



AzSPU

Crisis, Continuity Management and Emergency Response (CCM&ER) Training Standards

AZSPU-HSSE-DOC-00005-2

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Roles & Responsibilities of Document Authority/Custodian/Controller/Holder

AUTHORITY

- Responsible for validating and approving new documents and revisions to existing documents.
- Responsible for determining if a MoC or training is required and making the documents binding on the organization.
- Responsible for approving the archiving or disposal of existing documents which fall within the defined scope of their authority.
- Responsible for setting the document review schedule.

The “Authority” must approve all revisions to the document before it is uploaded to **dK**. Authority approval is documented by e-mail.

CUSTODIAN

The Custodian is responsible for the following elements of the revision/review process:

- Document creation in a standard format.
- Reviewing, updating, revising and quality assurance of controlled documents.
- Determining the routing path for technical review of a controlled document.
- Ensuring that the revision and review history is maintained within the revision log of the controlled HSSE document in dK.
- Consulting with the Authority to determine when a document becomes obsolete and should be archived or disposed of.
- Providing a completed notification list to the AzSPU / PU Document Coordinator to ensure that relevant personnel are aware of newly created controlled documents and any amendments to existing controlled documents.
- Directing the AzSPU/ PU Document Co-coordinator, as appropriate, to update controlled documents in dK in accordance with the document revision schedule.
- Correctly categorising controlled documents (assigning HSSE&S attributes) to ensure that they appear correctly in the EMS and other BP management systems (such as gHSEr, etc.).
- Initiating the management of change process and training under the direction of the Authority.

The Custodian shall provide the AzSPU or PU HSSE MS Document Coordinator, as appropriate, with the documentation for controlled issue.

AZSPU HSSE DOCUMENT COORDINATOR

- Ensures that new controlled HSSE&S documents are processed through dK with the assistance of the Custodian, the dK System Administrator, and in consultation with the PU / Asset HSSE Document Control Coordinator.
- Maintains electronic master documents using the dK system.
- Responsible for ensuring that controlled documents are in the standard document format and that new documents are numbered in accordance with Appendix 1.
- Ensures documents can be located, current versions are available, and obsolete documents are archived electronically in dK, or deleted.
- Maintains the controlled HSSE document master list (covering all PU/Assets) in dK. This list may be dynamically generated using the dK search interface.

HSSE&S WORK TEAM

- Under the guidance of a Steering Committee, the Work Team reviews and provides feedback on the development and review of HSSE&S MS documentation (Tiers 1 and 2 only).

1.0 Purpose/Scope

To define BP Azerbaijan Strategic Performance Unit's (AzSPU) Emergency Response & CM training standards, definitions, roles and responsibilities. This procedure applies to BP Exploration (Caspian Sea) Ltd. site emergency response personnel and Incident Management & Business Support teams members, as defined within 3.0 of this document, engaged in the exploration, drilling, export and/or production of oil and gas in Azerbaijan and Georgia where BP is the operator.

2.0 General Requirements

The standards outlined in this document are applicable to all AzSPU onshore and offshore operations with respect to the implementation and sustaining of fire fighting, oil spill response, first aid, emergency response and crisis management training for the Azerbaijan Strategic Performance Unit.

The procedure describes the standards applied to fire fighting, oil spill response, first aid, emergency response and crisis management trainings to successfully deliver defined performance targets in conformance with the National Fire Protection Association (NFPA) training standards and/or OPITO unless otherwise specified (refer to the AzSPU Offshore Water Survival and Medical Policy AzSPU-HSSE-DOC-00046-2).

The process and interface in this document applies to AzSPU BP personnel, contractors and sub-contractors ensuring a common set of training standards are met for fire fighting, oil spill response, first aid, emergency response and crisis management training within AzSPU.

3.0 Roles, Responsibilities & Definitions

DEFINITIONS

Auxiliary Fire Team Members are defined as BP employees or contractors that volunteer to serve on a support team for BP AzSPU sites that have a full-time fire team.

Business Support Team (BST) – The BST is composed of senior management personnel who provide support to the IMT and analyze the implications of an incident and response operations on the company's viability, operability, and credibility.

Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the United States Federal Government under OSHA.

