



BP Pipelines, (North America) Inc.

Date

Xxxxxx(address)
Xxxxxx(address)
Xxxxxx(address)

Dear xxxxxx

BP Pipelines (North America) Inc.'s ("BP Pipelines") Implementation of the BP Group Driving Standard for our Contractors

As you may already know, driving is one of the most significant risks we face daily in our lives. In an effort to prevent vehicle incidents, BP has developed a company-wide Group Standard for Driving Safety that applies across the entire company and that is mandatory for BP vehicles and employees. **BP Pipelines is requiring that all of our Contractors with Master Service Agreements comply with this standard.**

The 10 key elements in the new **BP Group Driving Standard** are:

1. The vehicle is fit for the purpose and has been maintained in safe working order, with seatbelts installed and functional.
 - All vehicles operated on company business will be maintained in accordance with manufacturers' specifications and local legal requirements, and only be operated if the vehicle is in safe working order
2. The number of passengers does not exceed manufacturer's specification for the vehicle.
3. Loads are secure and do not exceed manufacturer's specifications and legal limits for the vehicle.
4. Drivers must be appropriately assessed, licensed, trained and medically fit to operate the vehicle.
 - Every employee who drives any vehicle in the conduct of company business will be trained, assessed, and qualified on an annual basis to operate that class of vehicle.
5. Drivers are appropriately rested and alert.
 - Every employee whenever operating a vehicle on company business must be rested and alert and must not operate any vehicle when fatigued or tired
6. Use of a mobile phone or two-way radio is prohibited while operating a vehicle.
7. The risks of the journey have been assessed.
 - Contractor shall consider route planning for all trips to minimize the risk of vehicle accidents
 - As applicable, a traffic pattern analysis will be conducted to minimize driving hazards
8. Seatbelts are worn by all occupants at all times while in the vehicle.
9. Drivers are not under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.
10. Safety helmets are worn by rider and passengers of quads, snow-mobiles and similar types of vehicle (note: the use of motorcycles on company business is prohibited in BP Pipelines).

Especially important in complying with the standard is the development of a formal defensive driver training program (classroom and hands-on) for your employees operating vehicles.

This driver training requirement applies to all employees operating vehicles at the job sites, moving from one BP job site to another or transporting any BP owned materials. The program shall meet the driver training requirements of BP's Driving Standard (see below).

The defensive driver training program shall (at a minimum) include the following requirements.

1. Two or more classroom hours in duration to include:
 - a. Vehicle incident statistics (as applicable in your company)
 - b. Causes of collisions (in general)
 - c. Safe Following distance
 - d. Recognition and response to road hazards
 - e. Vehicle condition checks / inspections
 - f. Use of mirrors and head checks
 - g. Fatigue management
2. On-road documented competency assessment (behind the wheel)

Each contractor is responsible for determining how to best meet the above training program requirements through in-house developed programs or 3rd party hosted training.

This effort to communicate the basic principles of the BP Driving Standard is key to significant and sustainable long-term improvements in the driving safety of your employees and the reduction in vehicle incidents. Effective immediately, a contractor's ability to demonstrate that it meets the components of BP's Driving Standard will become a factor in selecting contractors for doing work for BP Pipelines and the joint venture companies in which we operate.

Please use the attached *Contractor Driving Safety Standard Acknowledgement Letter* as means to inform BP Pipelines of your status regarding compliance to BP's Driving Standard (as stated in this correspondence).

If you do not have a driving safety program that meets BP's Standards, then your company must submit a letter to BP Pipelines (**send to Molly Louviere at BP Pipelines NA, 200 Westlake Park Blvd., Houston, TX 77079**) stating your plan to come into compliance within the next 6 months. If you are not in compliance within 6 months, then you will not be able to work for BP Pipelines until BP Senior Management approves your action plan.

If you have any questions, please feel free to contact Molly Louviere, BP Pipelines' Contractor Management Coordinator, at (281) 366-4715.

Thank you in advance for your cooperation and in helping us proactively address one of the major risks our employees and your employees face daily.

Best regards,

Manager, Engineering & Maintenance
BP Pipelines, (North America) Inc.