

USPL Contractor Management Policy

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Contractor Management Policy

BP US Pipeline & Logistics (USPL) is limited to hiring and working with only qualified contractors who have demonstrated a high level of commitment and performance with regards to HSSE. Contractors are expected to perform their work consistent with the agreed to terms and conditions of their contract and if applicable their Master Service Agreement. Contractors shall be in conformance with all applicable federal, state, and local health, safety, and environmental laws and regulations, and with USPL policies and procedures.

Contractors shall employ competent people and establish and follow safe work plans, practices, and permit systems. A pattern of nonconformance with approved plans, practices, and permits and/or nonconformance with federal, state, or local laws, rules, regulations, or ordinances is grounds for disciplinary action, up to and including termination of the contract.

This document is intended to provide guidance to help implement OMS Group Essential 2.5 – Working with Contractors.


1.0 Purpose and Scope

The purpose of this policy is to set forth a formal approach in the selection, and retention of contractors associated with the following activities that are managed and coordinated by BP USPL; construction, maintenance, demolition, remediation, operations, manual labor and other similar work activities.

This policy does not apply to contractors with little or no field exposure or those who will be accompanied at all times by a BP USPL employee or qualified contractor serving in the role of a BP position such as an Asset Operator or their appointed designee. For example, this policy does not apply to:

- office based consultants such as Kelly Services or other firms who perform their services in an offsite office.
- contractors or consultants conducting a site visit for purpose of performing a survey, participating in a meeting or attending a pre-bid job walk,
- contractors providing minor facility services (e.g., repairing a clogged sink, painting an office), these contractors are used infrequently and are not considered fungible or specialized.
- specialized contractors that represent and act under BP USPL policy in field work and are directly supervised by BP personnel (i.e. Job Inspector, Construction Manager, or Asset Operator Designee)

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- administrative office support personnel
- carriers who are managed by the Transport Operations teams.
- FedEx , water or other delivery services.

The following policies are applicable to or are referenced in this policy:

• Control of Work Policy	• R&M Projects common process
• USPL Engineered Modification Small Projects Policy	• Work Management Policy
• BP US Marketing, Supply, and Logistics Supplier Qualification Common Process	• Operator Qualification web site
• BP Code of Conduct	


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2.0 Minimum Requirements

Requirements		Supporting Documentation
1.	Only Contractors meeting the Contractor Selection Requirements (CSR) as defined in this policy shall be used.	Section 5.1
2.	Contractors who do not meet the CSR shall be identified as Do Not Use in the electronic Purchase to Pay tool and shall not be awarded new work without the approval of the Operations Manager (OM) or Engineering Projects Inspection and Construction (EPIC) Manager for their use on Working Probation.	Section 6.1
3.	Any contractor who does not meet the CSR during the course of performing awarded work shall be reviewed by the OM or EPIC Manager to determine if a stop work order should be issued, the contractor's status should be changed and any necessary action to be taken.	Section 6.1
4.	The Marine Advisor or their designee shall be engaged for contractor assurance if the contractor is performing a marine activity or utilizing a marine vessel. The Diving Technical Authority shall be engaged for contractor assurance if the contractor is performing Diving Activity.	Section 3.3 & 3.8
5.	Contractor employees who perform Covered Tasks shall meet the Operator Qualification requirements. The contractor shall also assign their personnel to the virtual Job Site set up by USPL in ISNetwork (ISN).	Section 3.2, 3.8 & 6.6
6.	Contractor employees performing Covered Tasks shall be in an anti-drug and alcohol testing pool and the contractor company anti-drug & alcohol plan shall meet Department of Transportation (DOT) requirements. This verification is performed by National Compliance Management Service (NCMS) and reported through ISN.	Section 3.2, 5.1 & 8.3
7.	Contractors shall be informed of the electronic site where BP's HSSE policies and procedures are available. (ISNetwork, BP Pipeline bulletin board).	Section 3.2, 3.8 & 5.1
8.	Contractors are required to complete and submit a Site-specific Safety, Health and Environmental plan (SSHEP).	Section 3.2 & 6.5
9.	Contractors shall identify sub-contractors they propose to use along with their selection criteria data in their bid or proposal, as appropriate and in the SSHEP.	Section 3.2 & 6.6
10.	Subcontractors shall meet the statistical Contractor Selection Requirements; otherwise approval from the OM or EPIC Manager shall required and they shall be managed by the primary contractor.	Section 6.6
11.	A post-job survey shall be completed for providing contractor performance information when requested by Procurement and Supply Chain Management (PSCM).	Section 3.7 & 3.8

