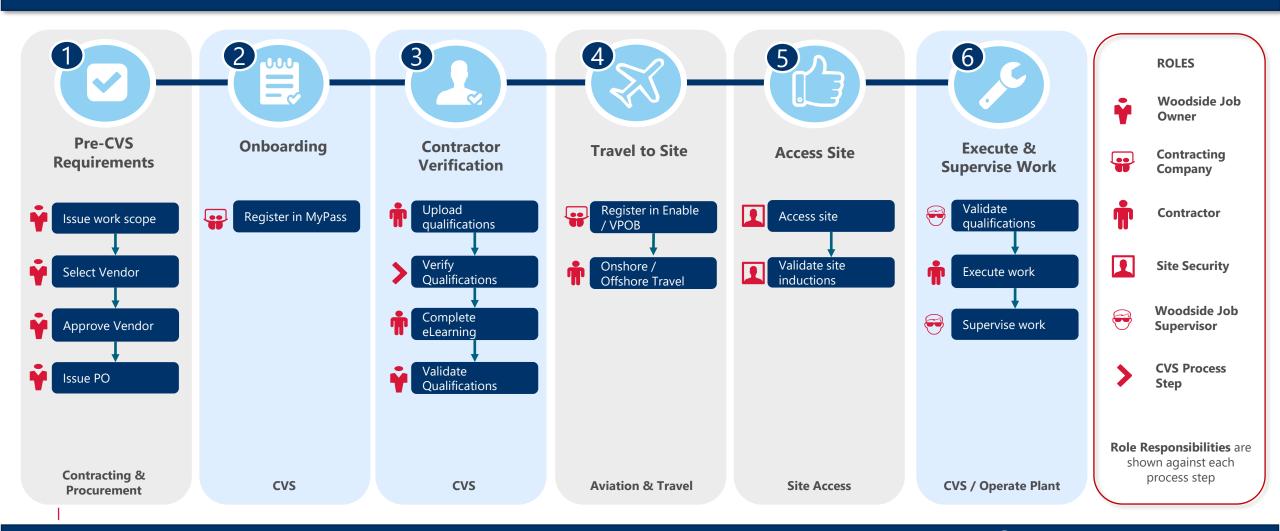


# CONTRACTOR VERIFICATION SERVICE

CVS Information Guide for Contracting Companies available on <u>Woodside's Current Supplier Website</u>



The **Contractor Verification Service (CVS)** has been designed to ensure contractors executing work on Woodside-operated facilities are fit for work, trained and competent. The end-to-end process is shown below, including interfaces with other relevant Woodside processes.



## **Contracting Company & Contractor Personnel Onboarding**

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If you are a Contracting Company executing work on a Woodside-operated site (excluding Corporate Offices), there are a number of steps required to be onboarded and in compliance with Woodside's requirements. The following guide covers the **Contracting Company & Contractor Personnel onboarding process**.

#### **1. Contractor Verification Service (CVS)**

The **Contracting Company** is required to register for CVS in MyPass and share their contractor profiles with Woodside.

1.1 The Contracting Company can register for MyPass CVS by completing the <u>MyPass online registration form</u>.

1.2 The registration request will be approved by Woodside – you must be an approved Contractor Company (Vendor) with a valid Purchase Order prior to sharing profiles with Woodside in MyPass.

1.3 Upon Woodside approval, MyPass Global will contact the Contracting Company to provide training and access to the MyPass Service Provider portal.

1.4 Contractor Personnel will need to be invited to MyPass to accept and create a profile which generates a MyPass ID.

1.5 Each Contractor must be assigned to an **Access to Site** and a **Discipline specific** Woodside position against their profile in MyPass in accordance with the on-site Scope of Work. Refer to <u>Assigning</u> <u>Compliance Positions to a Personnel.</u>

1.6 Qualifications are uploaded to the profile against the assigned Woodside position. Qualifications are verified by MyPass Global.

Guidance on how to invite Contractors and upload qualifications is provided in the <u>MyPass Support Portal</u>.

