



HSSE DOCUMENT MANAGEMENT PROCEDURE

AzSPU-HSSE-DOC-00025-2

The AzSPU Review / Revision Process for HSE Tier 2 Procedures
(AzSPU-HSSE-DOC-00072-2) has been incorporated into this procedure and is now
obsolete.

Authority:	AzSPU Planning, Performance & Learning Manager Richard Bodley-Scott	Custodian:	AzSPU Engineering & HSE Document Management Team Leader Amal Ibadzade
Scope:	AzSPU Functions & Operating Areas	Document Administrator:	HSE Document Management Coordinator Davud Aliyev
Issue Date:	August 15, 2000	Issuing Dept:	AzSPU HSE & Engineering
Revision Date:	October 15, 2010	Control Tier:	2 AzSPU
Next Review Date:	June 14, 2011		

1. PURPOSE / SCOPE

The purpose of this procedure is to detail the controls on Health, Safety, Security and Environmental (HSSE) documentation to ensure the following:

- Documents are up-to-date and readily accessible to the workforce to which they apply.
- Documents are reviewed and approved prior to initial use.
- Approved documents are periodically reviewed, revised as necessary, and approved prior to re-issue.
- Obsolete documents are removed from circulation.
- Document owners are notified of upcoming review dates.
- Documents are structured, legible, dated (with revision dates), readily identifiable and maintained in an orderly fashion.
- Consistency between related HSSE documents is achieved.
- Changes to documentation are communicated to relevant personnel.

This controlled procedure applies to AzSPU Functions and Operating Areas engaged in the drilling, production, and/or transportation of oil and gas.

This procedure focuses on the use of **Dynamic Knowledge (dK)** for management of controlled HSSE documentation, and the use of the **OMS Navigator** portal for general viewing of HSSE documentation.

2. DEFINITIONS

Refer to the AzSPU List of HSSE Definitions [AzSPU-HSSE-DOC-00021-2](#). Definitions specific to this procedure are included below.

Controlled HSSE Document – Controlled electronic document that details critical HSSE tasks and requires periodic review and/or revision. This includes HSSE manuals, procedures, drawings, or other documents directly related to HSSE compliance activities including documents that describe the control of significant environmental and social aspects, hazards or risks. Controlled HSSE documents do not include records, as these are controlled in accordance with the AzSPU HSSE Records Control Procedure ([AZSPU-HSSE-DOC-00041-2](#)).

Document Control Tier – Controlled HSSE documents are classified in accordance with the Tier at which the document is applicable. The tiered system for controlled documents is as follows:

- **Tier 1** – Documents applicable at BP Group / Segment level
- **Tier 2** – Documents applicable at AzSPU / Function level
- **Tier 3** – Documents applicable to Operating Areas
- **Tier 4** – Documents applicable to Sectors
- **Tier 5** – Documents applicable to Operating Facilities.

Refer to the AzSPU Management Systems Tier Structure ([AzSPU-HSSE-DOC-00313-2](#)) for more information.

Dynamic Knowledge (dK) - Web content and document management software specifically customised for the management of controlled HSSE documentation.

OMS Navigator – Online tool which provides “one-stop” access to all the information that AzSPU needs to do its business. It is the portal for the AzSPU population to access all electronic tools and documentation they require to do their jobs. It is designed to allow AzSPU to easily organize its documentation into the OMS structure. It should be noted that **OMS Navigator** is not a document management system, it is designed to have links embedded from existing document systems (such as **dK**). Access to **OMS Navigator** is via BP Passport machines and via I-Link for third parties such as contractors.

Permits – Within AzSPU permits consist of project-specific approved documents, permit documents issued by host governments, project-related agreements, lender required documentation and other legal requirements (see Appendix 3 for examples of permit documents).

Issue Date – Date that the document was originally issued. Issue date is NOT changed as a result of revision or review.

Next Review Date – The scheduled date for the next document review (the date should be entered using the following format: Month, DD, YYYY e.g. July 19, 2010). Review of the document should occur on or before the Next Review Date, and the review may or may not result in a revision to the document. Regardless of content revisions, each review or revision is recorded electronically in the document Revision / Review Log. (NB: If no changes are made to the document but the ‘next review date’ is changed to extend the validity of the document this should be noted in the document Review / Revision Log). The Document Authority approves the Next Review Date as part of the approval process.

It should be noted that if small amendments / updates are made to the document (e.g. updates to position titles, etc) before the Next Review Date these are recorded in the Revision / Review Log. No change to the Next Review Date on the front cover of the procedure is made unless a full review of the document has been carried out. For small amendments / updates approval from the Document Authority is not required.

Revision Date - Date content changes were administered to the document, including changes to the Revision / Review Log recording the fact that the revision was completed (the date should be entered using the following format: Month, DD, YYYY e.g. July 19, 2010).

Search Results (Master List) – A list or report that identifies controlled HSSE documents. The list provides key information associated with the document. The **dK** interface can be used to produce dynamically generated master lists.

Standard Document Number – An alpha-numeric number assigned to each document within **dK**. The number is established on the basis of functional area (department), document type and sequence number (see Appendix 1).

Uncontrolled Copy – Copies of all or part of a controlled document taken for information, legal, and / or knowledge preservation purposes. It is the responsibility of any person holding an uncontrolled copy to ensure that the information contained in such a document is still current and valid for intended use. All hard copies are labeled as “uncontrolled” to prevent unintended use.

3. SPECIFIC REQUIREMENTS

- OMS Sub-element 4.1 – Procedures & Practices (4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5)
- OMS Sub-element 4.3 – Information Management & Document Control (4.3.1, 4.3.1.1, 4.3.2, 4.3.2.1, 4.3.3)

- ISO 14001:2004 - 4.4.5 Control of documents

4. KEY RESPONSIBILITIES

4.1 Document Authority

The Document Authority is accountable for the following (for documents which fall within the defined scope of their authority):

- Assigning a Document Custodian.
- Approving and authorising new documents, review / revision of existing documents, and deletion of obsolete documents (through the relevant Documentation e-MoC, or through e-mail approval while Documentation e-MoC training is being completed).
- Checking that document requirements are consistent with other existing controlled HSSE document requirements.
- Setting the next document review date (in consultation with the CoW Safety Systems Lead / Specialist).
- Informing the HSE Document Coordinator of any changes in Document Authority as a result of the Organisational MoC process. (NB: Changes in document ownership must be recorded in the document Review / Revision Log).

