



## BP Whiting Business Unit Contractor Procedures

Every contractor scheduled to work in the BP Whiting Refinery are required to have the following prior to badge issuance:

- BP Whiting Site Specific Orientation.
  - Approximately 1.5 days of instruction.
- BP Whiting CoW Awareness Training.
  - Approximately 4 hours of instruction.
- OSHA 10 Hour or 30 Hour Outreach Training (Construction or General Industry).
- Be clean shaven per BP Respiratory Policy (only facial hair allowed is mustache not below the top lip).
- Valid (current) Government issued photo ID (i.e., driver's license, passport, etc.).
- TWIC Card needed if working in a MARSEC area.
- Pre-Access Substance Test.
  - To be completed at the BP Medical / First Aid facility prior to attending training call (219) 392-5133.
- Be Pre-approved in PIC's (Pacific Industrial Contractor Screening, Inc.) For further information on PIC's <http://www.picsauditing.com/index.jsp> .

### Office Worker Training

If your work does not require you to be in a refinery process area you can complete the Contractor Office Worker Training instead of the Site Specific Orientation. This can be done by:

- Completing the Contractor Office Worker Badge Request Authorization Form. To access the form visit <http://www.standt.com/bp.html>
- Scheduling the CBT (Computer Based Training) course using the VTMS system.
- Receive a passing score of 80% or better on the Office Worker exam.

### Contractor Training Facilities

2800 Dickey Place (Mittal 47 Complex)

East Chicago, IN 46312

Phone (219) 392-5300

Fax (219) 392-5177

### To Schedule BP Whiting Contractor Training:

You can schedule your employee(s) utilizing the VTMS (Virtual Training Management System)

If you have a problem with the Virtual Training Management System call (219) 392-5300 to schedule. Directions will be given upon request. You can also visit <http://www.standt.com/bp.html> for more information.

Classes are generally held on Monday, Tuesday, Wednesday and Thursday.

Registration hours are 6:00 am to 5:30 pm. Monday thru Thursday 6:00 am to 2:00 pm Friday. You must be registered and in your seat 15 minutes prior to the start of the class. For further information visit <http://www.standt.com/bp.html>

### Virtual Training Management System

The Virtual Training Management System (VTMS) is a Web Based application that will allow you the contractor company to easily check training history, CoW (Control of Work) Roles, and register your employees for training courses offered at the BP Whiting Refinery. You can also access the Whiting Business Unit MOSP (Manual of Safety Policies) through this site. Visit <http://www.standt.com/vtms.html> for more details and registration information.

### OSHA 10 Hour Training

Safety Training and Tracing does offer the OSHA 10-Hour instructor lead class in with a minimum of 10 students per class. As an alternative to instructor lead training, employers can arrange for their employees to take the course on-line.

Instructions to take the OSHA 10 Hour on-line training are available at: <http://www.standt.com/OnLineTraining.html>

**The cost of the OSHA 10 hour training is the responsibility of the employer / employee.** We will do everything we can to facilitate your visit at the BP Whiting Business Unit.