



QF MODULE – QUALIFICATION

User Guide for Client Corporation



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1. OVERVIEW

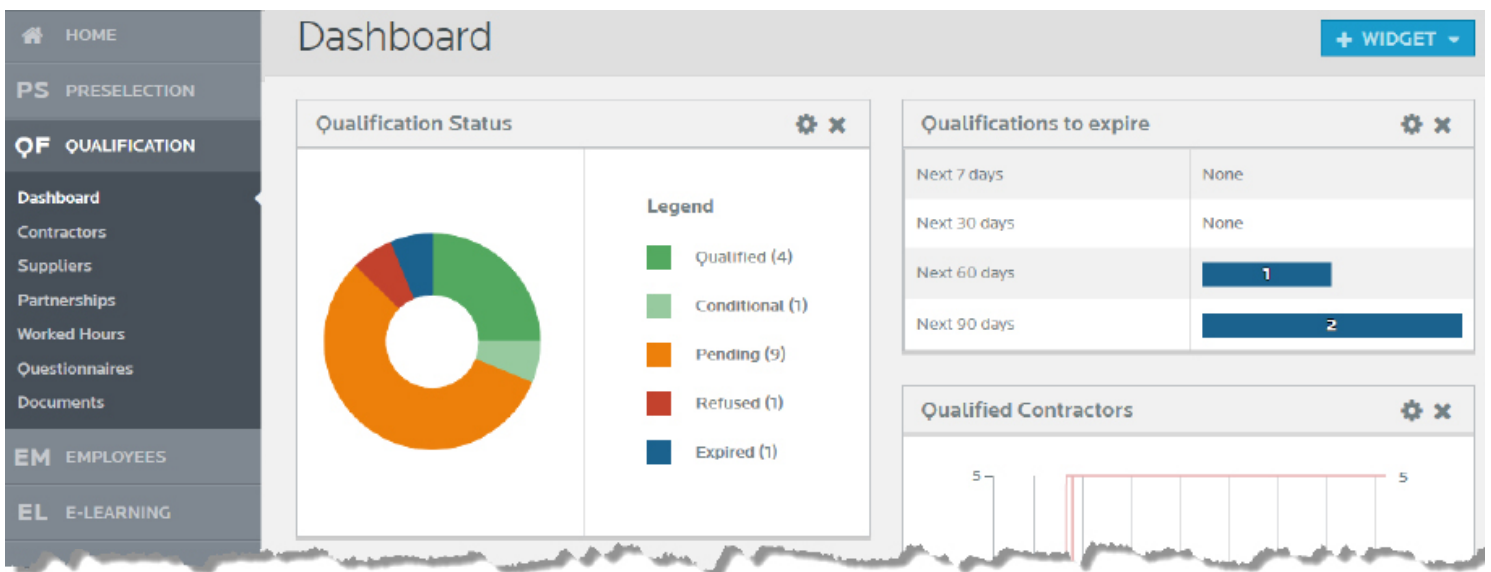


The **QF** module will cover contractor and supplier qualification. These parties will fill out the questionnaire and provide the requested documents in order to demonstrate their compliance with the client corporation's requirements.

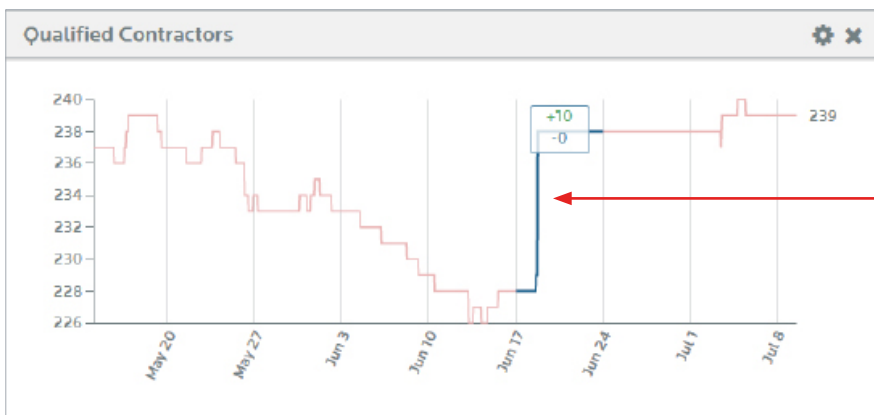
2. DASHBOARD SECTION



The **Dashboard** section is composed of modular widgets offering an overall view of a contractor's qualifications.



