



Safe System of Work for: Management of Marine Assurance

AZSPU-HSSE-DOC-00123-2

Authority:	AzSPU Safety & Compliance Manager and SPU Marine Authority	Custodian:	<< SPU Operations MA >>
Scope:	<< AzSPU >>	Document Administrator:	<< HSE MS Document Coordinator >>
15	07 October 2009	Issuing Dept:	<< CHSSE >>
Revision Date:	-	Control Tier:	<< 2 >>
Next Review Date:	15 October 2010		

Table of Contents

1	PURPOSE & SCOPE	4
1.1	Purpose.....	4
1.1.1	SAFETY GOALS	4
1.1.2	EXPECTATIONS	4
1.2	Scope	4
2	DEFINITIONS	6
3	GENERAL REQUIREMENTS	6
3.1	Legislation & Standards	6
3.2	Company Requirements	6
3.3	Stopping Unsafe Work	6
3.4	Deviations	6
4	AZSPU ROLES AND RESPONSIBILITIES	7
4.1	Single Point of Accountability Marine (SPA Marine)	7
4.2	AzSPU Marine Authority Organisation	7
4.3	SPU Marine Authority (MA)	7
4.4	Operations Marine Authority (SMA)	8
4.5	Terminal Operations Marine Authority - Supsa (TMA).....	8
4.6	Project Marine Authority (PMA).....	8
4.7	Rig Audit Team	9
4.8	Marine Authority (MA).....	9
4.9	Marine Discipline Experts.....	9
4.10	Marine Practitioners	10
5	MANAGEMENT OF MARINE ASSURANCE	10
5.1	GMS Application	10
5.1.1	BP SHIPPING.....	10
5.1.2	E&P.....	10
5.1.3	AZSPU.....	10
5.2	AzSPU Marine Management System.....	11
5.2.1	AZSPU SSOW FOR THE MANAGEMENT OF MARINE ACTIVITIES.....	11
5.2.2	MARINE HANDBOOK.....	11
5.2.3	MARINE OPERATIONS MANUAL	11
5.2.4	SUPSA TERMINAL RULES AND REGULATIONS.....	11
5.2.5	AZSPU MARINE SHAREPOINT SITE.....	11
5.3	Marine Planning	11
5.3.1	GENERAL	11
5.3.2	PLANNING MARINE ACTIVITIES.....	11
5.3.3	MARINE OPERATIONS AND MARINE REPRESENTATIVE.....	12

5.3.4	PERMIT TO WORK PROCESS	12
5.3.5	INCIDENT INVESTIGATION AND REPORTING	13
5.4	Procurement, chartering and clearance of marine service providers and vessels	13
5.4.1	SCOPE	13
5.4.2	PROCUREMENT, LEASING OR BAREBOAT CHARTERS	13
5.4.3	MARINE MANAGEMENT CONTRACTS	13
5.4.4	TIME AND VOYAGE CHARTERING VESSELS.....	13
5.4.5	MARINE ASSURANCE CONTRACTS	14
5.4.6	MARINE / OFFSHORE CONTRACTORS.....	14
5.5	Vessel Assessment process (Excluding Tanker shipments from Supsa).....	14
5.5.1	OBJECT	14
5.5.2	SCOPE	14
5.5.3	PROCESSES AND PROCEDURES	14
5.5.4	VETTING ASSESSMENT	18
5.5.5	VETTING INFORMATION MANAGEMENT	18
5.5.6	RESPONSIBILITIES.....	18
5.5.7	PROJECT VESSEL CLEARANCE (SHORT TERM USE).....	18
6	KEY DOCUMENTS/TOOLS/REFERENCES	18

1 Purpose & Scope

The purpose of this document is to define how AzSPU meets and implements the requirements of the Group Marine Standard and its subordinate practices. It is applicable across all AzSPU sites and delivery teams.

1.1 Purpose

1.1.1 Safety Goals

The goal of this SSoW is to achieve no accidents, no harm to people and no damage to the environment. To achieve this goal the SSoW complies with the following:

- BP Group Marine Standard and its subordinate practices
- Azerbaijan Strategic Performance Unit Safe Systems of Work
- BP HSE management system – getting HSE right
- Compliance with applicable industry standards and practices
- Compliance with applicable international and national marine legislation

1.1.2 Expectations

The expectations of the SSoW are to:

- Comply fully with all applicable legal requirements.
- Provide a secure and safe working environment.
- Ensure that all employees, contractors and others are well informed, well trained, engaged in and committed to the HSE improvement process.
- Provide assurance that the safety processes in place are working effectively.
- Maintain confidence in the integrity of BP operations.
- Confirm that the management systems of contractors fully support BP's commitment to HSE performance.

