

Gulf of Mexico Contractor Verification Monthly Communication

June 30, 2014

This Communication requires a response.

Dear GoM Contractor:

This communications update from the BP Gulf of Mexico (GOM) Contractor Verification (CV) Project Team addresses the following:

- **Contractor Verification May 2014 Survey – Key Messages**
- **BP Contractor Website**

Contractor Verification May 2014 Survey – Key Messages

Last month, the CV Project Team sent out a survey to assess how well our GoM Contractors understood BP's Contractor Verification requirements, the Final TQ Verification process, whether additional ISN training was desired and if the CV Monthly communication provided useful information. We had a 45% response rate to the survey. These are the key messages that we received from the respondents:

1. Face to Face ISN Training to Meet BP CV Requirements

We received feedback that several companies would benefit from additional ISN training. In response, BP and ISN will offer two (2) face-to-face training sessions at the Houma Learning Center on July 31st from 9am–12pm and 1pm–4pm. ISN will be reaching out to companies who identified themselves in the survey. This invitation is open to any Contractors who are interested in attending.

Action Requested: Please send an email to BPGoMSEMSCV@bp.com if your company would like to attend one of these sessions by July 15th.

2. Explain Difference between TQ Assurance Spot-Check and Final TQ Verification

The table below describes the difference between the two BP SEMS Contractor Verifications.

BP SEMS GOM CONTRACTOR VERIFICATIONS			
TRAINING QUALIFICATION (TQ) ASSURANCE SPOT-CHECK		FINAL TRAINING QUALIFICATION (TQ) EMPLOYEE VERIFICATION	
What:	Verification of training documentation behind the TQ dates entered into ISN.	What:	Verification of ' Qualified ' status for an employee in ISN.
Action:	Upon request, your company ISN Administrator will receive an Action Item in ISN. Completed training documentation will need to be uploaded into ISN for the selected employee.	Action:	Your company ISN Administrator should ensure the employee has a ' Qualified ' status in ISN before employees goes offshore.
Frequency:	Monthly. A random selection of employees who have traveled offshore will be requested to provide TQ documentation in ISN.	Frequency:	Daily. Each employee scheduled to go offshore in iLogistics will be checked.
Point of Contact:	GoMCONTRACTORSAFETY@bp.com	Point of Contact:	Mia Sethi - Final TQ Verifier BPGoMSEMSCV@bp.com

3. Clarification regarding Skills and Knowledge Assessment Frequency

In the May communication, we clarified that GoM Contractors are being asked to ‘attest/validate’ that whatever Assessment process your Company is using is valid and effective for your employee on an annual basis. This means that if your Company’s formal assessment interval is longer than one year, or if the external Certification interval is longer than one year, your Company is required to re-validate, not necessarily re-assess, the Contractor employees’ Job Skills and Knowledge assessment in ISN until the formal Assessment or external Certification is completed again. The date entered into ISN should match the initial date of the original Assessment/Certification. Subsequent dates entered into ISN should reflect the date the Assessment/Certification was re-validated by your Company. Please see the example below. We asked that Contractors confirm their understanding. Thank you for the responses we received.

Action Requested: If you did not respond, last month, please confirm your understanding by responding to this email.

<u>Company Assessment Interval</u>				<u>Job Specific Skills & Knowledge TQ</u>			
<u>Every 2 yrs.</u>				<u>entry in ISN</u>			
<u>Company</u>	<u>Year 1</u>	<u>Year 2</u>		<u>ISN</u>	<u>Year 1</u>	<u>Year 2</u>	
<u>Date</u>	5/1/2014	None		<u>Date</u>	5/1/2014	5/1/2015	
							Re-validation
<u>External Certification Interval</u>				<u>Job Specific Skills & Knowledge TQ</u>			
<u>Every 3 yrs.</u>				<u>entry in ISN</u>			
<u>Company</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>ISN</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
<u>Date</u>	5/1/2014	None	None	<u>Date</u>	5/1/2014	5/1/2015	5/1/2016
							Re-validation

BP Contractor Website – Links to helpful information

Future Contractor communications and other CV related information will be posted on the BP GoM Contractor website for your reference and managed by the BP Contractor Safety Management (CSM) team. Any questions regarding the content of this website can be sent to

GoMContractorSafety@bp.com. In addition, a recent update to **Frequently Asked Questions** has been posted. Attached is a link to this website:

<http://nasupplierhsse.bpglobal.com/gom/gom.aspx>

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

Regards,

BP CV Project Team