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GP 00-12

Site Technical Practices

Group Practice

BP GROUP ENGINEERING TECHNICAL PRACTICES

Foreword

This revision of Engineering Technical Practice (ETP) GP 00-12 incorporates the following significant changes:

1. Details to create entity specific Guidance Notes (GN) and Reference Documents (RD).
2. Ability for entities to create entity specific ETP supporting documents (Data Sheets [DS], Vendor Inspection and Testing Plan [ITP], and Vendor Data and Drawing Requirements [VDR]) against a Group Instruction for Supply (GIS) without the need for a published Group version of the supporting document.
3. Details for an entity to hide specific Site Technical Practices (STP) from users outside the entity.

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Introduction

Element 6, Practices and Procedures, of the BP Group Integrity Management Standard (Issue 2, December 2008) contains the mandatory requirements:

- “b) All BP Operations shall implement Group Defined ETPs and any other ETPs mandated within Segments.”

The requirement under this mandatory requirement states:

“BP Operations shall adopt Group Defined and other mandated ETPs as STPs without modification unless approved by the Segment EA.”

- “c) All BP Operations shall develop, maintain and use a set of STPs in new design and construction, and modifications to existing operations.”

The requirements under this mandatory requirement state:

“The BP Operation shall identify which ETPs are relevant to their design or modification and should adopt the ETP as the STP without modification, unless based on their engineering judgement of the risks, there is a better alternative.”

“Where STPs deviate from the requirements of ETPs then the STP shall be approved by the BP Operations EA and in accordance with the ETP/STP control procedure.”

GDP 5.0-0001 - BP Group Defined Practice for Integrity Management states that:

Clause 5.3.2.A

“BP Entities shall design, procure and construct engineered systems (mechanical, electrical, control, lifting, process, structural and protective systems), in accordance with Site Technical Practices (STPs).”

The impression may be given by the above references that a BP entity specific STP be created for each practice. However, this is not the intent. Unless BP entity specific information is required to supplement an ETP, the ETP should be used as the BP entity STP exactly as it appears in the ETP Library without the addition of a BP entity cover page or labelling.

Clause 5.6.1.B

“BP Entities shall adopt Group defined and Segment mandated ETPs as STPs without modification unless approved by the Segment EA.”

This GP is being written to give guidance and options for creating STPs.

This GP also gives requirements for STPs if they are stored in the ETP Library, home of the Group ETPs. Storage of STPs in the ETP Library is recommended for various reasons, including:

- Sharing of good practices between BP entities.
- Promoting use of the Group ETPs and encouraging comments against the Group ETPs.
- Allowing “one stop shopping” for ETPs and STPs.
- Using a document storage system that is maintained by the Group.



1. Scope

This GP provides Group practice for the creation of STPs. This GP covers:

- a. Different options for STPs.
- b. STP numbering.
- c. STP ownership.
- d. How STPs work in the ETP Library.

This practice applies to any BP entity that is creating STPs. This GP provides both recommendations and requirements. The requirements are only required if the STPs are stored in the ETP Library, which is strongly encouraged.

2. Normative references

The following referenced documents may, to the extent specified in subsequent clauses and normative annexes, be required for full compliance with this GP:

- For dated references, only the edition cited applies.
- For undated references, the latest edition (including any amendments) applies.

BP

GP 00-10	Engineering Technical Practice (ETP) and Supporting Document Creation.
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3. Terms and definitions

For the purposes of this GP, the following terms and definitions apply:

ETP Management Team

Team in Group Safety and Operations function, Group Engineering that facilitates creation and maintenance of ETPs and supporting documents and manages the associated information technology systems.

Engineering Authority (EA)

A suitably qualified, trained, and competent person who is formally appointed and has the authority to make engineering judgments which can include deviations from ETPs and STPs.

Engineering Technical Practices (ETPs)

BP Group's validated set of Engineering Technical Practices, based, wherever possible, on internationally recognised industry engineering standards. ETPs consist of Group Practice (GP) and Group Instruction for Supply (GIS). ETPs (GPs and GISs) are supported by other information documents which are not considered to be ETPs.

Examples of "other information documents" are Preambles (PR), DSs, ITPs, VDRs, GNs, and RDs.

Entity or BP entity

An organisational unit within BP which may be a Performance Unit, Business Unit, Strategic Performance Unit, Segments or some logical sub group of one of these, defined by the Segment, Function or Region.



The term “BP entity” replaces the formerly used term “BP Operation”.

Site Technical Practices (STPs)

A set of documented technical specifications and practices used for the safe and environmentally sound design, modification, maintenance, and inspection of facility/plant at each BP entity.

4. Symbols and abbreviations

For the purpose of this GP, the following symbols and abbreviations apply:

DS	Data Sheet.
EA	Engineering Authority.
ETP	Engineering Technical Practice.
GIS	Group Instruction for Supply.
GN	Guidance Note.
GP	Group Practice.
ITP	Vendor Inspection and Testing Plan.
PR	Preamble.
RD	Reference Document.
STP	Site Technical Practice.
VDR	Vendor Data and Drawing Requirements.

