

Gulf of Mexico Contractor Verification Monthly Communication

This Communication does not require a response.

January 13, 2014

Dear GoM Contractor:

Happy New Year! The BP Gulf of Mexico (GoM) Contractor Verification (CV) Team would like to extend a sincere "Thank You" to our GoM Contractors for your significant efforts and commitment on working alongside BP in meeting its SEMS Contractor Verification- Skills and Knowledge Project requirements in 2013. The majority of you have completed the CV Project Requirements in the SK Reviews and TQ / ISN Reviews! We are delighted at this outcome and remain focused on assisting those few remaining Contractors on completing the outstanding requirements.

ISN TQ Screen -Update

The BP GoM CV Project team in partnership with ISN hosted three (3) successful and well-attended webinar sessions December 3rd, 4th & 5th. We discussed the new ISN TQ screens that will enable Contractors to easily identify and input dates for new Training Qualifications (TQ). The new ISN TQ screens that were reviewed in the webinars are now available in ISN and ready for your employee TQ date entries. (As a reminder, the new TQ's, which BP announced in October, are listed in Matrix 20.0 and will be effective February 1st.) The presentation that was reviewed during the webinars along with a guide labeled, "TQ Assurance Step by Step" has been uploaded to ISN's Bulletin Board. Please contact ISN or your TQ Verifier if you have questions or require further assistance.

CV Project Transition Plan Update

The CV Project team has kicked off the SK Review and TQ Assurance Spot-Check operational process assessments that we mentioned in our November communication.

GoM Contractors who have successfully completed their SK Review as part of the 2012/2013 CV Project will not be selected to participate in the SK Review operational process assessments. However, a handful of companies who are transacting new business with BP GoM or did not participate in the 2012/2013 CV Project were selected as participants. This operational assessment trial period will run from December 2nd – January 20th . The selected participants are utilizing ISN's Evaluation module to complete the SK Review, which assesses Company level Skills & Knowledge Training Management systems and processes.

The TQ Assurance Spot-Check operational assessment trial period will run from January 6th – February 3rd. It is intended to ensure that Contractors understand the defined TQ Assurance Spot-Check process and that roles and responsibilities are in place. This verification will involve those Contractors, who have employees working for BP offshore through a random selection process. If your employee is selected, your company's single point of contact (SPOC) will be asked to upload training certificates/documents for the role that employee is performing for BP offshore and tied to in ISN. These training certificates/documents should be ready to submit utilizing ISN's Action Item module within a 24 hour period of the request being issued. As a reminder, Contractors are required to conduct and document periodic verification checks on their employees' training records and address any deficiencies and update systems as deemed necessary. Contractor employees working for BP offshore should by now be set up in ISN and have their TQ certificates/documents ready to submit if the request is made. If your employees are not in ISN....please get them in!

We have communicated throughout the CV Project that Contractors will be responsible for ensuring that their employees working for BP offshore are 'green' or have 'qualified' status in ISN. The TQ Final Employee Verification operational process, which is still in development and not yet being assessed, will verify whether Contractors are in conformance with this requirement. There will be more information forthcoming on this verification.

Frequently Asked Questions

The Frequently Asked Questions (FAQ's) which reside in ISN's Bulletin Board are being updated. Please look for an update to be posted in ISN by the end of this month!

Please contact the BPGOMSEMSCV@bp.com if you have any questions. The CV Project Team is available to address your questions.

Regards,

BP CV Project Team