

Petroleum	Health, Safety & Environment Management System Security	
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PETROLEUM CSG


HSE MANAGEMENT SYSTEM STANDARD

SECURITY

Petroleum HSEC Standard No: PR03.07	
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Date: July 1, 2008	Revision: 0
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1.0 PURPOSE

The purpose of this document is to define the performance requirements for security management in BHP Billiton Petroleum. The intent is to outline the procedures and resources required to effectively manage security risks and protect personnel, the environment, assets, information and reputation.

2.0 SCOPE

This standard applies to all BHP Billiton Petroleum controlled sites and activities.

The application of this standard to BHP Billiton Petroleum monitored sites and activities shall be considered on a case by case basis according to risk. Where significant security risks are identified this standard, or an equivalent system which meets the intent of this standard, shall apply and requirements shall be detailed in contractual documents.

3.0 REFERENCES

[BHP Billiton Risk Management Policy](#)

[BHP Billiton Risk Management Standards](#)

[BHP Billiton Risk Management Guideline 1 – Management Responsibilities](#)

[BHP Billiton Risk Management Guideline 2 – Methods and Techniques](#)

[HSEC Management Standards 1 to 15](#)

[HSEC Guideline No G19 – HSEC Risk Management](#)

[Asset Protection Guideline – Security](#)

[BHP Billiton Petroleum HSEC Procedure – HSE Jurisdiction – PP13.2](#)

[BHP Billiton Petroleum Incident Notification and Reporting Procedure – PP13.01](#)

[Voluntary Principles on Security and Human Rights](#)

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4.0 DEFINITIONS

Controlled Activities	These are work-related activities where BHP Billiton can set HSEC standards and directly supervise and enforce their application.
FPe	First Priority Enterprise – incident notification, management, reporting and action tracking software
HSE Security	A suitably trained and experienced person with the responsibility to support security risk assessment and security management within their work unit.
Monitored Activities	These are activities where BHP Billiton can influence but cannot set HSEC standards and/or cannot directly supervise and enforce their application.
Security Advisor	A suitably trained and experienced person with technical security expertise and the capacity to provide detailed supervision and implementation of security activities within their work unit.
Security Plan	A plan detailing management of security risks.
Security Procedure	A procedure prescribing specific security processes and work practices designed to preserve the safety and security of the workplace.
Security Risk	The likelihood of internal or external groups or individuals engaging in activities which may deliberately cause harm to, or loss of, human, physical and financial assets or intellectual property.
Senior Line Manager	Production Unit Manager, Worldwide Drilling Manager, Project Director, Exploration Manager (JMY+2)
“Shall” or “Must”	Means a mandatory requirement.
Should	Means a guideline which is strongly recommended.

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5.0 PERFORMANCE REQUIREMENTS

5.1 Security Risk Management

Evaluation of security risks shall be conducted as part of the risk management process. Relevant security risks shall be recorded in a risk register in accordance with HSEC Risk Management guidelines.

The security risk assessment shall be conducted by a team that includes HSE security personnel and/or a competent security practitioner.

Security risks shall be considered during the risk assessment process for any controlled or monitored activity.

5.1.1 Security Risk Assessment

The security risk assessment shall determine how the different external and internal risks relate to the specific activity being undertaken and provide an evaluation of severity.

Security risks shall be monitored and regularly reviewed. Internal security reviews shall be conducted and documented at appropriate intervals. Reviews shall be conducted whenever there is an increase in the security risk rating or significant change to the nature of the business activity.

5.1.2 Security Risk Planning

The specific nature and detail of security risk planning required for the effective management and control of security risk issues shall be driven by the severity of risk associated with a specific activity or location.

Security planning shall be undertaken by a competent security advisor in order to ensure effectiveness of control measures.

All BHP Billiton Petroleum controlled activities and monitored activities where BHP Billiton personnel are based on site shall have an approved security plan with documented security procedures.

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Security plans shall comply with local regulatory requirements and all existing BHP Billiton standards and obligations (with particular reference to the Voluntary Principles on Security and Human rights). As a minimum, security plans shall contain:

- Description of Facility/Operation/Activity.
- Summary of security risks.
- Detail of security organisation and responsibilities.
- Security critical controls (Including standard procedures and response plans).
- Performance standards for all security critical equipment, systems and resources.

