



Operational Control Procedure

AZSPU-HSSE-DOC-00028-2

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Scope:	AzSPU Operational PUs	Document Administrator:	AzSPU HSSE MS Document Co-coordinator (Nargiz Abiyeva)
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1.0 Purpose/Scope

The purpose of this document is to define the procedure for establishing and implementing operational controls within AzSPU operations. Operational controls are developed and implemented to comply with legal and other requirements (5.1) and to control significant environmental and social aspects as well as H&S Risks of operations (5.2) in accordance with HSSE policy, objectives and targets.

This controlled procedure applies to AzSPU Operations PUs engaged in the drilling, production, and/or transportation of oil and gas. This is a high level document that provides guidance to operational personnel in the implementation of their site specific procedures in order to ensure consistency, where applicable, across AzSPU operations.

Revision of this procedure and the operational controls detailed therein will be in accordance with the Document Management Procedure [AzSPU-HSSE-DOC-00025-2](#).

2.0 Definitions

Operational Control – An implementing procedure, physical control, checklist, training, employee expertise, or other means of controlling operations to manage significant environmental aspects, H&S Risks and/or HSE requirements. Examples of physical controls can include valves, automatic shutoff devices, engineered solutions, signage, etc. Operational controls, in the form of procedures, stipulate operating criteria. Documented procedures are maintained as controlled documents.

Refer to Document [AzSPU-HSSE-DOC-00021-2](#) HSSE Definitions for definitions common to this HSSE&S Management System.

3.0 Specific Requirements

Only requirements specific to this procedure are listed here. For requirements applicable to all procedures refer to the AzSPU HSSE&S General requirements procedure [AZSPU-HSSE-DOC-00037-2](#).

- ISO 14001 – 4.4.6 Operational Control
- OSHAS 18001- 4.4.6 Operational Control
- GHSER- Element 4: Working with contractor and other
Element 6: Operations and Maintenance
Element 7: Management of Change
- BP Global HSSE Compliance Framework- Step 3, Items 3.4, 3.9, 3.10

4.0 Key Responsibilities

AzSPU Vice Presidents/Performance Unit Leaders

- Provide resources and leadership for the development, implementation, maintenance, and improvement of operational controls.
- Periodically conduct formal Management Reviews as outlined in the Management Review procedure [AZSPU-HSSE-DOC-00070-2](#), to confirm suitability, adequacy, and effectiveness of operational controls and to make recommendations for their improvement.

AzSPU Safety and Compliance Systems Manager

- Ensuring that relevant personnel are aware of relevant legal and other compliance requirements.
- Overseeing the development and management of the integrated AzSPU wide compliance database (Compliance Task Manager) to incorporate operational controls where this is a compliance requirement.

PU/Asset Operations Managers and Maintenance Managers

- Working with the PU/Asset MS Team or HSE Advisor to assign responsible/accountable positions for the implementation of operational controls.
- Provide day-to-day support to help ensure that operational controls comply with requirements.
- Ensure that corrective and preventive actions are implemented.

PU/Asset MS Team and/or H&S / Environmental Advisor

- Identify, approve and oversee the implementation of operational controls in compliance with this procedure and PU/Asset level procedures.
- Advise on the maintenance of effective operational controls for all relevant facilities.
- Communicate responsibilities and expectations to operations personnel in order to maintain effective operational controls.
- Monitor the implementation of site specific operational controls, including required preventative and corrective actions, and provide this information for incorporation into the HSSE Compliance Task (CTM) Manager.

Site Personnel

- To be aware of relevant procedures and competent to perform activities in accordance with the operational controls defined in this procedure and the related PU/Asset level procedures.
- To have an understanding of the potential consequences of departure from operational controls, including liability for non-compliance with HSSE & S requirements.

5.0 Procedure

5.1 Compliance with *Legal and Other Requirements*

The PU/Asset MS Team and/or H&S/Environmental Advisor, with assistance from operations personnel, oversees the development, documentation, and maintenance of applicable operational controls at PU/Asset level in accordance with the AzSPU HSSE Compliance Assurance Process [AZSPU-HSSE-DOC-00039-2](#) and the specific requirements detailed in the AzSPU HSSE Compliance Task Manager (CTM).

It is anticipated that over time all HSSE&S Legal and Other Requirements, will be incorporated into CTM and CTM will be used to track the implementation of operational controls against HSSE&S requirements at all levels within AzSPU.

CTM is described in more detail in the AzSPU HSSE Compliance Framework Implementation Procedure [AZSPU-HSSE-DOC-000141-2](#).

5.2 Control of Significant Environmental & Social Aspects and Health & Safety Risks

Operational aspects/activities associated with significant environmental and social impacts are identified in accordance with the AzSPU Aspect Identification and Significance Screening Procedure [AzSPU-HSSE-DOC-00027-2](#). Operational activities associated with health and safety risks to employees are identified and addressed in with the AzSPU Permit to Work Procedure [AzSPU-HSSE-DOC-00060-2](#), the Procedure for Task Risk Assessment [AzSPU-HSSE-DOC-00063-2](#) and the Occupational Health Hazard Assessment and Control Program [AzSPU-HSSE-DOC-00124-2](#). Operational controls are developed and implemented for significant environmental and social aspects and potential H&S risks where their absence would otherwise lead to deviations from the HSSE Policy, objectives and targets. Operational controls have been developed at the AzSPU level, eg. Safe System of Work (SSoW), Health Management Programmes, MoC processes. In addition site specific operational controls are described in the relevant PU/Asset level procedures.