4.2 Document Custodian

The Document Custodian is responsible for the following (for HSSE documents that fall within the defined scope of their ownership):

- Document creation in accordance with the AzSPU HSSE Standardised Document Management Procedure Template ([AZSPU-HSSE-DOC-00025-A1](#)).
- Review, update and revision of documents.
- Deletion of documents when they are considered obsolete.
- Monitoring of relevant Tier 2, 3, 4 and 5 HSSE document review schedules and maintenance of documents accordingly.
- Incorporation of lessons learned from audits, incident investigations, CTM task verification, and management reviews into document review / revisions.
- Ensuring that document requirements are consistent with existing related Tier 2, 3, 4 and 5 HSSE documents, and communicating with document owners if this is not the case. As part of this process, Document Custodians should rationalize and consolidate procedures (where practical), with obsolete procedures deleted from the **dk** system.
- Initiation of a Documentation e-MoC for new documents, review / revision of existing documents, and deletion of obsolete documents (only applies to Document Custodians that have received the appropriate Documentation e-MoC training. In the interim Document Custodians may use the old system of document approval (i.e. e-mailed approval from Document Authority). Once training has been received, the Document Custodian is responsible for initiating a Documentation e-MoC for creation, review / revision, and deletion of documents).
- Identification of reviewers (from the Review Committee) in the Documentation e-MoC for the creation and review / revision of controlled documents, and incorporation of their comments into the document. Reviewers may also be consulted by the Document Custodian during the process of deletion of a document.
- Identification of an approver and authoriser (generally Document Authority) in the Documentation e-MoC for creation, review / revision, and deletion of documents.

- Completion of Appendix 2 – ‘**dK** Minimum required Information Form’ for creation, review / revision, and deletion of controlled documents and submission of form to HSE Document Coordinator.
- Communication of document creation, review / revision, and deletion to affected BP employees and contractors.
- Ensuring that the revision and review history is maintained within the Revision / Review Log of the document.
- Having an understanding of OMS Elements, Sub-elements, and Essentials and attributing each document correctly against these.
- Informing the HSE Document Coordinator of any changes in Document Custodian as a result of the Organisational MoC process. (NB: Changes in document ownership must be recorded in the document Review / Revision Log).

4.3 HSE Document Coordinator

The HSE Document Coordinator is responsible for:

- Ensuring that new and revised controlled HSSE documents are issued in **dK**.
- Ensuring documents can be located, current versions are available, and obsolete documents are archived / deleted from **dK**.
- Maintaining the Controlled HSSE Document Master List using the **dK** system.
- Checking that controlled documents are in the standard document format, that new documents are numbered in accordance with Appendix 1, and that the document Tier provided by the Document Custodian is in compliance with the AzSPU Management Systems Tier Structure ([AzSPU-HSSE-DOC-00313-2](#)).
- Forwarding facility Aspect & Impact Registers, and Objectives, Targets and Management Programmes to the ISO Specialist for an additional assurance check prior to **dK** upload.
- Issuing the AzSPU HSSE **dK** Documentum Dashboard on a monthly basis to key personnel (and sending out notifications of overdue documents to Custodians / Authorities one week prior to issue of dashboard).
- Communicating the completed ‘**dK** Minimum required Information Form’ and the **dK** document hyperlink to the OMS Navigator Coordinator each time a controlled HSSE document is created, reviewed / revised, or deleted (in the **dK** system) so that the **OMS Navigator** system can be aligned accordingly.
- Signing off that post implementation actions have been closed out in the relevant Documentation e-MoC.
- Organising and conducting **dK** training.

4.4 OMS Navigator Coordinator

The OMS Navigator Coordinator is responsible for updating the **OMS Navigator** system each time a controlled HSSE document is created, reviewed / revised, or deleted in the **dK** system. This information is communicated to the OMS Navigator Coordinator by the AzSPU HSE Document Coordinator.

4.5 CoW Safety Systems Lead / Specialist

The CoW Safety Systems Lead / Specialist are accountable / responsible for:

- Preparing and maintaining Tier 2, 3, 4 and 5 HSSE document review schedules and issuing these to relevant personnel on a regular basis.
- Driving a consistent document review process.

The COW Safety Systems Lead / Specialist may also initiate an e-MoC for documentation review / revision, based on the HSSE document review schedules.

4.6 ISO Specialist

The ISO Specialist is responsible for:

- Conducting additional assurance checks (both formatting and content) of facility Aspect & Impact Registers and Objectives, Targets and Management Programmes prior to **dK** upload.
- Liaising with the relevant Document Custodian if any amendments are required to the Aspect & Impact Registers, and Objectives, Targets and Management Programmes.

4.7 Review Committee Members

Review Committee Members (selected by the Document Custodian) are responsible for conducting reviews of newly created and reviewed / revised documents and adding any comments into the relevant Documentation e-MoC. Reviewers may also be consulted by the Document Custodian during the process of deletion of a document.

5. PROCEDURE

HSSE documentation will be managed in accordance with this procedure to ensure that it is appropriately controlled, authorised and periodically reviewed.

The HSE Document Coordinator will manage all controlled HSSE electronic documentation in the **dK** system, and will maintain the Controlled HSSE Document Master List using the **dK** system.

