



CALIBRATION PROCEDURE

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1.0 Purpose/Scope

The purpose of this document is to outline procedures for the calibration of test and field equipment in order to maintain an appropriate level of precision and accuracy.

This controlled procedure encompasses all activities, products or services of AzSPU Operational PUs engaged in the drilling, production and/or transportation of oil and gas that; a) have the potential to influence the Operations environmental aspects and potential impact on the environment, b) have the potential to affect operations environmental objectives and targets or c) may affect environmental regulatory compliance and performance. This also applies to AzSPU OPS PUs main contractors engaged in the drilling, production and transportation of Oil and Gas.

This is a high level document that provides guidance to operational personnel in the implementation of their site specific procedures in order to ensure consistency, where applicable, across AzSPU operations.

Revision of this procedure and the operational controls detailed therein will be in accordance with the AzSPU HSSE Document Management Procedure ([AzSPU-HSSE-DOC-00025-2](#)).

2.0 Definitions

Calibration: As used in this procedure, the term "calibration" refers to the process of verification and/or adjustment of a measurement station by comparing the performance of its components with that of certified test equipment.

Test Equipment – Critical equipment used to calibrate field equipment. Equipment used as the standard to which field equipment is measured or calibrated against.

Field Equipment – Equipment used in the field or at facilities to monitor and/or measure the key characteristics of operations and activities that have a significant impact on the environment.

Definitions common to the management system are outlined in the Definitions document [AzSPU-HSSE-DOC-00021-2](#).

3.0 Specific Requirements

- OMS Sub-element 8.1 – Metrics & Reporting
- ISO 14001:2004 – 4.5.1 Monitoring and Measurement

4.0 Key Responsibilities

Field Equipment Owner/Manager – Responsible for confirming that field equipment is calibrated at required intervals and documented in a maintenance-tracking system (and/or with calibration stickers).

5.0 Procedure

Test equipment is calibrated to ensure that calibrations are traceable to appropriate standards. The calibration results are appropriately documented.

Field equipment is calibrated against test equipment standards at a frequency no less than as recommended by the equipment manufacturer, or as determined by the process and/or equipment history (any departure from the manufacturer's recommendations should be justified). Field equipment calibration is documented by inclusion in the maintenance-tracking system, and/or through the use of calibration stickers. When calibration stickers are used, outdated calibration stickers are removed from the equipment, covered with an updated calibration marking, or otherwise rendered indistinguishable. It is the responsibility of the Field Equipment Owner / Manager to confirm that field equipment is calibrated at required intervals and that this is documented in the maintenance-tracking system and / or recorded using calibration stickers.

Equipment that is found to be out of calibration, out of calibration date, or not able to meet calibration standards, is tagged "out of service" and is not used until repairs or calibration is affected. Personnel shall not use equipment that yields data of questionable accuracy.

6.0 Key Documents/Tools/References

- AzSPU HSSE Document Management Procedure ([AzSPU-HSSE-DOC-00025-2](#))
- AzSPU Record Control Procedure ([AzSPU-HSSE-DOC-00041-2](#))

Revision Log

Revision Date	Approver	Originator	Revision Details
December 19, 2006	Gunther Newcombe	Yuliy Zaytsev	Revised issue
January 17, 2008	Yuliy Zaytsev	Farid Jafarov	Language edit and update in line with revision log
March 16, 2009	Yuliy Zaytsev	Idrak Nazarov	Position Titles were amended and updated in line with revision log
May 1, 2010	Yuliy Zaytsev	Idrak Nazarov	Annual review.