1.2 Scope

This SSoW applies to the Marine Assurance of all marine activities conducted by or behalf of the AzSPU. It does not apply to non marine mission works and systems e.g. drilling operations, diving operations, Project installation works, but it does apply to marine elements of the works e.g. DP Ops, Anchor handling and hull integrity.

Marine Activity is defined as:-

- Procurement, Chartering or Contracting
- Selection, Inspection, Approval
- Operation
- Design, Construction, Commissioning, and Disposal

A. Of the following Marine Vessels/Units:-

1. Vessels involved in the carriage or towage of any cargo, hydrocarbon, non-hydrocarbon, packaged, containerised, heavy lift or project whether between ports, within ports on inland waterways or from ports to offshore locations.

2. Vessels involved in the carriage, accommodation and transfer of personnel
3. Vessels used in the provision of construction, exploration and development services but excluding the specific Mission Systems. (E.g., diving systems on diving vessels would be excluded.)

B. And of the Marine Structure and Systems of a Floating Production System to include:-

1. That structure involved in the maintenance of watertight integrity of the unit and systems for the removal of water from compartments in a routine or emergency mode
2. That structure involved in the maintenance of the integrity of hydrocarbon storage and those systems involved with the safe transfer of hydrocarbons within the unit and to any off take vessel
3. Stability of the unit including those systems designed to manage stability in a routine or emergency mode
4. Propulsion and dynamic position keeping systems
5. Associated systems or equipment contained within the hull of the unit or directly attached to it from the point of view of their impact on items 1-4 (above), in the event of a failure or fault condition in the systems or equipment
6. The integrated nature of Floating Production Systems makes the exact demarcation of Marine Activity complex. Where a lack of clarity exists, it is the responsibility of the Marine Authority (referred to herein as the “MA”) and the Engineering Authority of the BP Operation involved to agree on design and assurance of items that interface or interact between non-marine plant and Marine Systems.

C. Operation and equipment of the ship shore interface of marine terminals including SBMs

The decision as to whether the Group Marine Standard applies to a BP Operation rests solely with BP Shipping and not with the BP Operation. Where there is any doubt regarding the applicability then a judgement should be called for from the GVP & CEO Shipping and Aviation

Joint Ventures and Contractors

In the case of Joint Ventures (JV's) and contractors, the following shall apply:

1. Where BP is to acquire operational control of a new JV, the adoption of the Group Marine Standard shall be mandatory and shall be reflected in the relevant agreements
2. Where BP has operational control of an existing JV, BP shall adopt the Group Marine Standard for that JV. Where BP does not have operational control of a JV, BP shall, after an appropriate Risk Assessment, endeavour to ensure the operator adopts the appropriate elements of the Group Marine Standard and shall seek to amend relevant agreements immediately or upon renewal to reflect the Group Marine Standard
3. Where BP relies on a contractor to perform work that would be subject to the Group Marine Standard, if performed by BP employees, BP shall, after an appropriate Risk Assessment, endeavour to ensure that the contractor adopts the Group Marine Standard and shall seek to amend relevant contracts immediately or upon renewal to reflect the Group Marine Standard
4. Where it is not possible or feasible to require a JV or contractor to adopt the Group Marine Standard, or where a JV or contractor has agreed to adopt the Group Marine Standard, in the period before any standard is adopted, BP shall seek to influence or

persuade the JV or contractor to adopt a set of principles based on the Group Marine Standard

5. Where cargo is co-freighted with another party, the majority of the cargo is owned by that other party, and the other party is the contracting party, a risk assessment shall be carried out to ensure that other party's standards are such that the risk to the BP Group is small

2 Definitions

Refer to document [AzSPU-HSSE-DOC-00021-2](#) HSE Definitions for definitions common to this Procedure.

3 General Requirements

3.1 Legislation & Standards

This procedure complies with applicable national law. Applicable national law is national law as amended by project specific agreements, e.g. the ACG Production Sharing Agreement (PSA), and relevant International Conventions, if any, in force in Azerbaijan or Georgia, as applicable.

In the absence of national legislation, or where national legislation is inconsistent with the requirements of project specific agreements, BP Group Standards or applicable requirements from UK or US legislation will be complied with.

Where requirements conflict, legal advice has been obtained and a defensible compliance position adopted.

The standards and practices contained in this procedure are consistent with those internationally recognized within the petroleum industry.

