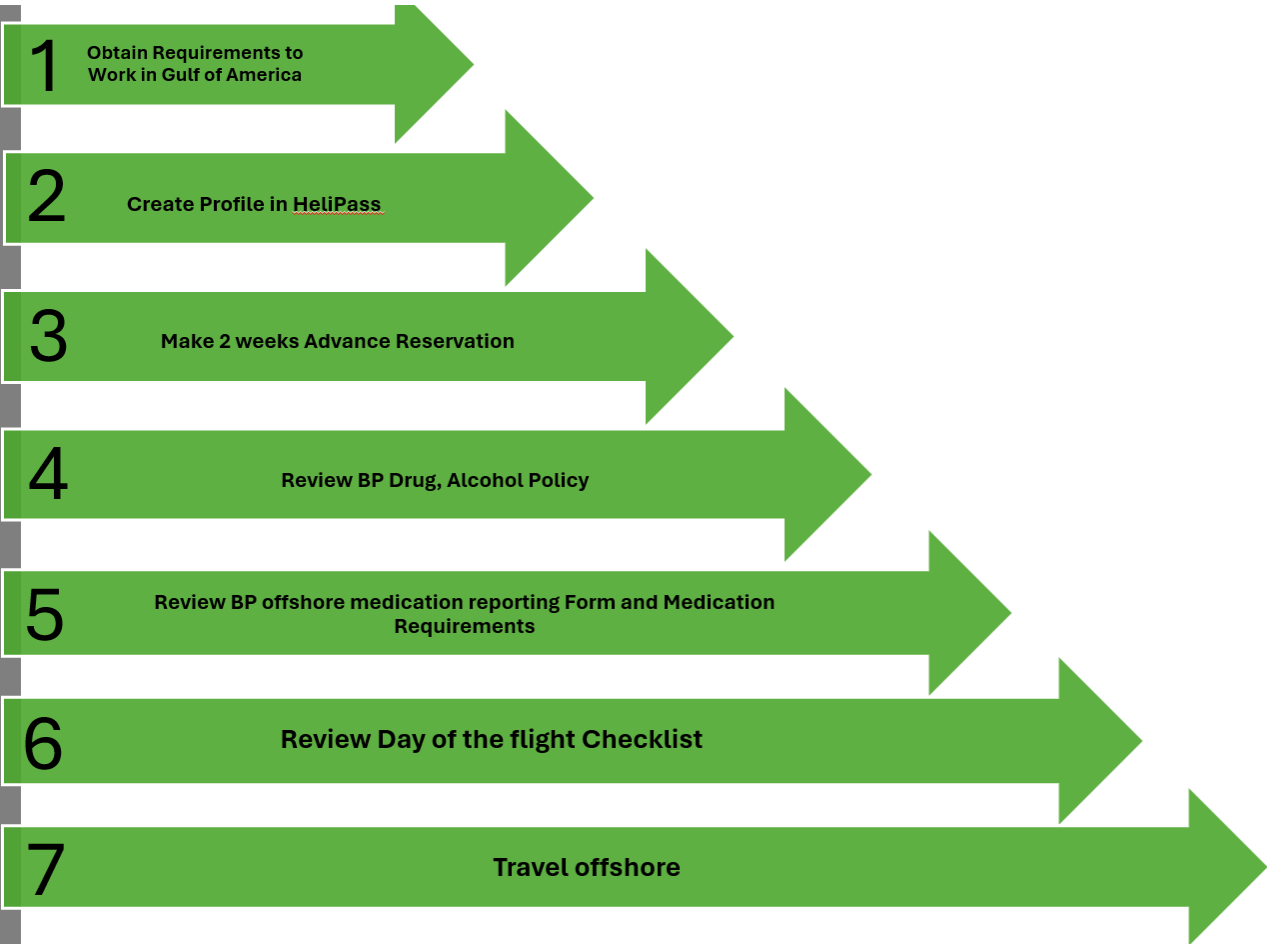




Checklist:

At Least 3 months before travel:

- ☐ Get/ Update all requirements for working in GoA
- ☐ All immigration related documents (passports, green cards, visas, I-94 records and/or I-797 extensions or change of status documents, EAD/AP cards, green cards/immigrant visas) must be unexpired on the day of offshore travel and upon return
- ☐ Be prepared to bring physical immigration documents to travel
- ☐ Allow 6-8 weeks to acquire a TWIC
- ☐ Ensure your form of ID comply with Real ID requirement
- ☐ Letters of Determination (LODs), Letters of Exemption (LOEs) or Letters of Non-applicability (Vessel exemption) are required, where applicable, for all foreign nationals except US citizens, US Green Card Holders and VIP executive visitors who are exempted
- ☐ Register company and employees in ISNetwork and have green status.