All HSSE documentation creation, review / revision, and deletion will be controlled through the AzSPU e-MoC system (Documentation e-MoC), see Sections 5.1-5.3. **NB: This only applies where the Document Custodian has received the appropriate Documentation e-MoC training. In the interim Document Custodians may use the old system of document approval (i.e. e-mailed approval from the Document Authority). Once training has been received, the Document Custodian is responsible for initiating a Documentation e-MoC for creation, review / revision, and deletion of documents.**

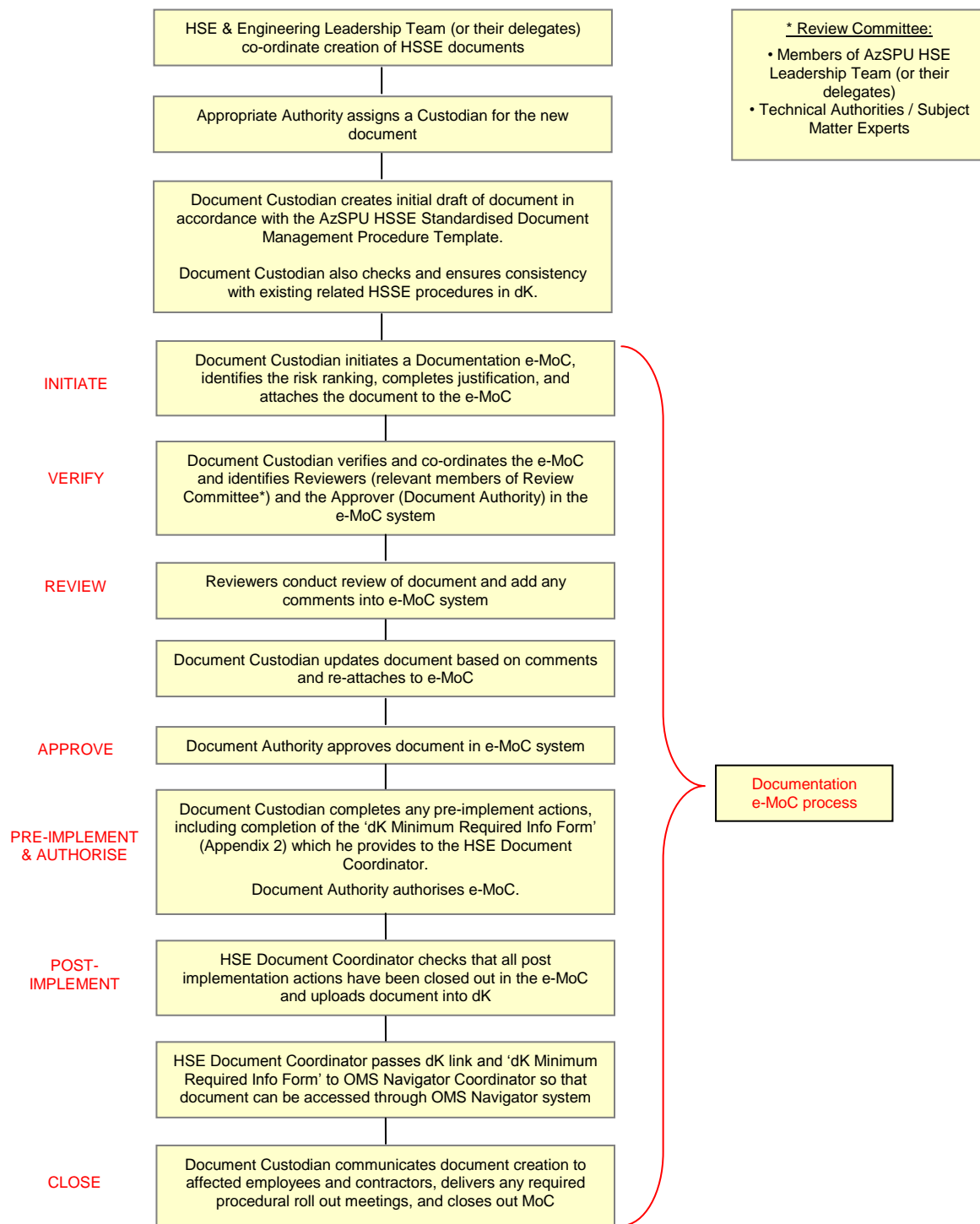
The review / revision process consists of the following:

- Planned review, which is generally done on an annual / biannual basis, where the whole document is reviewed and updated (as required).
- Revision, which can be conducted at any time, in response to changes which affect the documented process.

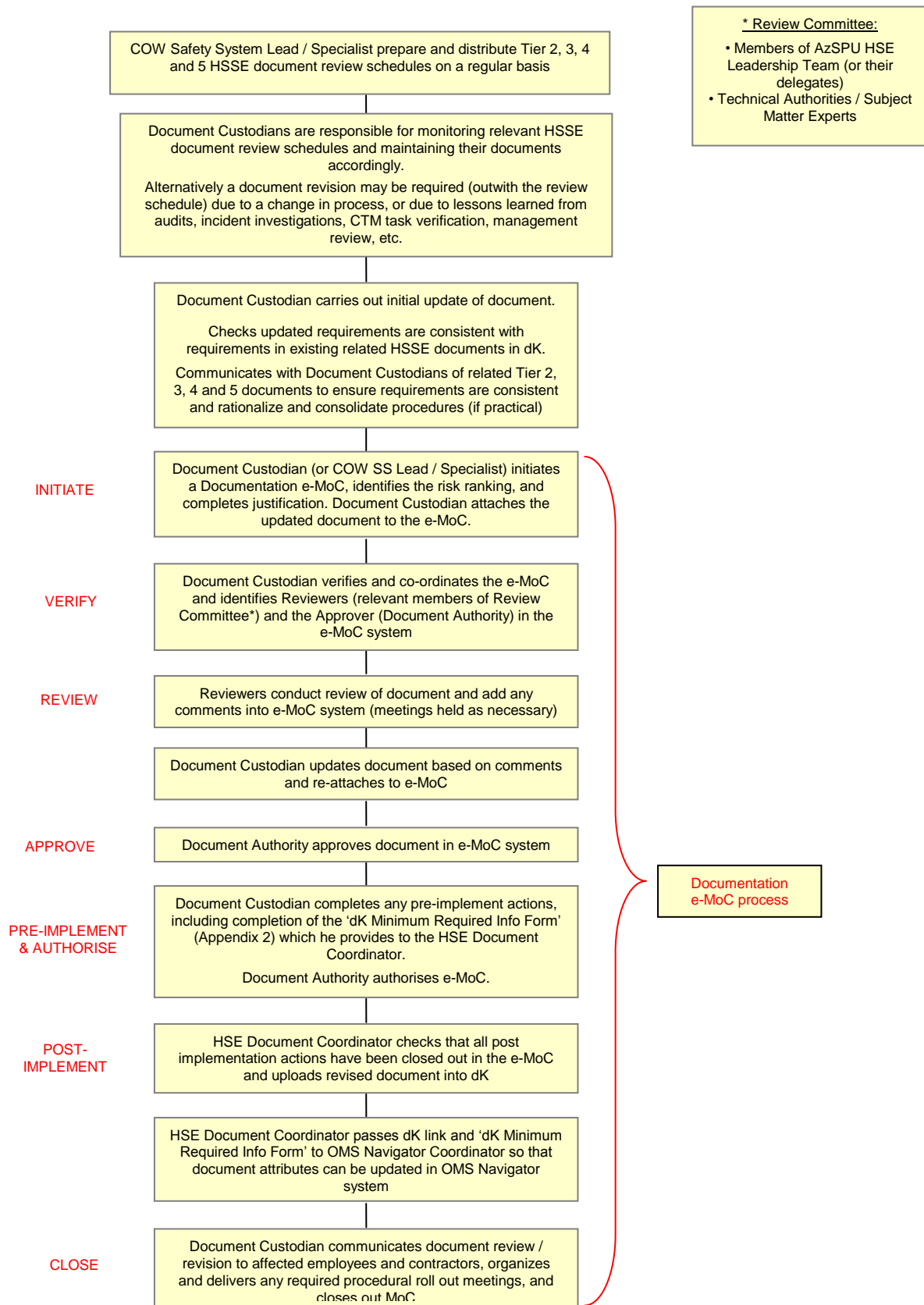
In both cases the process outlined in Section 5.2 is to be followed, unless the revisions made to the document are considered to be so small-scale that consultation with the Review Committee members, and approval from the Document Authority, are not required (it is the responsibility of the Document Custodian to determine whether this is the case).