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3.0 Roles and Responsibilities


3.1. District Operations Manager (DOM) and Control Center Manager

- A. The operations approving authority for New Contractor Approval Request forms.
- B. The approving authority for specialized contractors proposed for use at facilities for which they are responsible.
- C. The approving authority for fungible contractors which are managed locally.
- D. Maintain a list of fungible contractors and ensure they meet our Contractor Selection Requirements (CSR). A list of fungible contractors should be kept in an Excel spreadsheet with the following information: Contractor Name, Service Provided by the Contractor, Date(s) Service Provided on Site.

3.2. Contractor

- A. Register with ISN and submit required company data, safety information, programs, and policies at the end of every quarter as applicable. The exception will be Fungible contractors that are locally managed; can register and submit their data with ISN but it is not required. They will however need to provide evidence of safety performance if they are not registered with ISN.
- B. Annually acknowledge in ISN that they have disseminated BP USPL HSSE Policies to its employees, personnel and any subcontractor it utilizes and document such distribution.
- C. Annually acknowledge in ISN that their equipment used by themselves and/or its subcontractors (owned, leased or otherwise obtained) is fit for service.
- D. Annually acknowledge in ISN that their employees are competent and that their work shall be carried out in compliance with USPL requirements.
- E. Register with NCMS and submit their anti-drug and alcohol plan if performing any Covered Tasks requiring Operator Qualifications or performing work of any kind on a DOT jurisdictional terminal or facility.
- F. Provide appropriate qualified employees when performing specific Covered Tasks under U.S. DOT Operator Qualification regulations on BP facilities regulated by the U.S. DOT Parts 192 and 195.
- G. Comply with USPL HSSE policies and contract requirements.
- H. Follow the requirements in the development and submittal of the SSHEP.
- I. Manage sub-contractors in accordance with USPL requirements. Submit the proposed sub-contractors statistical data and provide documentation as evidence with their bid / proposal and on their SSHEP.
- J. Develop and submit an HSSE Improvement Plan when identified by the OM or EPIC Manager as a condition of Working Probation.

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- K. Provide purchase order notification in electronic Purchase to Pay tool.
- L. The primary contractor shall notify the Person Responsible for the Contracted Work (PRCW) anytime during the project that a subcontractor is to be retained for work. The subcontractor shall not be allowed to work until authorization is provided by the PRCW.

3.3. Contractor Management Team

- A. Drive continuous improvement in the performance of USPL contractors by managing, implementing, and improving the contractor management process.
- B. Upon receipt of a New Contractor Approval Request form, evaluate the contractor information in ISN against the CSR.
- C. Evaluate currently utilized contractors information in ISN against the CSR on a quarterly basis.
Contractors who fail to meet or maintain the statistical selection requirements will be identified as Do Not Use in the Electronic Purchase to Pay Tool.
- D. Process Safety Management (PSM) contractors as identified by Terminal or Plant Managers, shall be evaluated quarterly in ISN to ensure they satisfactorily meet the PSM Program for Contractor Requirements.
PSM contractors who fail to meet the PSM Program requirement will be identified as Do Not Use in the Electronic Purchase to Pay Tool.
- E. Annually ensure contractors have confirmed in ISN that they have disseminated BP USPL HSSE Policies to its employees, personnel and any subcontractor utilized and document such distribution.
- F. Annually ensure contractors have confirmed in ISN that their equipment used by themselves and/or its subcontractors (owned, leased or otherwise obtained) is fit for service.
- G. Annually ensure contractors have confirmed in ISN that their employees are competent and their work shall be carried out in compliance with USPL requirements.
- H. Engage the Marine Authority or their designee for further assurance when the contractor will engage in marine activities or utilize marine vessels.
http://omslibrary.bpweb.bp.com/Pages/Home.aspx/GDP56_6_0001MarineActivity
- I. Engage the Diving Technical Authority or their designee for further assurance when the contractor will engage in diving activities.
http://omslibrary.bpweb.bp.com/Pages/Home.aspx/GDP56_6_0001MarineActivity
- J. Serve as the Point of Contact for, and manage, the ISN account for USPL.
- K. Ensure the USPL website for contractor information is current and maintained.
- L. Notify Procurement and Supply Chain Management (PSCM) and PRCW of a contractor performance status following a New Contractor Approval Request form review or if they fail to meet the CSR following a regular periodic review.

