



Procedure for Authorization

AZSPU-HSSE-DOC-00012-2

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1 PURPOSE / SCOPE

PURPOSE

This Procedure contains the information in regard to key functions that are defined within the AzSPU Safe Systems of Work which must be fulfilled in order to ensure that the controls are in place to provide the safe execution of specific activities. Examples of such functions include:

- Area Authority (Permit to Work System)
- Radiological Protection Supervisor (Radioactive Source Management)
- Authorised Gas Tester Level 1 (Confined Space Entry)

Note: Authorised functions are only assigned to personnel who have completed the necessary training and have been properly authorised.

The purpose of this document is to define the key functions and responsibilities involved in the Safe Systems of Work procedures

SCOPE

The contents of this Safe System of Work are applicable to all BP owned and managed sites/installations in Azerbaijan and Georgia. Contractors working on BP owned or managed sites/installations are also responsible for alignment with this SSOW.

This document does not replace the procedures prepared and adopted by specialist contractors. Neither does it supersede any national and local regulatory requirements.

This SSOW contributes to compliance with the Elements of E&P OMS Manual, specifically with the Sub-Elements 2.2 People and Competency, 3.2 Personal Safety and 4.5 Control of Work.

All guidelines contained shall be regarded as the “minimum” requirements for BP owned or managed sites in Azerbaijan and Georgia.

This procedure applies to:

- All BP Azerbaijan / Georgia premises where hydrocarbons are processed or handled
- Any BP Azerbaijan / Georgia or contractor premises where work is carried out under the BP Azerbaijan / Georgia Permit to Work system

2 DEFINITIONS

Refer to document [AzSPU-HSSE-DOC-00021-2](#) HSE Definitions for definitions common to this Procedure. Definitions specific to the Procedure are included below.

AA	Area Authority
AAA	Affected Area Authority
AEP	Authorised Electrical Person
AGT	Authorised Gas Tester
AIP	Authorised Instrument Person

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ALARP	As Low as Reasonably Practicable
CBT	Computer Based Training
COW	Control of Work
CRO	Control Room Operator
IA	Isolating Authority
ICC	Isolation Control Certificate
L2RA	Level 2 Risk Assessment
OIM	Offshore Installation Manager
PA	Performing Authority
PTW	Permit to Work
REP	Responsible Electrical Person
SAEP	Senior Authorised Electrical Person
SC	Site Controller
SSOW	Safe System of Work
ISSOW	Integrated Safe System of Work

3 GENERAL REQUIREMENTS

- Operating Management System OMS Essentials 3.2.1 and 4.5.1
- BP Group Defined Practice for Control of Work GDP 4.5-0001(Paragraph 3.7)

BP AZSPU REQUIREMENTS

It is a company requirement that all tasks are subjected to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with the Company's existing standards. Where compliance with Company standards cannot reasonably be achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls and demonstrate that risks remain as low as reasonably practicable.

LEGISLATION & STANDARDS

This procedure complies with applicable national law. Applicable national law is national law as amended by project specific agreements, e.g. the ACG Production Sharing Agreement (PSA), and relevant International Conventions, if any, in force in Azerbaijan or Georgia, as applicable.

In the absence of national legislation, or where national legislation is inconsistent with the requirements of project specific agreements, BP Group Standards or applicable requirements from UK or US legislation will be complied with.

Where requirements conflict, legal advice has been obtained and a defensible compliance position adopted.

The standards and practices contained in this procedure are consistent with those internationally recognized within the petroleum industry.

STOPPING UNSAFE WORK

To stop the continuation of potentially unsafe work at the earliest possible stage the Control of Work

(CoW) Policy and this Authorization procedure make it very clear that all personnel are obliged and have the authority to **“STOP”** the work that they consider to be unsafe.

DEVIATIONS

This procedure is written in sufficient detail that it should be able to be applied consistently at all sites / installations. There may still be the requirement for some local rules covering site / installation specific logistical/administrative arrangements and local variations in responsibilities to reflect differences in organisational arrangements. These local rules should not deviate from the core processes within this document. Any form of deviation from this procedure, including but not limited to local rules, shall be requested and authorised in accordance with SSOW, Deviations from Regulations and Procedures procedure (Doc. No: [AZSPU-HSSE-DOC-00011-2](#)).

