



AzSPU

Safety Observation & Conversation Training Program

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Authority:	HSE L&OD Advisor / Learning Ops Manager	Custodian:	Learning Coordinator
Scope:	AzSPU Operational PUs	Document Admin:	AzSPU HSSE Web Specialist
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1.0 Purpose/Scope

To define BP Azerbaijan Strategic Performance Unit's (AzSPU) implementation strategy for safety auditing training.

2.0 General Requirements

The steps outlined in this procedure are applicable to the HSSE Leadership Team and AzSPU HSSE Training Foundation Competency Guidelines with respect to the implementation and sustaining of safety auditing training for the Azerbaijan Business Unit.

The procedure describes the interface and communication required between the Azerbaijan Leadership Team (ALT), Extended Leadership Team (ELT) and Central HSSE to assure safety observation trainers, to include master trainer(s), have the skills, knowledge and tools to successfully delivery defined performance targets in conformance with the Company's safety observation training requirements.

The process and interface in this procedure applies to BP staff, select contractor staff, and local 3rd party training providers, who are certified safety observation trainers accountable to carry out the expectations defined within this procedure for delivering a consistent approach to safety observation training.

3.0 Roles, Responsibilities & Definitions

HSE L&D Team Leader (or designee) Champion for AzSPU's safety observation & conversation training program and is responsible for the following:

- Interfaces with Group HSSE representatives responsible for oversight of safety observation & conversation training program curriculum.
- Interfaces with AzSPU's ALT and ELT on all aspects of AzSPU's safety observation & conversation training program.
- Interfaces with Asset/PU training coordinators to ensure they have the necessary knowledge and tools to successfully support AzSPU's safety observation & conversation training program.
- Contract Accountable Manager for approved, local training providers selected to deliver safety observation & conversation training as well as safety observation & conversation train the trainer.
- Quality control of Safety Observation & Conversation training program.
- Maintains list of current, local safety observation & conversation third party training providers.
- Maintains list of current, safety observation & conversation in-house trainers.
- Updates and maintains training records within Virtual Training Assistant (VTA) based on training documentation provided by approved safety observation & conversation trainers, master trainer(s), and/or third party.

Safety Observation & Conversation Master Trainers are responsible for supporting the AzSPU safety observation training program as follows:

- Maintain current certification.
- Train trainers to acceptable skill level.
- Provide coaching to trainers as required.
- Comply with this procedure.
- Be AzSPU/BP internal resources.

Safety Observation & Conversation Trainers are responsible for supporting AzSPU's safety observation training program as follows:

- Complete approved safety observation & conversation train the trainer as defined by Group HSSE and AzSPU HSSE L&D Team Leader;
- Undergo an instructor evaluation performed by an approved safety observation & conversation master trainer or qualified designee appointed by approved by HSSE L&D Team Leader;
- Complete all instructor evaluation actions;
- Undergo re-certification/evaluation training performed by the master trainer or qualified designee determined by the HSSE L&D Team Leader;
- Facilitates safety observation & conversation training as per this procedure and based on organizational needs.
- Provides HSSE Training and/or Asset/PU training coordinators all documented safety observation training classes for documentation within Virtual Training Assistant (VTA). Training sessions are to be documented on an approved AzSPU training roster provided by HSSE Training and/or Asset/PU training coordinators.

Line Management and Contract Technical Specialists are responsible for communicating expectations around successfully delivery of AzSPU's safety observation & conversation training program in the areas of training, coaching and performing quality safety observations.

Revision Log

<u>Revision Date</u>	<u>Authority</u>	<u>Reviser</u>	<u>Revision Details</u>
February 14, 2006	M. Holmes	M. Holmes	Changes AzBU to AzSPU
March 16, 2006	M. Holmes	Y.Mirtagavi	Reflected HSSE Training Manager as Authority
April 25, 2007	G.Newcombe	Y.Mirtagavi	Reflected changes in position from Training Coordinator to L&D Specialist
August 20, 2007	Y.Mirtagavi	Y.Mirtagavi	Reflected changes in move towards BSA program
February 22, 2008	Y.Mirtagavi	N.Ahmadova	Reflected changes in move from safety auditing program into safety observation program; Changed the title of the document accordingly
April 21, 2008	Y.Mirtagavi	Ilaha Akhmedova	Ilaha Akhmedova as custodian of the document
March 11, 2009	Y.Mirtagavi	Leyla Mamedova	Leyla Mamedova as custodian of the document Safety observation title changed to safety observation & conversation
January 29, 2010	Y.Mirtagavi	Leyla Balaglanova	Changed CAM into Contract Technical Specialist
August 02, 2010	Y.Mirtagavi	Y.Mirtagavi	Changed Custodian and issuing department