

# **Gulf**of**Mexico**

## **GoM Logistics**

### **GoM Region Offshore Travel Requirements**

## AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
11/1/2017	15	ES	Added bullet to 3.3 regarding Helipass and travel requirements
10/17/2017	14	ES	Updated footnote 1 to specify that OIM's/WSL's are responsible for approving waivers  Inserted Procedures – 1.3  Added Offshore Visitor Form link (Key Documents, Tools, References)
04/06/2017	13	ES	Changed all references of iLogistics to Helipass  Updated footnote 1 to state that BP employees must complete THUET instead of HUET  Replaced <a href="mailto:iLogistics@bp.com">iLogistics@bp.com</a> with <a href="mailto:BPGoMLogistics@bp.com">BPGoMLogistics@bp.com</a>  Inserted note about scanning TWIC only at the Heliport (Section 1.1)  Removed the instruction to submit training credentials to <a href="mailto:GoMOpsTraining@bp.com">GoMOpsTraining@bp.com</a> at the request of BP Training (Section 1.1 and 1.2)  Removed references to the 2 week profile registration requirement as this no longer applies (Section 1.1 and 1.2)  Added verbiage to indicate that contractors can either be registered by their company or by contacting <a href="mailto:BPGoMLogistics@bp.com">BPGoMLogistics@bp.com</a> (Section 1.2)  Deleted references to the iLogistics web portal (Section 1.2)

## TABLE OF CONTENTS

<b>1</b>	<b>Purpose/Scope .....</b>	<b>4</b>
<b>2</b>	<b>Requirements .....</b>	<b>4</b>
<b>3</b>	<b>Procedures .....</b>	<b>6</b>
3.1	BP Badge Employees .....	6
3.2	All Suppliers (Contractors) .....	6
3.3	Transit Offshore by Supply Vessel.....	7
3.4	Key Documents, Tools, References .....	8

## 1 Purpose/Scope

This chapter establishes the minimum standards for successful completion of the GoM Offshore Travel Requirements.

## 2 Requirements

It is BP's policy, pursuant to BP's Code of Conduct, to comply with all applicable laws and regulations. The legal requirements applicable to BP employees and contractors who need to travel offshore in the Gulf of Mexico are outlined in the tables below for US Citizens or Permanent Residents and Foreign Nations.

√ - Requirement for <u>ALL</u> Travelers Θ - Optional for Contractors ● – Requirement for BP Employees □ – Requirement for Contractors ○ – Optional for Foreign Nationals		
<b>US Citizens or Permanent Resident (Has Green Card)</b>	<b>Production Platform</b>	<b>Vessel (Boat or Rig)</b>
Passport OR US State Issued Driver's License OR ID Card	√	√
HUET or THUET <sup>1</sup>	√	√
Offshore Readiness Program (e-learning module) <sup>2 &amp; 7</sup>	√	√
TWIC Certification <sup>3</sup>	√	● Θ
SafeGulf Training, OPITO IMIST or RigPass <sup>4</sup>	□	□
ISN Number <sup>8</sup>	□	Θ - Boat □ - Rig
Background Screening	□	□
<b>Foreign Nationals (Not Permanent Resident)</b>	<b>Production Platform</b>	<b>Vessel (Boat or Rig)</b>
Passport	√	√
Visa	√	√
Letter of Determination <sup>6</sup>	√	√
US State Issued Driver's License OR ID Card <sup>5</sup>	○	○
HUET or THUET <sup>1</sup>	√	√
Offshore Readiness Program (e-learning module) <sup>2 &amp; 7</sup>	√	√
TWIC Certification <sup>3</sup>	√	● Θ
SafeGulf Training, OPITO IMIST or RigPass <sup>4</sup>	□	□
ISN Number <sup>8</sup>	□	Θ - Boat □ - Rig
Background Screening	□	□

