



This Communication does not require a response.

Dear GoM Contractor:

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

- 1. Contractor Verification Guidance Documents located on ISN Bulletin Board**
- 2. Training Courses with "BPGoM" Identification Numbers on TQ Matrix**
- 3. Final TQ Verification**

1. Contractor Verification Guidance Documents Located on ISN Bulletin Board

This month we want to highlight Contractor Verification Guidance Documents are available on the ISN Bulletin Board. These were developed to assist GoM Contractors in meeting BP's CV requirements. The table below is a summary of the documents that have been posted. Note that some documents are versioned due to changes that have been made. Please make certain that you review the ISN Bulletin Board from time to time to ensure that you are working with the most current version of the document.

Bulletin Board Document	Description	Version Posted
Forward ISN Msgs to Email	Forwarding ISN Notices or Action Items to your Company email account.	
FAQ	Answers to questions frequently asked by Contractors.	5.0
How Do I Get Started?	Two checklists to assist Contractors on completing the SK Review and TQ Review in ISN.	1.0
Access to Activity List	Accessing BP GoM TQ Activity List in ISN.	
SK Review Audit Protocol	Guidance on what a good answer looks like and the scoring criteria used to evaluate responses.	
SK Review Completion	Step-by-step process for completing the SK Review in ISN.	
TQ Setup	Guidance on adding employees, assigning an occupational role & entering training dates.	
TQ Matrix	BP Training Qualification Matrix : List of BP GoM offshore roles & required training.	20.2
TQ Course Description	TQ Matrix course descriptions, regulatory reference, ISN ID Codes & training frequency.	7.6
TQ Ensuring Compliance	Guidance on verifying your employees' TQ status.	
TQ Template Reminder	Guidance on preventing TQ upload errors when using the TQ Template.	
Updating a TQ Date	Guidance on changing a training date that precedes a date entered into ISN.	
TQ Assurance Spot Check	Steps to respond to a request for employee training documentation in ISN using the Action Item module.	
Granting Access -TRNG MGR	Grant the Operator access to view the Contractor's Training Manager information.	
Populating TRNG MGR	Guidance to Contractors on setting up and adding employee data to Training Manager.	
TRNG Mgr to TRNG Quals	Training Manager Users: Guidance on setting up Training Manager, mapping Contractor's equivalent training courses to BP's training courses.	

2. Training Courses with "BPGoM" Identification Numbers on TQ Matrix

A reminder that TQ Matrix courses that have the "BPGoM" reference ID are training courses that are required by BP GoM; however, BP does not offer the training. Please contact your 3rd Party Training Provider or Company Training Provider to schedule / obtain the required training.

3. Final TQ Verification

As a reminder, BP's Final TQ Verifier continues to monitor your employees' ISN status as they travel offshore for BP. All employees who travel offshore with a "Non-Qualified" status in ISN are placed on a monthly non-conformance report and elevated through BP Management. In addition, your offshore employees' ISN status is being communicated back to you on a bi-monthly basis. Please review these reports as you receive them to ensure that all offshore employees have a "Qualified" status in ISN. For each employee with a "Non-Qualified" or "Not in ISN" status, please ensure that he/she achieves a "Qualified" status in ISN prior to performing work for BP offshore.

The Final TQ Verification effort is currently in the monitoring phase, but please keep in mind that BP will transition to a "Go Live" point where non-conformance with Final TQ Verification will impact your ability to go offshore for BP. For those contractors that continue to achieve 100% conformance with Final TQ Verification, keep up the good work!

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