HeliPass Checklist:

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
- ☐ Ensure your form of ID comply with Real ID requirement
- ☐ All contractors - need to verify with your company that BP background screen process has been started.



At Least 2 weeks before travel:

- ☐ Make reservation
- ☐ At the time of reservation submit any exception requests if needed
- ☐ Finish all required training !
- ☐ All contractors - need to verify with your company that BP background screen is complete!

Canadian/Mexico TN must present valid Passport AND

*Canada

Unexpired I-94 required/or 797 notice extending I-94 records

Note: Canadian passport holders do not have visa stamps. Canadians may present I-94 records as proof of work authorized status or B-1 business visitor status

**Mexico

Valid Visa required with I-94 Record

*ESTA (Visa Waiver) - only for executive/senior manager visitors with valid I-94 record

Business visitor without visa (Visa Waiver Program).

Permitted to visit as part of VIP/leadership visits.

Not eligible for TWIC; must be accompanied by TWIC-carded personnel

Tours by VIPs must be approved by BP/Legal

Non-citizen authorized to work in the U.S. must present valid Foreign Passport AND

*Valid Visa + LOD/LOE (LOE or LOA are same as LOD)

Non-Citizen Permanent Resident must present*

Valid US Green Card/ Valid Immigrant Visa

*valid passport recommended

BP-approved Visas to Work Offshore. Must Present Valid Passports, Visas and I-94 records for the following categories:

Type	Description
I-512 Advance Parole Document	I-512 Advance Parole Authorization Documents are travel documents available to foreign nationals with pending green card applications, TPS beneficiaries or Asylum Applicants.
B-1 OCS B-1, or B-1/B-2	Business visitors to the Outer Continental Shelf must have LODs accompanying the B-1 or B-1/B-2 visas.
E-1, E-2, E-3	Treaty traders, investors, Australian Treaty
F-1 OPT/STEM, F-1 MARAD	Students with valid F-1 visas and EAD work permission, Students in Marine Academy (MARAD)
H-1B, H-1B1	Non-immigrant Work Visa, specialty occupations sponsored by employer
I	Represent a foreign information media outlet
J-1	Enrolled in U.S. Marine Academy
L-1, L-1B, L-1A	Executive, managerial or specialized professional
L-2, E-2-D, E-3-D	Spouse of L-1 and E-visa holders
M-1	Marine Academy student
O-1	Science, arts, athletes, entertainers
R-1 MARAD	Religious workers- Maritime Administration
*TN Canada	Trade NAFTA Visa Classification – I-94 for Canadians only
**TN Mexico	TN Visa, Mexican citizens require visa
Tribal Letter	First Nations (Canadian) with required passport

US citizens must present Valid State Driver's License or U.S. Passport, and TWIC (LOD not needed)

May include the following

Non-citizen Nationals

- American Samoa
- Guam
- Puerto Rico
- US Virgin Islands
- Commonwealth of the Northern Mariana Islands (CNMI)
- Micronesia
- Republic of Marshall Islands
- Republic of Palau

Naturalized citizens

LOD is not needed

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

As of January 1, 2021, BP employees are required to have Compressed Air – Emergency Breathing System (CA-EBS) training to