3.2 Company Requirements

It is a company requirement that all tasks are subjected to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with the Company's existing standards. Where compliance with Company standards cannot reasonably be achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls and demonstrate that risks remain as low as reasonably practicable. Whether by compliance with Company Standards or through level 2 Risk Assessment, the Company's Golden Rules of Safety must be complied with. Golden Rules are non-negotiable.

3.3 Stopping Unsafe Work

To stop the continuation of potentially unsafe work at the earliest possible stage, the Control of Work (CoW) Policy and this procedure make it very clear that all personnel are obliged and have the authority to **"STOP"** the work that they consider to be unsafe.

3.4 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 /

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00123-2>>

Revision Date: <<07 October 2009>>

Print Date: 2/1/2011

PAPER COPIES ARE UNCONTROLLED. THIS COPY VALID ONLY AT THE TIME OF PRINTING. THE CONTROLLED VERSION OF THIS DOCUMENT CAN BE FOUND AT <http://docs.bpweb.bp.com/dkazSPU/component/hssesms>

installation specific logistical/administrative arrangements and local variations in responsibilities to reflect differences in organisational 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 authorised in accordance with SSOW, Procedure for Deviations (Doc. No: [AZSPU-HSSE-DOC-00011-2](#)).

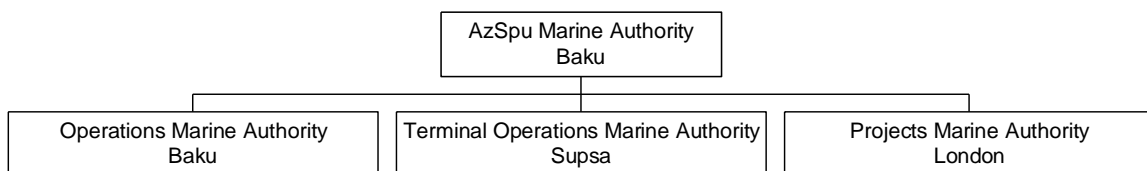
4 AzSPU Roles and Responsibilities

4.1 Single Point of Accountability Marine (SPA Marine)

The SPA Marine is a leadership team position with line accountability for the implementation of GMS and through application of GMS, ensuring conformance with the Standard as well as compliance with industry and local marine related regulations. This position is currently held by VP HSSE and Technical.

4.2 AzSPU Marine Authority Organisation

Az Spu Marine Authority Organisation



4.3 SPU Marine Authority (MA)

The SPU Marine Authority is accountable for ensuring processes and systems are in place within the operating business for the identification and management of marine risk and are the absolute authority in marine matters within the SPU. The SPU MA has delivery marine authorities who administer delivery divisions on his behalf. In addition to the delivery marine authorities there is an interface document with Specialist Technical Support - Rig Audit Team to provide for the marine assurance of MODUs contracted to the SPU.

The SPU Marine Authority will lead all marine practitioners, whether employed directly by BP or contracted to BP, that are engaged in marine activities in support of the SPU. They will ensure that processes and systems exist for identifying and managing marine risk, manage the controlled application of the Group Marine Standard and its subordinate practices (as applicable). AzSPU Marine Authority will ensure that competent marine discipline experts are available to address all risks associated with the marine activities of the SPU's offshore production assets and that each marine practitioner has, and understands, the limits of their accountabilities through the provision of competency profiles and delegated job descriptions. Responsibilities extend to ensuring that the marine activities of the SPU comply with industry, international and local regulation and legislation. They will liaise closely with a wide range of internal and external stakeholders concerning vessel/unit suitability, movements and operational requirements providing marine expertise and being the focal point for all shipping operations including reviewing performance and improving operational procedures.

4.4 Operations Marine Authority (SMA)

The Operations Marine Authority (Ops MA) is accountable to the SPU MA for leading all marine practitioners that are engaged in marine activities in support of AzSPU offshore operations. They will ensure that processes and systems exist for identifying and managing marine risk. Manage the controlled application of the Group Marine Standard and subordinate Practices (as applicable). As Operations Marine Authority they will ensure that competent marine discipline experts are available to address all risks associated with the marine activities of the SPU's offshore production assets and that each marine practitioner has, and understands, the limits of their accountabilities through the provision of competency profiles and delegated job descriptions. Responsibilities extend to ensuring that the offshore operation activities of the SPU comply with industry, international and local regulation and legislation. They will liaise closely with a wide range of internal and external stakeholders concerning vessel/unit suitability, movements and operational requirements providing marine expertise and being the focal point for all marine activities operations including reviewing performance and improving operational procedures.

The Operations MA is responsible to the SPU Marine Authority and will liaise closely with the SPU MA to ensure GMS integrity is maintained.