#### Additional help required? 💬

For support contact

support@mypassglobal.com

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2. eLearning	
<b>Contractor Personnel</b> are required to complete eLearning (including site inductions) in MyPass, as directed by your Woodside Focal Point. Contractor Company Vendor Admins are required to assign the relevant roles in MyPass to ensure the correct eLearning is assigned to contractors.	r F F F F F F F F F F F F F F F F F F F
2.1 Access to Site roles will allocate the relevant eLearning inductions and qualification requirements to Contractors as required for their work location.	i B
<ul> <li>2.2 Discipline specific roles allocate the relevant eLearning courses as required to the type of work being performed.</li> <li>2.3 The Contractor is required to complete specific eLearning modules (Access to Site and Discipline Specific) no later than 5 days prior to mobilising to site. Offshore may require specific eLearning modules to be completed up to 28 days before mobilising to site.</li> <li>2.4 For guidance on required online learning for Contractors contact your Woodside Focal Point.</li> </ul>	3 2 3 2 2 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Additional help required? 💬	

For support contact

support@mypassglobal.com

### **3. Logistics**

The **Contracting Company** who have Contractor Personnel requiring travel to Woodside-operated sites, must register in Enable Validate to create a contractor travel profile.

3.1 Contact <u>support@enablecentral.com.au</u> to request access and provide the required information.

3.2 The Contracting Company is provided mandatory training for Enable Validate. Once completed the access login details will be emailed.

3.3 Create a profile for Contractor Personnel travelling to either a Woodside Onshore or Offshore site and submit a registration to activate the profile.

3.4 For Contractor Personnel travelling Onshore, contact your Woodside Focal Point to book travel and/or accommodation.

3.5 For Contractor Personnel travelling Offshore, contact your Woodside Focal Point to book travel and/or accommodation.

For Enable Validate support contact support@enablecentral.com.au

#### Site Access

Woodside site access requirements are site specific for onshore and offshore. Contact your **Woodside Focal Point** for further information.

## Woodside Contractor CVS & Mobilisation Process – Quick Reference Guide



**MyPass** ensures we have the *right people* doing

the *right work* at the *right time* on our Woodside

Operational Sites - and we know it.

Before a Contractor can work on a Woodside Operational Site, they must meet all contractor verification requirements against the agreed Woodside position. Woodside uses the Contractor Verification Service (CVS) through MyPass to manage this. CVS forms part of the mobilisation requirements that are to be met by the contractor before mobilising to site.

• A Contractor Company is required to meet all CVS and 1.Contract 2. Contractor CVS 3. Contractor 4. Contractor 5. Contractor mobilisation requirements for Contractor Personnel who awarded or Induction & Requirements Site Travel Site Access for are badged to work on a WEL Operated Site. purchase order eLearning Requirements Onshore approved. Contractor CVS compliance requirements are to be met in Requirements MyPass. Contractor Induction and eLearning requirements are to be completed in MyPass prior to CVS support queries email: Woodside Current Completed in MyPass **Onshore Site Access Register for Enable** mobilising to site. Supplier Website CVS support@woodside.com support@enablecentral. portal by contractors Contact your Woodside Focal Point. once Access to Site and com.au • If onshore and/or offshore travel is required a Contractor **Discipline specific** Contact your Woodside travel profile is required in Enable. Note: If the contractor positions assigned **Focal Point for** is local to site, an Enable profile is not required. NB: Access to Site Roles are Mobilisation queries. assigned like all other For Onshore or Offshore • Site Access is requested through the WEL Focal Point. Woodside Roles travel booking contact your Woodside Focal Point. Support queries email: support@mypassglobal.com 1. About MyPass 2. Contractor · Contractor Company registers for MyPass. 3. MyPass 4. Contractor 5. Share Company (SP) Service Provider Profile 100% Contractor MyPass Global will provide onboarding guidance and Register for Portal activated Compliant in Profile in WEL training on the MyPass Service Provider Portal. **MyPass Resource Pool/s MyPass**  Contractor profile/s are created, WEL Access to Site and Discipline specific positions assigned, Quals Assigning Compliance Woodside MyPass Landing MyPass online registration Training Provided. Share the Contractor uploaded/verified 100% compliant, eLearning courses Invite Personnel to create a Positions to a Personnel form Page Profile by adding the completed. profile & upload quals to MyPass Global Website Profile to the WEL **Uploading Qualification**  MyPass cert verification turnaround (1-3 days) Onboarding queries email. verify. Resource Pool. WEL can **MvPass Subscription** Certifications onboarding@mypassglobal then view & check • Contractor Company Admin shares the compliant profile in Pricing For guidance see: .com compliance is met to meet Support queries email: the WEL Offshore/Onshore Resource Pool for WEL to view Subscription gueries email. **MyPass Support Portal** travel and site access support@mypassglobal. on the Woodside MyPass Operator Portal. support@mypassglobal.com approvals. com

CVS

MyPass