

Get it Right *Before* Flight

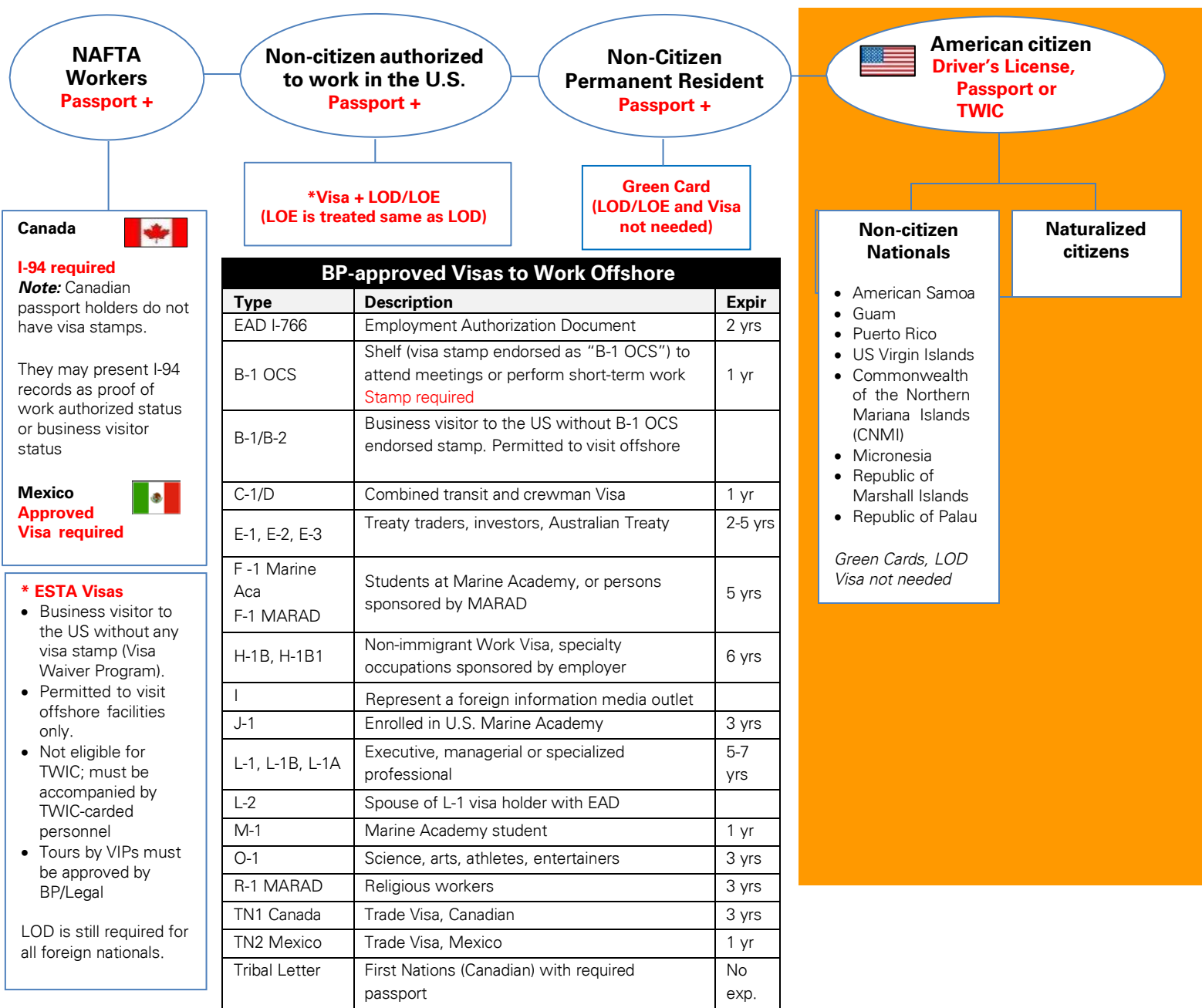
Planning Your Journey Offshore

Travel Planning Timeline

At least 3 months before travel

- ✓ Get/update all requirements for working in GoM
- ✓ Allow 6-8 weeks to acquire a TWIC

1 Obtain Requirements to Work in the Gulf of Mexico



At least 4-6 weeks before travel

- ✓ Get registered by Focal Point
- ✓ Finish all required training
- ✓ Send training certifications to BPGoMLogistics@bp.com
- ✓ Verify all travel requirements are current in the system

2 Create Profile in Helipass

✓ - Requirement for ALL Travelers ∅ - Optional for Contractors ● - Requirement for BP Employees
 □ - Requirement for Contractors ○ - Optional for Foreign Nationals

| US Citizens or Permanent Resident (Has Green Card) | Production Platform | Vessel (Boat or Rig) |
|---|---------------------|----------------------|
| Passport OR US State Issued Driver's License OR ID Card | ✓ | ✓ |
| HUET or THUET | ✓ | ✓ |
| Offshore Readiness Program (e-learning module) | ✓ | ✓ |
| TWIC Certification | ✓ | ● ∅ |
| SafeGulf Training, OPITO IMIST or RigPass | □ | □ |
| ISN Card | □ | □ |
| Background Screening | □ | □ |
| Foreign Nationals (Not Permanent Resident) | Production Platform | Vessel (Boat or Rig) |
| Passport | ✓ | ✓ |
| Visa | ✓ | ✓ |
| Letter of Determination | ✓ | ✓ |
| US State Issued Driver's License OR ID Card | ○ | ○ |
| HUET or THUET | ✓ | ✓ |
| Offshore Readiness Program (e-learning module) | ✓ | ✓ |
| TWIC Certification | ✓ | ● ∅ |
| SafeGulf Training, OPITO IMIST or RigPass | □ | □ |
| ISN Card | □ | ∅ |
| Background Screening | □ | □ |

As of January 1, 2014, BP employees are required to have a valid TWIC to travel to any BP offshore asset

At least 2 weeks before travel

- ✓ Make reservation

At time of reservation

- ✓ Submit OIM/WSL exception requests

3 Make 2-Week Advance Reservation

Reservation Completed

OIM/WSL approval required for exceptions

- Training
- TWIC
- Background Screening
- ISN
- Travel within 14 days of profile creation

Day of travel

- ✓ Bring required documents with you to Heliport

4 Check-in at Heliport Kiosk

| All Offshore Travellers | Foreign Nationals |
|--|-------------------|
| Passport -or- U.S. state-issued driver's license or ID card | Passport |
| TWIC (production facility only) | LOD and Visa |