4.5 Terminal Operations Marine Authority - Supsa (TMA)

The Terminal Operations Marine Authority (Supsa) is accountable to the AzSPU MA for leading all marine practitioners that are engaged in marine activities in support of Supsa Terminal Marine Operations. They will ensure that processes and systems exist for identifying and managing marine risk. Manage the controlled application of the Group Marine Standard and its subordinate marine practices (as applicable). As Terminal Operations Marine Authority they will ensure that competent marine discipline experts are available to address all risks associated with the marine activities of terminal operations and that each marine practitioner whether employed directly by BP or contracted to BP, that are engaged in marine activities in support of Supsa Terminal Operations has, and understands, the limits of their accountabilities through the provision of competency profiles and delegated job descriptions. Responsibilities extend to ensuring that the terminal marine activities comply with industry, international and local regulation and legislation. They will liaise closely with a wide range of internal and external stakeholders concerning vessel/unit suitability, movements and operational requirements providing marine expertise and being the focal point for all marine activities including reviewing performance and improving operational procedures.

The Terminal Operations MA is functionally responsible to the SPU Marine Authority and will liaise closely with the SPU MA to ensure GMS integrity is maintained.

4.6 Project Marine Authority (PMA)

The Project Marine Authority is accountable to the AzSPU MA for leading all marine practitioners that are engaged in marine activities in support of Supsa Terminal Marine

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00123-2>>

Revision Date: <<07 October 2009>>

Print Date: 2/1/2011

PAPER COPIES ARE UNCONTROLLED. THIS COPY VALID ONLY AT THE TIME OF PRINTING. THE CONTROLLED VERSION OF THIS DOCUMENT CAN BE FOUND AT <http://docs.bpweb.bp.com/dkazSPU/component/hssesms>

Operations. They will ensure that processes and systems exist for identifying and managing marine risk. Manage the controlled application of the Group Marine Standard and its subordinate marine practices (as applicable). The Project Marine Authority will lead all marine practitioners, whether employed directly by BP or contracted to BP, that are engaged in marine activities in support of the project. During the design and construction phases the role will emphasize engineering and construction/commissioning aspects. During the transition to the Installation stage, the primary focus will move toward operations. .

The Project Marine Authority will ensure that competent marine discipline experts are available to address all risks associated with marine activities consistent with the stage of project development and that each marine practitioner has, and understands, the limits of their accountabilities through the provision of competency profiles and delegated job descriptions. Responsibilities extend to ensuring that the marine activities of the project comply with industry, international and local regulation and legislation. The Project Marine Authority will liaise closely with a wide range of internal and external stakeholders concerning the key marine project elements and provide marine knowledge and expertise to the other stakeholders within the project. During the transition to Installation, the Project MA will be expected to review performance and drive improvements in the procedures governing the marine elements of the project.

The Project MA is functionally responsible to the SPU Marine Authority and will liaise closely with the SPU MA to ensure GMS integrity is maintained. In particular, the SPU MA should determine, in agreement with the Project Marine Authority, when, during the life of the project, to introduce operational marine practitioners and when the Project Marine Authority's roles and accountabilities should transition to Installation and subsequently terminate.

4.7 Rig Audit Team

The Rig Audit Team have been delegated the task of undertaking required GMS assurance audits and inspections of SPU contracted MODU's by the SPU MA. Additionally the rig audit team provides MODU mission expertise to the SPU MA and relevant delivery MA's. The SPU MA remains accountable for review, appraisal and acceptance of the marine aspects of MODU's within the SPU and as such is the sole approving and accepting authority for these aspects.

4.8 Marine Authority (MA)

Marine Authority is the term used throughout this document to identify the accountable marine management person. It should be taken to mean the delivery section MA unless a specific MA is stated. In general the SPU MA has delegated authorities to delivery section MA's and they will be first point of contact for delivery issues however the SPU MA shall in all cases be the over riding authority. Each delivery MA shall keep the SPU MA updated on marine matters and issues for his delivery area and shall defer to the SPU MA where doubt, concern, lack of clarity or disputes exists. Each MA is bound by the authorities set within GMS and any further constraints imposed by the SPU MA. Each MA shall appoint a deputy for periods of absence.

4.9 Marine Discipline Experts

Marine Discipline Experts provide expertise for / in support of the SPU at the request of the SPU MA. They will ensure that processes and systems are followed for identifying and managing marine risk in their area of expertise. They will ensure that all risks in their area of

expertise associated with the marine activities of the SPU's offshore production assets are addressed and that individuals understand the limits of their accountabilities through discussions with the SPU MA. Their responsibilities extend to ensuring that the marine activities of the discipline comply with industry, international and local regulation and legislation. They will liaise closely with a wide range of internal and external stakeholders concerning vessel/unit suitability, movements and operational requirements providing marine expertise and being the focal point for the discipline expertise.

