

Gulf of Mexico

Contractor Verification Monthly Communication

April Issue 2015

Contractor Safety Management

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This Communication may require action.

Dear GoM Contractor:

This communication update from the BP Gulf of Mexico (GOM) Contractor Safety Management (CSM) Team focuses on the **rollout for verifying contractor skills and knowledge at the Heliport starting October 1, 2015.**

How it will work: ISN Quick Check is being integrated with the Helipass system at the Heliport. As an individual checks in through the kiosk, Helipass will look in ISN's system to verify a 'Green' status for that individual. The 'Green' status will be determined by looking at three elements:

- Individual's iLogistics status (already in place)
- ISN Company Grade (released to contractors April 23)
- Individual's Training Qualification (TQ) status in ISN

If any of these elements are 'Red', the individual has a 'Red' status. **A 'Red' status will result in the individual being prohibited from going offshore** unless they are able to correct the gap or obtain approval for a waiver. Waivers require OIM/WSL approval.

It is the Contractor's responsibility to ensure that only individuals with a 'Green' status arrive at the Heliport. If an individual arrives without a 'Green' status, the individual will be directed to work with his/her company ISN Administrator to correct the gap in order to go offshore. The individual will not be allowed to go offshore until the gap is remedied.

BP does not intend to grant waivers except under the most critical of circumstances.

Pre-Work: There are several activities that must take place prior to 'Go Live' for a smooth rollout of this effort. The biggest activity is to connect individuals' ISN records with their iLogistics records. Some individuals will be connected automatically if there is a perfect match between the systems. However, when a perfect match cannot be made, the following actions may be required on your side:

1. **Upload individual photos in ISN if not already done**
2. **Request and distribute ISN ID cards if not already done**

Starting May 1, a new registration kiosk will be available in the Heliport passenger waiting area. If we are unable to cleanly map an individual's ISN and iLogistics records behind the scenes, the individual will get a notice on their boarding pass starting May 1 that directs them to the registration kiosk (see example below). **The individual will need to scan their boarding pass and ISN ID card at the registration kiosk** in order to make the connection in the system. If they do not get the message shown below on their boarding pass, this means a clean connection was already made.

	Doe, John E 216 lbs. Oilfield Services Inc.	1 Bag(s) 55 lbs. Total Weight: 271 lbs.	 52672
	GREEN HMA to Thunderhorse Tuesday, February 24, 2015 <small>Please register your ISN# by scanning this boarding pass and your ISN ID card at the registration kiosk located in the passenger waiting area.</small>		



After the ISN/iLogistics connection is made, the individual can check in at the Heliport using any of the methods they currently use or, as an alternative method, they can use their ISN ID card.

Timeline: Here are some important dates associated with this effort:

- May 1: Contractor Company Scores released in ISN
- Apr 30- Jun 30: Individuals can connect ISN and iLogistics records using the new registration kiosk in the passenger waiting area at the Heliport
- Aug 3- Sep 30: Pilot Phase - Individuals going through Heliport will be notified of their ISN Quick Check status, but ISN status will not be used to prevent anyone from going offshore during this timeframe.
- Oct 1: Go Live

BP Contractor Forum: Through the month of May, BP and ISN will be conducting a Contractor Forum telecon each Wednesday 1:00 – 1:30pm central. The topics discussed will be generated strictly through your questions/comments. If you have any questions, need a clarification or just want to hear other people's questions, feel free to call in **Wednesdays in May at 1pm central (+1 281 892 7000; passcode: 1997527)**.

Regards,
BP CSM Team