Crisis – Any incident, series of events, or set of circumstances that threatens to fundamentally affect or alter the way BP chooses to do business.

Crisis Management – Those measures taken to prevent, prepare for, respond to, and recover from a potential crisis. These activities can include tactical response and incident management at the scene, and management of business consequences that may arise from an emergency or other circumstances.

Emergency – An unforeseen combination of circumstances that disrupt normal operating conditions and poses an actual or a potential threat to human life, health, property or the environment if not controlled, contained, or eliminated immediately.

Emergency Response – That phase of emergency or crisis management that involves performing planned actions to contain an incident and protect life and property.

Emergency Response Team (ERT) – reports to ICT, consist of frontline responders, trained and equipped to physically respond safely and rapidly to the incident.

Emergency Response Team Members and Leaders are defined as BP employees or contractors that have been identified by BP AzSPU (sites/assets) to participate on a site (Site Response Team).

First Aid – is skilled application of accepted principles of treatment on the occurrence of an accident or in case of sudden illness, using facilities and materials available at the time to sustain life; to prevent deterioration in an existing condition; to promote recovery.

Full-Time Fire Fighters/Fire Chief are defined as BP employees or contractors that are employed by BP AzSPU for the sole purpose of full-time emergency response to a site or spend more than 60% of their time actively engaged in site emergency response and emergency response preparedness.

HAZWOPER (Hazardous Waste Operations and Emergency Response) represents the OSHA program and outlines regulations and standards for training and operations involving hazardous materials.

HAZWOPER has been adopted as the required standard for applicable training defined within this document.

Incident Commander (IC) – Leads the IMT.

Incident Control Team (ICT) – part of SRT, managing incident response at the site.

Incident Management Team (IMT) – The IMT in Baku is composed of specially trained management personnel who provide support to the SRT and interface with company management, government agencies, media, and the public.

International Maritime Organization (IMO) – is the United Nations specialized agency responsible for improving maritime safety and preventing pollution.

National Fire Protection Association (NFPA) – The mission of the international nonprofit NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education. The (US) NFPA standard is adopted as the required standard for applicable training defined within this document.

Oil Spill Response – actions taken to confirm the presence of an oil spill, stop its flow from the source, contain it, collect it, protect areas from damage by it, mitigate its effects on the environment, and clean up wildlife and areas contaminated by it.

Occupational Health and Safety Administration (OSHA) – The mission is to assure the safety and health of workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health. The (US) OSHA standard is adopted as the required standard for applicable training defined within this document.

Offshore Petroleum Industry Training Organization (OPITO) - strategic role lies in identifying current and future skills needs and ensuring that education and training arrangements are in place to meet them. It is also the body responsible, on behalf of the offshore oil and gas industry, for ensuring the quality and content of key safety and emergency training. The OPITO guideline is adopted as the required standard for applicable training defined within this document.

On scene Commander (OC) – Leads SRT, Manages the SRT, primary point of contact on site for all site response & site response teams.

Site Response Team (SRT) – Composed of specially trained and equipped personnel who can respond safely and rapidly to an incident scene and mount and sustain tactical response operations.

United Kingdom Offshore Operators Association (UKOOA) is the representative organisation for the UK offshore oil and gas industry. Its members are companies licensed by the Government to explore for and produce oil and gas in UK waters.

ROLES& RESPONSIBILITIES

Central HSE L&D Specialist – Single Point of Accountability for AzSPU fire fighting, emergency response and crisis management training programs - responsible for the following:

- Interfaces with operations management responsible for oversight of fighting, oil spill response, first aid, emergency response and crisis management training standards.
- Interfaces with HSE reps and/or training coordinators to ensure compliance with fighting, oil spill response, first aid, emergency response and crisis management training as outlined in this document.
- Interfaces with the Central HSE Crisis Management Team responsible for oversight of the crisis management training and IMT / BST competencies and skills.
- Contract Accountable Manager for local training providers selected to deliver fire fighting, oil spill response, first aid, emergency response and crisis management training.
- Oversight of Virtual Training Assistant (VTA) ensuring fire fighting, oil spill response, first aid, emergency response and crisis management training is scheduled and provided by compliant training providers are documented in VTA.