The Document Custodian must also ensure that the requirements of his document are consistent with other related Tier 2, 3, 4 and 5 HSSE document requirements. If other HSSE procedures require update as a result, it is the Document Custodians responsibility to communicate this to the other document owners. As part of this process any duplicated procedures (at different Tier levels) must be removed from the system and made obsolete (as described in Section 5.3).

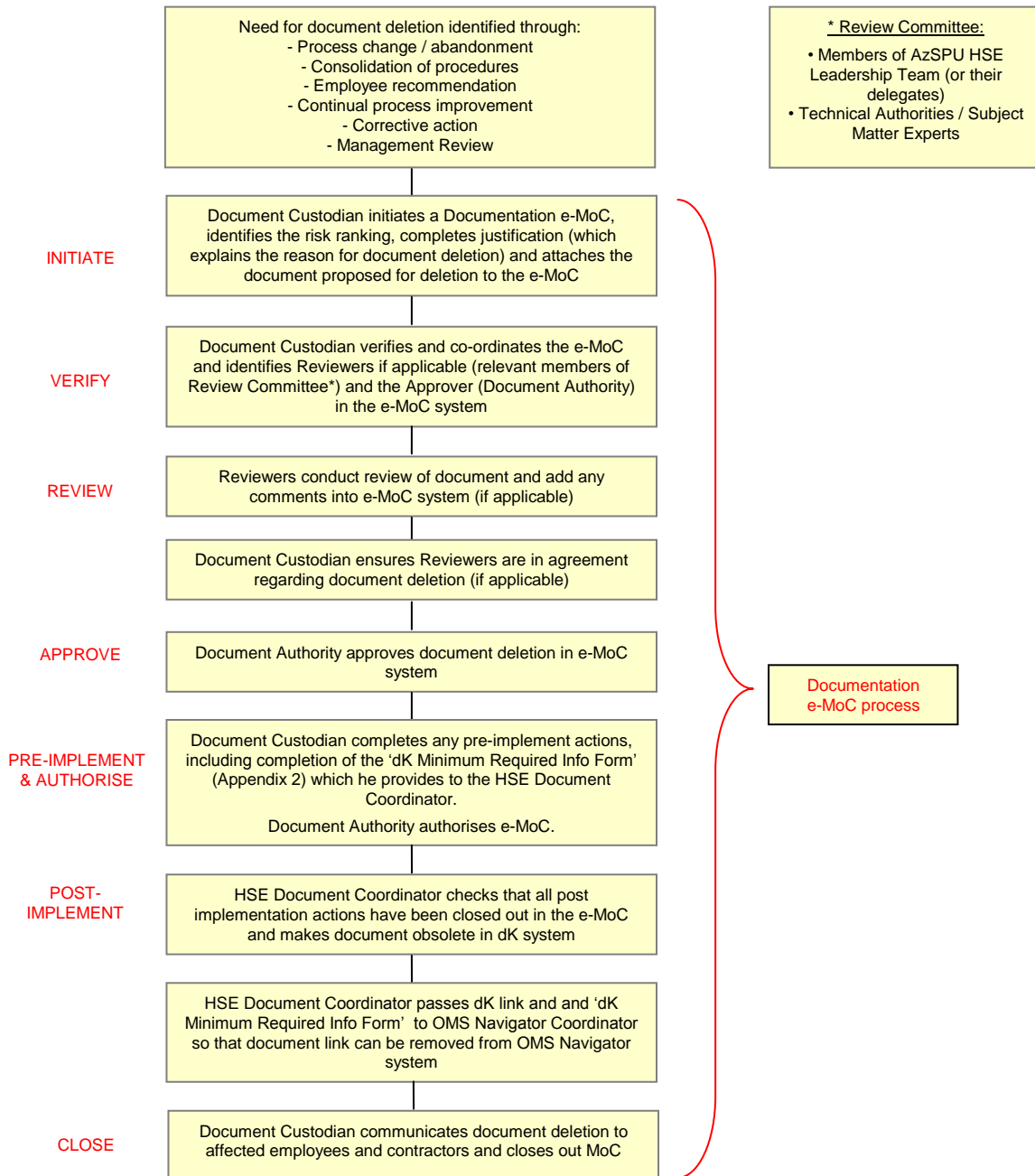
5.1 Creation of Controlled HSSE Documents



5.2 Review/Revision of Controlled HSSE Documents



5.3 Making Controlled HSSE Documents Obsolete



5.4 Notification of Upcoming HSSE Document Review

The CoW Safety System Lead / Specialist prepare and maintain Tier 2, 3, 4 and 5 HSSE document review schedules and issue these to relevant personnel on a regular basis.

