



# Objectives, Targets and Management Programs

## AZSPU-HSSE-DOC-00020-2

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<b>Scope:</b>	AzSPU Operational PUs	<b>Document Administrator:</b>	AzSPU HSSE MS Document Co-ordinator (Nargiz Abiyeva)
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<b>Revision Date:</b>	May 12, 2010	<b>Control Tier:</b>	2
<b>Next Review Date:</b>	July 31, 2010		

## 1.0 Purpose/Scope

The purpose of this procedure is to describe the process for establishing and maintaining Health, Safety, Security, Environmental and Social (HSSE&S) objectives, targets and management programs at appropriate levels within the organization.

This procedure applies to AzSPU Operations PUs engaged in the drilling, production and/or transportation of oil and gas. Revision of this procedure will be in accordance with the Document Management Procedure ([AzSPU-HSSE-DOC-00025-2](#)).

## 2.0 Definitions

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

## 3.0 Specific Requirements

- OMS Sub-elements 1.2, 1.3, 3.6 and 6.8.
- ISO 14001 - Clause 4.3.3 Objectives, Targets and Program(s) and Clause 4.3.4 Environmental Management Program(s).
- OHSAS 180001 - Clause 4.3.3 Objectives and Clause 4.3.4 OH&S Management Program(s).

## 4.0 Key Responsibilities

**AzSPU Top Management / Performance Unit Leaders** – Responsible for providing adequate resources and leadership support for the implementation of objectives and targets. During annual Management Review Meetings progress against objectives and targets are reviewed and opportunities for continual improvement identified.

**HSSE&S Representatives** – Located at AzSPU and PU/Asset level and responsible for providing guidance and assistance in setting HSSE&S objectives and targets at their respective levels.

**Operations Manager (PU/Asset)** – Works with HSSE&S Representatives as appropriate to establish, maintain and achieve objectives and targets.

## 5.0 Procedure

HSSE&S objectives and targets will be established and maintained in accordance with this procedure. These objectives and targets will be the key to driving continual improvement in company HSSE&S performance. The AzSPU and each PU/Asset will have documented objectives and targets. HSSE&S

management programs will be established at the appropriate level to ensure delivery of the objectives and targets.

## 5.1 HSSE&S Objectives and Targets

HSSE&S objectives reflect the long term goals of the business, including meeting company HSSE&S policies and promoting continual improvement in company HSSE&S performance.

HSSE&S targets are set to achieve the HSSE&S objectives. Appropriate resources, responsibilities and timeframes will be allocated to achieve the HSSE&S targets.

The targets will be specific and quantified where practicable. Key Performance Indicators (KPIs) (e.g. number of oil spills, number of injuries, etc) will be established against the targets. The KPIs will act as a basis for monitoring and measuring progress towards the targets.

All HSSE&S objectives and targets will be reviewed at the annual Management Review meeting and tied to the business planning cycle. In addition progress against HSSE&S targets will be tracked, as driven by target / KPI deadlines, throughout the year.

Objectives and targets may be established at several levels (e.g. AzSPU, PU, Asset, etc). Meetings will be held to set and review objectives and targets. The appropriate HSSE&S Representatives will ensure that the following information is taken into account when establishing and reviewing HSSE&S objectives and targets:

- BP Corporate Policy, including HSSE&S requirements, standards and initiatives
- BP AzSPU HSSE Policy
- Project specific requirements, e.g. ESIAs, ESAPs, etc.
- Significant HSSE&S aspects, impacts, risks and hazards associated with operational activities
- Performance contracts
- Applicable legal requirements
- HSSE&S MS audit findings
- Existing management programs
- Financial, operational and business needs and requirements
- Site/regional sensitivities and external views, including NGOs, lenders and the public.

The delivery of high level objectives and targets set at AzSPU level or above, will normally require a commitment at PU/Asset level. Draft objectives and targets will be reviewed during the fourth quarter of each year, for discussion at the end of year Management Review Meeting. Finalisation and implementation of the objectives and targets will then take place in the first quarter of the following year. Management will be accountable for delivery of the agreed objectives and targets.

All objectives, targets, and KPIs will be recorded in the HSSE Objectives, Targets and Programs Template ([AzSPU-HSSE-DOC-00020-2-A](#)). This will then form the basis for the AzSPU / PU / Asset specific Objectives, Targets and Management Program.

It should be noted that all columns in the HSSE Objectives, Targets and Programs Template have to be used. However an additional column may be added, if required, for comments or additional references.