Operations Management and Contract Accountable Managers are responsible for complying and communicating expectations with HSE training requirements, to include fire fighting, oil spill response, first aid, emergency response and crisis management training requirements and standards, as outlined in this document.

4.0 Procedure/Process

In order to assure that fighting, oil spill response, first aid, emergency response and crisis management training standards are met and responders are adequately trained, refer to Appendix A of this procedure for a comprehensive list of BP AzSPU site emergency response and site personnel training requirements.

Selected BP and contractor personnel working onshore (terminal, pipelines, pumping stations and associated facilities) and/or offshore (platforms, mobile offshore drilling units, marine vessel, and helicopter) shall receive fighting, oil spill response, first aid, emergency response and crisis management training as defined within this document.

In order to assure that IMT and BST teams' members are adequately trained, refer to Appendix B of this procedure for a comprehensive list of BP AzSPU IMT and BST training requirements.

Consult Virtual Training Assistant or your performance unit training coordinator for a schedule of locally provided training sessions.

5.0 Key Documents, Tools, References

AzSPU First Aid Management Programme (AZSPU-HSSE-DOC-00076-2)

AzSPU Incident Management System (IMS) Cover (AZSPU-HSSE-DOC-00087-2)

AzSPU HSSE & Social Training, Awareness and Competence Procedure (AzSPU-HSSE-DOC-00030-2)

AzSPU HSSE Training Requirements Matrix (AzSPU-HSSE-DOC-00021-2)

AzSPU Offshore Water Survival Training & Medical Policy (AzSPU-HSSE-DOC-00046-2)

Fitness For Task Management Program (AZSPU-HSSE-DOC-00007-2)

Confined Space Entry Procedure (AZSPU-HSSE-DOC-00013-2)

Performance Standards: Rescue & Recovery (AZSPU-HSSE-DOC-00011-3)

AZSPU Procedure for Floor Wardens (AzSPU-HSSE-DOC-00132-2)

Appendix A

Full Time Fire Fighters (Terminal Operations)

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Fire Fighter I	125 hours basic training	100 hours annual training including annual live fire requirements	NFPA 1001	CA	EMRFIR19 1 – Initial EMRFIR19 2 – Refr
Fire Fighter II	125 hours basic training			CA	EMRFIR19 3 – Initial EMRFIR19 4 – Refr
Hazardous Materials Responder	80 hours basic training	20 hours annual training	NFPA 472	CA	HSEEMR1 95 – Initial HSEEMR1 96 – Refr
Gas Testing Level 1	CBT with up to 10 hours for assessment to be completed by a competent assessor	4 hours training every 2 years	OPITO	A	ATSSS003
Confined Space Rescue	16 hours basic training	16 hours training every 2 years	AZSPU-HSSE-DOC-00013-2	A	EMRRSQ0 30 – Initial EMRRSQ0 40 – Refr
Rescue Technician	80 hours basic training	20 hours annual training	NFPA 1006	CA	EMRRSQ0 60 – Initial EMRRSQ0 70 – Refr
Oil Spill Response Ops level*	8 hrs + demonstrated competency	8 hours annual training	Hazwoper 1910.120(q)(6)(ii) or MCA	CA	EMRSPC0 20
First Aid Level 1	8 hours basic training	8 hours training every 2 years	AZSPU-HSSE-DOC-00076-2	A	HSEOCC1 23
Medical Emergency Response Training	24 hours basic training	24 hours training every 3 years	AZSPU-HSSE-DOC-00076-2	CA	HSEOCC1 52

NOTE: Fitness for Task Assessment (HSSE-UNIF-PGR-004-C2) is a requirement for full time fire fighters.

***Any person trained to IMO level 1 is deemed to be qualified.**

Auxiliary Fire Team Member (Terminal Operations)

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Advanced	40 hours basic	24 hours	NFPA 1081		EMRFIR202

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Exterior Industrial Fire Brigade Member	training	annual training	Company Specific	CA	– Initial EMRFIR203 – Refr
Gas Testing Level 1	CBT with up to 10 hours for assessment to be completed by a competent assessor	4 hours training every 2 years	OPITO	A	ATSSS003
First Aid Level 2	24 hours basic training	24 hours training every 2 years	AZSPU-HSSE-DOC-00076-2	A	HSEOCC12 2
Oil Spill Response Ops level*	8 hrs + demonstrated competency	8 hours annual training	Hazworper 1910.120(q)(6)(ii) or MCA	CA	EMRSPC02 0

*Any person trained to IMO level 1 is deemed to be qualified.