It is the responsibility of the Document Custodian to periodically review the relevant schedules and ensure that their procedures are reviewed and updated accordingly.

In line with this, the HSE Document Coordinator will issue an AzSPU HSSE **dK** Documentum Dashboard, on a monthly basis, to key personnel throughout the AzSPU. The dashboard will summarise the following information:

- Numbers of Tier 2-5 HSSE documents uploaded.
- Numbers of Tier 2-5 HSSE documents past their review date.
- Numbers of Tier 2-5 HSSE documents requiring review in 30, 60 and 90 days.
- Numbers of Tier 2-5 HSSE documents uploaded to **dK** that month and total for year.
- Number of HSSE permits uploaded to **dK** that month and total for year.
- Number of **dK** training sessions and attendees that month and total for year.

One week prior to the issue of the dashboard the HSE Document Coordinator will send e-mail notifications to Document Custodians and Authorities whose procedures are overdue.

5.5 HSSE Document Numbering

Controlled HSSE documents shall be numbered in the **dK** system in accordance with Appendix 1, in order to identify document scope (e.g. AzSPU), Function (e.g. HSSE), document type (e.g. document, record, permit, etc) and Tier level (2-5).

It should be noted that all permit documents are numbered as Tier 2. The applicability of these documents is then detailed in the AzSPU HSSE Legal Registers. **All permit documents are ‘hidden’ in dK, these documents can only be accessed by using the hyper-links in the following AzSPU HSSE Legal Registers:**

- Register of HSSE Drivers [AzSPU-HSSE-DOC-00038-A1](#) (this includes all project-specific approved documents, e.g. PSAs, ESIA, ESAPs, etc)
- Register of Azerbaijani HSSE National Legislation [AzSPU-HSSE-DOC-00038-A2](#)
- Register of Georgian HSSE National Legislation [AzSPU-HSSE-DOC-00038-A6](#)
- Register of International HSSE Guidelines and Regulations for Azerbaijan [AzSPU-HSSE-DOC-00038-A4](#)
- Register of International HSSE Guidelines and Regulations for Georgia [AzSPU-HSSE-DOC-00038-A8](#)
- AzSPU Azerbaijan ESIA Permit Register [AzSPU-HSSE-DOC-00038-A5](#)
- AzSPU Azerbaijan Other HSSE Permit Register [AzSPU-HSSE-DOC-00038-A7](#)

5.6 HSSE Document Structure

AzSPU HSSE controlled documents will conform with the structure of the AzSPU HSSE Standardised Document Control Procedure Template ([AZSPU-HSSE-DOC-00025-A1](#)). All documents uploaded into **dK** must include the following attributes as a minimum:

- Title
- Scope (e.g. Az Export Pipelines)

- Issue date
- Revision date
- Next review date
- Authority (position title and name)
- Custodian (position title and name)
- Document Administrator (position title and name)
- Issuing department
- Control Tier

The above information will be recorded on the front page of the document. A number of additional attributes will also be used by the HSE Document Coordinator / OMS Navigator Coordinator to categorise the document within the **dK / OMS Navigator** systems, e.g. OMS Element, Sub-element, Essential, ISO 14001 reference, etc.

All controlled documents will incorporate a Revision / Review Log to record the following:

- Revision / Review date
- Authority name (position title and name)
- Custodian name (position title and name)
- Revision / Review details

It should be noted that document attachments are **not** required to conform with the structure of the AzSPU HSSE Standardised Document Control Procedure Template.

5.7 Approval, Assurance and Issue of Controlled HSSE Documentation

Approval for **dK** HSSE document upload will be obtained from the Document Authority through the e-MoC system (see Sections 5.1 and 5.2).

Prior to uploading controlled documents to **dK** the HSE Document Coordinator will ensure that they are approved, legible and conform with the AzSPU HSSE Standardised Document Management Procedure Template ([AZSPU-HSSE-DOC-00025-A1](#)). One week will be allowed following submission of the document to the HSE Document Coordinator, to allow sufficient time for this formatting review, prior to **dK** upload.

In the case of facility Aspect & Impact Registers and Objectives, Targets & Management Programme documents, additional assurance (in terms of both formatting and content) will be provided by the ISO Specialist. It is the responsibility of the HSE Document Coordinator to forward these documents to the ISO Specialist for review prior to upload. The ISO Specialist is responsible for liaising with the relevant Document Custodian to ensure that the document is suitable for upload.

The controlled version of all HSSE documentation will be uploaded to **dK**.

5.8 Communication of HSSE Documentation Creation, Review / Revision / Deletion

The Document Custodian is responsible for communicating information regarding creation, review / revision and deletion of documents that he is the owner of.

There are a number of routes for communicating this information:

- Through notification e-mail to affected employees and contractors.

- Through dedicated procedural roll-out sessions. The Document Custodian is responsible for organizing these meetings and ensuring key personnel are present.
- Through Work Team Meetings ([AzSPU-HSSE-DOC-00032-2](#)) and other forums.

5.9 Uncontrolled HSSE Documentation

All printed copies are considered uncontrolled. Each controlled document posted in **dK** includes a footer stating that paper copies are uncontrolled and are valid only at the time of printing. It is the responsibility of the person holding an uncontrolled copy to ensure that the information contained within the document is current and valid for its intended use.

5.10 Linkage Between dK & OMS Navigator

dK is a document management system.

In contrast, **OMS Navigator** is a portal that provides access to all AzSPU's documentation in different document systems (e.g. **dK**, engineering **Documentum**, etc).

Based on this, **dK** should be used by the HSE Function for document control processes (e.g. upload, storage, identification of Document Authorities, preparation of overdue procedure lists, etc).

OMS Navigator should be used for general viewing of documentation.

