

Gulf of Mexico Contractor Verification Monthly Communication

November 21, 2013

This Communication requires a response.

Dear GoM Contractor:

This is the second Gulf of Mexico (GoM) Contractor Verification (CV) Monthly Communication. The intent is to advise you of important information regarding status, progress, changes, and implementation plans for BP's Contractor Verification-Skills and Knowledge Program.

During the months of October and November, face-to-face meetings and conference calls have been held with those GoM Contractors who have not yet completed their CV Project requirements. We have also been assessing 'state of readiness' with those Contractors with large employee bases to ensure sustained Training Qualifications (TQ) compliance during operations. Additionally, ISN has assisted Contractors who have expressed a desire to create 'IT Data Pipelines' from their company's Learning Management/Training Systems into ISN, thereby facilitating sustained TQ compliance. We are pleased to report that your focused diligence over the last few months has resulted in significant progress towards an adequate 'state of readiness.' Thank you for your continued commitment to the program.

Contractor Verification –Skills and Knowledge Process Transition Plan

The CV Project team will be assessing **SK Review** and **TQ Assurance Spot-Check** operational processes December 2nd 2013 – January 24th 2014, and identifying areas where further process clarification is required. The **TQ Employee Final Verification** operational process assessments will be conducted during 1Q14. Please see the Matrix below for details. These operational process assessments will inform when the CV Project team will transition the project over to BP GoM Operations. Your company may be randomly selected during the **TQ Assurance Spot-Check** and **TQ Final Employee Verification** operational assessment. Instructions will be provided to those Contractors who are selected during this period. As a reminder, your company needs to ensure that your employees have their TQ's current in ISN and have a 'qualified' status before they are scheduled to go offshore and during the time they are working offshore for BP GoM.

CONTRACTOR VERIFICATION SKILLS & KNOWLEDGE - TRANSITION PLAN			
OPERATIONAL PROCESS ASSESSMENTS			
SK REVIEW		TQ ASSURANCE SPOT-CHECK	
TQ FINAL EMPLOYEE VERIFICATION			
What:	50 Question Survey that a Contractor Company answers in ISN	What:	Document check of Training Qualification certificates/training records supporting the dates that Contractors have entered into ISN
	Focus is on assessing the Company's Skills & Knowledge -Training Management Systems Processes/Procedures/Policies		Focus is on verifying that Contractors have entered in 'valid' information into ISN, which satisfies BP's training qualification requirements based on the role they are performing
When:	Dec. 2nd - Jan. 24th 6- 7 Working Weeks	When:	Dec. 9th - Jan. 24th 4 Working Weeks
Companies:	New GoM Contractor companies who send employees offshore.	Companies:	GoM Contractor employees - randomly selected from a current Logistics Report.
		Companies:	All GoM Contractor companies who send employees offshore.
		When:	1Q14

December TQ Webinars

The BP GoM CV Project team in partnership with ISN will be hosting three (3) webinar sessions in December. We will demonstrate the following important changes:

- a. **New ISN TQ Screens:** ISN has made updates to screens that will enable Contractors to easily identify and input new TQ requirements. These new TQs, which BP announced last month, are listed in Matrix 20.0 and will be effective February 1, 2014.

- b. **TQ Assurance Spot-Check:** ISN will demonstrate how TQ documents will be requested and assessed by BP utilizing the Action Item section of ISN. This is part of the new operational process, which differs from the TQ spot check process utilized during the project phase.

ACTION: We encourage you to attend the live webinars to ensure that you understand these changes and their impact to your processes. Questions will be welcomed.

These webinar sessions are scheduled for:

- Tuesday, December 3, 2013 1:00 pm – 2:30pm
- Wednesday, December 4, 2013 1:00 pm – 2:30pm
- Thursday, December 5, 2013 1:00 pm - 2:30pm

Please reply to the voting buttons above by December 2nd to confirm, which of these three (3) dates you will be attending.

Please contact the CV Project Team via email at BPGOMSEMSCV@bp.com if you have any questions regarding the webinars or any other items related to the CV program. The CV Project Team is available to address your questions.

Regards,
BP CV Project Team