Emergency Response Team Members (Pipelines and Pumping Stations)

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Adv Exterior Industrial Fire Brigade Member	40 hours basic training	24 hours annual training	NFPA 1081 Company Specific	CA	EMRFIR202 – Initial EMRFIR203 – Refr
OR Basic Fire Fighting (for WREP pump station only)	4 hours basic training	4 hours annual training	AzSPU Customized	CA	EMRFIR100
Hazardous Materials Responder	80 hours basic training	20 hours annual training	NFPA 472	CA	HSEEMR19 5 – Initial HSEEMR19 6 – Refr
Gas Testing Level 1	CBT with up to 10 hours for assessment to be completed by a competent assessor	4 hours training every 2 years	OPITO	A	ATSSS003
Confined Space Rescue	16 hours basic training	16 hours training every 2 years	AZSPU-HSSE-DOC-00013-2	A	EMRRSQ03 0 – Initial EMRRSQ04 0 – Refr
First Aid Level 1	8 hours basic training	8 hours training	AZSPU-HSSE-DOC-00076-2	A	HSEOCC12 3

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		every 2 years			
Medical Emergency Response Training	24 hours basic training	24 hours training every 3 years	AZSPU-HSSE-DOC-00076-2	CA	HSEOCC152
Winter Survival Training (for Georgia personnel exposed to risks in high ground areas only)	8 hrs basic training	8 hours every 4 years	AzSPU customized	CA	HSEGEN167
Oil Spill First Response (MCA 1)	8 hrs + demonstrated competency	8 hours training every 3 years	MCA L1	CA	EMRSPC020

***Any person trained to IMO level 1 is deemed to be qualified.**

Emergency Response Team Members – Offshore Operating Platforms

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Fire Team Member	40 hours basic training	16 hours training every 2 years	OPITO	CA	EMROFR030 – Initial EMROFR005 – Refr
Sea Survival training	24 hours BOSIET training (OPITO) or 8 hours basic survival training (IASST)	8 (OPITO) or 5 (IASST) hours training every 4 years	OPITO or IASST recognized Training Center	CA	EMROFR010 – Initial EMROFR040 – Refr
Offshore Helideck Team Member	32 hours basic training	16 hours training every 3 years	OPITO	CA	EMROFR050 – Initial EMROFR003 – Refr
Coxswain Twinfall	24 hours basic training with post-class competence assessment by competent assessor determined by Duty Holder	12 hours refresher training every 2 years	OPITO	A	EMROFR080 – Initial EMROFR001 – Refr
First Aid Level 1	8 hours basic training	8 hours training every 2 years	AZSPU-HSSE-DOC-00076-2	A	HSEOCC123

Control Room operator Coaching & Assessment	10 hours basic training	n/a	In line with OPITO	Assessment to be conducted on site by offshore coaches	HSEICS015
Confined Space Rescue	16 hours basic training	16 hours training every 2 years	AZSPU-HSSE-DOC-00013-2	A	EMRRSQ030 – Initial EMRRSQ040 – Refr
Gas Testing Level 1	CBT with up to 10 hours for assessment to be completed by a competent assessor	4 hours training every 2 years	OPITO	A	HSEHSE343 – Initial

Forward Controller and Emergency Response Team Leader – Pipelines, Pumping Stations, and Offshore Operating Platforms

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Fire Team Leader (Offshore)	32 hours basic training	16 hours training every 2 years	OPITO	CA	EMROFR020 – Initial EMROFR004 – Refr
Advanced Exterior Industrial Fire Brigade Leader (Onshore)	40 hours basic training	8 hours annual training	Company Specific	CA	EMRFIR204 – Initial EMRFIR205 – Refr
Winter Survival Training (for Georgia personnel exposed to risks in high ground areas only)	8 hrs basic training	8 hours every 4 years	AzSPU customized	CA	HSEGEN167
Oil Spill Response Ops level*	8 hrs + demonstrated competency	8 hours annual training	Hazworper 1910.120(q)(6)(ii) or MCA	CA	EMRSPC020

*Any person trained to IMO level 1 is deemed to be qualified.