4 ROLES AND RESPONSIBILITIES

SITE MANAGER / SITE CONTROLLER (SC)

The Site Manager / Site Controller are responsible for the safety of all personnel at the site and for the safe execution of all work carried out at the site. With specific regard to this procedure this responsibility covers:

- Ensuring that the personnel are competent to carry out any task for which they are authorised
- Communicating the individual responsibilities to those personnel appointed under this procedure

In addition, the Site Manager / Site Controller have overall responsibility for the implementation of the Permit to Work procedure and its supporting procedures at the site or offshore installation. This includes the responsibility for:

- Ensuring that the Permit to Work system is subject to active assurance.
- Acting upon all recommendations of the assurance process and proposing system improvements

AREA AUTHORITY (AA)

Personnel fulfilling the function of Area Authority are responsible, within the limits of their designated area, for the:

- Safety of personnel and the safe execution of all activities
- Operation of the Permit to Work system and supporting procedures

In addition, as Affected Area Authorities (an Area Authority whose area of responsibility will be affected by work being undertaken principally in another area and under the control of another Area Authority) they are required to be aware of, and be in agreement with, all work activities taking place that have a potential impact on their particular area of responsibility and control.

The Responsible Electrical Person will act as affected Area Authority for any electrical work carried out on the site (Ref. 3.12).

PERFORMING AUTHORITY (PA)

The Performing Authority is the person who requires the work to be done or who will perform the work. Performing Authorities shall act as the senior person in charge of work controlled by a Permit to Work and are responsible for safety at the work site. Refer to Appendix A (AzSPU Performing Authority Competency Assessment Guide)

AUTHORISED GAS TESTER LEVEL (AGT) 1

An Authorised Gas Tester Level 1 is authorised to test for the presence of flammable gas or vapour, toxic gas and oxygen. In particular the Authorised Gas Tester will document and record gas test results as defined in [AZSPU-HSSE-DOC-00013-2](#) – *Procedure for Confined Space Entry*.

AUTHORISED GAS TESTER LEVEL (AGT) 2

An Authorised Gas Tester Level 2 is authorised to test for the presence of flammable gas or vapour.

AUTHORISED GAS TESTER LEVEL (AGT) 3

An Authorised Gas Tester Level 3 is an individual, usually the Performing Authority, who is approved by the Ste Manager, Site Controller or Offshore Installation Manager as having undergone practical instruction on the use and interpretation of the results from both portable and personal gas monitors. The AGT 3 has no authority to record gas test results on the PTW; their responsibility is only for continuous monitoring.

AUTHORISED LEAK TESTER

An Authorised Leak Tester is authorised to test for the presence of leaks. In particular the Authorised Leak Tester will perform document and record leak test results as defined in [AZSPU-HSSE-DOC-00055-2](#) – *Leak Testing*

ISOLATING AUTHORITY (IA)

Note : the IA category in ISSOW will not be used as the specific authorisation approval levels IAP, IAE, IAC will be used.

Process Isolators (IAP)

Process isolators are responsible for the identification, specification, application, removal and recording of Process Isolations (Process / Mechanical Isolations).

Electrical Isolators (IAE)

Electrical Isolators are responsible for the specification, application, removal and recording of Electrical Isolations (Control/ Electrical/ Telecom Isolations).

Senior Authorized Electrical Personnel (SAEP)

Electrical personnel who have been formally assessed by the site Electrical Technical Authority (or delegate), and authorized by the Offshore Installation Manager / Site Manager / Site Controller, to switch, isolate and test electrical equipment greater than 1000v (the upper level of authorization will be detailed on the Electrical Authorization Certificate - see Appendix B), can act as an isolating authority under the Safe Systems of Work for electrical systems with voltage levels up to and greater than 1000V. As described in [AZSPU-HSSE-DOC-00048-2](#) *Procedure for: Energy Isolation – Electrical*.

Note: any restrictions/limitations will be identified on the authorisation certificate

Note: *Where switching or isolation interfaces with an external organization the authorization may also include an assessment by the external organization or the State Energy Control*

Authorized Electrical Personnel (AEP)

Electrical personnel who have been formally assessed by the site REP, and authorized by the Offshore Installation Manager / Site Manager / Site Controller, to switch, isolate and test electrical equipment with voltage levels less than one thousand volts (1000V) and act as an isolating

authority under the Safe Systems of Work for electrical systems with voltage levels less than 1000V. As described in [AZSPU-HSSE-DOC-00048-2](#) *Procedure for: Energy Isolation – Electrical*

Note : any restrictions limitations will be identified on the authorisation certificate

Competent Isolator (CI)

In special circumstances individuals can be assessed as competent isolators by the site REP and authorized and recognised as IAE by the Offshore Installation Manager / Site Manager / Site Controller for specific items of equipment providing that they have completed the formal training and have been assessed as competent, as described in [AZSPU-HSSE-DOC-00048-2](#) *for: Energy Isolation – Electrical*

Note: any restrictions limitations will be identified on the authorisation certificate

Control Isolators (IAC)

Control / Instrument / Telecoms Isolators are responsible for the specification, application, removal and recording of Control/ Instrument/ Telecoms Isolations (Control/ Electrical/ Telecom Isolations).

