




GoM Logistics

GoM Region Offshore Travel Requirements

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17	10/01/2020	Approved for GoM Use	B. Buchanan	G. Crawford
16	11/01/2018	Approved for GoM Use	B. Buchanan	C. Williams
15	11/1/2017	Approved for GoM Use	B. Buchanan	C. Williams
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13	04/06/2017	Approved for GoM Use	V. Russell	C. Williams
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Rev	Date	Document Status	Custodian/Owner-Name	Authority-Name

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COMPLETE THE AMMENDMENT AND INFORMATION RECORD BEFORE SUBMITTING TO THE DOCUMENT CONTROLLER FOR PROCESSING

AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment Description
10/01/2020	17	BB	Added reference to Compressed Air Emergency Breathing System training (Section 2.2) Changed the Authority Name to G. Crawford
1/31/2019	16	MB	Added Transit Offshore by Helicopter (Section 3.3.)
07/16/2018	15	AL	Updated Requirements table to reflect Permanent Resident (Green Card Holder) travel documents per BP Immigration Legal review.
11/1/2017	14	ES	Added bullet to 3.3 regarding Helipass and travel requirements
10/17/2017	13	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	12	ES	Changed all references of iLogistics to Helipass Updated footnote 1 to state that BP employees must complete THUET instead of HUET Replaced iLogistics@bp.com with BPGoMLogistics@bp.com Inserted note about scanning TWIC only at the Heliport (Section 1.1) Removed the instruction to submit training credentials to GoMOpsTraining@bp.com 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 BPGoMLogistics@bp.com (Section 1.2)

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			Deleted references to the iLogistics web portal (Section 1.2)
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INFORMATION RECORD

Authority Title:	GoM Logistics Manager
Custodian Title:	Aviation Team Lead
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1 Purpose and Scope

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

2 Requirements

2.1 Travel Requirements US Citizen / Foreign Nationals

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 ALL Travelers Θ - Optional for Contractors ● – Requirement for BP Employees □ – Requirement for Contractors ○ – Optional for Foreign Nationals		
US Citizens	Production Platform	Vessel (Boat or Rig)
US Passport OR US State Issued Driver's License OR ID Card ⁵	√	√
HUET or THUET ¹	√	√
Offshore Readiness Program (e-learning module) ^{2 & 7}	√	√
TWIC Certification ³	√	● Θ
SafeGulf Training, OPITO IMIST or RigPass ⁴	□	□
ISN Number ⁸	□	Θ - Boat □ - Rig
Background Screening	□	□
Permanent Resident (Green Card Holder)	Production Platform	Vessel (Boat or Rig)
Valid Foreign Passport plus all requirements for US Citizens	√	√
Foreign Nationals (Not Permanent Resident)	Production Platform	Vessel (Boat or Rig)
Valid Foreign Passport	√	√
Non-Immigrant Visa or Other Travel Document	√	√
Letter of Determination ⁶	√	√
US State Issued Driver's License OR ID Card ⁵	○	○
HUET or THUET ¹	√	√
Offshore Readiness Program (e-learning module) ^{2 & 7}	√	√
TWIC Certification ³	√	● Θ
SafeGulf Training, OPITO IMIST or RigPass ⁴	□	□
ISN Number ⁸	□	Θ - Boat □ - Rig
Background Screening	□	□

2.2 Travel Requirement Details

- a) Offshore water survival training certificate/card
1. 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