4.10 Marine Practitioners

Marine Practitioners will ensure that processes and systems in conformance with the Group Marine Standard are followed, this includes managing marine risks. Responsibilities extend to ensuring that the marine activities of the Operation comply with industry, international and local regulation and legislation. They will oversee vessel/unit suitability, movements and operational activities by providing marine expertise and being the focal point for the marine operations including reviewing performance and improving operational procedures.

5 Management of Marine Assurance

5.1 GMS Application

5.1.1 BP Shipping

BP Shipping is owner of the Group Marine Standard and is accountable for implementation across the BP Group.

BP Shipping assures elements of the standard that have been delegated to Segments to execute.

5.1.2 E&P

E&P are accountable for executing elements of the standard that have been delegated to the segment by BP Shipping.

The Segment Marine Authorities are the link between the segment and BP Shipping.

The Segment Marine Authorities (SMA) appoints SPU / BU / Operations Marine Authorities and is accountable for establishing GMS compliant systems within the segment businesses.

The E&P SMA may additionally define standards in excess of those mandated by the Group Marine Standard.

5.1.3 AzSPU

AzSPU as part of E&P execute locally elements of GMS that have been delegated to the segment. AzSpu has developed a local marine operating system that implements GMS throughout the AzSpu

GMS applies at all AzSpu sites. Note: Ceyhan Terminal is not covered by GMS as this is BOTAS operated facility.

5.2 AzSPU Marine Management System

5.2.1 AzSPU SSoW for the Management of Marine Activities

Details how AzSPU manages marine activities in accordance with OMS requirements that reflect Group Marine Standard

5.2.2 Marine Handbook

Details how the AzSPU marine organisation manages GMS works.

5.2.3 Marine Operations Manual

Details marine operational standards, processes and practices for ALL AzSPU marine operations. It contains details of Azerbaijan offshore field installations.

5.2.4 Supsa Terminal Rules and Regulations

Details marine operational standards and practices specific to Supsa Marine Terminal operations.

5.2.5 AzSPU Marine SharePoint Site

Provides electronic access to marine information, data and resources to customers and stakeholders.

5.3 Marine Planning

5.3.1 General

All planning for marine operations or projects shall consider the involvement the SPU MA throughout all stages of the planning process (Appraise, Select, Define & Execute). The SPU MA is the head of Marine expertise within the SPU and as such is the overriding authority within the SPU on marine matters.

Where required by element's 6 & 8, or 12 of the Group Marine Standard a Marine Assurance Plan will be developed with stakeholders. The plan will detail the interfaces with BP Shipping, other parties and the assurance processes.

Where interfaces with BP shipping are required these shall be managed through the Marine Authority. The Marine authority will manage the interface with BP Shipping through the Segment Marine Authority.

5.3.2 Planning Marine Activities

Work scopes and procedures must be clearly defined and reviewed by the delivery team and MA before work can commence. They shall be written with due regard to BP expectations, policies and practices.

The roles and responsibilities of all organizations and key personnel involved in the emergency response, management and control of marine operation or marine project must be clearly defined.

All activities including work scopes, generic and specific procedures must be subject to a formal risk assessment process during the planning phase. The SPU MA is accountable for

assigning personnel with relevant marine experience to provide marine input in to risk assessment and for signing off marine risk. The process will identify any requirement to change the work scope and procedures and/or any mitigating measures to be applied.

Where the operation is inside a BP ROW (Right of Way) or involves work within 500 m of a BP asset the MA shall ensure the procedures are reviewed and approved by a competent delegated marine authority or practitioner.

The process should involve all contractors with active involvement from all parties whose acts or omissions could adversely affect the health and safety of persons engaged in the project or could affect plant, equipment or the environment.

Any vessel proposed for use in the operation shall be approved and agreed by the AzSPU MA prior to acceptance or commitment.

Marine related MOC (Management of Change - AzSPU-GEN-PRC-001-C7) shall require approval from the AzSPU MA or his delegate.

Deviations from GMS requirements will normally require the raising of an exception or variation request by the AzSPUL as per SSOW Deviations ([AzSPU HSSE DOC 00011-2](#)). In matters related to vessel clearance and acceptance the MA has, within defined boundaries set by BPS and Segment, deviation approval authority.