Site & Camp Personnel – Terminal and Azerbaijan & Georgia Based Administrative Facilities*

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Basic Fire	4 hours basic	4 hours	AzSPU	CA	EMRFIR100

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Fighting	training	annual training	Customized		
First Aid Level 1	8 hours basic training	8 hours training every two years	AZSPU-HSSE-DOC-00076-2	A	HSEOCC102
Winter Survival Training (for Georgia personnel exposed to risks in high ground areas only)	8 hrs basic training	8 hours every 4 years	AzSPU customized	CA	HSEGEN167

Site Personnel – Pipelines and Pumping Stations

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Adv Exterior Industrial Fire Brigade Member OR Basic Fire Fighting (for WREP pump station only)	40 hours basic training	24 hours annual training	Company Specific	CA	EMRFIR202 – Initial EMRFIR203 – Refr
	4 hours basic training	4 hours annual training	AzSPU Customized	CA	EMRFIR100
First Aid Level 1	8 hours basic training	8 hours training every two years	AZSPU-HSSE-DOC-00076-2	A	HSEOCC102
Winter Survival Training (for Georgia personnel exposed to risks in high ground areas only)	8 hrs basic training	8 hours every 4 years	AzSPU customized	CA	HSEGEN167

Incident Control Teams – Offshore & Onshore

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Major Emergencies / Incidents Management	16 hours training	Not applicable	AzSPU Customized	CA	EMRICS040
OIM Controlling Emergencies (Coaching and Assessment)	24 hours assessment	Not applicable	OPITO	CA	EMRICS016
OIM: Oil spill Response	4 hrs basic training	4 hrs refresher every 3 years	Offshore On-Scene Commander (OIM) DECC, level1	CA	HSEEMR

Floor Wardens – Office Accommodation / Buildings

Competency Level	Baseline Training	Refresher Training	Standard / Guidelines	Awareness or Competency Assessed	VTA Course Code
Floor Warden	4 hours basic training	4 hours every 2 years	AzSPU Customized	A	EMRFIR237

Appendix B (IMT / BST and BCP Training)

The trainings sessions marked by asterisk is to be done within 3 months period following the actual commencement of the duty.

	BST / IMT Foundation	Role Specific Training	Major Incident Management	IMT OSR Process Awareness*	OSR Management*	Media Training*	IM Exercises / Year	Evacuation Management Plan Evacuation Reception Manager*	Evacuation Management Plan Evacuation Reception Officer*	Business continuity professional	Business continuity professional certified	BCP for SPA and Recovery Teams	DR applications technical
IMT Sections													
Incident Commander	✓		✓	✓		✓	1	✓					
Operations Section Chief	✓		✓	✓		✓	1	✓					
Planning Section Chief	✓			✓			1						
Logistics Section Chief	✓			✓			1						
HR Section Chief	✓						1		✓				
Public Info Section Chief	✓					✓	1						
Liaison Section Chief	✓					✓	1						
Medical Section Chief	✓						1						
Environmental Section Chief	✓			✓	✓		1						
ER Coordinator	✓	✓		✓			2		✓				
Refresher Period				3	3	At request	1	3	3				
BST Members													
BST Manager	✓					✓	1						
ER Coordinator	✓					✓	1						
Situation Unit / Admin	✓						1						
Legal Advisor	✓					✓	1						
HR Advisor	✓					✓	1						
C&EA Advisor	✓						1						
HSSE/BC Advisor	✓					✓	1						
Finance Advisor	✓					✓	1						

Refresher Period						At request	1						
BCP organisation													
BST ER / BCP Coordinator										✓			
Back up for BST ER / BCP Coordinator										✓			
Snr CCM and BCP advisor											✓		
BCP functional and assets SPA												✓	
SAP admin													✓
Exchange system admin													✓
Windows system admin													✓
MAXIMO system admin and support													✓
Refresher Period												2	