In order to ensure that information in **dK** is consistent with that in **OMS Navigator**, the HSE Document Coordinator liaises with the OMS Navigator Coordinator. Each time a document is created, reviewed / revised, or deleted in the **dK** system the HSE Document Coordinator provides the **dK** document hyperlink and the completed 'dK Minimum Required Information Form' (Appendix 2) to the OMS Navigator Coordinator so that the **OMS Navigator** system can be updated accordingly.

Document Custodians are required to have an understanding of the OMS Elements, Sub-elements and Essentials, as each HSSE document needs to be attributed against these so that it can be correctly categorized in the **OMS Navigator** system.

Document Custodians must provide reference to applicable OMS Elements, Sub-elements and Essentials in 'Section 3 – Specific Requirements' of each procedure and provide the same information in the 'dK Minimum Required Information Form' (Appendix 2). The [E&P OMS Manual](#) will assist with this. In addition, if the document has already been uploaded to OMS Navigator (i.e. if reviewing / deleting an existing HSSE document), current document attributing can be found by accessing OMS Navigator (see Appendix 2 for instructions).

6. KEY DOCUMENTS / TOOLS / REFERENCES

- AzSPU HSSE Standardised Document Management Procedure Template ([AZSPU-HSSE-DOC-00025-A1](#)).
- AzSPU Management Systems Tier Structure ([AzSPU-HSSE-DOC-00313-2](#)).
- Tier 2, 3, 4 and 5 HSSE document review schedules (distributed by CoW Safety System Lead / Specialist)
- AzSPU HSSE **dK** Documentum Dashboards (distributed by HSE Document Coordinator).
- [E&P OMS Manual](#)
- [AzSPU e-MoC system](#)

Revision / Review Log

Revision / Review Date	Authority	Custodian	Revision / Review 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 25, 2004	L. Emmons	L. Gandilova / S. Sultanova	Consistency with EMS requirements
December 12, 2005	Gunther Newcombe	Yuliy Zaytsev	Updated to incorporate WG comments and address dk system requirements
June 01, 2006	Gunther Newcombe	Yuliy Zaytsev	Wording changed in para 4.1 and minor editorial changes were made
November 15, 2006	Gunther Newcombe	Yuliy Zaytsev	<p>Flow diagrams in Sections 5.1 to 5.4 revised to allow for e-mail approval by the document Authority and incorporation of notification list.</p> <p>Revision to flow diagram in Section 5.1 – re-ordering of certain steps.</p> <p>Complete revision of flow diagram in Section 5.4 to more accurately represent the present system for external documents.</p> <p>Appendix 2 added to procedure outlining HSSE&S controlled documents minimum information requirements for upload into dk.</p> <p>Appendix 3 added providing cross-references between the different management systems.</p> <p>Appendix 4 added providing guidelines regarding documents that require upload into the dk system.</p>
December 7, 2007	Yuliy Zaytsev (AzSPU HSSE MS & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Document reviewed and reissued.</p> <p>Requirement for content assurance review by HSSE MS & Compliance Team added.</p> <p>Clarification also provided regarding:</p> <ul style="list-style-type: none"> • Period of time required for formatting review by AzSPU HSSE Document Coordinator. • Next Review Date definition (in line with November 2007 external ISO 14001 audit recommendations). • Notification list requirements for new documents.

March 05, 2008	Yuliy Zaytsev (AzSPU HSSE MS & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>In response to August 2007 S&OI audit findings the following revisions have been added to the procedure:</p> <ul style="list-style-type: none"> • AzSPU HSSE MS & Compliance Team to issue dK Documentum Dashboard on a monthly basis. • AzSPU HSSE Document Controller to issue e-mail notifications to document Custodians listing the documents that require review in 30, 60 and 90 days. • If documents become overdue for a period of more than one month the AzSPU HSSE Document Coordinator will notify the document Authority so that corrective actions can be implemented.
May 19, 2008	Yuliy Zaytsev (AzSPU HSSE MS & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Document revised to take into account findings of April 2008 internal audit concerning discrepancies between Tier 2 procedures.</p> <p>Appendix 4 amended so that it is in agreement with the AzSPU Record Control Procedure (AzSPU-HSSE-DOC-00041-2). For example: requirement for environmental monitoring reports to be uploaded to dK removed.</p>
September 17, 2008	Yuliy Zaytsev (AzSPU HSSE MS & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Section 5.8 amended. Distribution of CDs only practical on a 3 month time-frame rather than 1 month.</p>
February 4, 2009	Yuliy Zaytsev (AzSPU Safety & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Position titles corrected throughout.</p> <p>Tier level descriptions amended to reflect recent updates to AzSPU organisational structure.</p> <p>Definitions of external and internal documents revised. Definition of permit added.</p> <p>Clarification provided on 'Next Revision Date' description.</p> <p>Document Authority and Document Custodian responsible for informing AzSPU HSSE Document Coordinator of changes in document ownership.</p> <p>Clarification provided regarding:</p> <ul style="list-style-type: none"> - control of external HSSE documents; - numbering of permit documents; - formatting / structure of document attachments; and - generation of uncontrolled documents on CD for sites without access to dK. <p>Reference to procedural MoC removed from flowcharts.</p>