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- M. Notify PSCM and PRCW of a contractor whose required programs (based on the services they provide) are not 100% complete as verified by ISN.
- N. Maintain current USPL HSSE policies and procedures on ISN and communicate revisions for approved contractors to access and review.
- O. Provide to Learning & Development, documentation and information necessary to develop materials, train and coach USPL employees in Contractor Management consistent with their roles.
- P. Lead a process for making changes to this policy in accordance with Management of Change (MOC) procedures and consult with representatives from the applicable groups to ensure consistency and accuracy. Minor changes to this policy may be made without submitting them for comments. This policy should be updated with the most current information as referenced policies and procedures change.

3.4. Engineering, Projects, Inspection, and Construction (EPIC) Manager

- A. The approving authority for New Contractor Approval Request forms for contractors to be used in engineering managed projects.
- B. The approving authority for placing contractors on working probation for engineering managed projects.
- C. The approving authority for placing terminated contractors on working probation for engineering managed projects.
- D. The approving authority to reinstate terminated contractors to working probation a minimum of 12 months after the termination date on engineering managed projects.

3.5. Operations Manager (OM)


- A. The Operations approving authority for placing contractors on working probation.
- B. The Operations approving authority for placing terminated contractors on working probation.
- C. The Operations approving authority to reinstate terminated contractors to working probation a minimum of 12 months after the termination date.

3.6. EPIC HSSE Team Leader

- A. Review SSHEPs at the request of the HSSE Project Coordinator and Project Manager.
- B. Review HSSE Improvement Plans, as required by the EPIC Manager, for contractors working on working probation.

3.7. Safety & Security Team Leader

- A. Review HSSE Improvement Plan, as required by the Operations Manager, for contractors working on working probation.

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- B. Provide current HSSE policies and timely updates to Contractor Management Team for posting on ISN for access by connected contractors.


3.8. Procurement and Supply Chain Management (PSCM)

- A. Setup of Contractor within USPL Purchase to Pay tool.
- B. Verify with the Contractor Management Team or within ISN the safety status of a contractor prior to issuing agreements, contracts, or purchase orders.
- C. Determine the most appropriate contracting option between USPL and the contractor and issue new or revised agreements, contracts, and purchase orders according to Delegation of Authority.
- D. Create and maintain contracts as required under BP policy.
- E. Qualify contractors based on the PSCM Supplier Qualification process, if necessary.
- F. Manage relationships between contractors and suppliers.
- G. Administer post-job surveys in ISN and subsequent supplier performance indicators; take appropriate action if contractor performance requires changes to the contractor's status.
- H. Address significant contractor performance issues in the electronic Purchase to Pay tool.
- I. Monitor contractor compliance with MSA Insurance provisions within ISN.

3.9. Person Responsible for the Contracted Work (PRCW)

- A. Ensure consultants and contractors receive training on site safety, emergency response, and other orientation as applicable.
- B. **If not provided with the Request for Proposal (RFP), inform and provide the contractor with information for accessing STP/ETP standard procedures and applicable HSE policies.** Prior to procurement of services, contact PSCM to verify contractors are qualified, are under contract with BP.
- C. Prior to procurement of services, verify the contractors and sub-contractors meet the CSR or are approved by the OM or EPIC Manager for working probation if they do not.
- D. Prior to procurement of services, verify the contractors and sub-contractors have Operator Qualified (OQ) employees where applicable.
- E. Prior to procurement of services, verify the contractor is active and approved for use in the electronic Purchase to Pay tool.
- F. For new contractors or contractors not in the electronic Purchase to Pay tool, **complete and obtain EPIC Manager, District Operations Manager or Control Center Manager approval on the New Contractor Approval Request form prior to submission to the Contractor Management Team.**