5. General

Note References to the term ETPs throughout this GP also includes the ETP supporting documents (DS, PR, ITP, and VDR) issued by Group. These ETP supporting documents are stored with ETPs in the ETP Library.

- a. Management of BP entity STPs shall be the responsibility of the BP entity Engineering Authority and/or designee(s).
- b. STPs shall be added to the ETP Library in accordance with Annex A.

Annex A explains the process to obtain the capability to add STPs and how to add STPs to the ETP Library.

- c. An STP Custom Collection may be created by the BP entity. See Annex B.

*An STP Custom Collection is a set collection of ETPs and/or STPs selected by the BP entity STP management team as their STPs. The collection may consist of STPs from other BP entities. If a BP entity creates and activates an STP Custom Collection, any user who sets their ETP Library site preferences to that BP entity receives only those documents in the STP Custom Collection in **Search** and **Browse** results.*



6. STP options

6.1. General

- a. If no BP entity specific changes or additions to an ETP are required, the BP entity shall adopt the ETP as the STP.

This option is the best option to use and should be used whenever possible. There is no need to create a separate STP if the ETP provides the necessary information for the BP entity. There is no need to create an STP number. BP entities are strongly encouraged to use the "Comments" feature of the ETP Library for suggested changes/additions to the ETPs to allow for BP entity adoption of an ETP.

Approval and notification of an ETP for BP entity use can be done through the "Custom Collection" and "Site Preferences" features of the ETP Library.

- b. If BP entity specific changes and/or additions are required, an STP shall be created as one of the following in order of preference:
 1. Supplementing.
 2. Superseding.
 3. Stand alone.
- c. A set of STPs may be any combination of one or more of the above options.

Any combination of the types of STPs works well in the ETP Library. This is demonstrated in the rest of this GP.

6.2. Supplementing STP

- a. A supplementing STP shall be a document which takes exceptions to an individual ETP.

Users of a supplementing STP would need to view both the ETP and the supplementing STP to view the entire practice.

- b. Exceptions may be changes, additions, or deletions.
- c. A supplementing STP may take any form.

Often a simple table that lists the specific exceptions by clause number is sufficient. An example of this is given in GP 00-97.

- d. If BP entity specific changes and/or additions are required, STP should be supplementing STP, if possible.

Supplementing STP is the preferred option if an STP needs to be created. It is easiest for the BP entity to maintain (since the entity only needs to maintain exceptions to the Group practice) and it encourages use of the ETPs themselves. The end goal is to make the ETPs the best they can be to maximise ETP content use and minimise BP entity specific practices. Entities using and giving feedback on the ETPs are the only way that is going to happen.

6.3. Superseding STP

- a. A superseding STP shall be a complete replacement of an individual ETP.

This would be a one for one replacement.

Users of a superseding STP need to view only the STP to view the entire practice.

- b. A superseding STP should only be created if the number of exceptions required to an ETP is so large that it would be difficult for users to use both the STP and the ETP to obtain or understand the entire practice.



For example, a 40 page ETP with a 15 or more page supplementing STP would probably be difficult for users to work with, so a superseding STP would probably be best.

6.4. Stand alone STP

- a. A stand alone STP shall be one of the following:
 1. A practice that supplements and/or supersedes multiple ETPs.
An example of this is an STP that covers both piping and valves.
 2. A practice on a subject not covered by the ETPs.
For example, an STP on catalyst warehouse design is not currently covered by any of the ETPs so a practice covering this for a BP entity would be a stand alone STP.
 3. Part of an independent set of practices that do not use the ETPs.
An example of this is a BP entity updating the exAmoco ACES documents and using them as their STPs. The ACES documents are not organised in the same manner as the ETPs. Leaving them as stand alone type STPs would be the only option if the BP entity elected to use the ACES documents without changing their organisation.
 4. A practice whose designator is independent of the recommended STP convention. See 7.
- b. The BP entity STP team shall determine the appropriate location in the ETP Library for each stand alone STP.
The choices for location are one of the ETP categories or the BP entity 3-digit category. If an STP logically fits into one of the ETP categories, that is where it should be stored. See 8.3.

6.5. Special allowances for DS, ITP, and VDR

An entity specific DS, ITP, or VDR document may be created and numbered against a published ETP GIS. The equivalent Group level DS, ITP, or VDR does not need to be published to allow this. Refer to 8.4 for the designator details.

In the past, an STP in the ETP Library could not use the same numerical part of an ETP or ETP supporting document number unless a Group level version of the same document was also published. This provision allows entities to create DSs, ITPs, and VDRs and tie them to existing ETP GIS documents without waiting for the Group to publish the same.

7. Entity Guidance Notes

Entity specific GN and RD documents:

- a. May be published in the ETP Library.
- b. Shall be considered stand alone documents.
They may not supplement or supersede Group level GN or RD documents.
- c. Shall reside in the Guidance Note area of the ETP Library, either in the 2-digit Group category or 3-digit entity category.
Refer to 8.5 for designator details.

