

# Gulf of Mexico Contractor Verification Monthly Communication

May 22, 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:

- **Final TQ Verification – ISNetwork / iLogistics Matrix**
- **Skills and Knowledge Assessment Frequency on BP Training Qualification Matrix**
- **BP Contractor Website**

## **Final TQ Verification – ISNetwork /iLogistics Matrix**

As a follow up to our communication last month, an ISN-iLogistics Matrix is being supplied below to show the alignment between ISN requirements that became effective **May 1<sup>st</sup>, 2014** and the existing iLogistics requirements. **It is your Company's responsibility to verify conformance with BP's Contractor Verification and iLogistics requirements before scheduling your employee to perform work for BP offshore.**

Your Company will be notified of any Non-Conformance issues by the Final TQ Verifier. If the Non-Conformance issues are not immediately rectified, your Company will be placed on a monthly Non-Conformance report, which will be escalated through BP Management. There are no changes to the iLogistics requirements. We have provided contact information for any questions relating to the ISNetwork or iLogistics requirements.

		ISNetwork	iLogistics
<b>1 Scope of Work Identified</b>			
<b>Contractor Employee Selection</b>	Contractor coordinates with their <b>ISN Administrator</b> to ensure that selected employee is set up in ISN	Contractor coordinates with their <b>Focal Point</b> to ensure that the employee profile is set up in iLogistics. <b>Profile must be complete in iLogistics 14 days prior to traveling offshore.</b>	
<b>2 Verification of Contractor Employee Requirements</b>			
a. <b>Contractor Requirement</b>	* Employee is required to have a 'Qualified' status in ISN	* Employee credentials (LTGO, Safe Gulf, HUET and TWIC) are validated in iLogistics	
b. <b>Timeframe Requirement</b>	Offshore employee has a 'Qualified' status both <b>before</b> work is scheduled offshore as well as <b>during</b> the time the employee is working offshore	Validate credentials - 2 weeks (preferred) / 2 days / 1-2 hrs.; <b>Seat on helicopter cannot be scheduled if credentials are not verified</b>	
<b>3 BP Offshore Travel Requirements - Non-Conformance</b>			
<b>Escalation</b>	Contractor will be placed a <b>Non-Conformance List</b> that is escalated through <b>BP Management</b> and be asked to immediately <b>rectify gap</b> .	<b>Contractor employee will not be allowed to travel offshore</b>	
<b>4 Points of Contact</b>			
a. <b>BP GoM</b>	<b>Mia Sethi - Training Qualification Verifier</b>	<b>iLogistics BP Administrator</b>	
<b>Contact number</b>	713-323-3715	281-366-8977	
<b>Contact e-mail</b>	<a href="mailto:BPGoMSEMSCV@bp.com">BPGoMSEMSCV@bp.com</a>	<a href="mailto:Teleios@bp.com">Teleios@bp.com</a>	
b. <b>ISNetwork</b>	<b>ISNetwork Customer Service</b>		
<b>Contact number</b>	(800) 976-1303		
<b>Contact e-mail</b>	<a href="mailto:BPGoMISNTeam@isn.com">BPGoMISNTeam@isn.com</a>		

**Clarification regarding Skills and Knowledge Assessment Frequency**

We have heard concerns regarding the annual frequency requirement of the Job Skills and Knowledge assessment TQ. We want to clarify to all Contractor Companies that GoM Contractors are being asked '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 of the date the Assessment/Certification was re-validated by your Company. Please see the example below.

**ACTION Request: Please confirm your understanding by responding to this email.**

<u>Company Assesment Interval</u>				<u>Job Specific Skills &amp; 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 &amp; 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

We are working internally to develop an action plan to address some feedback we received during a discussion led by ISN from Contractors who attended a recent summit in Houma. We will provide an update in next month's communication.

**BP Contractor Website**

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. 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 Contractor Verification Project Team