✓ - Requirement for ALL Travelers Θ - Optional for Contractors ● - Requirement for BP Employees			
□ - Requirement for Contractors ○ - Optional for Foreign Nationals			
US Citizens			
US Passport OR US State Issued Driver's License OR ID Card	✓	✓	✓
HUET or THUET with CA-EBS (CA-EBS dry training accepted)	✓	✓	✓
Offshore Readiness Program (e-learning module)	✓	✓	✓
TWIC Certification	✓	✓	● Θ
SafeGulf Training, OPITO IMIST or RigPass	✓	✓	✓
ISN Card	✓	✓	✓
Background Screening	✓	✓	✓
Permanent Resident (Green Card Holder)			
Production Platform	✓	✓	✓
Vessel (Boat or Rig)	✓	✓	✓
Foreign Nationals (Non-resident)			
Production Platform	✓	✓	✓
Vessel (Boat or Rig)	✓	✓	✓
Valid Foreign Passport	✓	✓	✓
Non-Immigrant Visa or Other Travel Document	✓	✓	✓
Letter of Determination (for Non-residents or Non-immigrants)	✓	✓	✓
US State Issued Driver's License OR ID Card	○	○	○
HUET or THUET with CA-EBS (CA-EBS dry training accepted)	✓	✓	✓
Offshore Readiness Program (e-learning module)	✓	✓	✓
TWIC Certification	✓	✓	● Θ
SafeGulf Training, OPITO IMIST or RigPass	✓	✓	✓
ISN Card	✓	✓	✓
Background Screening	✓	✓	✓

★ TSA requires PHI to verify passenger identity using a Real ID. The following forms of ID are examples of a Real ID (not all inclusive).

- State Issues Driver's License which contains the following:
 - Star and or Flag in the upper right-hand corner
 - "Enhanced" in the upper right-hand corner
- U.S. Passport
- U.S. Passport Card
- DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)
- US Department of Defense ID
- Transportation Worker Identification Credential (TWIC)

For more information on Real ID visit the following TSA Website: <https://www.tsa.gov/travel/security-screening/identification>

Reservation Completed	BP Security approval required for exceptions
✓	Background Screening *OIM/WSL approval required for TWIC and ISN waivers

4

Review BP Drug, Alcohol Policy



Prohibited Substances (Section 3.1) Prohibited Substances include:

alcohol; any substance listed in Schedule I of the Controlled Substances Act (CSA) (21 U.S.C. 812), specifically including marijuana, cannabinoids (CBD) (both synthetic forms and substances derived from the cannabis plant), heroin, opiates, opioids, amphetamines, and phencyclidine (PCP) and their synthetic equivalents; any otherwise legal but illicitly used substances, such as prescription drugs obtained or used without proper medical authorization (this would include prescription drugs prescribed to someone other than the employee e.g., friends and family members), drugs or supplements with mind-altering properties (e.g., Kratom, Salvia, Kava, Khat, Mescaline, Ayahuasca, and Betel Nut), human testosterone-like substances, and other substances not being used for their intended purposes or not for consumption.

The use, selling, purchasing, transferring, concealment, manufacturing, transportation, possession, or being under the influence of a Prohibited Substance while on bp property, in any bp vehicle, or on bp time is strictly prohibited.

CBD may contain THC, which is a Prohibited Substance and may result in a positive drug test, even if the label indicates otherwise.

• There are several states that allow for the use of marijuana and cannabinoids for medical and/or recreational purposes. None of these states currently require an employer to allow an employee's use or possession of marijuana, cannabinoids, or THC-containing substances in the workplace or while performing work duties. bp reserves the right to take disciplinary action up to and including termination based on possession, impairment, or positive drug test results to the fullest extent permitted by law. • **Unless otherwise prohibited by law, INDIVIDUALS ARE PLACED ON NOTICE THAT EVEN IF THE INDIVIDUAL POSSESSES A PRESCRIPTION OR RESIDES IN A JURISDICTION WHERE MEDICAL OR RECREATIONAL USE OF MARIJUANA, CANNABINOIDS (CBD), OR ANY THC-CONTAINING SUBSTANCE IS LEGAL, A POSITIVE TEST MAY BE DEEMED A VIOLATION OF THIS POLICY AND MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF EMPLOYMENT AND FOR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.** • Individuals are warned that the use of CBD products and substances, or medications purchased in a foreign country, may result in a positive drug test.