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- G. Verify contractors involved in marine activities or using marine equipment are approved by the marine authority or their designee.
- H. Verify contractors involved in diving activities are approved by the diving technical authority or their designee.
- I. Inform the site Team Leader or Terminal Manager of contractors retained to work who are on Working Probation.
- J. Verify the contractor is informed of work that involves DOT Covered Tasks requiring Operator Qualified individuals to perform such tasks.
- K. Submit persons to act in the role of specialized contractor, from a contracting company, to the DOM for approval. (Example: AOD).
- L. Verify that a documented post-job survey, including contractor performance, is completed and provided to PSCM when required based upon the Supplier Decision Matrix.
- M. Identify specialized contractors and activities they will be performing at USPL locations to HSSE.
- N. Verify specialized contractors receive the necessary USPL training.
- O. Identify and provide a list of any Process Safety Management (PSM) contractors who will work on a BP PSM worksite (usually the Terminal or Plant Managers), to the Contractor Management Team for evaluation in ISN to ensure they satisfactorily meet the PSM Program for Contractor Requirements. The list of PSM contractors should be kept in an Excel spreadsheet with the following information: Contractor Name, Service Provided by the Contractor, Date(s) Service Provided on Site.
- P. When exceptions are requested, ensure an email is sent to the Contractor Management Team regarding OM or EPIC manager approval and any conditional requirements.
- Q. Review SSHEPs developed by the contractor.

4.0 Process Flow

- 4.1. The Process flow diagram is a representative sample of the typical work flow and should be used as a guide only. See Appendix I.


5.0 Selection

5.1. Contractor Selection Requirements (CSR)

- A. Statistics:

- 1. A 3-year rolling average OSHA Total Recordable Incident Rate (TRIR) of 3.0 or less for corporate experience. If the contractor has less than three years of data,

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the contractor shall require OM or EPIC Manager approval to be used on Working Probation.

2. A current year Experience Modification Rate (EMR) of 1.0 or less.
 3. Have no serious or willful OSHA violations or fatalities within the past three years that are relative to the type of work they are being contracted to perform for USPL.
 4. Have had no OSHA recordable injuries or preventable vehicle accidents on a USPL work site for the past 12 months.
- B. Anti-drug and Alcohol Program:
1. If performing DOT covered tasks, National Compliance Management Service (NCMS) shall verify both the contractor anti-drug and alcohol program and quarterly MIS reports as meeting DOT requirements.
 2. For non-DOT service work, the contractor anti-drug and alcohol program shall provide testing post incident and for cause.
- C. Safety Programs:
1. Have safety programs meeting OSHA requirements in accordance with the work types identified in ISNetwork.
 2. Have a driving policy when the contractor will drive on BP business or on BP sites. Mobilization and demobilization work is excluded from the driving safety program requirement.
 3. Have a good environmental program and performance with no environmental violations involving fines for the past two years that are relative to the type of work they are being contracted to perform for USPL.
- D. Acknowledgement:
1. Contractor shall annually acknowledge through ISNetwork;
 - they have disseminated the BP USPL HSSE Policies to their employees, personnel and subcontractors utilized
 - the equipment used by their company and their subcontractors, whether owned, leased or otherwise obtained, is fit for service while performing work on BP USPL jobsites
 - their employees are competent, and their work shall be carried out in compliance with BP USPL requirements

5.2. HSSE Vetting

- A. The Contractor Management Team shall utilize ISN for review of a contractor safety performance and the necessary safety programs based on the services they will provide on USPL work locations.

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1. A grading process provided through ISN shall determine if a contractor meets USPL CSR. These grades are translated into the HSSE status indicated in the electronic Purchase to Pay tool as follows:
 - a) Approved – contractor meets all selection requirements and no action required for use.
 - b) Do Not Use – contractor does not meet the statistical and anti-drug and alcohol program requirements; therefore the appropriate OM or EPIC Manager approval is required in order to engage the contractor in a service agreement.
2. USPL requires contractors to update their HSSE statistical data in ISN at the end of every quarter.
3. As new contractors are engaged and quarterly for all contractors working under a current service agreement, reports will be downloaded from ISN indicating each contract company's grade.
4. The grade data from ISN will be provided to the electronic Purchase to Pay team.



5.3. Sourcing

- A. This process is governed by the PSCM Common Sourcing Process. The PRCW shall follow the USPL Sourcing Expectations posted on the Purchase to Pay site and involve PSCM as appropriate.
- B. Minimum requirements for contractor utilization:
 1. Contractor compliance with CSR.
 2. Contractor shall be qualified in accordance with the PSCM Supplier Qualification Process, if applicable.
 3. Contractor shall be issued a Purchase Order prior to work except under Emergency Response conditions.
 4. Contractor selection shall be in accordance with the sourcing process and PSCM defined contracting strategies.
 5. Any single or sole sourcing of a contractor shall be documented by the PRCW and approved by the appropriate USPL Manager, Procurement Specialist and the PSCM Director.
- C. PSCM Sourcing is governed by the Common Process; specific requirements for USPL are contained in the Functional Expectations Guide Book.