Authorized Instrument Personnel (AIP)

Instrument /Telecoms/ Control personnel who have been formally assessed by the site REP, and authorized by the Offshore Installation Manager / Site Manager / Site Controller to switch, isolate and test control, instrument and telecom equipment with voltage levels less than 240 volts, can act as an isolating authority under the Safe Systems of Work for control, instrument and telecom systems with voltage levels less than 240V phase to earth. As described in [AZSPU-HSSE-DOC-00048-2](#) *Procedure for: Energy Isolation – Electrical*

Note : any restrictions limitations will be identified on the authorisation certificate

Competent Isolator (CI)

In special circumstances individuals can be assessed as competent isolators by the site REP and authorized and recognised as IAC by the Offshore Installation Manager / Site Manager / Site Controller for specific items of equipment providing that they have completed the formal training and have been assessed as competent, as described in [AZSPU-HSSE-DOC-00048-2](#) *for: Energy Isolation – Electrical*

Note : any restrictions limitations will be identified on the authorisation certificate

FIREWATCHER

Personnel competent in the use of fire fighting equipment that they are expected to handle as described in [AZSPU-HSSE-DOC-00060-2](#) *Procedure for: Permit to Work.*

RADIOLOGICAL PROTECTION SUPERVISOR

Personnel authorised to act as a Radiological Protection Supervisor are authorised to supervise the handling of radioactive sources and test for radiation levels as described in [AZSPU-HSSE-DOC-00058-2](#) *Management of Radioactive Materials & Radiation Generators.*

RESPONSIBLE ELECTRICAL PERSON (REP)

This is a role under the 'Safe System of Work' or 'Permit to Work system' to clearly identify which authorized person, has the responsibility for the electrical system. The REP is nominated by the Offshore Installation Manager / Site Manager / Site Controller from those persons having the

highest level of authorization required for that site / installation.

The REP will:

- Approve any switching programs
- Countersign permits with electrical content where the Area Authority isn't electrically competent, ensuring that the isolation has been correctly designed and the Isolating Authority has the appropriate authorization level for the work
- Assess and recommend site personnel for authorization to AEP, AIP, and CI

As described in [AZSPU-HSSE-DOC-00060-2](#) Procedure for: Permit to Work and [AZSPU-HSSE-DOC-00048-2](#) Procedure for: Energy Isolation – Electrical.

5 AUTHORISATION PROCESS

No person shall be authorised under this procedure until they have completed the required training and the competency evaluation detailed in CoW Training Policy [AZSPU-HSSE-DOC-00088-2](#) and where required a written statement of competency has been received from the assessor by the authoriser.

TRAINING AND COMPETENCY REQUIREMENTS

The requirements for training, competency evaluation and authorisation are given in CoW Training Policy [AZSPU-HSSE-DOC-00088-2](#).

AUTHORISATION ASSESSMENT

For authorization for Isolation Authorities a candidate who successfully meets the pre-requisite standards, will be assessed further by the Process Supervisor or Responsible Electrical Person or the Electrical Technical Authority (or nominated delegate)

For Isolation Authorities-Electrical this part of the assessment will be based on written, oral and practical demonstration of knowledge.

The candidate will provide written responses to a selection of question relating to Safe Systems of Work and facility specific information.

The candidate will also be asked to demonstrate on site appropriate site knowledge, and how to apply the Safe Systems of Work to an appropriate operational exercise.

The REP will assess competency of Authorized Instrument Persons (AIP), Authorized Electrical Persons (AEP) and Competent Isolators (CI). The Electrical Technical Authority (or delegate) will assess the competency of candidates for the Senior Authorized Electrical Persons (SAEP) or those persons who will fulfil the role of Responsible Electrical Person (REP).