June 14, 2010	Yuliy Zaytsev (AzSPU Safety & Compliance Manager)	Rebecca Heath (AzSPU HSSE MS Senior Advisor)	<p>Document updated to remove reference to HSSE&S Management System and align with OMS.</p> <p>Document scope expanded to include requirements in AzSPU Review / Revision Process for HSE Tier 2 Procedures – ToR (AzSPU-HSSE-DOC-00072-2). Latter document now obsolete.</p> <p>Responsibilities section amended to reflect re-organisation and new procedural requirements.</p> <p>Flowcharts for creation, review / revision, and deletion of controlled document all updated to reflect use of the AzSPU e-MoC system (Sections 5.1 – 5.3).</p> <p>Notification of upcoming HSSE document review now provided through Tier 2, 3, 4 and 5 HSSE document review schedules.</p> <p>Requirement added for ISO Specialist to provide additional assurance review in the case of facility A&I Registers and Os, Ts & MPs prior to dK upload.</p> <p>Section 5.8 – ‘Communication of HSSE Document Creation, Review / Revision, Deletion’ added to procedure.</p> <p>Section 5.10 – ‘Linkage Between dK & OMS Navigator’ added to procedure.</p> <p>Section 5.4 – ‘Control of External HSSE&S Documents’ removed from procedure. Documents external to dK should be uploaded to the appropriate storage system (e.g. engineering Documentum, etc) and accessed through OMS Navigator, not dK.</p> <p>Appendix 2 updated to align with OMS.</p> <p>Appendix 3 Management Systems Cross-Reference Tool removed from procedure.</p>
July 6, 2010	Richard Bodley-Scott (AzSPU Planning, Performance & Learning Manager)	Rebecca Heath (AzSPU HSE MS Senior Advisor)	<p>Small revisions made to Figure 5.2 based on feedback from Sangachal Terminal representatives.</p> <p>Document Authority and Custodian updated in line with AzSPU re-organisation.</p> <p>AzSPU HSSE Standardise Document Management Procedure Template (AzSPU-HSSE-DOC-00026-2) has been placed as a child document to this procedure and is now AzSPU-HSSE-DOC-00025-A1.</p> <p>Standard date format (i.e. month, dd, yyyy) added so that review date and next review date are consistent.</p>
Sept 24, 2010	Richard Bodley-Scott (AzSPU Planning, Performance & Learning Manager)	Rebecca Heath (AzSPU HSE MS Senior Advisor)	<p>Provision added for use of old documentation approval system for Document Custodians which have not yet received Documentation e-MoC training.</p>

Oct 15, 2010	Richard Bodley-Scott (AzSPU Planning, Performance & Learning Manager)	Amal Ibadzade (AzSPU Engineering & HSE Document Management Team Leader)	New Appendix 4 to include guidance for updating HSSE Procedures in Response to AzSPU Sector Leadership Re-organisation
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APPENDIX 1 - AzSPU HSSE Control Documents Numbering Matrix

The document name/number scheme is made up of a collection of individual nodes (separated by dashes) which reflect the scope of that document within the AzSPU.



This value will be stored in the object_name field within the **dk** system. The HSE Document Coordinator should put the “English friendly” title of the document in the title field within **dk**. The auto-number utility can be used to generate the next available document number.

No extension (.xls, .doc, .ppt) should be included with the document number when it is loaded into the **dk** system. The system will determine the appropriate file type associated with the application which makes the extension an unnecessary part of the object name.

AZSPU	
Preceding tag added to all AzSPU documents.	

FUNCTIONAL AREA	
The functional area which has issued and will manage this content within the AzSPU. The following is the list of the currently accepted values for this node:	
HSSE	HSSE
OPS	Operations
ENG	Engineering

DOCUMENT TYPE	
The document type as defined within the dk system. The following is the list of the currently accepted values for this node:	
DOC	Document (procedure or other controlled document)
PMT	Permit (or other regulatory document specifying compliance requirements).
REC	Record (e.g. correspondence, transmittal or any other historical document not subject to regular review and revision).

SEQUENCE NUMBER	
A 5-digit sequence number which will be used to provide a unique identifier to the entire document number string. This number does not need to be unique across all documents, but only within the entire document number string. For example, a sequence value of “00012” may be found for a DOC (document) type and it may also be found within a REC (record) type i.e. the entire document number string must be unique, but not necessarily the individual sequence number node.	

TIER	
The document control Tier associated with this content. The following is the list of the currently accepted values for this node:	
1	Documents applicable at Group / Segment level (not used)
2	Documents applicable at AzSPU / Function level
3	Documents applicable at Operating Area level
4	Documents applicable at Sector level
5	Documents applicable at Operating Facility level
U	Uncontrolled document, web site address, or other document not requiring full conformance to document control. Content controlled in an alternate location, outside of dk , will always have the U Tier designation.
A	Attachment to a controlled document

Examples / Usage	
AZSPU-HSSE-DOC-00023-2	Document uploaded to dk at the AzSPU / Function (Tier 2) level.
AZSPU-HSSE-DOC-00001-3	Document uploaded to dk at the Operating Area (Tier 3) level.
AZSPU-HSSE-DOC-00001-A1	Document uploaded to dk that is an attachment to another document and should not be used in a stand-alone manner.
AZSPU-HSSE-PMT-00023-2	Permit uploaded to dk at the AzSPU (Tier 2) level.
AzSPU-HSSE-REC-00020-2	Record uploaded to dk at the AzSPU (Tier 2) level.

APPENDIX 2 - AzSPU dK Minimum Required Information Form

Required Information for all HSSE documents (newly issued, revised, and for document deletion):

Document Title:	
dK reference (for existing documents):	
Scope:	
Issue Date:	
Revision Date:	
Next Revision Date:	
Authority – position title/name:	
Custodian – position title/name:	
Issuing Department:	
Control Tier:	
Function / VP Group:	
Operating Area:	
Facility:	
OMS Elements *:	
OMS Sub-elements *:	
OMS Essentials *:	
ISO14001 Reference:	
Keywords (words by which document may be found if document number is not known - optional):	
<p>* Please refer to the E&P OMS Manual.</p> <p>If the document has already been uploaded to OMS Navigator (i.e. if you are reviewing / deleting an existing HSSE document) you can search for the document in the Navigator system in order to check the current OMS attributing ¹. Please revise the attributing, if necessary, by inserting the applicable OMS Elements, Sub-elements and Essential information into the relevant rows above. If the attributing in OMS Navigator is correct please copy the information into the relevant rows above.</p>	

¹ In the 'Navigator' screen select Location as: E&P, AzSPU, All, All, All

Type the document title or keyword into the box in the top right hand corner of the screen and press enter.

Applicable OMS Elements, Sub-elements and Essentials will be displayed in the first column of the resulting table next to your document title.