## 5.2 HSSE&S Management Programs

Individual HSSE&S management programs will be developed at each relevant level (e.g. AzSPU, PU, Asset, etc) and will be reviewed during the fourth quarter of each year for discussion at the end of year Management Review Meeting. Finalisation and implementation of the management programs will then take place in the first quarter of the following year.

Management programs should not be duplicated at each level of the organisation, however, management at all levels needs to understand how they fit into the delivery of higher level objectives and targets.

HSSE&S management programs will be produced to ensure that:

- Actions to meet established HSSE&S objectives and targets are documented, understood, and responsibilities are clearly assigned and deadlines defined.
- Corrective or preventive actions are considered.

The following processes as a minimum will be a basis for establishing HSSE&S management programs:

- Recommendations from HSSE&S internal and external audits/inspections.
- Actions from the HSSE&S Management Review Meeting.
- Significant HSSE&S aspects, impacts, risks and hazards identification and screening.
- Monitoring and measurement.

HSSE&S management programs shall identify:

- Actions
- Responsible persons
- Schedule
- Resource requirements
- Supporting controls / processes
- Status on progress.

The HSSE&S management programs will be authorized by the responsible person and actions will be agreed with the assigned personnel prior to issue. The documents will be located at the appropriate level within the HSSE&S Management System.

All HSSE&S management programs will be recorded in the HSSE Objectives, Targets and Programs Template ([AzSPU-HSSE-DOC-00020-2-A](#)).

Progress against HSSE&S management programs will be tracked, as driven by target / KPI deadlines, throughout the year.

If additional issues are identified such as additional significant environmental or social aspects / impacts, health and safety hazards, security risks, etc, the AzSPU / PU / Asset specific Objectives, Targets and Management Program will be updated with additional management actions and re-issued.

### 5.3 Communication

HSSE&S objectives, targets, and management programs shall be communicated to the appropriate personnel.

### 5.4 Reporting and Record Keeping

The PU/Asset Operations Manager will report on the status of HSSE&S management programs, including progress against targets. In the event that corrective actions are required, these will be included as additional management actions in the AzSPU / PU / Asset specific Objectives, Targets and Management Program and re-issued.

Records will be retained by the PU/Asset Operations Manager, or the relevant HSSE Department as appropriate, these will include:

- Justification for any changes to objectives and targets.
- HSSE&S management program progress.

### 6.0 Key Documents/Tools/References

- HSSE Objectives, Targets and Programs Template ([AzSPU-HSSE-DOC-00020-2-A](#)).

#### Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
July 2000	G. Vidrine F. Askerov	G. Stacey	Initial Issue
August 2000	G. Vidrine R. Gallagher	G. Stacey	Consistency with BP EMS guidelines
April 2004	L. Emmons	S. Sultanova	Consistency with EMS requirements
December 23, 2005	Gunther Newcombe	Yuliy Zaytsev	Edit language to reflect new ISO14001:2004 requirements and incorporate HSSE&S MS and new AzSPU organisation.
December 4, 2006	Gunther Newcombe	Yuliy Zaytsev	Information on completion and updating of the HSSE Objectives, Targets and Programs Template added to procedure.

October 10, 2007	Yuliy Zaytsev	Rebecca Heath	<p>Targets and Management Program review dates revised to ensure uniformity throughout.</p> <p>Requirement to record minutes of meetings to set objectives and targets removed from procedure.</p>
December 12, 2007	AzSPU HSSE MS & Compliance Manager (Yuliy Zaytsev)	AzSPU HSSE MS Senior Advisor (Rebecca Heath)	<p>Progress against HSSE&amp;S targets will be tracked, as driven by target / KPI deadlines, throughout the year (rather than on a 6 monthly basis). Amendment made in response to November 2007 external ISO 14001 audit recommendation.</p> <p>Clarification provided regarding use of the HSSE Objectives, Targets and Programs Template. All columns have to be used; however, an additional column may be added if required for comments or additional references. Amendment made in response to November 2007 external ISO 14001 development point.</p>
February, 17, 2009	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSE MS Team Leader (Idrak Nazarov)	Periodic review. Position titles updated throughout.
May 12, 2010	AzSPU Safety & Compliance Systems Manager (Yuliy Zaytsev)	AzSPU HSE MS Team Leader (Idrak Nazarov)	Document reviewed and validity extended to end of July 2010 when further clarity will be available on AZSPU reorganization and roles / responsibilities.