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- (OIM) or Well Site Lead (WSL). Waiver details will be captured in the region’s computerized reservation system.
2. Offshore Water Survival Training including Helicopter Underwater Egress Training (HUET) with Compressed Air Emergency Breathing System (CA-EBS) 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). “Dry training” is permitted for CA-EBS.
 3. 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.
- b) HUET or reciprocal program
 1. Tropical Helicopter Underwater Escape Training (THUET)
 2. HUET portion of BOSIET
 - c) BP GoM Offshore Readiness Program Module
 - d) 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.
 - e) 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
 - f) Safe Gulf or reciprocal program (contractor only)
 - g) International Association of Drilling Contractors (IADC)
 - h) Petroleum Education Council (PEC)
 - i) Offshore Marine Services Association (OMSA)
 - j) Associated Safety Councils (ASC)
 - k) OPITO International Minimum Industry Safety Training (OPITO IMIST)
 - l) RigPass
 - m) Current Government issued ID
 - n) Letter of Determination
 1. Foreign nationals who are not US lawful permanent residents (green card holders) are required to have the Letters of Determination to travel offshore.
 2. To request a LoD, BP Employees should contact BP’s Immigration Attorney.
 3. 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.
 4. The LoD request must be submitted one (1) month prior to traveling offshore due to the time required for processing.
 - o) 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.
 - p) 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.

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3 Procedures

3.1 BP Badge Employees

- a) Contact 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.
- b) Helipass registration is required before arriving at the Heliport for offshore travel.
- c) Certifications may be updated at the Heliport upon arrival. New passengers must scan their TWIC cards at the Heliport prior to check-in.
- d) Visitors to GoM: Hosting entity will have visitor complete a Helipass Personnel Registration Form and **EMAIL*** to BPGoMLogistics@bp.com. (This includes non-BP guests.)

3.2 All Suppliers (Contractors)

- a) May be registered by the company that employs them. Registration is also available by contacting BPGoMLogistics@bp.com and submitting the Helipass Personnel Registration Form.
- b) Helipass registration is required before arriving at the Heliport for offshore travel.
- c) Certifications may be updated at the Heliport upon arrival. New passengers must scan their TWIC cards at the Heliport prior to check-in.
- d) 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.
- e) 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.

3.3 Transit by Helicopter

The [GoM Contract Aircraft Guidelines](#) shall be adhered to for helicopter operations and should be referred to for additional details. Helicopter safety procedures outlined herein shall be followed by all personnel who fly or ride in helicopters and by personnel who work near helicopter equipment.

- a) Passengers shall wear long pants, sleeved shirts, and closed-toed and closed-heeled shoes when traveling offshore. The shoe will remain on the foot by either a fully enclosed heel, a strap made of leather, durable rubber or other quality material that wraps around the heel area.
- b) Caps/hats shall not be worn while boarding, departing, or traveling on a helicopter.
- c) Personnel shall not carry E-cigarettes in their baggage per FAA due to potential fire hazards
- d) Zippo -type lighters and matches are not allowed in checked baggage or to be carried on the aircraft.
- e) Personnel shall remain in the passenger staging area until the helicopter has safely landed.

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- f) Baggage shall be stored in such a manner that leaves egress routes clear.
- g) Any equipment being carried shall not extend into the air or to the rear of the aircraft in a manner that could cause contact with the main or tail rotor blades.
- h) Always approach the helicopter from the side and in full view of the pilot or co-pilot. Never approach the helicopter from the rear or walk behind it due to potentially hazardous conditions created by the tail rotor. See Figure 1 - Helicopter Boarding Zone.

