

Asset Operator Designee (AOD) Request Form

This form documents the approval, training, and certification process for an individual to be eligible to serve in the role of an Asset Operator Designee (AOD) for USPL.

General		
This section is to be completed by the BP Representative recommending AOD		
AOD Name:		
USPL Employee <input type="checkbox"/>		Contractor <input type="checkbox"/>
Contractor Information (This section is not applicable if the AOD is a USPL employee)		
Company Name:		
Telephone Number:		Email Address:
BP Representative (recommending AOD):		
O&M Manager / AOM Approval		
1. The BP Representative shall send an email to the appropriate O&M Manager / AOM requesting approval for the individual to attend AOD training and shall copy the Contractor Management Coordinator. 2. If approved the O&M Manager / AOM shall respond via email with their approval to the BP Representative and the Contractor Management Coordinator <u>AND</u> shall include the permit roles approved for AOD use. 3. After the AOD is approved, the BP Representative shall record the information below.		
O&M /AOM Name:		
AOD Role Assignment		
Select the roles the AOD will serve (per O&M/AOM approval)		
ATW PIC	Yes <input checked="" type="checkbox"/>	(All AODs will be trained to fill this role)
L2 HITRA Leader	Yes <input checked="" type="checkbox"/>	(All AODs will be trained to fill this role)
O&M Shift Leader	Yes <input checked="" type="checkbox"/>	(All AODs will be trained to fill this role)
Hot Work Permit AOD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Critical Lift Permit AOD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Excavation Permit AOD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confined Space Entry Permit AOD	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cold Work Permit AOD		
- Breaking Containment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Energized Electrical Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Work at Heights	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Diving	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Radiation Source	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Toxic Substance Exposure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Defeated Safety Device	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- Movement of Heavy Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>

After the BP Representative has completed the above section, the AOD will take possession of this form and bring it with them to their CoW training (below)

AOD Training		
To be completed by the Training Instructor		
All AOD's are required to complete the training requirements listed in the table below. Upon completion of the classroom courses, the individual will need to complete competency tests in the Virtual Training Assistant (VTA) system.		
Instructor Name (Print and Sign):		
Course	Verification of training completion	
Control of Work Policy (NRGPOL514)	Date:	Instructor Initials:
Authorization to Work Policy (NRGPOL512)	Date:	Instructor Initials:
Stop Work Policy (NRGPOL521)	Date:	Instructor Initials:
Working Alone Procedure (NRGPOL545)	Date:	Instructor Initials:
Shift Handover Procedure (NRGPOL518)	Date:	Instructor Initials:
L2 HITRA Procedure (NRGPOL516)	Date:	Instructor Initials:
Cold Work Policy (NRGPOL540)	Date:	Instructor Initials:
Hot Work Policy (REGOSH522)	Date:	Instructor Initials:
Confined Space Entry Policy (REGOSH512)	Date:	Instructor Initials:
Lifting and Rigging Policy (REGOSH561)	Date:	Instructor Initials:
Excavation Policy (REGOSH531)	Date:	Instructor Initials:

- Upon completion of the above training courses, the AOD shall fax this form to
 - USPLLearningSupport@bp.com or;
 - Fax form to **Merrillville Training Center @219-736-6495 – call to confirm receipt @ 219-472-2311 or 2334.**
- Once the fax is received, the individuals' information will be logged into the VTA system and the competency tests will be available.
 - For Contractor AOD's, an email will be sent with instructions for accessing the VTA system along with a login ID.
- Upon passing the VTA tests, the AOD will be added to the AOD List (in DRM under the ATW Exemplar folder) by the Contractor Management Coordinator and be ready for use.

AOD Certification

AOD's are required to be certified by **December 31, 2013** to continue serving in their roles.

- AOD's shall only be evaluated and certified for roles approved by an O&M/AOM.
- The AOD's BP representative is responsible for scheduling the OJT and practical evaluation with a CoW Evaluator.
- Upon completion of the OJT & practical exams, the CoW Evaluator will be accountable for recording this information into VTA.
- The Contractor Management Coordinator will add the AOD's certification information to the AOD list.

The below table may be useful for new AOD's to track their certification progress, but is not required to be completed.

AOD Certification		
AOD Role(s) Per AOD Role Assignment section (above)	OJT Checklist	Practical Exam
AOD* - ATW Person in Charge (PIC) - O&M Shift Leader	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>
L2 HITRA Leader	Complete <input type="checkbox"/>	Complete <input type="checkbox"/>
Hot Work Permit AOD	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
Critical Lift Permit AOD	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
Excavation Permit AOD	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
Confined Space Entry Permit AOD	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
Cold Work Permit AOD		
- Breaking Containment	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Energized Electrical Equipment	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Work at Heights	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Diving	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Radiation Source	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Toxic Substance Exposure	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Defeated Safety Device	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>
- Movement of Heavy Equipment	Complete <input type="checkbox"/> NA <input type="checkbox"/>	Complete <input type="checkbox"/> NA <input type="checkbox"/>

* The AOD Role may be checked as complete as soon as the AOD has successfully completed the OJT and Practical Exam for any of the 5 permit policies. The AOD role certification includes certification for the O&M Shift Leader and ATW PIC role.