

# Gulf of Mexico

## Contractor Verification Monthly Communication

December Issue 2014

Contractor Safety Management

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**This Communication does not require a response.**

Dear Contractor:

We hope that you have a merry Christmas as we move into this holiday season. This communications update from the BP Gulf of Mexico (GOM) Contractor Verification (CV) Project Team addresses the following:

- **Training is the responsibility of the contractor**
- **iLogistics/ISN synchronization**
- **Daily monitoring of TQ status**

**Training:** Please remember that training for your employees is your responsibility. BP ***does not*** provide training for any training on the TQ Matrix.

**iLogistics / ISN synchronization:** In order to maintain a 'qualified' status and avoid issues with TQ verification, please ensure that:

1. Employees' names match *exactly* in iLogistics and ISN.
2. Subcontractors are listed under their own company name in iLogistics.

NOTE: If an employee is listed under your company name in iLogistics, that employee will be expected to have a 'qualified' status under your company name in ISN. If the employee does not have a 'qualified' status, your company will be held responsible.

**Daily Training Qualification Review:** BP's TQ Daily Verifier continues to monitor your employees' ISN status as they travel offshore. This is reported back to you on a bi-monthly basis to ensure that any deficiencies are quickly remedied. For each employee with anything other than a 'qualified' status in ISN, it is important to correct before the employee goes offshore again. If you are not in conformance, your company will be placed on a monthly non-conformance report that is elevated through BP Management and Procurement.

**For those contractors that continue to achieve 100% conformance with TQ Daily Verification, keep up the good work!**

If you have any questions please feel free to contact BP's TQ Daily Verifier at [BPGOMSEMSCV@bp.com](mailto:BPGOMSEMSCV@bp.com).

Please email the Contractor Verification team at [BPGOMSEMSCV@bp.com](mailto:BPGOMSEMSCV@bp.com) with any questions or concerns about this communication. The CV Project Team is available to address your questions.

We appreciate all insights and suggestions you are providing us for improving our TQ Matrix and helping us achieve our regulatory compliance.

Regards,  
BP CV Project Team