5.4. Process Safety Management

- A. BP USPL Process Safety Management (PSM) worksites shall identify contractors working on their assets and share this with the Contractor Management Team. The list of PSM contractors should be kept in an Excel spreadsheet with the following information: Contractor Name, Service Provided by the Contractor, Date(s) Service Provided on Site.

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B. The Contractor Management Team shall evaluate the performance of contractor identified as working on a PSM worksite in fulfilling their obligations as specific to 119 (h)(3) upon initial engagement for work and annually.

6.0 Planning

6.1. Do Not Use identification

Contractors in good standing shall meet performance standards as defined in the CSR. Contractors who fail to meet or maintain statistical and anti-drug and alcohol selection requirements will be identified as Do Not Use.

Contractors who do not meet the CSR will be identified as Do Not Use in the electronic Purchase to Pay tool and will not be awarded new work without the approval of the OM or EPIC Manager for their use on Working Probation.

Any contractor who does not meet the CSR during the course of performing awarded work for or at a BP site shall be reviewed by the OM or EPIC Manager to determine if a stop work order should be issued, the contractor's status should be changed and any necessary action to be taken.

6.2. Using a Contractor on Working Probation

A contractor identified as Do Not Use may be used on working probation for one year from the date they are approved by the OM or EPIC Manager. One-time contractors who do not meet selection requirements, but who are approved for use are on working probation for that job or the duration of the one-time contract.

A. HSSE Improvement Plan

It is at the discretion of the OM or EPIC Manager if the contractor shall develop an HSSE improvement plan.

B. Job-specific Management Plans


It is at the discretion of the OM or EPIC Manager if the one-time contractor on probation is required to develop a job-specific management plan and/or if oversight by an HSSE professional is required.

6.3. Working Probation Review

The OM or EPIC Manager shall determine if the contractor is to remain on Working Probation.

If termination is the recommendation, the contractor shall follow the requirements listed in the Reinstatement section below.

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6.4. Termination & Reinstatement

A. Termination

Determination if a contract should be terminated is at the discretion of the OM or EPIC Manager and shall be done in consultation with PSCM and legal.

B. Reinstatement

Reinstatement of a contractor after termination requires a review and authorization of the OM or EPIC Manager. After reinstatement, the contractor is on Working Probation and may work or bid on jobs. The following criteria shall be met before reinstatement.

- A minimum of 12 months has passed since the contract was terminated.
- The contractor has a 3-year rolling average OSHA TRIR rate of 3.0 or less and an EMR of 1.0 or less.
- The contractor has not had any final enforcement actions of HSSE regulations during the probation or termination period. Investigate any citations.
- The contractor meets any other site-specific prequalification criteria.
- The contractor can demonstrate that its employees can meet OQ requirements if they will perform Covered Tasks.
- The contract is modified or re-negotiated as necessary to ensure compliance.
- The contractor has appropriately addressed the issues involved in their termination and meet CSR.

6.5. Site-specific Safety, Health and Environmental Plan (SSHEP)



A Site-specific Safety, Health and Environmental Plan shall be completed and submitted pursuant to the SSHEP procedure (Appendix II).

6.6. Sub-contractors

Subcontractors are subject to the statistical Contractor Selection Requirements; average 3 year OSHA TRIR, current year EMR and fatalities. USPL has a contractual right to approve or reject any subcontractors.

Primary contractors shall hold their subcontractors to USPL statistical Contractor Selection Requirements and provide documentation as evidence of their performance. Before work is awarded to the primary contractor, the subcontractor statistical selection requirements documentation shall be submitted to the PRCW for review, verification, or OM or EPIC Manager approval if required. The PRCW and the appropriate HSSE are responsible for ensuring the contractor uses safe, qualified subcontractors.

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The OM or EPIC Manager shall be the decision authority as to whether a subcontractor who does not meet the statistical selection requirements can be used.

The subcontractor performance documentation shall be included in the SSHEP. The primary contractor shall notify the PRCW anytime during the project that a subcontractor is to be retained for work. The subcontractor shall not be allowed to work until authorization is provided by the PRCW.

