



## AzSPU HSE Foundation Competencies

**Document number:**

**AzSPU-HSE-DOC-00044-2**

<b>Title of Document:</b>	AzSPU Training Foundation Competency Guidelines	<b>CD #:</b>	
<b>Authority:</b>	HSE L&OD Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Doc. Admin.:</b>	HSEMS Coordinator
<b>Issue Date:</b>	01/01/04	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10/08/2010	<b>Control Tier:</b>	2 – AzSPU
<b>Next Review:</b>	10/08/2011	<b>Chapter-Page:</b>	

Control Tier: 2-AzSPU

Document Number: << AzSPU-HSE-DOC-00044-2>>

Revision Date: August 10, 2010

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://bp1houdm004/dkazspu>

## 1.0 Purpose/Scope

The purpose of this document is to describe the foundation competencies in Health, Safety & Environment at the AzSPU level. This document defines business unit HSE competency requirements for non-HSE professionals and recommending suitable training/development plans to meet these competencies. This document applies to BP Exploration (Caspian Sea) Ltd. full time national permanent; expatriate in; Georgia permanent, and agency staff in addition to contractors as defined within the AzSPU HSE Training, Awareness and Competence Procedure (AzSPU-HSE-DOC-00030-2) which describes the process of identifying HSE training requirements, delivering training commensurate with defined responsibilities, and maintaining training records. *It is at the discretion of a BP supervisor, team leader, and/or manager, to determine if the scope of this document would apply to day rates and/or summer interns working less than 6 months.*

## 2.0 Definitions

This section provides definitions for terms referenced in this procedure. Only definitions unique to this procedure are included here. General HSE management system definitions are in the Definitions document AzSPU-HSE-DOC-00021-2.

## 3.0 General Requirements

- ISO 14001 – Element 4.4.2 Competence, training and awareness
- BP Global HSE Compliance Framework – Step 3, Items 3.2, 3.5, 3.7, 3.9

## 4.0 Roles, Responsibilities & Definitions

### AzSPU HSE Learning and Development Advisor

1. Identifies the recommended training and development plans applicable to HSE foundation competencies as defined within (1) BP's Competency Online (CoL) Framework, (2) AzSPU HSE Training, Awareness and Competence Procedure, (3) AzSPU HSE Training Requirements Matrix.
2. Tracks the status of HSE training against targets and provides a status update to the ALT and Operations/Midstream VPs each quarter.

## 5.0 Procedure/Process

HSE and social foundation competencies are defined in accordance with this procedure to ensure that BP employees and contractors are provided with foundation training in HSE and social issues based on their job role. This will enable personnel to conduct their work tasks in a way that safeguards the environment; protects employee and community health, safety, and security; meets social obligations; meets legal and other requirements; and meets the requirements of BP HSE Policy.

<b>Title of Document:</b>	AzSPU Training Foundation Competency Guidelines	<b>CD #:</b>	
<b>Authority:</b>	HSE L&OD Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Doc. Admin.:</b>	HSEMS Coordinator
<b>Issue Date:</b>	01/01/04	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10/08/2010	<b>Control Tier:</b>	2 – AzSPU
<b>Next Review:</b>	10/08/2011	<b>Chapter-Page:</b>	

Control Tier: 2-AzSPU

Document Number: << AzSPU-HSE-DOC-00044-2>>

Revision Date: August 10, 2010

Print Date: 2/1/2011

## AzSPU HSE Foundation Competencies

This document defines foundation competency levels required for each job group/category. This document does not define technical and professional competencies as these competencies will vary and may require a higher level of HSE competencies.

### Job Profile:

- Group 1 Office Based Non –TL Personnel
- Group 2 Field Based Non – TL Personnel
- Group 3 Office Based TL Personnel
- Group 4 Field Based TL Personnel

*\* Office Based personnel HSE training requirements are set on the basis of recommendation and should be agreed with respective Vice President.*

### HSE Recommended Development Plan:

Job Profile 1	Job Profile 2	Job Profile 3	Job Profile 4
• Behavioral Safety Observation (BOSS) ( <b>recommended</b> )	• Behavioral Safety Observation (BOSS)	• Behavioral Safety Observation (BOSS) OR SOC as per target set by VP ( <b>recommended</b> )	• SOC

The aforementioned are **MINIMUM** (core) HSE training requirements (see Appendix A) based on the HSE foundation competencies defined within the Competencies Online Framework. Additional HSE training such as HAZWOPER, Major Emergency Management, Confine Space Entry, etc., for above job profiles are further defined within performance unit site (non core) HSE training matrices. To determine your non-core HSE training requirements, contact your performance unit Learning Coordinator and/or HSE Advisor.