No marine operation can commence until authorised HSE and Emergency Response bridging documents have been approved and issued. The HSE bridging document is the interface between BP and other parties SMS's. It provides scope overview, operational detail and outlines how the HSE requirements have been met. The Emergency response bridging document defines accountabilities between parties and details emergency coordination details and processes between the parties. The AzBU Crisis Management Department and Incident Management Team must receive controlled copies of emergency response bridging documents.

5.3.3 Marine Operations and Marine representative

The SPU Marine Operations Manual defines minimum marine standards that apply to marine operations conducted by or on behalf of the SPU. The AzSpu may appoint a Marine Representative to operations. The representative will be issued with ToR by the MA and will verify compliance with agreed procedures and AzSpu Marine operations Manual requirements. The Marine representative has the right of veto over the commencement or continuation of marine operations that he considers are in breach of agreed standards or procedures.

5.3.4 Permit to Work Process

In addition to the marine contractor or vessel permit to work system, when working inside AzSPU controlled areas, the BP Permit to Work (PTW) ([AzSPU HSSE DOC 00060-2](#)) system is to be employed where required by the AzSpu SSOW. Where the PTW is for marine operations the Marine Representative will normally act as performing authority. The Marine Representative will not act performing authority for non marine related mission permits.

5.3.5 Incident Investigation and Reporting

All marine accidents and incidents shall be reported to the MA as per AzSpu Incident Investigation and Reporting procedure.

5.4 Procurement, chartering and clearance of marine service providers and vessels

5.4.1 Scope

This section applies to;

- All vessels used by or on behalf of the SPU. It covers all vessels including rigs, pleasure craft, barges or other craft used or capable of being used as a marine platform or means of transportation on or in water by or on behalf of the SPU. It does not however normally apply to common carriers where the SPU is one of many public customers for the service. (A **common carrier** is a business that transports people, goods, or services and offers its services to the general public under license or authority provided by a regulatory body. A common carrier holds itself out to provide service to the general public without discrimination for the "public convenience and necessity". Common carriers typically transport persons or goods according to defined and published routes, time schedules and rate tables).
- Marine service providers, including marine contractors, that provide marine management, consultancy and or assurance services for or on behalf of the SPU
- Marine contractors and operators who operate or charter vessels for use by or on behalf of the SPU
- Marine contractors who manage or operate AzSPU marine facilities.

This section does not apply to Bulk Hydrocarbon Shipping which is to be managed by BP Shipping directly.

5.4.2 Procurement, leasing or Bareboat charters

No vessel can **be procured, leased or bareboat** chartered by the AzSpu without involving BP Shipping in the process. (See 6.4 for Voyage and time charter vessels)

BP Shipping shall be involved in the all aspects of acquiring a vessel from appraise through to execute. A marine assurance plan will be required for the process. The AzSPU MA shall be involved at all stages and is the link between the AzSPU and BP Shipping.

5.4.3 Marine Management Contracts

No contract or commitment for the provision of marine management services may be entered into unless the company nominated for the contract has been cleared and approved by the AzSpu MA. Management contractors will as a minimum be required to have been assessed by BP shipping and be registered on the offshore assurance database as approved for the type of work being proposed.

5.4.4 Time and voyage chartering vessels

Time and voyage charters will normally be managed by the AzSPU without involving BP Shipping. No contract or commitment to voyage or time charter a vessel on behalf of the SPU may be entered into unless the vessel nominated for the contract has been cleared and

approved by the AzSpu MA. Details of vessel assessment and acceptance process are detailed in section 7.

5.4.5 Marine Assurance Contracts

No contract or commitment for the provision of marine assurance services may be entered into unless the company nominated for the contract has been cleared and approved by the AzSpu MA. Management contractors will as a minimum be required to have been assessed by BP shipping and be registered on the offshore assurance database as approved for the type of assurance work being proposed.

5.4.6 Marine / Offshore Contractors

No contract or commitment with marine / offshore contractors may be entered into unless the company nominated for the contract has been cleared and approved by the AzSpu MA. Contractors will as a minimum be required to have been assessed by BP shipping and be registered on the offshore assurance database as approved for the type of work being proposed.

The contract shall require that any vessels used in the contract are cleared and approved by the AzSPU MA. The contractor shall assume any risk should they engage a vessel prior to obtaining AzSpu MA approval. The contractor / proposed contractors shall provide the MA with sufficient notice to allow the MA to arrange an appropriate inspection if required. Details of vessel assessment and acceptance process are detailed in section 7.

5.5 Vessel Assessment process (Excluding Tanker shipments from Supsa)

5.5.1 Object

The purpose of the Vessel Assessment Process is to detail the process and criteria used by the Marine Authority (MA) to assess a vessel in determining suitability for use on SPU business. The BP Group is committed to ensuring that all marine operations in which the BP Group has an interest are carried out safely, with the minimum risk to people, the environment and the BP Group.