LETTER OF AUTHORISATION AND STATEMENT OF COMPETENCY

Authorisation is recognised by a letter to the individual (see *Appendix A general authorization and Appendix B for electrical authorisation*), clearly stating the level and duration of authorisation. If required, the competency assessor shall supply a written statement of competency to the authorizer. (see *Appendix C for electrical competency*).

AUTHORIZATION VALIDITY

Authorization validity is outlined in CoW Training Policy [AZSPU-HSSE-DOC-00088-2](#)

AUTHORISATION REGISTER

The Site Manager/ Site Controller/ Offshore Installation Manager shall maintain a register of all personnel authorised at their facility. This register will be stored in Documentum and accessed via the Azerbaijan Business Unit web site. This register shall be available within the facility at the location from where permits are normally issued.

RECORDS

HR L&OD team for HSE & Engineering discipline will keep all training attendance records in Learning Management system (VTA).

The site will retain a signed copy of all certificates formally issued. It is the Site Manager's responsibility to do this. They may be kept as electronic copies within Documentum.

6 KEY DOCUMENTS REFERENCES

This procedure shall, where appropriate, be used in conjunction with this suite of AzSPU Procedures referenced below.

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00060-2	Procedure for Permit To Work
AZSPU-HSSE-DOC-00011-2	Procedure for Deviation
AZSPU-HSSE-DOC-00063-2	Procedure for Task Risk Assessment
AZSPU-HSSE-DOC-00048-2	Procedure for Energy Isolations-Electrical
AZSPU-HSSE-DOC-00049-2	Procedure for Energy Isolations-Process
AZSPU-HSSE-DOC-00055-2	Procedure for Leak Testing
AZSPU-HSSE-DOC-00013-2	Procedure for Confined Space Entry
AZSPU-HSSE-DOC-00058-2	Procedure for Management of Radioactive Materials & Radiation Generators
AZSPU-HSSE-DOC- 00002-2	Procedure for Control of Work Standard
AZSPU-HSSE-DOC-00088-2	Procedure for Control of Work Training Policy

APPENDIX A: PERFORMING AUTHORITY COMPETENCY ASSESSMENT GUIDE



PERFORMING AUTHORITY COMPETENCY ASSESSMENT GUIDE:

Introduction:

A key element in providing a robust execution of work at sites belongs to Performing Authorities (PA), especially who are new for the assigned Roles/Responsibilities. This guide serves as assurance into authorization decision making process to those with the roles. (Reference made to: AZSPU-HSSE-DOC-00088- AzSPU Control of Work Training Policy, AZSPU-HSSE-DOC-00012 – AzSPU Procedure for Authorization & BP Group Recommended Practice for Competence Assurance GRP 2.2-0001)

In addition to theoretical skills gained from formal trainings He or She (PA) has to demonstrate in practice relevant skills, knowledge and aptitude. The following checklist is an aide to complete Performing Authority authorisation cycle.

Abbreviations used below:

PA	Performing Authority
AA	Area Authority
SC	Site Controller
OIM	Offshore Installation Manager
HSEA	Health Safety Environment Advisor
ESD	Emergency Shutdown
F&G	Fire and Gas
CoW	Control of Work
TRIC	Task Risk Identification Card
PPE	Personal Protective Equipment

AzSPU PA Assessment Checklist:

Name: Procedure for Authorization Sign:		Date of Authorisation: Page 11 of 18
ELEMENTS:		REQUIREMENTS:
1	PA CoW Training	The individual should have satisfactorily completed and passed classroom based training. Assessed by HSE Advisor. Signed.....
2	Portable Gas Monitors	Demonstrate the management and use of the portable gas monitoring equipment used on the installation. Explain self-test and alarm criteria basics. Assessed by HSE Advisor. Signed.....
3	Risk Identification	Individual to have been briefed and conversant with 'Task Risk Assessment Process' in line with relevant (AzSPU-HSSE-DOC-00063-2) document requirements Assessed by Area Authority. Signed.....
4	PPE Compliance	If the task requires PPE beyond normal site requirement, then appropriately assess competency in the use of that equipment. Assessed by HSE Advisor. Signed.....
5	Site Specific HSE Practices	<ul style="list-style-type: none"> • Review relevant HSE Safe System of Work procedures. • Explain Area Ownership concept and worksite housekeeping responsibilities • Review Tool Box Talk pro-forma to be used and take part in one of the pre-job meetings in order to witness his understanding of importance of proper toolbox/TRIC conversation with work party Assessed by Area Authority. Signed.....
6	Critical HSE Behaviors	Demonstrate and explain safety leadership through: <ul style="list-style-type: none"> • Discuss management of change of a task. • Discuss importance of personal risk assessment Assessed by Area Authority. Signed.....
7	Isolations	If the task requires any form of Process, Electrical or Control isolation, then the individual must be briefed on isolation standards (AZSPU-HSSE-DOC-00048 / 049) and be conversant in how this is managed on the installation. Assessed by Area Authority. Signed.....
8	Inhibits	If the task requires any form of ESD or F&G inhibit, then the individual must be briefed and be conversant in how this is managed on the installation. Assessed by Area Authority. Signed.....
9	Understanding of CoW process	Assessed by Area Authority Signed.....
AA/OIM/Site Controller Authorisation		The above named is authorised as competent to carry out their duties within the Integrated Safe System of Work on - "FACILITY NAME"-. Name Signed..... Date Name Signed..... Date
Comments:		