5.1.3 Security Response Levels

Security procedures shall contain security response levels detailing increasing security control measures in response to elevated levels risk. The BHP Billiton Petroleum security response levels shall be used and are summarised in the table below:

Level	General Characteristics
Green	<ul style="list-style-type: none"> • Basic security measures are in place. • Minor disturbances may be apparent but no impact upon operations.
Amber	<ul style="list-style-type: none"> • Enhanced security measures are required. • Some operational restrictions may be incurred.
Red	<ul style="list-style-type: none"> • Heightened security response required. • Potential for significant obstacle or threat to operations.
Black	<ul style="list-style-type: none"> • Security situation is untenable for sustained operations. • Suspension of operations and/or activation of Business Continuity Plan.

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5.1.4 Security Resources

All controlled sites shall have adequate resources in place to effectively manage security risks in accordance with the security plan.

The extent of security resources required shall be calibrated to the severity of risk associated with the specific activity or location.

5.1.4.1 Personnel

All controlled activities shall have appropriately trained HSE Security personnel designated to supervise security issues and provide basic security advice in accordance with the security plan.

Detailed security planning and activities with higher levels of associated security risk shall be supervised and supported by a competent security advisor.

Security training and awareness briefings shall be conducted for all personnel and visitors upon commencement of employment or arrival at each BHP Billiton Petroleum site. All security personnel shall receive regular training and testing in the use of dedicated security equipment and systems. Periodic refresher training shall be conducted by all personnel in accordance with the security plan.

5.1.4.2 Physical Security

Security risks shall be assessed during the early stages of activity planning and facility design. Infrastructure design and construction shall include adequate measures to detect, prevent, mitigate and control key security risks in accordance with BHP Billiton HSEC Std 9 (Design, Construction and Commissioning).

Physical and technical security systems shall be calibrated to the risk severity. Performance standards shall be documented within the security plan and shall detail the inspection and maintenance requirements for security critical systems and equipment.

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5.2 Reporting

Reporting of security incidents shall be conducted in accordance with the BHP Billiton Petroleum Incident Notification and Reporting Procedure – PP13.01


Specific reporting requirements are summarised below:

- Routine reporting of significant security incidents or information shall be included within weekly HSE functional reports.
- Any information relating to potential increase in security risk levels or a requirement to increase specific security response levels shall be communicated to line management and the Petroleum Security Manager as soon as practicable.
- Security incidents shall be reported and investigated in the same manner as other HSEC incidents and are to be recorded in FPe.
- Any identified lessons from security incidents should be incorporated within procedural reviews and shared with relevant security communities of practice.

5.3 Audit & Review Process

Internal review of security plans and procedures shall be conducted in accordance with the minimum frequencies outlined below and may also be incorporated within Corporate HSEC audits.

Nature of Review	Frequency
Internal review by HSE Security personnel and security advisors.	At appropriate interval according to nature of activity and risk. (Reviews shall be conducted annually as a minimum) Following any significant increase in security risk severity.
Formal audit by Petroleum Security Manager	Country Risk Rating assessed as Low – 3 Years Country Risk Rating assessed as Medium – 2 Years Country Risk Rating assessed as High – 1 Year

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6.0 RESPONSIBILITIES

Senior Line Managers	<ul style="list-style-type: none"> Accountable for overall management of security for all personnel, facilities, activities and information associated with controlled activities. Establish and maintain security risk issues within risk registers and verify the adequacy of controls. Establish and maintain adequate security resources.
Petroleum Security Manager	<ul style="list-style-type: none"> Provide security management leadership, advice and support to all BHP Billiton Petroleum operations. Establishment of global security management system. Verification of compliance and the adequacy of security critical controls.
HSE Security Personnel	<ul style="list-style-type: none"> Establish and supervise local security plans and procedures. Report relevant security risks and provide general security advice to line management and all other personnel. Organise periodic security reviews. Supervise private security service providers. Liaise with local security networks.
Security Advisors	<ul style="list-style-type: none"> Provide technical input to local security plans and procedures. Identify and report relevant security risks. Provide technical security advice to line management and all other personnel. Assist in the design, implementation and maintenance of physical security measures. Supervise private security service providers. Establish and liaise with local security networks.
Supervisors	<ul style="list-style-type: none"> Ensure incidents are investigated and reported in FPe. Follow up on audit and incident recommendations and actions, ensure they are closed on time and verify effectiveness. Ensure that each employee is suitably trained and briefed on relevant security procedures.
Personnel	<ul style="list-style-type: none"> Comply with all BHP Billiton standards and procedures. Preserve security of the workplace including personnel, assets, activities and information. Report all incidents or near misses to your supervisor.

7.0 UPDATES TO THIS DOCUMENT

This is a Petroleum HSE Controlled Document. Requests for updates to Petroleum HSE Controlled Documents shall be documented on the Petroleum HSE Document – Update Request Form and sent to the **Petroleum HSE Systems Support** email in the GAL.

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