Drug tests will be treated as follows: (Section 4.1.6):

The following will be considered a positive test and employment will be terminated:

- A. Lab & medical review officer (MRO) verified positive drug test where drug is identified above cut-off level without medical explanation.
- B. Refusal to test, failure to cooperate with any portion of the testing process, or failure to complete test, unless due to a medical condition verified through bp Occupational Health. The refusal of an employee to submit to any testing required by this Policy is considered equivalent to a positive test, except there will be no rehabilitation opportunity for and future retesting. A refusal to test shall include a failure to cooperate with any part of the testing process, including:
 - 1. Failing to remain and cooperate until the process is completed.
 - 2. Failing to provide a sufficient or adequate specimen (without medical explanation).
 - 3. Failing to appear for testing, including failing to appear within a reasonable time after being notified of testing.
 - 4. Failing to submit to a re-collection or retesting when required.
 - 5. Submitting a specimen that the MRO verifies as adulterated, substituted, or invalid due to test tampering.
- C. Submission of a specimen that the MRO verifies as adulterated or substituted, or where there is evidence of an attempt to interfere with a drug or alcohol test.

Alcohol tests will be treated as follows (Section 3.2.2):

Confirmation Test Level	Actions
If the event is less than 0.02% breath alcohol concentration (BAC)	- Deemed a negative test result. - OHN will refer employee to P&C. - May report to active duty
If the First event is equal to or greater than 0.02% BAC and less than 0.04% BAC	- Remove employee from active duty and suspend. - Deemed a positive test result and employee is subject to disciplinary action. - Employee is denied access to any bp facility and must be referred (mandatory) to an SAP. - Employee may not return to work until SAP recommendations are completed and a negative test result is obtained. - When follow-up testing is appropriate, the number and frequency of such follow-up testing shall be determined by a SAP
If the Second event is equal to or greater than 0.02% BAC	- Remove employee from active duty - Deemed a positive test result and employment will be terminated.
If the First event is equal to or greater than 0.04% BAC	- Remove employee from active duty. - Deemed a positive test result and employment will be terminated.

5

Review BP offshore medication reporting Form and Medication Requirements



- ❑ Are you traveling to the rig with any medications or supplements ?
- ❑ Fill digital form ~ 10 Days before This will ensure the medical teams have plenty of time to work any issues that may arise.
- ❑ Remember All medications must be kept in their original, labeled containers when traveling through the PHI/bp Houma heliport.

***The declaring of medications through the bp app is only required when employees are going to a bp owned facility (Mad Dog, Thunderhorse, Nakika, Atlantis, or Argos). There is no requirement for using the med reporting app when traveling to one of the drill ships/MODUs.

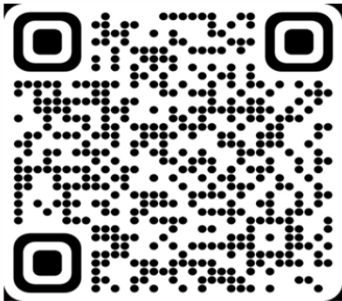
BP Gulf of Mexico OFFSHORE MEDICATIONS REPORTING form is going DIGITAL

1. CLICK the QR code and INPUT the following:

(<https://onemap-gom.bpglobal.com/gomoffshoremedications>)



- a. First and Last Name
 - b. Date of Birth
 - c. Contact Information
 - d. Platform you are flying to
2. CLICK "NEXT" and COMPLETE page 2 of the form.
- a. General medical information
 - b. List of Medications (enter each medication separately)
 - c. Don't forget to hit the "submit" button
- Your medications will be reviewed BEFORE your offshore trip, ensuring work is started and completed as scheduled, without unnecessary delays. If there is follow-up needed for your medications or medical conditions, a nurse or medic will reach out to your company.



Questions, please email the GoM HealthTeam at mailto:bpgomcm@bp.com or ask your facility Medic.

bp GoA HSE&C Notice
June 19, 2025

Important Notice Regarding Medication for Offshore Travel



Attention all workers travelling to bp offshore facilities:

We want to remind everyone traveling to bp offshore sites that while pill planners can be used offshore, you cannot store medications in them during travel to bp locations.

All medications must be kept in their original, labeled containers when traveling through the PHI/bp Houma heliport.