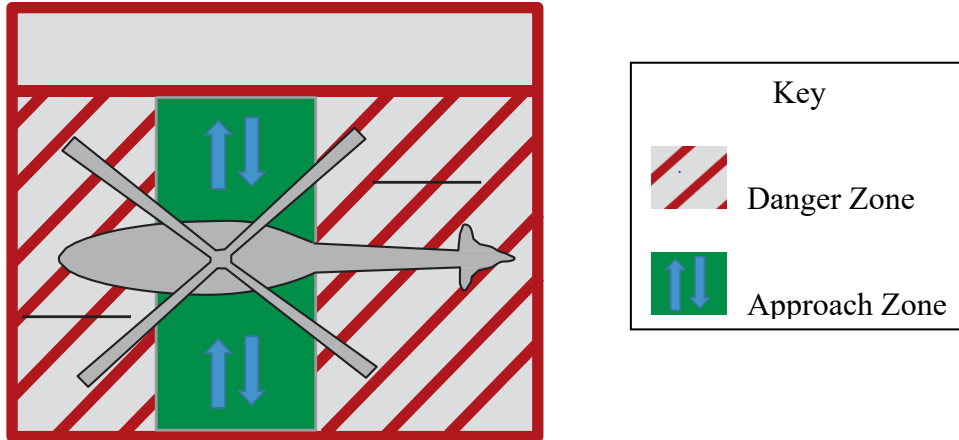


Figure 1 - Helicopter Boarding Zone

- a) Never pass under the tail boom. Keep clear of rotors.
- b) Never run when approaching or leaving a helicopter.
- c) Maintain a safe, firm grip on hand-carried items and all belongings while boarding or leaving the helicopter.
- d) Hearing protection shall be worn in and around operating helicopters and when approaching or departing operating helicopters.
- e) For flights over water, passengers shall wear an FAA approved inflatable personal flotation device which shall be provided by the helicopter company.
- f) Exit only after the pilot has the aircraft firmly set on the heliport or helideck, throttled down, and has given permission to exit. Do not jump from the helicopter.
 - 1. Disembarking passengers shall exit the heliport or helideck immediately.
 - 2. On an offshore platform, prior to aircraft arrival, the HLO will make a 20 minute and 5 minute call out for personnel to secure their work areas.
 - 3. When meeting the helicopter on an offshore platform, passengers shall remain below the heliport and off the stairway. Do not proceed up the stairs until after the helicopter has throttled down and the HLO has given instructions to proceed.

3.4 Transit Offshore by Supply Vessel

- a) 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:
- b) Offshore Logistics Coordinators should provide at least 96 hours advance notice to their respective Onshore Logistics Coordinator

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- c) Onshore Logistics Coordinators should provide at least 72 hours advance notice to the Aviation Ops Supervisor with the following:
 1. Passenger count
 2. Required bus departure time/date
 3. Return passenger count (if applicable)
- d) All passengers must be registered in Helipass prior to travel and must meet the requirements specified under Section 2 Requirements
- e) Passengers process through heliport as usual and load directly onto a vehicle for direct transit to supply vessel port
- f) Vehicle is supervised entire route and stops only in the event of emergencies
- g) Passengers exit vehicle and immediately board the supply vessel, providing supply vessel with applicable identification for manifesting purposes
- h) Once onboard, passengers remain until arrival at offshore destination
- i) 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"> • Assure all employees and sponsored visitors are registered in Helipass prior to travel. • Assure all employees and sponsored visitors have required valid offshore travel documents (identification, TWIC, Letter of Determination, etc.) • Assure all employees and sponsored visitors complete required training as specified in Section B-Requirements. • Confirm employees and sponsored visitors comply with GoM Offshore Water Survival Training policy and have other required training. • Follow designated Helipass procedures for contractors and subcontractors.
Contract Company	<ul style="list-style-type: none"> • Assure all employees and sponsored visitors are registered in Helipass prior to travel. • Assure all employees and sponsored visitors have required valid offshore travel documents (identification, TWIC, Letter of Determination, etc.). • Assure all employees and visitors have an ISN number and/or ID if required. • Assure all employees and sponsored visitors complete required training as specified in Section B-Requirements. • Confirm employees and sponsored visitors comply with GoM Offshore Water Survival Training policy and have other required training. • Follow designated Helipass procedures for subcontractors.

