

# STOP WORK PROCEDURE

**Document Number: USPL-COW-490-003**

**Document Location: DRM**

**Document Custodian:**

**Renewal Date: May 1, 2025**

Revision No.	Reason for revision	Sections / Documents revised	Author	Date
1.0	Original	all	J. LaBrie	9/28/2009
Exemplar	Exemplar Project	all	J. LaBrie	3/29/2010
Exemplar	Exemplar Project	Revision / Effective Dates	C. Shubra	9/1/10
4.0	Gap closure	Revision / Effective Dates	K. Sun	07/08/2014
5.0	CoW Simplification	All	L. Coffield	05/01/2020

Document Approvers	Role <sup>1</sup>	Signature	Title	Date
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<sup>1</sup> Roles include: Authorizer, Approver

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## 1.0 Purpose and Scope

This procedure provides requirements and guidance on “stop work” authority and obligation, when and how to “stop work”, notifications, reporting, follow up and feedback.

This procedure applies to all US Pipelines and Logistics (USPL) employees and contractors conducting field work for BP on and off BP controlled premises.

## 2.0 Responsibilities

### 2.1 USPL employees and contractor employees

- Shall initiate “stop work” actions when they believe it is warranted.
- Shall support “stop work” actions of others.
- Shall report all “stop work” actions per the Incident Reporting Policy in instances where there is no AO/AOD.

### 2.2 Team Leaders, Supervisors and Managers

- Shall verify that employees understand that they have the obligation and authority to “stop work.”
- Shall resolve issues and concerns raised by Asset Operator, if necessary, before work is resumed.
- Shall verify that all “stop work” actions are properly reported, investigated and corrective actions / follow up completed in accordance with this procedure.

### 2.3 Asset Operator / Asset Operator Designee

- Shall work with PA / AOD, if necessary, to resolve “stop work” issues and concerns for the PTW and Checklist and the appropriate policies or elevate the issue to the next level of management if it cannot be resolved.
- Shall enter formal “stop work” incidents appropriately into IRIS or can delegate this responsibility to another individual.
- Shall determine if the “stop work” concern is a minor one-off issue that can be resolved on the spot and entered as an IRIS Observation when someone intervenes or if the concern shall be considered a “stop work” intervention and be handled in accordance with this procedure.
- Shall report all “stop work” incidents to the Asset Operator before work re-commences.
- Shall resolve “stop work” issues and concerns for non-Checklist work or advise the Asset Operator if the issue cannot be resolved.

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## 2.4 HSSE Manager

- Shall be accountable for the development and analyze data and trends from “stop work” reporting.
- Shall verify that lessons learned from “stop work” actions are shared in accordance with Lessons Learned Procedure.

## 3.0 Policy

- 3.1** All USPL employees and contractor employees have the authority and obligation to stop work when there is reason to believe that someone’s health, safety, security, or the environment may be endangered.
- 3.2** Work that has been stopped shall not resume until “stop work” issues and concerns have been addressed in accordance with this procedure.
- 3.3** Incidences of stop work shall be reported in accordance with this procedure.
- 3.4** There shall be no management retribution, intimidation, or disciplinary action resulting from the act of stopping work.
- 3.5** BP employees and contractors performing work for BP shall understand their obligation to stop work in accordance with this procedure.

## 4.0 Prerequisites (General Requirements)

- 4.1** All BP employees serving in roles defined in this procedure shall be trained and competent for their assigned roles.
- 4.2** All contractors who perform work within the scope of this procedure shall understand their specific roles and responsibilities.

*Note:* Refer to the USPL Control of Work Training and Competency matrix for specific training requirements.

## 5.0 Health, Safety, Security, Environment, Hazard Identification, and Risk Assessment / Mitigation

- 5.1** This document does not require sign off by users of the procedure.

## 6.0 Equipment and Forms Required

N /A

## 7.0 Supporting Documents / Related Procedures

- 7.1** GRP STD 02, BP Group Standards, Control of Work
- 7.2** USPL Control of Work Policy
- 7.3** USPL Policies and Procedures

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#### 7.4 Control of Work Audit Procedure

## 8.0 Procedure

### 8.1 Stopping Work

#### 8.1.1 When to Stop Work

Work shall be stopped when any member of the workforce believes that there may be an unsafe condition, act, error, omission that may result from a lack of understanding or changes in conditions, job scope, method, SIMOPS, that is happening or about to happen.

#### 8.1.2 How to Stop Work (see Stop Work Process Map in Appendix 2)

- 8.1.2.1 The best way to stop work is to call a “time out” and request workers involved to stop work and listen to and discuss your concerns.
- 8.1.2.2 Affected workers shall immediately be advised to stop what they are doing by any member of the workforce that recognizes an unsafe condition.
- 8.1.2.3 A member of the workforce shall then notify the AO / AOD of their concerns and “stop work” intervention.
- 8.1.2.4 If the AO / AOD determines that the “stop work” concern is a minor one-off issue (e.g. not wearing hard hat, trip hazard created) and can be resolved and corrected on the spot or if the concern is a misunderstanding and not relevant, the workers can be advised to resume work. This type of action should be considered a Safety Observation and entered as an Observation in IRIS when someone intervenes. No further notification, reporting or investigation is required.