APPENDIX 3: dK Upload Guidelines

It is recommended that the following HSSE documents are uploaded into the **dK** software system:

Documents

- Procedures
- Strategies
- Policy documents
- Manuals
- Guidelines
- Terms of reference
- HSSE instructions
- Registers of drivers
- Activities, products and services (APS) lists
- HSSE&O Risk Matrices / Registers
- Aspects and impacts registers
- Objectives, targets and management programmes
- Oil spill / emergency response plans
- Audit / inspection schedules
- Facility HSSE plans

Records

- Internal and external AzSPU audit reports
- MENR Acts (reports on external inspections)
- AzSPU audit checklists and protocols
- Annual management review documents (slide packs, minutes and actions)
- External environmental reports (those submitted to MENR and other statutory bodies)
- Accreditation certificates

Permits

- Permits – documents issued by host governments, e.g. sewage discharge permits, approval letters.
- Project-Specific Approved Documentation – documents developed by AzSPU and approved by host government, e.g. Environmental and Social Impact Assessment (ESIAs), Environmental Addendums / Technical Notes / Statements, Oil spill response plans (if approved by Government), etc.
- Project-Related Agreements – documents signed with host countries, e.g. Production Sharing Agreements (PSAs), Host Government Agreements (HGAs), Inter Government Agreements (IGAs).
- Lender Required Documentation - e.g. Management and Monitoring Plans, Environmental and Social Action Plans (ESAPs), Supplementary Lender Information Packages (SLIPs), Public Consultation and Disclosure Plans (PCDPs), Resettlement Actions Plans (RAPs), etc.
- Other Legal Requirements - e.g. applicable national legislation, international and other countries legislation and regulations.

APPENDIX 4: Guidance for Updating HSSE Procedures in Response to AzSPU Sector Leadership Re-Organisation

This is a temporary guidance document, covering transition period after 1st of June, 2010 re-organisation until full alignment of the requirements listed below is achieved.

The sections below refer to sections in AzSPU HSSE documents and summarise some of the common changes that are required to align documents with the new organisational structure and OMS.

1. Front Cover

Title:

Ensure that all references to the 'AzSPU HSSE Management System' are removed from the document title, headers and footers, and the rest of the text.

The HSSE MS is now part of the wider Operating Management System.

E.g. The 'AzSPU HSSE MS Document Management Procedure' is now entitled the 'AzSPU HSSE Document Management Procedure'.

Scope:

Replace 'AzSPU Operational PUs' with 'AzSPU Functions & Operating Areas'

Control Tier:

Consult the revised AzSPU Management Systems Tier Structure ([AzSPU-HSSE-DOC-00313-2](#)) in order to determine the tier of your document.

2. Purpose / Scope

Replace 'This controlled procedure applies to Operational PUs engaged in the drilling, production, and/or transportation of oil and gas' with 'This controlled procedure applies to AzSPU Functions and Operating Areas engaged in the drilling, production, and/or transportation of oil and gas'.

Throughout the document:

Replace references to 'Performance Unit' with 'Operating Area'.

Replace references to 'Facility' with 'Operating Facility'.

Remove references to Assets as these no longer exist.

3. Specific Requirements

Reference needs to be included to OMS Sub-elements and Essentials applicable to the document.

A description of the OMS Sub-elements and Essentials can be found here [E&P OMS Manual](#).

If you are reviewing an existing HSSE document you can search for the document in the OMS Navigator system in order to check the current OMS attributing². Please revise the attributing, if necessary.

² In the 'Navigator' screen select Location as: E&P, AzSPU, All, All, All

Type the document title or keyword into the box in the top right hand corner of the screen and press enter. Applicable OMS Elements, Sub-elements and Essentials will be displayed in the first column of the resulting table next to your document title.

4. Key Responsibilities

A significant number of AzSPU position titles have changed as a result of the re-organisation. The table below provides information on major changes in position titles, in order to clarify roles and responsibilities, and to aid with adjusting the responsibilities section of HSSE procedures.

Old position title	New position title
HSE & Technical Directorate Vice President	HSE & Engineering Vice President
Vice President Communications & Internal Affairs	Vice President Communications, Internal Affairs and Security
Operations Manager	Area Operations Manager (AOM)
Delivery Manager	Area Operations Manager (AOM)
Performance Unit Leader	Area Operations Manager (AOM)
Asset Manager	Area Operations Manager (AOM)
Communications & External Affairs (C&EA) Manager	Communications Manager; and External Affairs Manager
HSE Manager	Health & Safety Manager (Offshore & Midstream) and Regulatory Compliance & Environment Manager
Safety and Compliance Manager	Health & Safety Manager (Offshore & Midstream)
Environmental Manager	Regulatory Compliance & Environment Manager
HSE & TD Permitting & Regulatory Affairs Manager	Permitting and Regulatory Affairs Manager
Supply Chain Manager	Chief Procurement Officer
PU/Asset Maintenance Manager	Area Engineering Support Team Leader; and Maintenance Superintendent (Sangachal); and Maintenance & Logistics Manager (Exports)
Benefits Manager	Reward Manager
Waste Operations Manager	Waste Management Manager
Transport Manager	Land Transportation and Travel Manager
Transport Supervisor	Operations Transportation Team Leader
HSE Team Leader	H&S Team Leader and Compliance & Environment Team Leader
PU / Asset Engineering Team Leaders	Area Engineering Support Team Leader / D&C Engineering Team Leader
HSE Management System Team Leader / Advisor	COW/Safety Systems Lead/Specialist; and ISO Specialist; Audit and Performance Team Leader/Advisor Engineering & HSE Documentation Management Team Leader/Coordinator
HSE Management System Document Coordinator	HSE Document Management Coordinator
Crisis Management & Emergency Response Team Leader (CM& ER TL)	Crisis Continuity Management & Emergency Response Manager (CCM&ER Manager)

HSE Learning and Development Team Leader (HSE L&D TL)	Learning Operations Manager
HSE Learning Coordinator	HSE L&OD Advisor
Asset H&S Team Leader	Operating Area H&S Team Leader
PU/Asset Environmental Team Leader	Compliance & Environmental Team Leader (Offshore, Sangachal, Geo and Turkey Export) and Az Export Environmental Team Leader
Environmental Monitoring Technical Advisor	Environmental Monitoring Specialist
Contract Accountable Manager (CAM)	Supply Performance Leader
- ³	Planning Performance & Learning Manager
-	Ops, HSSE & Engineering Organisational Capability Development Manager
-	Hazardous Materials Specialist/Technical Authority

³ “-“ means that the position did not exist prior to June 1, 2010 re-organisation