Description of IMT Training Requirements

Competency Level	Baseline Training	Authority	VTA Course Code
IMT/BST Foundation Training	3 hours training	AzSPU Customized	EMRICS001
Major Incident Management (MIM)	2 days training	AzSPU Customized	EMRICS040
IMT Oil Spill Response Process	3 hours training	AzSPU Customized	EMRSPC010
Refresher	2 hours training every 3 years		
Oil Spill Response Management	2 days training	IMO –Level 3 MCA – Level 5	EMRSPC070
Refresher	2 days training every 3 years		
Facing the Media	1 day training annually	AzSPU Customized	CEABP003
	Recommended to refresh		

	annually or every 2 years		
Geographical Information System (GIS)	4 hours training annually	AzSPU Customized	EMRICS021
Oil Spill Information System (OSIS)	2 days training annually	AzSPU Customized	EMRSPC030
Evacuation Management Plan – Evacuation Reception Managers	3 hours training	AZSPU Customized	EMRICS050
Refresher	3 hours training every 3 years		
Evacuation Management Plan – Evacuation Reception Officers	1 day training	AZSPU Customized	EMRICS060
Refresher	1 day training every 3 years		

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Revision Log

Revision Date	Authority	Reviser	Revision Details
2 May 2006	G.Newcombe	M.Holmes, J.Coates, N.Gandilov	First Draft
22 Jun 2006	G.Newcombe	M.Holmes, J.Coates, N.Gandilov	Second Draft
22 Jul 2006	G.Newcombe	N.Gandilov	Final version
20 Dec 2006	G.Newcombe	S.Bayramov / N. Gandilov	IMT/BST training matrix is attached
20 Dec 2006	G.Newcombe	Y.Mirtagavi	Correction to course VTA codes
20 June 2007	G.Newcombe	J. Robinson, J.Coates, N.Gandilov, L.Glasgow, V.Nelson, R.Gower, D.Taylor, Y.Mirtagavi	Action Team formed to revise the whole document
3 September 2007	G.Newcombe	J. Robinson, J.Coates, N.Gandilov, L.Glasgow, V.Nelson, D.Taylor, Y.Mirtagavi	Action Team reviewed draft form of the procedure
22 January 2008	J.Robinson	J. Robinson, J.Coates, N.Gandilov, S.Bayramov,	Final revision of the document

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10 February 2009	A.Hassanov	Y.Mirtagavi Y.Mirtagavi	Update to Gas Testing training refresher requirements to every 2 years. Coxswain Twinfall training vs competence in line with OPITO regulation. Competence part remains with Duty Holder responsibilities. Update to IMT training requirements by Anar Hassanov
16 February 2009	A.Hassanov	Y.Mirtagavi	Added Winter survival training for Georgia. Replaced Adv Exterior Fire training with Basic Fire Fighting training for WREP personnel
10 July 2009	A.Hassanov	Y.Mirtagavi	Updated IMT training reqs and matrix
29 July 2009	A.Hassanov	Y.Mirtagavi	Updated VTA codes for each program
13 October 2009	A.Hassanov	Y.Mirtagavi	Updated Pipeline ER training requirements
24 February 2010	A.Hassanov	Y.Mirtagavi	Changed title for OIM Oil Spill response training from UK DTA Level 1 to Offshore On-Scene Commander UK DECC Level 1. Changed duration of CSR course from 3 days to 2 days and refresher requirement from annual to every 2 years in line with program provided by Training Vendor.
12 March 2010	A.Hassanov	Y.Mirtagavi, L.Mamedova	Removed AirMAxx requirement for Exports personnel.
24 May 2010	A.Hassanov	Y.Mirtagavi, L.Mamedova	Added Company Specific accreditation for refresher of Adv. Exterior Fire Brigade member course. Added MCA accreditation to Oil Spill Response Course.
12 th July	A. Hasanov	L. Mamedova	Change of document title which has been affected after reorganization
02 August	A.Hassanov	Y.Mirtagavi	Changed requirement for CRO Coaching only and removed assessment
25 September	A.Hassanov	Y.Mirtagavi	Changed requirements for IMT/BST trainings
26 November	A.Hassanov	Y.Mirtagavi	Changed requirements for IMT/BST trainings as per S&OI Action requirement

14 December

A.Hassanov

Y.Mirtagavi

Changed validity for Winter Survival
training to 4 years