5.5.2 Scope

This process shall be used to provide assurance in support of the SPU Projects and Operations involved with exploration, development and production activities in the SPU. It does not cover hydrocarbon shipping from Supsa Terminal which is covered by BP Shipping Tanker Vetting System.

This process applies to AzSPU owned and chartered vessels, contractor supplied vessels and vessels contracted through a third party that are used by or on behalf of SPU works.

5.5.3 Processes and Procedures

5.5.3.1 General

Vessel approval will be based on satisfactory vessel inspection reports and reviews by the SPU Marine Authority (SPU MA) or designee, taking into consideration the following:

- Owner and or operating (technical and safety) managers of the vessel
- Standard and competency of the manning on board.
- Safety management
- Operations and integrity management

- Operational requirements
- Standard and certification of hull, marine systems and equipment

The assessment will include, but will not be limited to, the age of the vessel, the owners or managers, the classification society, the flag state authority, any special features of the vessel and any industry based historical information such as, vessel inspection reports, feedback reports, casualty data, repair history and owner assessments, as well as assurance of compliance with all applicable local, national and international regulations, industry guidelines and recognized standards.

All information resources must be carefully reviewed to ensure there are no issues or behaviours that could impact the suitability of the vessel for BP Group business. Adverse conditions should be followed up with the vessel's managers and cross-referenced to any available Owner Assessment Reports.

Any outstanding issues should be highlighted to the Marine Authority (MA) or designee, and relevant details recorded.

5.5.3.2 Frequency of Assessment

In the absence of any adverse conditions regarding the vessel, the frequency that vessels are inspected and assessed will depend on the type of vessel, and will follow the validity periods advised below. The Marine Authority (MA) or designee will apply the validity periods in a practical manner, considering the Fleet Review Process.

- Vessels: maximum 12 months validity.

On exception, a longer period may be deemed appropriate by the Marine Authority (MA). Assessments may be based on either BP or International Marine Contractors Association (IMCA) Common Marine Inspection Document (CMID) inspection reports.

5.5.3.3 Scope of Assessment

The scope of the Assessment will be determined by type and duration of charter. All Dynamic Position (DP) vessels shall also have a DP Failure Mode Effects Analysis (FMEA). In addition, DP Trials are required on an annual basis (within the previous 12 months).

5.5.3.3.1 Voyage Charter

Where a vessel is contracted for a single or multiple voyage(s), the approval process will consist of the following:

1) A physical inspection (within the previous 12 months) of the vessel by a competent vessel inspector to a recognized inspection protocol and any additional requirements to assure:

- Fitness for intended purpose
- Physical condition of the vessel and its equipment
- Compliance with international and national legislation
- Competence and safety awareness of crew
- Presence of a safety management system

2) Review of the inspection, previous experience of the manager and vessel by a competent person e.g. Marine Authority (MA) or designee.

5.5.3.3.2 Short Term Time Charter

Where a vessel is contracted for a short term time charter (up to six months), the approval process will consist of the following:

1) A physical inspection of the vessel (within the previous 12 months) by a competent vessel inspector to a recognized inspection protocol and any additional requirements to assure:

- Fitness for intended purpose
- Physical condition of the vessel and its equipment
- Compliance with international and national legislation
- Competence and safety awareness of crew
- Presence of a safety management system

2) Review of the inspection report, previous experience of the vessel manager and vessel by a competent person e.g. Marine Authority (MA) or designee.

3) Review of the vessel's last dry dock or major repair records to ensure there are no outstanding structural issues by a competent person e.g. Marine Authority (MA) or designee.

5.5.3.3.3 Time Charter

Where a vessel is contracted on a time charter time charter longer than six months, the approval process will consist of the following:

1) A physical inspection of the vessel (within the previous 12 months) by a competent vessel inspector to a recognized inspection protocol and any additional requirements to assure:

- Fitness for intended purpose
- Physical condition of the vessel and its equipment
- Compliance with international and national legislation
- Competence and safety awareness of crew
- Presence of a safety management system

2) Review of the inspection report, previous experience of the vessel manager and vessel by a competent person e.g. Marine Authority (MA) or designee.

3) Review of the vessel's last dry dock or major repair records to ensure there are no outstanding structural issues by a competent person e.g. Marine Authority (MA) or designee.

4) A structural inspection and review of the vessel's structural records by a competent structural engineer.