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3.5 Key Documents, Tools, References

Logistics Support: BPGoMLogistics@bp.com

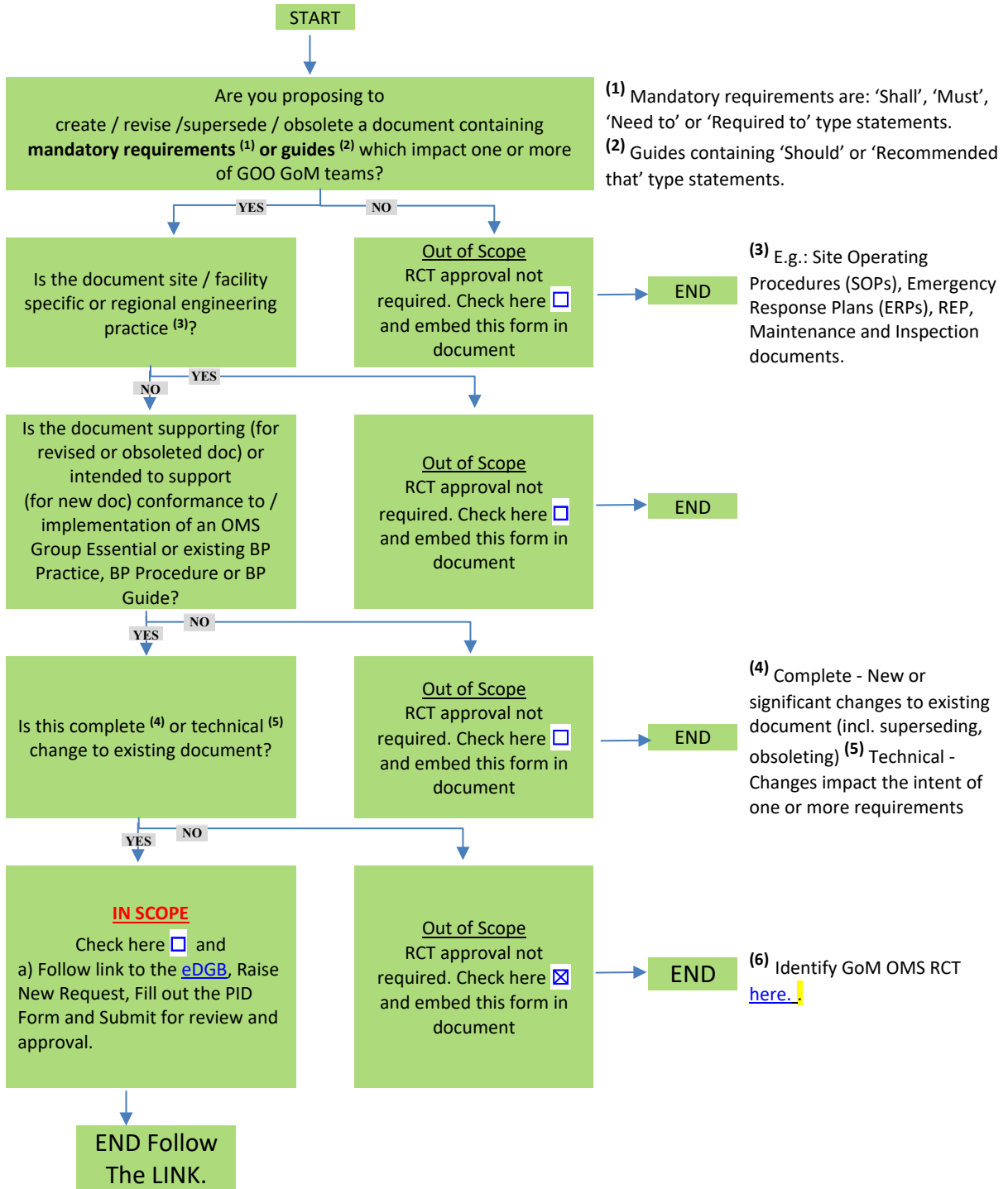
Contractor Safety Management: BPGoMSEMScv@bp.com

Offshore Visitor Form* (for offshore visits to production facilities only)

- A. [GoM Contract Aircraft Guidelines](#)
- B. [Helideck Procedure Guidelines](#)
- C. [Federal Aviation Administration Regulations, Part 129](#)
- D. [Federal Aviation Administration Regulations, Part 135](#)
- E. [Federal Aviation Administration SAFO #15003](#)

*Located in the 'Documents' section

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Gulf of Mexico

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Comm Plan Offshore
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