The procedures are written in sufficient detail that they should be able to be applied consistently at all sites. However, there may still be the requirement for certain local rules covering site-specific logistical / administrative arrangements and local variations in responsibilities to reflect differences in organisational arrangements. Any form of deviation from an SSoW procedure, including but not limited to local rules, shall be requested and authorised in accordance with the SSoW Procedure for Deviations [AzSPU-HSSE-DOC-00011-2](#).

AzSPU SSoW procedures covering the operational controls are described in AsSPU HSSE&S Integrated Management System and Compliance Manual [AzSU-HSSE-DOC-00091-2](#).

5.3 Management of Change (MOC)

MOC processes are implemented at all levels within AzSPU to evaluate and fully communicate the HSE and social risks associated with significant changes to facilities and operational activities, and to ensure that appropriate control measures are instituted. The management of organizational, technical and process related changes is addressed in the AzSPU Management of Change procedure (Document [AZSPU-HSSE-DOC-00073-U](#)).

Avoidance and/or mitigation of the HSE and social risks associated with changes in operational activities is achieved using standardised processes, as appropriate to the scale and nature of the planned change, and may include; MoC checklists, task hazard assessment, work permitting procedures and the project notice to proceed. Resulting modifications to operational controls are communicated to relevant personnel in accordance with the Communications Procedure [AZSPU-HSSE-DOC-00018-2](#).

5.4 Training

The HSE Training Process, which is described in the [AZSPU-HSSE-DOC-00030-2](#) HSSE&S Training, Awareness and Competence Procedure, helps develop competency of relevant personnel on performing activities in conformance with the HSSE operational controls. This process addresses potential consequences for departure from operating procedures, including liability for non-compliance with HSSE requirements.

6.0 Key Documents/Tools/References

- Legal and Other Requirements Procedure Document [AZSPU-HSSE-DOC-00038-2](#)
- Management Review Procedure Document [AZSPU-HSSE-DOC-00070-2](#)
- Communications Procedure Document [AZSPU-HSSE-DOC-00018-2](#)
- Aspect Identification and Significance Screening Procedure Document [AzSPU-HSSE-DOC-00027-2](#)
- AzSPU Permit to Work Procedure [AzSPU-HSSE-DOC-00060-2](#)
- Procedure for Task Risk Assessment [AzSPU-HSSE-DOC-00063-2](#)
- Occupational Health Hazard Assessment and Control Program [AzSPU-HSSE-DOC-00124-2](#)
- AzSPU Management of Change procedure [AZSPU-HSSE-DOC-00073-U](#)
- HSSE&S Training, Awareness and Competence Procedure [AZSPU-HSSE-DOC-00030-2](#)
- AzSPU HSSE Compliance Framework Implementation Procedure [AZSPU-HSSE-DOC-000141-2](#)
- AzSPU HSSE&S General Requirements Procedure [AzSPU-HSSE-DOC-00037-2](#)
- Procedure for Deviations [AzSPU-HSSE-DOC-00011-2](#)
- AzSPU HSSE&S Integrated Management System and Compliance Manual [AzSU-HSSE-DOC-00091-2](#)
- Asset-Specific Aspect and Impact Registers
- Compliance Task Manager (CTM)

Revision Log

Revision Date	Authority	Custodian	Revision Details
December 27, 2005	Gunther Newcombe	Yuliy Zaytsev	Initial version
January 17, 2007	Yuliy Zaytsev	Rebecca Heath	Language edits and updates to address operations. Information on Operational Control definition added, Reference to SSoW procedures added. Information about Training added.
May 12, 2008	Yuliy Zaytsev	Farid Jafarov	H&S aspects and reference to control of H&S risks are incorporated. Section 4.0 Key Responsibilities; Position titles updated. Information on CTM updated and reference to AzSPU HSSE Compliance Framework Implementation Procedure added. Reference to AzSPU Permit to Work Procedure, Procedure for Task Risk Assessment, Occupational Health Hazard Assessment and Control Program and AzSPU management of Organizational changes procedure added.
May, 19, 2009	Yuliy Zaytsev (Safety & Compliance Systems Manager)	Idrak Nazarov (HSE MS Team Leader)	Annual Review. (para: 4) Key Roles & Responsibilities were updated. (para: 5.2 & 6) The reference number of Occupational Health Hazard Assessment and Control Program AzSPU-HSSE-DOC-00124-2 was amended. (para 5.3 & 6)The reference to Organizational Management of Change (AZSPU-HSSE-DOC-00029-U) procedure was deleted, reference was given to new AzSPU Management of Change procedure (AZSPU-HSSE-DOC-00073-U). (para: 5.4 & 6) Reference to HSSE&S Training, Awareness and Competence Procedure was added.