APPENDIX B: GENERAL LETTER OF AUTHORISATION

{Date}

Letter of Authorisation under the Safe Systems of Work Procedures

This letter authorises {full name } to undertake the duties of {position } at {site/facility } in accordance with the requirements of BP AZSPU (delete as appropriate from the listing of Permit to Work System; AZSPU-HSSE-DOC-00060-2) AZSPU-HSSE-DOC-00048-2 Energy Isolation – Electrical; AZSPU-HSSE-DOC-00049-2 Energy Isolation - Process; AZSPU-HSSE-DOC-00013-2 Safe Systems of Work - Confined Space Entry; AZSPU-HSSE-DOC-00052-2 Gas Detection Equipment; AZSPU-HSSE-DOC-00058-2 Management of Radioactive Materials & Radiation Generators. This authorisation is valid for a period of {X } years or until termination of employment in your present position.

For BP Azerbaijan/Georgia


{Name}

{Authorizing post holder}

Signature:

Accepted by:

APPENDIX C: ELECTRICAL AUTHORISATION CERTIFICATE

	<h1>Electrical Authorization Certificate</h1>
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Add individuals NAME:

Was found to be competent to operate safely in the following areas

Mechanical isolations for systems of less than 1000V	
Control and Instrumentation systems with voltages less than 240V	
Electrical circuits with voltages less than 1000V	
Electrical distribution systems with voltages less than 1000V	
Electrical circuits with voltages less than 33kV	
Electrical distribution systems with voltages less than and including 33kV	
Electrical distribution systems with voltages of 110KV	
Specific <i>equipment type at voltage level</i> See attached training certificate	
Role of Responsible Electrical Person for <i>name of site / installation</i>	

Assessor Name.....**Date**.....**This certificate authorizes the above name person as a**

Competent Isolator (CI)	
Authorized Instrument Person (AIP)	
Authorized Electrical Person (AEP)	
Senior Authorized Electrical Person (SAEP)	

For**site****For a period of**.....**years****Authorized By**.....**Date**.....**Accepted By**.....**Date**.....**Details of any restrictions to this authorization:**.....

.....

.....

.....

.....

.....

APPENDIX D: ELECTRICAL COMPETENCY CERTIFICATE

Electrical Competency Certificate

Name:**Role:** (AIP, AEP, SEAP, REP)**Site Location:****Experience:** (experience in job, formal training, etc)**Site Knowledge:** (generation, HV distribution including busbar architecture HV switching procedures, LV switching arrangements, knowledge of site operating basis, earthing apparatus, battery and UPS systems etc, as appropriate to authorisation level)**Site Practical:** (awareness of electrical risks, switching, earthing apparatus, ICC, PTW, TRA etc)**Electrical Procedures:** (questionnaire completed)**Assessment performed by:****Accepted by:****DATE:**

APPENDIX E: ELECTRICAL TRAINING CERTIFICATE



Competent Isolator Training Certificate

Name of Trainee:

Site Location:

Equipment trained on: (Specific equipment types Manufacture and Model Number etc)

Operations trained in: (Specific operation that the training has covered, attach any specific operations instructions)

Training assessment: (Assessment of the training which will cover specific knowledge of an equipment hazards or site procedures covering this equipment)

Assessment performed by:

Accepted by:

Date:

APPENDIX F: ELECTRICAL ASSESSMENT CHECKLIST

Areas of Assessment	CI	AIP	AEP	SAEP	REP	Comments
Electrical Isolation Standard	X	X	X	X	X	
Electrical Safety Guidance	X	X	X	X	X	
Safe Systems of Work (ICC, PTW, TRA)	X	X	X	X	X	
Appropriate Site Knowledge	X	X	X	X	X	
Interpretation of drawings		X	X	X	X	
Comp'Ex EX Certificate (for hydrocarbon sites)		X	X	X	X	
Isolation of LV supplies up to 50V		X	X	X	X	
LV electrical testing up to 50V		X	X	X	X	
LV fault finding up to 50V		X	X	X	X	
First Aid Certificate covering CPR and electric shock treatment			X	X	X	
Electrical protection			X	X	X	
Switching programs			X	X	X	
Distribution switching			X	X	X	
Isolation of LV supplies			X	X	X	
LV electrical testing			X	X	X	
LV fault finding			X	X	X	
HV switching				X	*	
Isolation of HV supplies				X	*	
HV electrical testing				X	*	
HV fault finding				X	*	
Specific equipment training for competent isolators	X					

* These areas will be site dependant given the maximum voltage level of the site

The assessment process will consist of both a written and practical assessment elements.

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
21 October 2005	Alan McNulty	Esmira Akhundova	Initial Issue
12 March 2008	Alan McNulty (AzSPU CH&S Manager)	Abbas Islamov (Central Safety TL)	Table of Contents changed as follows: 8 new points are added to Section 1: Legislation & Standards, Company Requirements, Stopping Unsafe Work, Deviations, Document Review, SSOW specific cross references, Language facilitation, Procedure Summary. Added new section No.2 – Definitions. Section 3 is now Functions and Responsibilities; New point is included in it – Authorized Gas Tester 3. Section 4 is now Training and Competency Requirements. Section 5 is now Authorization Process. Added 2 new appendices: F – Procedure Summary, G – Feedback & Improvement Suggestions
25 April 2008	Alan McNulty (AzSPU CH&S Manager)	Abbas Islamov (Central Safety TL)	The Section 4 Training and Competency Requirements – is considerably reviewed and changed.
5 December 2008	Yuliy Zaytsev Safety & Compliance Systems Manager	Adalat Mamedov Central Safety TL	Authority position/name and custodian position/name have changed to reflect org changes in HSE&TD as of December 1 st 2008
19 February 2009	Yuliy Zaytsev Safety & Compliance Systems Manager	Adalat Mamedov Central Safety TL	Table for Training and Competency The Table is replaced now with direct reference to the document of the Table's origination.
23 April 2009	Yuliy Zaytsev Safety & Compliance Systems Manager	Niyaz Mamedov HSE Systems – Control of Work Advisor	Section 2, Definitions. Some abbreviations were taken out as being not in use in the Procedure. Paragraph 3.8 - additional Note is added in regard to IA Sub-Paragraph 3.8.2.1 – additional Note is added in regard to restriction limitations. The same Note is added to Sup-Paragraphs 3.8.2.2, 3.8.2.3, 3.8.3.1, 3.8.3.2 Paragraph 3.10 – new paragraph is added 'Facility Administrator' Paragraph 5.3 – considerable wording changes

09 September 2009	Yuliy Zaytsev Safety & Compliance Systems Manager	Niyaz Mamedov HSE Systems – Control of Work Advisor	made to. Additional Note is also added The slight changes have been made to the Section 4, Training and Competency Requirements. Sub-section 'Authorization Validity' is taken out due to its repetition in CoW Training Policy. The numbering of the Procedure is entirely changed.
08 April 2010	Yuliy Zaytsev Safety & Compliance Systems Manager	Kamran Aliyev HSE Systems – Control of Work Advisor	Section 2 Definitions added additional line Section 3 General Requirements additional line added, which refers to relevant group standards Paragraph 5 Records ownership section has been reworded
09 June 2010	Yuliy Zaytsev AzsPU Offshore and Health Manager	Kamran Aliyev Safety Systems/CoW Specialist	Thorough revision requires collection of comments from our respective sites and additional research time, hence next revision date is extended
19 August 2010	Yuliy Zaytsev AzsPU Offshore and Health Manager	Elman Shikhkerimov CoW/Safety Systems Lead	Section 1 Purpose and Scope Removed reference to Getting HSE right and replaced with OMS, Group requirements Section 4 Roles and Responsibilities Facility Administrator role has been removed from procedure, because does not formally exist on sites. Reference to PA assessment guide is added Appendix A: AzSPU Performing Authority Assessment Guide has been issued in order to bring systematic approach across whole organization into assessment criteria process