VP shall be responsible for:

- Sanctioning PU/Contractor’s application for Permit for Pyrotechnics;
- Providing direct instructions to corresponding Assets, Project and Operations Managers and other responsible staff to comply with the current procedure for Pyrotechnics Import Permit issues;
- Being addressee for sending and receiving documents from the State Authorities and its further distribution.

#### **Az SPU HSE & Technical Vice President**

Az SPU HSE & Technical **Directorate** Vice President shall approve any update and revision of the current Procedures.

#### **AzSPU Central HSE & TD P&RA Manager or his delegate**

AzSPU Central HSE & TD P&RA Manager shall be responsible for:

- Controlling the process of Permit issuing
- Updating this Procedure
- Assigning person to coordinate application package collating, controlling content and compliance with procedures, submission to State Authority and following up

#### **PUL and Project Operations Director**

PUL and Project Operations Director shall remain responsible for assignment of SPA (CAM) from his/her team for coordination of Subcontractor's compliance with this procedure and document preparation.

## **BP contractor**

BP's Contractor shall be responsible for preparation of application pack in accordance with this procedure. It shall contain following content and order both in English and Azerbaijani language:

1. Bilateral Statement on Contract between BP and Contractor Company<sup>1</sup>
2. Bilateral Statement on Contract between Contractor and Subcontractors on the following services (if applicable):
  - a. Transportation
  - b. Storage
3. Copy of license to operate hazardous cargo vehicle.
4. Hazardous cargo car certificate
5. Hazardous cargo route sheet (issued by the Agency on State Mining Control and Industry Safety (SMCIS) of the Ministry of Emergencies)
6. Copy of licence to operate for Temporarily Storage Pyrotechnics (issued by the Agency on State Mining Control and Industry Safety (SMCIS) of the Ministry of Emergencies)
7. Purchase Order
8. Certificate of Origin
9. Dangerous Goods Declaration
10. Safety Data Sheet
11. Permit – Letter for purchase Pyrotechnics (issued by Ministry of Internal Affairs)

## **5. PROCEDURE/PROCESS**

This section provides the “step by step” process of obtaining Permit for import/export of Pyrotechnics and clearly demonstrates the roles and responsibilities of all.

Stage 1 – Contractor's application to BP Az SPU (see Chapter 6 for application pack content)

Stage 2 – BP's application to SOCAR on subcontractor's behalf signed by VP

Stage 3 – SOCAR's application to the Cabinet of Ministers on BP's behalf

Stage 4 – Issuing of Permit by the Cabinet of Ministers to SOCAR's name

Stage 5 – SOCAR's letter to BP

Stage 6 – BP's letter to Contractor

Stage 7 – Follow up audits<sup>2</sup>

Once Pyrotechnics Import Permit is issued by the Cabinet of Ministers an application is required to be filed with the Ministry of Emergency Situations (MES) for transportation notification for Pyrotechnics (from airport to temporary storage/facility).

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<sup>1</sup> Sample of the Bilateral Statement is attached to this procedure

<sup>2</sup> Audit mechanism is to be adopted by P&RA team through subsequent annual reviews of the current document

## 5.1 TIMETABLE

The following timetable shall be observed while planning import of Pyrotechnics on a routine basis. It is also important to note that the table is compiled based on work practice since there is no applicable legal time indication for application review by State Authorities.

Stage	Action by:	Durations
Review of documents pack, preparation of application for PUL's signature and sending application to SOCAR	BP	1 week
Review of documents pack, preparation of application for SOCAR's VP signature and sending to Cabinet of Ministers	SOCAR	2 weeks
Review of pack, circulation amongst related departments and issuance of permit	Cabinet of Ministers	2 weeks
Preparation reply to BP signed by SOCAR's VP	SOCAR	1 week
Official response to Subcontractor	BP	1 week

## 6. DOCUMENTS/REFERENCES

Requirements of this procedure are based on the documents constituting the present-day scientific recommendations, local skills and the experience of other countries that have achieved high standards of pyrotechnics management safety standards.

This document, together with those listed below represent an integrated regulatory management system of pyrotechnics.

No	Document No	Title
1.	UNIF-HSE-PRO-159-C1	Safe Systems of Work. Fire protection Management HSE Safe Systems of Work
2.	Law of the Azerbaijan Republic 146 IIQ dated of 22 <sup>nd</sup> June 2001	Merchant Maritime code of the Azerbaijan Republic
3.	Decree № 292 of 12 September 2005 of the President of the Azerbaijan Republic	“On additional preventive measures against restricted for civil circulation materials“
4.	Decree № 609 of 24 February 1997 of the President of the Azerbaijan Republic	“Rules for regulation of International trade in Azerbaijan Republic”
5.	Decree № 10 of 27 January 2000 of the Cabinet Ministers of the Azerbaijan Republic	“Guidelines for Transportation of Explosive Materials”
6.	Decree №120 08.05.06 of the	Conformation of the “On additional preventive

	Cabinet Ministry of the Azerbaijan Republic	measures against restricted for civil circulation materials”
7.	Law № 933 of the Azerbaijan Republic dated of 2 <sup>nd</sup> December 1994	“On Adoption, Ratification and Approval of the Implementation of the Agreement on the Joint Development and Production Sharing for the Azeri, Chirag Fields and the Deep Water Portion of the Guneshli Field in the Azerbaijan Sector of the Caspian Sea” (PSA)
8.	Law of the Azerbaijan Republic 733IQ dated of 2 <sup>nd</sup> November 1999	“Technical Safety”
9.	Law № 727-IG of the Azerbaijan Republic dated of 28 <sup>th</sup> October 1999	“On Police”
10.	Decision №167 of the Cabinet of Ministers of the Azerbaijan Republic dated of 25 <sup>th</sup> October, 2001	Procedure for the State Registration of Potentially Hazardous Facilities
11	Decree of the President of the Azerbaijan Republic dated April 19, 2006	Regulations of the Ministry of Emergencies

## Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
31 December 2008	Greg Mattson	Rovshan Guliyev	Initial Issue
02 April 2009	Greg Mattson	Rovshan Guliyev	Review term and duration has been adjusted updated Titles table has been changed
06 April 2010	Greg Mattson	Rovshan Guliyev	The numbering of the whole procedure was changed in accordance with requirements of Standardized Document Control Procedure Template(AzSPU-HSSE-DOC-00026-2)  Title in cover sheet has been changed Patterns added