<sup>1</sup> Offshore water survival training certificate/card

- The training shall be completed every four years. Any deviation from this requirement shall require an approved waiver from the destination's Offshore Installation Manager (OIM) or Well Site Lead (WSL). Waiver details will be captured in the region's computerized reservation system.
- Offshore Water Survival Training including Helicopter Underwater Egress Training (HUET) is required if personnel are being transported offshore by helicopter. The training must be delivered utilizing the Modular Egress Training Simulator (METS) or an equivalent with five underwater exercises with a minimum of three inversions. (BP Employees are required to use BP approved vendors for THUET).
- Contractors can attend either HUET or THUET to satisfy this requirement. However, beginning in 2017, BP employees should complete THUET. Employees who have a current HUET certificate will still be able to fly. When they renew this course, though, they will be expected to complete THUET.
- HUET or reciprocal program
  - Tropical Helicopter Underwater Escape Training (THUET)
  - HUET portion of BOSIET

<sup>2</sup> BP GoM Offshore Readiness Program Module

- Attendees travelling offshore must complete the main Offshore Readiness Program Module via e-learning prior to traveling offshore. Each asset has also created a site-specific module which accompanies the main Offshore Readiness Program Module allowing attendees to fully understand the expectations and requirements of each BP operated asset. The site-specific module can be taken upon arrival at an asset.

<sup>3</sup> Transportation Worker Identification Credential (TWIC™) is required as specified in the above table to work on the Outer Continental Shelf as of September 25, 2008

<sup>4</sup> Safe Gulf or reciprocal program (contractor only)

- International Association of Drilling Contractors (IADC)
- Petroleum Education Council (PEC)
- Offshore Marine Services Association (OMSA)
- Associated Safety Councils (ASC)
- OPITO International Minimum Industry Safety Training (OPITO IMIST)
- RigPass

<sup>5</sup> Current Government issued ID

<sup>6</sup> Letter of Determination

- Foreign nationals who are not US lawful permanent residents (green card holders) are required to have the Letters of Determination to travel offshore.
- To request a LoD, BP Employees should contact BP's Immigration Attorney.
- Contractors at BP who have been asked by a BP staff to travel offshore should have the BP personnel contact BP's Immigration Attorney for guidance on obtaining the LoD.
- The LoD request must be submitted one (1) month prior to traveling offshore due to the time required for processing.

<sup>7</sup> For GPO Vessels the e-learning modules are optional due to materials presented in the e-learning module being addressed through the BP awarded contract sections 4, 6, & 8 (HSE requirements), GoM

standardized bridging document processes, vessel induction processes, and “Go/No Go” checklist. These documents can be found under the reference section of this policy.

<sup>8</sup> Companies are responsible for ensuring their personnel have ISN profiles with up-to-date training. BP checks the passenger’s ISN number to ensure that their company and TQ statuses are acceptable. A waiver is required when these conditions are not met and the passenger is traveling to a production facility. An ISN number is typically not required for travel to a vessel, but ISN is always required for travel to a rig.

## 3 Procedures

### 3.1 BP Badge Employees

- Contact [BPGoMLogistics@bp.com](mailto:BPGoMLogistics@bp.com) to register in Helipass. You will receive the Helipass Personnel Registration Form, which you must complete and return to the same email address.
- Helipass registration is required before arriving at the Heliport for offshore travel.
- Certifications may be updated at the Heliport upon arrival. New passengers must scan their TWIC cards at the Heliport prior to check-in.
- Visitors to GoM: Hosting entity will have visitor complete a Helipass Personnel Registration Form and **EMAIL\*** to [BPGoMLogistics@bp.com](mailto:BPGoMLogistics@bp.com). (This includes non-BP guests.)