5) A formal audit of the vessel manager by a competent person to assess:

- Management, superintendence and safety systems
- Maintenance systems and practice
- Emergency response capability

5.5.3.4 Owner or Operating (Technical and Safety) Managers

In compliance with the appropriate type of charter, the Owner or Operating Managers can be assessed using either or both of the following:

- Fleet Review Process, which will give an overview assessment of the management of the vessel and the effectiveness of the vessel owner or operating manager.
- Owner Assessment Process that entails a visit to the offices of the Owner or Operating Manager. The Owner Assessment will be based on a pre-set questionnaire that allows a detailed review of the management policies and procedures.

The Fleet Review and Owner Assessment Processes are described in more detail below. These may be supplemented by owner or operating managers visiting BP premises to provide information on their company activity.

5.5.3.5 Standard and Competency of the Manning on Board

The competence of vessel crews, particularly senior marine and engineering officers, can have a significant impact on the safe operation of vessels, and poorly qualified and under-trained staff can contribute substantially to marine incidents.

BP will only employ vessels where the certification and training of the vessel staff conform to the International Convention on Standards of Training and Certification of Watch Keeping for Seafarers (STCW '95) or comparable local regulations, or a published equivalent for the vessel on which they are sailing.

Information regarding the standard and competency of the vessel staff can be obtained from the following sources:

- CMID vessel inspection reports
- Owner assessment reports

5.5.3.6 Safety Management

All vessels being used by the SPU to which this Policy applies are required to comply with, and be operated in accordance with, all applicable international and national safety legislation, approved industry guidelines and any additional requirements set by the SPU MA. Information regarding the level of compliance towards safety standards on board the vessel can be obtained from the following sources:

- CMID vessel inspection reports
- Owner Assessment reports
- Compliance with International Safety Management Code (ISM) - where applicable
- Incident Reports
- Industry Intelligence

5.5.3.7 Operations and Integrity Management

All vessels being used by AzSPU must be assessed to ensure they are being managed, operated and maintained to acceptable standards, and that there are suitable management systems in place to ensure safe, secure, healthy and environmentally sound performance.

Information regarding the operations and integrity management can be obtained from the following sources:

- CMID vessel inspection reports
- Owner assessment reports
- Ratings review
- Casualty data

- Feedback from prior operations

5.5.3.8 Operational Limitations (Operating Subjects)

The Marine Authority (MA) may require that specific limitations (called 'Operating Subjects') be applied to vessels depending on the operating location, hull design, special features or on the operability of specific pieces of equipment that the vessel may have on board.

The Marine Authority (MA) may issue conditional "subjects" including but not limited to the following special features:

- Dynamic Positioning (DP)
- Vessel type
- Legislation

5.5.3.9 Standard and Certification of Hull, Marine Systems and Equipment

All vessels being used by the AzSPU are required to comply with all applicable international and national legislation and be registered with a recognized Flag Administration Authority and Classification Society.

The Marine Authority (MA) may require specific additional assurances on the vessel's structure depending on the age of the vessel. Vessels over 25 years of age shall complete the following:

- Hull structural assessment
- Condition Assessment Program (CAP) - where applicable

5.5.4 Vetting Assessment

All relevant information available should be assessed so that a complete picture of the vessel, its operating standards and the quality of its management systems can be analysed and any risks to the BP Group identified prior to vessel use.

5.5.5 Vetting Information Management

The SPU has established a vessel database on the Marine Assurance Team website where data containing a vessels vetting status can be obtained. Additionally vetting reports will down loaded to the central offshore assurance database. The central offshore database is by registered access only.

5.5.6 Responsibilities

The SPU Marine Authority (SPU MA) has been delegated the authority to implement the Vetting Process and associated policies and procedures within the SPU by BP Shipping Offshore Assurance Team.

5.5.7 Project vessel clearance (short term use)

See flow chart on next page.

6 Key Documents/Tools/References

This procedure shall, where appropriate, be used in conjunction with this suite of AzSPU Procedures referenced below.

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00011-2	Procedure for Deviations
AZSPU-HSSE-DOC-00060-2	Procedure for Permit To Work
AZSPU-HSSE-DOC-00063-2	Procedure for Task Risk Assessment
AzSPU-GEN-PRC-001-C7	AzSPU Management of Change Procedure
AzSPU-HSSE-DOC-00021-2	HSE Definitions
GRP-STD 04	Group Marine Standard
GRP STD 02	Group Standard for Control of Work

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
15 October 09	AzSPU Safety & Compliance Manager – Y. Zaytsev and SPU Marine Authority - Bill Van Dipten	SPU Operations MA - John Mitchell	Initial Issue

