



# WorleyParsonsCord

resources & energy

## WorleyParsons Cord

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April 29, 2011

Dear WorleyParsons Contractor,

We are pleased to announce WorleyParsons Canada Services Ltd. and Cord WorleyParsons Ltd. ("WorleyParsons") have recently established a business relationship with ISN ([www.isnetworld.com](http://www.isnetworld.com)). Effective immediately, ISNetworld will begin serving as WorleyParsons' primary contractor/supplier information management system. As a result of this action, contractors/suppliers and their subcontractors performing services for WorleyParsons are required to become subscribers to ISNetworld. If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed the items below.

There is a nominal fee for this service. WorleyParsons believes the benefits to both parties will far exceed any associated costs. A more comprehensive list of contractor/supplier benefits and subscription quick start guide are attached from ISN.

Your company's ISNetworld subscription will provide WorleyParsons access to the following required information:

- 1. Release Company Information** – In order for WorleyParsons to view your company's information, please follow the steps below to authorize WorleyParsons to view your company's dashboard:
  - a. Login to ISNetworld
  - b. Under "My Company", click on "Company"
  - c. Click "Authorize General Contractor"
  - d. Select "Approve" under the "Action Column" for WorleyParsons
- 2. Company Profile** – Populate your company's Dashboard in ISNetworld to include company contact information, office locations, types of work / industry classifications, geography served, etc. This will provide WorleyParsons and other Owner Clients with your company's most current contact information at any time.
- 3. HSE Questionnaire Management** – ISNetworld contains the Management System Questionnaire (MSQ) which will be utilized to gather your company's HSE data. The MSQ will replace all previous WorleyParsons questionnaires sent to your company.
- 4. Document Submittal** – WorleyParsons will use ISNetworld to track and verify your company's Insurance Certificate(s), Workers Comp. Clearance Letter(s), Workers Comp. Rate Sheet and COR/SECOR certificates. During your company's subscription setup, ISN will explain how to submit these documents within your company's subscription and make them available online to WorleyParsons.
- 5. Review and Verification** – ISN Review and Verification Services (RAVS) will review your company's written health and safety program for compliance with regulatory and/or WorleyParsons' standards. Your company will be required to submit to ISN RAVS copies of your company's written health and safety program. Detailed instructions will be communicated during your company's subscription setup.



In order to be considered by WorleyParsons during the contractor/supplier services selection process, your company's subscription must be in place and all required data must be posted by **June 3, 2011**. For further details about ISNetworld, please contact the ISN Customer Service Team at (800) 976-1303 or visit their website at [www.isnetworld.com](http://www.isnetworld.com).

Your company's cooperation and participation in bringing this cost effective technology solution to our business relationship is appreciated. WorleyParsons and ISN representatives will schedule contractor/supplier meetings throughout the year. All contractors/suppliers who have met the above requirements for WorleyParsons will receive details of dates/locations of these meetings which will be held throughout Alberta.

Thank you for your cooperation.

Regards,

**Cord WorleyParsons Ltd.**

William T. (Bill) White, CPP CPM  
Manager, Procurement & Contracts  
WorleyParsons Cord

Sterling Rideout  
Corporate Director HSE Canadian Operations  
WorleyParsons Canada Services Ltd.