### 3.2 All Suppliers (Contractors)

- May be registered by the company that employs them. Registration is also available by contacting [BPGoMLogistics@bp.com](mailto:BPGoMLogistics@bp.com) and submitting the Helipass Personnel Registration Form.
- Helipass registration is required before arriving at the Heliport for offshore travel.
- Certifications may be updated at the Heliport upon arrival. New passengers must scan their TWIC cards at the Heliport prior to check-in.
- All subcontractors are required to register their employees under their company name. Subcontractors can either do this themselves or through their primary contractor to BP. However, the primary contractor to BP cannot register the subcontractor’s employees without a mutually signed confidentiality agreement to protect employee information. Under no circumstances can a subcontracted employee be registered as the primary contractor’s employee.
- Contractors who perform work on BP Gulf of Mexico facilities on the Outer Continental Shelf are required to register their ISNetworld ID with Helipass prior to travel offshore. Domestic services and vessels are currently the only exception. Questions regarding ISNetworld and BP’s requirements should be sent to the Contractor Safety Management team at [BPGoMSEMSCV@bp.com](mailto:BPGoMSEMSCV@bp.com).

### 3.3 Transit Offshore by Supply Vessel

- On occasion, Fast Supply Vessels (FSV) or Offshore Supply Vessels (OSV) transport personnel to offshore locations in lieu of helicopters. For transport to BP assets and BP contracted MODUs:
  - Offshore Logistics Coordinators should provide at least 96 hours advance notice to their respective Onshore Logistics Coordinator
  - Onshore Logistics Coordinators should provide at least 72 hours advance notice to the Aviation Ops Supervisor with the following:
    - Passenger count
    - Required bus departure time/date
    - Return passenger count (if applicable)
  - All passengers must be registered in Helipass prior to travel and must meet the requirements specified under Section 2 Requirements
  - Passengers process through heliport as usual and load directly onto a vehicle for direct transit to supply vessel port
    - Vehicle is supervised entire route and stops only in the event of emergencies
  - Passengers exit vehicle and immediately board the supply vessel, providing supply vessel with applicable identification for manifesting purposes
  - Once onboard, passengers remain until arrival at offshore destination
- Personnel transfers from GPO IMR vessels to BP assets and BP contracted MODUs are rare and out of scope; an MOC with OIM or Well Site Leader approval is required.

Position	Responsibilities
Supervisors	<ul style="list-style-type: none"> <li>• Assure all employees and sponsored visitors are registered in Helipass prior to travel.</li> <li>• Assure all employees and sponsored visitors have required valid offshore travel documents (identification, TWIC, Letter of Determination, etc.)</li> <li>• Assure all employees and sponsored visitors complete required training as specified in Section B-Requirements.</li> <li>• Confirm employees and sponsored visitors comply with GoM Offshore Water Survival Training policy and have other required training.</li> <li>• Follow designated Helipass procedures for contractors and subcontractors.</li> </ul>
Contract Company	<ul style="list-style-type: none"> <li>• Assure all employees and sponsored visitors are registered in Helipass prior to travel.</li> </ul>

	<ul style="list-style-type: none"><li>• Assure all employees and sponsored visitors have required valid offshore travel documents (identification, TWIC, Letter of Determination, etc.).</li><li>• Assure all employees and visitors have an ISN number and/or ID if required.</li><li>• Assure all employees and sponsored visitors complete required training as specified in Section B-Requirements.</li><li>• Confirm employees and sponsored visitors comply with GoM Offshore Water Survival Training policy and have other required training.</li><li>• Follow designated Helipass procedures for subcontractors.</li></ul>
--	--

### 3.4 Key Documents, Tools, References

Logistics Support: [BPGoMLogistics@bp.com](mailto:BPGoMLogistics@bp.com)

Contractor Safety Management: [BPGoMSEMScv@bp.com](mailto:BPGoMSEMScv@bp.com)

[Offshore Visitor Form](#)\* (for offshore visits to production facilities only)

\*Located in the 'Documents' section



# Gulf of Mexico

## Document Lifecycle Tree

Navigate through the form and click on the last box you ended through below selection process