The contractor shall require the following from subcontractors:

- Documentation as evidence of their statistical selection requirements, OSHA logs for the last 3 years, and a letter from the workers' compensation carrier including the current year insurance modification rate. If the subcontractor is a member of ISN, the statistical summary report will be sufficient as evidence.
- Subcontractors can submit their own SSHEP to be reviewed and approved by the primary contractor or provide their statistical information to the primary contractor to be included in their SSHEP submittal.

Any subcontractor who is paid directly by BP shall be required to register with ISN. However, if the subcontractor is paid by the primary contractor, they do not need to register with ISN unless they will be providing Operator Qualified personnel to completed DOT Covered Tasks.

7.0 Execution

Work shall be conducted in accordance with the applicable policies and procedures identified in the Scope and Minimum Requirements sections of this policy.

7.1. ISN Tracking and Maintenance

The PRCW, District Operations Manager, USPL OQ Committee, and the Contractor Management Team have various responsibilities for maintaining the ISN website as listed in the Division of Responsibility Matrix posted on the OQ home page. The OQ Employee Identification & Tracking Methods posted on the OQ home page lists methods for identifying a contractor's OQ employees and tracking their qualifications.


<http://uspl.bpweb.bp.com/HR/Learning/OperatorQualification/tabid/835/Default.aspx>

8.0 Systems

8.1. Electronic Purchase to Pay Tool

The USPL database of contractors used to implement the Purchase to Pay process. Currently this tool is Ariba P2P Pro.

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8.2. ISN

ISN is a web-based contractor database that helps owners and suppliers satisfy governmental and owner-specific recordkeeping and management requirements. ISN is the USPL “office of record” for confirmation of operator-qualified contract personnel.


<http://www.isnetworld.com/>

8.3. NCMS

NCMS reviews alcohol and drug testing programs from contractors performing U.S. DOT Covered Tasks and advises whether the plan and its implementation are in compliance with the DOT PHMSA pipeline safety regulations 49 CFR Part 199 and Part 40.

<http://www.nationalcompliance.com/>


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9.0 References

- BP Pipelines N.A. Inc., BP Products N.A. Inc., BP West Coast Products LLC Inc., Procurement/Contracting Procedures
- GRP 2.5–0001, BP Group Recommended Practice, Working with Contractors
- GRP STD 02 Group Standard, Control of Work
- GDP 4/5-0001, BP Group Defined Practice, Control of Work
- USPL-COW-001-001, Control of Work Policy
- 49 CFR Part 199, Drug and Alcohol Testing
- 49 CFR Part 195, Subpart G Operator Qualification
- USPL-MOC-001-001, Management of Change Policy
- BP Code of Conduct (see [PL Legal, Code of Conduct](#) online).
- USPL Engineered Modification Small Projects Policy
- R&M Projects common process
- Work Management Policy
- Operator Qualification web site
- BP US Marketing, Supply, and Logistics Supplier Qualification Common Process
- BP Pipelines external web site: <http://www.bppipelines.com/>


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Definitions


Consultant	An expert advisor working at USPL facilities in an office environment.
Contractor	A company who contracts to perform work in the field involving maintenance, construction or operations activities. Unless otherwise specified, the term “Contractor” applies to both primary and sub-contractors.
Contractor’s employees	Employees of the contractor and its subcontractors and vendors who perform field work involving maintenance, operations or construction activities.
Contractor Selection Requirements (CSR)	<p>A contractor company’s statistical OSHA data, anti-drug and alcohol program as well as safety programs based on services provided are reviewed on a regular basis to determine their grade in ISNetworld as well as their HSSE status in the electronic Purchase to Pay tool.</p> <p>See Section 5.1 for more details and information.</p> <p>Specialized contractors are not subject to CSR (Job Inspectors, Construction Managers, Asset Operator Designees).</p>
Covered Task	An activity that (a) is performed on a pipeline or terminal facility subject to DOT jurisdiction and (b) is an Operations or Maintenance task and (c) is required by Part 192 or Part 195 and (d) affects the operation of integrity of the pipeline.
DOT Operator Qualification	An individual who has been evaluated and is able to perform activities identified as Covered Tasks and responds to abnormal operating conditions that may be encountered while performing these activities.
Existing contractor	A contractor listed in the electronic Purchase to Pay tool.
Field work	Operations, maintenance, or construction activities performed on BP USPL assets and facilities and at a non BP USPL controlled premise where the work is under the direct control, supervision and contract with USPL as may be the case in third party terminals, refineries, tank farms or green fields.
Fungible	These services providers are easily replaced by another provider of like nature and are managed locally by the USPL staff. Fungible contractors include but are not limited to: janitorial services, fence repair, snow removal, lawn maintenance and other. The contractor typically will not be vetted by ISNetworld or the USPL Contractor Management team but it is the responsibility of the District Operations Manager, Terminal Manager or Team Lead to ensure they meet our Contractor Selection Requirements (CSR). If they do not meet CSR consult with the local Safety Coordinator before proceeding.