When medications are not in their original containers at the heliport they are considered CONTRABAND and may result in travel disruption for you.

This policy helps make sure medications can be identified and checked for safety and compliance. Please follow these instructions to avoid any problems during your trip.

Thanks for your cooperation and understanding.
Bp Health and Security Teams

Enhance wellbeing

Questions, contact your Offshore Medic, Nurse Christina Hegman, christina.hegman@bp.com, Health Lead, Valerie Murray, valerie.murray@bp.com

6

"Day of the flight" Checklist



- ❑ **Where am I flying from?** In 2025 GoA has moved into the new heliport at PHI in Houma 3550 Taxi rd. Terminal A. This is a shared facility (like an airport).
- ❑ **Do I have right ID with me?** The TSA requires PHI to verify passenger identity using a Real ID. **What's that?** -> <https://www.tsa.gov/travel/security-screening/identification>
- ❑ **How about Timing?** Ensure you are at the Heliport prior to your flights check-in time and show up early enough to get through drug screening, if chosen, and not hold up a flight. The faster we close out the flight manifest the sooner the bird takes off.
- ❑ **Do I have all required physical documents with me?** TWIC card required for all BP personnel. For all non-BP employees, TWIC cards are required for offshore production platforms. LOD or LOE plus: Valid Visa in permissible categories listed at Section 1, Valid Foreign Passport and I-94 Record.
- ❑ **Traveling with Suitcase?** PHI will not accept Hard suitcase and bags over 50 LBS. Make sure your bag is under 50 lbs and it's a soft type of bag ie duffle bag. Plastic bags and lose items are not allowed.
- ❑ **Driving Your Car?** Passengers must park in the passenger parking lot and take the shuttle to the heliport entrance.
- ❑ **Driving HERTZ rental?** Ensure you are familiar with return process - park in designated space and deliver your rental car keys to security.
- ❑ **Do you have knives, firearms ammunition, brass knuckles, firearm parts?** The BP Weapons Policy strictly prohibits employees, or any person providing services to BP or located on BP premises from possessing weapons of any kind at the workplace. Read More [Weapons letter.pdf](#)
- ❑ **Are you traveling to the rig with any medications or supplements?** All medications must be kept in their original, labeled containers when traveling through the PHI/bp Houma heliport. When medications are not in their original containers at the heliport they are considered CONTRABAND and may result in travel disruption for you. Review BP Drug, Alcohol and Firearms Policy
- ❑ **Flying with batteries of any kind?** Make sure you review [Batteries Carried by Airline Passengers FAQ](#)
- ❑ **Do you Vape?** Vapes can not be in passenger bags they must be able to fit in your pockets, even the disposable ones, because they also contain batteries.
- ❑ **Do you drive electric?** The parking lot does not offer battery charging services.
- ❑ **Using Car service?** Passengers being dropped off may be dropped in front of the heliport (3550 Taxi rd. Terminal A) Passengers returning from offshore can be picked up at the arrivals gate located on the other side of the runway (3521Rounds Road.)
- ❑ **Wearing a hat?** Hats must travel offshore in the passenger's baggage and are not permitted to be carried in the aircraft cabin.
- ❑ **Do You want to listen to music on the flight or in the terminal?** In accordance with the PHI policy, Blue Tooth devices are not permitted for use on the helicopter. All Blue Tooth devices must travel offshore in the passenger's baggage and not permitted to be carried in the aircraft cabin.
- ❑ **Traveling with electronics?** All electronics devices (except for cell phones) must be powered off and placed in passenger baggage for transportation. While on the aircraft and transit to and from the aircraft passengers must be able to secure your cell phone in a pocket.
- ❑ **Coffee for the flight?** Opened liquid containers (opened soda containers, coffee mugs, drink cups etc.) may not pass thru the security check point.
- ❑ **Sweet Tea for the Hitch?** Liquids with original seals intact (not opened yet) may travel in the passenger's checked baggage through security and the heliport. Please keep in mind our weight restrictions on helicopters.
- ❑ **Wondering about Dress Code?** Please wear appropriate clothing – No shorts, flip-flops, crocks, sandals (only closed toe shoes), no workout clothes.