## 6.0 Key Documents, Tools, References

AzSPU Health, Safety, Security, Environmental (HSE) Training, Awareness and Competence Procedure  
(AzSPU-HSE-DOC-00030-2)

[Virtual Training Assistant Learning Management System](#)

<b>Title of Document:</b>	AzSPU Training Foundation Competency Guidelines	<b>CD #:</b>	
<b>Authority:</b>	HSE L&OD Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Doc. Admin.:</b>	HSEMS Coordinator
<b>Issue Date:</b>	01/01/04	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10/08/2010	<b>Control Tier:</b>	2 – AzSPU
<b>Next Review:</b>	10/08/2011	<b>Chapter-Page:</b>	

Control Tier: 2-AzSPU  
Document Number: << AzSPU-HSE-DOC-00044-2>>

Revision Date: August 10, 2010  
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://bp1houdm004/dkazspu>

**Appendix A**

AzSPU Minimum HSE Training Req.	Refresher/ Frequency	Employee- Ofc	TL-Ofc	Employee- Field	TL-Field
Behavioral Safety Observation (BOSS)	None	recommend		core	
Safety Observation Conversations	None		recommend		core

**Revision Log**

<u>Revision Date</u>	<u>Authority</u>	<u>Reviser</u>	<u>Revision Details</u>
01 Feb 14	M.Holmes	M. Holmes	Reformatted document into HSEMS procedure template. Removed competency skill definitions and replaced with link to CoL.
14 March 06	M.Holmes	Y.Mirtagavi	Reflected HSE Training Manager as Authority of document
25 March 06	Y.Mirtagavi	Y.Mirtagavi	Reflected HSE L&D Specialist as custodian of the document
20 August 2007	Y.Mirtagavi	Y.Mirtagavi	Reflected change in moving towards BSA
17 December 2007	Y.Mirtagavi	Y.Mirtagavi	Reflected change in moving from BSA to SOC
17 January 2008	Y.Mirtagavi	Y.Mirtagavi	Reflected change in approved list of minimum HSE training requirements
13 March 2008	Y.Mirtagavi	Y.Mirtagavi	Added Appendix with the list of Minimum Core HSE trainings requirements and updated links to other documents in Section 6
21 April 2008	Y.Mirtagavi	Ilaha Akhmedova	Added Ilaha Akhmedova as document custodian
21 May 2008	Y.Mirtagavi	Ilaha Akhmedova	Revised Core HSE training requirements with ALT
09 June 2008	Y.Mirtagavi	Ilaha Akhmedova	Revised Core HSE training requirements with ALT to remove Basic Fire extinguishers for Ops personnel since they undertake higher level program
12 August 2008	Y.Mirtagavi	Ilaha Akhmedova	Changed title of Basic Fire Extinguishers into BFF
27 August 2008	Y.Mirtagavi	Ilaha Akhmedova	Changed requirement of Office based TLs from SOC to BST
28 August 2008	Y.Mirtagavi	Ilaha Akhmedova	Revised core HSE training requirements for each job profile following ALT discussion
03 September 2008	Y.Mirtagavi	Ilaha Akhmedova	Revised core HSE training requirements for each job profile following discussion with Security Manager
05 September 2008	Y.Mirtagavi	Ilaha Akhmedova	Revised core HSE training requirements for each job profile following discussion with Teymuraz Babayev on Driver training
20 October 2008	Y.Mirtagavi	Ilaha Akhmedova	Included requirement to update ALT and PULT against training requirements

<b>Title of Document:</b>	AzSPU Training Foundation Competency Guidelines	<b>CD #:</b>	
<b>Authority:</b>	HSE L&OD Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Doc. Admin.:</b>	HSEMS Coordinator
<b>Issue Date:</b>	01/01/04	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10/08/2010	<b>Control Tier:</b>	2 – AzSPU
<b>Next Review:</b>	10/08/2011	<b>Chapter-Page:</b>	

Control Tier: 2-AzSPU

Document Number: &lt;&lt; AzSPU-HSE-DOC-00044-2&gt;&gt;

Revision Date: August 10, 2010

Print Date: 2/1/2011

## AzSPU HSE Foundation Competencies

26 November 2008	Y.Mirtagavi	Ilaha Akhmedova	Updated FA training reqs for all site based employees
10 February 2009	Y.Mirtagavi	Ilaha Akhmedova	Removed FA, COSHH and Incident Investigation from core HSE training requirements and PUs determine their respective needs. Updated SOC as requirement for office based TLs in line with 2009 HSE targets
18 February 2009	Y.Mirtagavi	Ilaha Akhmedova	SOC training requirements for office based population set as per discretion of respective VP
05 May 2009	Y.Mirtagavi	Ilaha Akhmedova	Office based employees training requirements for Shared Services, i.e. Finance, C&EA, HR functions are recommended, not mandatory.
29 September 2009	Y.Mirtagavi	Ilaha Akhmedova	Removed driver/security personnel training reqs as being outsourced service
29 January 2010	Y.Mirtagavi	Leyla Balaglanova	Removed reference to Social training requirements; Changed PUL to VP; Removed reference to People Data Management System; Removed HSE Foundation competencies example.
02 August 2010	Y.Mirtagavi	Y.Mirtagavi	Changed custodian and issuing department.
10 August 2010	Y.Mirtagavi	Y.Mirtagavi	Changed HSSE to HSE

<b>Title of Document:</b>	AzSPU Training Foundation Competency Guidelines	<b>CD #:</b>	
<b>Authority:</b>	HSE L&OD Advisor / Learning Ops Manager	<b>Custodian:</b>	Learning Coordinator
<b>Scope:</b>	AzSPU	<b>Doc. Admin.:</b>	HSEMS Coordinator
<b>Issue Date:</b>	01/01/04	<b>Issuing Dept:</b>	HSE & Engineering
<b>Revision Date:</b>	10/08/2010	<b>Control Tier:</b>	2 – AzSPU
<b>Next Review:</b>	10/08/2011	<b>Chapter-Page:</b>	

Control Tier: 2-AzSPU

Document Number: << AzSPU-HSE-DOC-00044-2>>

Revision Date: August 10, 2010

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://bp1houdm004/dkazspu>