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Marine Activity	<p>The procurement, chartering or contracting, selection, inspection, approval, vessel operation, commercial operation, scheduling, design, construction, commissioning, and / or disposal of marine vessels (but excluding the ‘mission systems’, e.g., diving systems on diving vessels); and the floating structure or marine systems of a floating production and / or storage unit; and the operation of, and equipment associated with, the ship to shore interface of marine terminals including single buoy or single point moorings.</p> <p>http://omslibrary.bpweb.bp.com/GroupOMSLibrary/Recommendation/GRP/GRP_5_6_0002.doc</p>
MSA contractor	An approved contractor working under a Master Service Agreement.
New contractor	A contractor not listed in the electronic Purchase to Pay tool. Contractor will not have a contract with BP nor be considered a qualified contractor for PSCM.
One-time contractor	Non-MSA contractors which may be used “one-time”, for “one-off”, unique, or specialty services, or commonly used “lower risk” work that does not warrant an MSA. These contractors are governed by Terms & Conditions in the Purchase Order.
Person Responsible for Contracted Work	USPL employees such as, but not limited to, Project Manager, Engineer, Terminal Manager, District Operations Manager, Team Leader, or Technician who hire contractors to perform field work.
Primary contractor	Company retained to execute a scope of work involving the use of sub-contractors.
Process Safety Management (PSM)	A set of approaches to manage hazards associated with any activity or combination of activities including any use, storage, manufacturing, handling or the on-site movement of highly hazardous chemicals (HHCs) as defined by OSHA 29 CFR 1910.119 (Process Safety Management of Highly Hazardous Chemicals) and the Environmental Protection Agency (EPA) 40 CFR Part 68 [Accidental Release Prevention Requirements: Risk Management Programs under Clean Air Act Section 112(r)(7)].
Procurement & Supply Chain Management (PSCM)	The strategic management of the supply base, to include supplier selection, commodity strategies, supplier qualification, and performance management. Additionally, the complete financial process of obtaining goods and services, from preparation and processing of a requisition through to receipt and approval of the invoice for payment.
Program Deficiencies	Contractor who meets the statistical and anti-drug and alcohol program selection requirements but are missing or have deficiencies in the safety programs required for the services they have identified they perform.

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Purchase to Pay The process, activities, systems, and information flow associated with the purchasing of goods and services from suppliers. The BP Business Service Center owns the requisition and purchase order processes, are responsible for these activities, and manage all payment processes. Ariba P2P Pro is the current database of contractors used to implement the Purchase to Pay process.

Specialized Contractor Specific individual(s) from a contracting company who perform work at a site(s). Examples are electricians who support and maintain terminal and pipeline electrical systems and Job Inspectors, Construction Managers or Asset Operator Designees for control of work support.

Sub-contractor A non-BP entity retained to perform an operations or engineering scope of work under the direction of the primary contractor.

Working Probation Allows contractors who do not meet CSR to be considered for contract work. NOTE: Companies with identified divisions and where statistical reporting is available by division, CSR should be evaluated by division utilized per OM or EPIC Manager's discretion. If at the end of a 1-year working probation period, the contractor's performance deficiency area has not improved or the 3-year rolling TRIR has not fallen to 3.0 or below, the OM or EPIC Manager, PRCW and PSCM, shall conduct a review to determine whether the contractor is making acceptable progress and should remain on Working Probation or whether to terminate the contract.

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Appendix I Process Flow Diagram

This Process flow diagram is a representative sample of the typical work flow and should be used as a guide only. The Process flow diagram is located on DRM in the folder with the Contractor Management Policy.

Appendix II Forms and Templates

- Contractor HSSE Improvement Plan Template - located on DRM in the folder with the Contractor Management Policy
- USPL New Contractor Approval Request (CAR) Form and Instructions - located on DRM in the folder with the Contractor Management Policy.
- Site Safety, Health and Environmental Plan Procedure, Guide and Template - located on DRM in the folder with the Contractor Management Policy.

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