### 8.2 Stop Work Notification

- 8.2.1 If the “stop work” intervention is not a minor one-off issue, then the affected workers shall be advised that work cannot continue and the work area shall be restored to a safe condition. Then the AOD shall report the “stop work” intervention to the Asset Operator. The AOD, PA, and the Asset Operator shall agree on a course of action to resolve the stop work issue. This can require reassessment and changes to the PTW, the Checklist(s) and the Level 2 Hazard Identification and Task Risk Assessment (HITRA). More significant “stop work” interventions shall be entered in IRIS as an Incident without Consequence (Near Miss).
- 8.2.2 If the “stop work” issue cannot be resolved by the AOD, PA, and the Asset Operator, work shall remain suspended, be properly secured to prevent an incident and the issue shall be elevated to management for resolution.

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### 8.3 Recommencing Work

- 8.3.1 Work shall recommence when a reassessment of conditions and control measures have been completed and changes (if applicable) have been made to the PTW, Checklist(s) and Level 2 HITRA (if applicable) and communicated to all involved personnel.

### 8.4 Reporting

- 8.4.1 “Stop Work” interventions shall be appropriately reported in IRIS as a Safety Observation (Safe Act, Unsafe Act, Unsafe Condition) or as an Incident without Consequence (Near Miss) depending on circumstances.

### 8.5 Follow Up

- 8.5.1 The Asset Operator shall notify Management of stop work incidents so a decision can be made on whether a formal investigation of “stop work” interventions is required or if the “stop work” should be entered into IRIS as a Safety Observation.
- 8.5.2 Per Section 16 of the Incident Reporting Policy “Near-Miss Incidents”, “Stop Work” interventions shall be investigated at the discretion of USPL management. Near misses shall be recorded in IRIS as an Incident without Consequence (near miss) and action items assigned.
- 8.5.3 If the “stop work” action meets the criteria for a High Potential (HiPo) incident, the USPL Incident Reporting Policy shall be followed.

### 8.6 Feedback

- 8.6.1 In order to promote a positive culture around “stop work” actions, employees who exercise their “stop work” authority should be thanked and kept informed of the results of investigations and corrective actions.


**End of Procedure**

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## Appendices

### 1. Definitions

<b>Asset Operator</b>	A BP employee who is responsible for the operation of the asset where work is being performed. The Asset Operator shall be accountable for the asset equipment being in a safe condition for the scope of work to be performed. The Asset Operator or an Asset Operator Designee (if used) is responsible for completing the PTW form.
<b>Asset Operator Designee</b>	A BP employee or contractor individual who is authorized by the Asset Operator and approved by the DOM to issue PTW's and / or Checklists on behalf of the Asset Operator.
<b>Checklist</b>	A Checklist (formerly called a permit) is a formal document used to facilitate a field risk discussion at the job site during the issuing of the Permit to Work. A Checklist highlights a higher than normal risk task and focuses the risk discussion specifically on that task. Types of Checklists are: Confined Space Entry, Hot Work, Excavation, Critical Lift, and Work at Heights.
<b>High Potential (HiPo) Incident</b>	An incident, including an unsafe or unhealthy condition, a near miss, or a security incident, whose most serious probable outcome is a major incident as defined in the Group-defined operating practice "Reporting HSSE and Operational Incidents".
<b>HSSE</b>	Health, Safety, Security, Environment
<b>Incident with Consequence</b>	Any unplanned, undesired event that interferes with the orderly progress of work and causes, or reasonably could have caused adverse health, safety, or environmental consequences, damage to company property or reputation, business interruption, or security/criminal acts.
<b>Incident without Consequence (Near Miss)</b>	An undesired event that under slightly different circumstances could have resulted in harm to people, damage to the environment or property or loss to process.
<b>Shall</b>	Shall is used where a provision is mandatory.
<b>Should</b>	Should is used where a provision is preferred.
<b>Simultaneous Operations (SIMOPS)</b>	Separate activities including product movement or work tasks that have the potential to impact each other.
<b>Stop Work Intervention</b>	An action taken by someone to stop work being performed or about to be performed due to a perceived risk. The action can be direct by stopping the individual performing the work or indirect

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by informing the person in charge to stop the work.

**Supervisor**

A generic term used to designate someone's immediate manager, e.g., Team Leader, Terminal Manager, etc.

**Third Party**

Anyone who is not a BP employee or BP contractor.

## 2.0 Stop Work Process Map