2.1 GRAPH – QUALIFIED CONTRACTORS

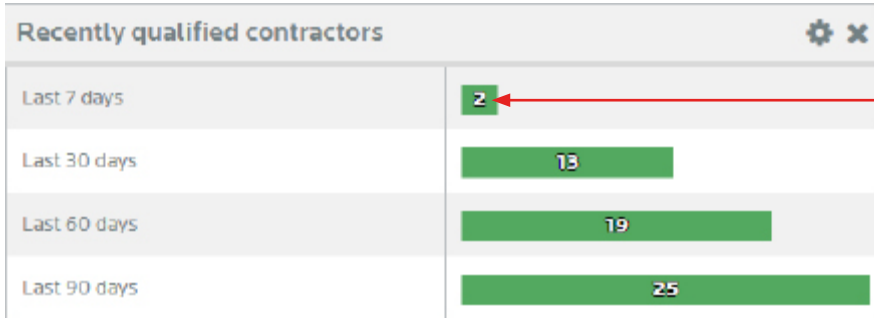


This graph displays the history of qualified contractors as well as the variations over the previous weeks.

Place your cursor over a specific period to display the positive and negative variations produced during this time period.




2.2 GRAPH – RECENTLY QUALIFIED CONTRACTORS



This graph displays the number of contractors recently qualified.

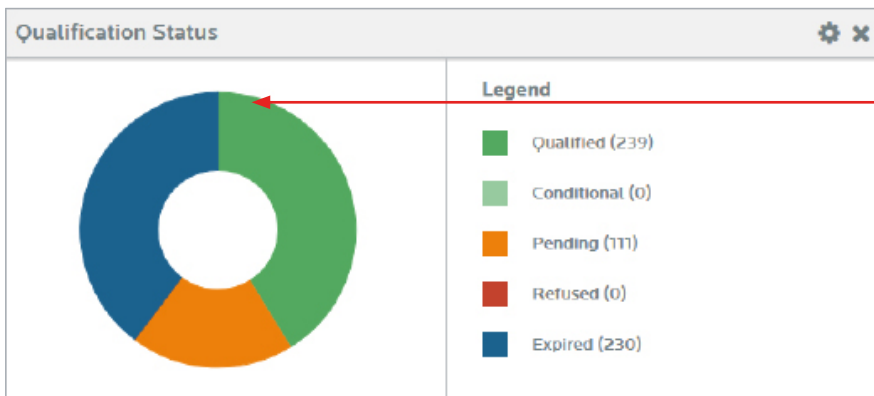
Click on one of the graph's bars to display the list of contractors corresponding to the specific period.



< Contractors qualified in the last 7 days	
Validation Date	Contractors
July 4, 2018	Contractest
July 3, 2018	Democon

Showing 1 to 2 of 2 [View all results >](#)

2.3 GRAPH – QUALIFICATION STATUS



This graph displays qualification statuses for all contractors, categorizing contractors as qualified, conditional, pending, refused or expired.

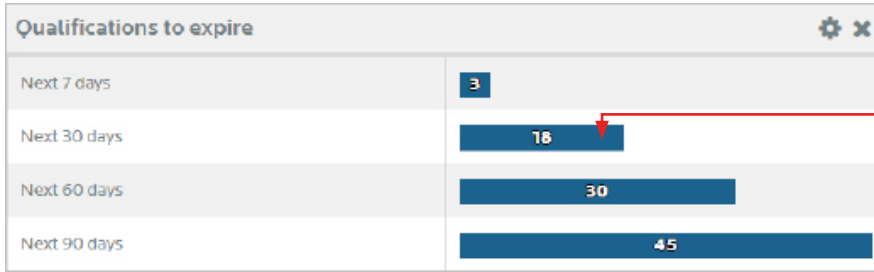
Click on a section of the graph to display the list of contractors.



< Qualification Status	
List of contractors with qualified status	
Contractors	Qualified since
SIM - seed	July 4, 2018
Demost	July 3, 2018

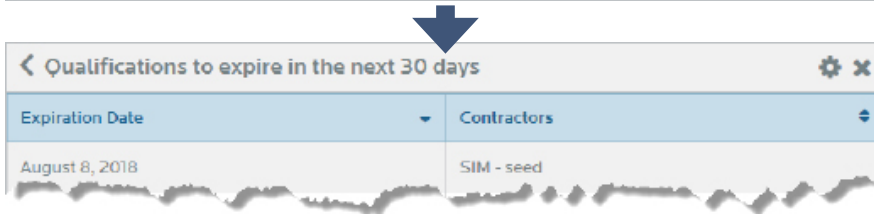


2.4 GRAPH – QUALIFICATIONS THAT WILL EXPIRE SOON

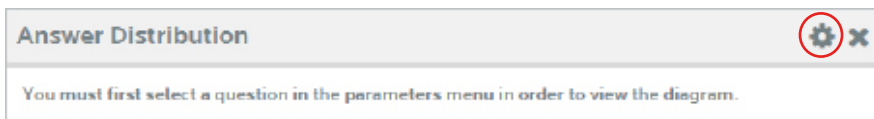


This graph displays qualifications which will expire soon.

Click on the bar's graph to display the list of qualifications which correspond with a specific period.



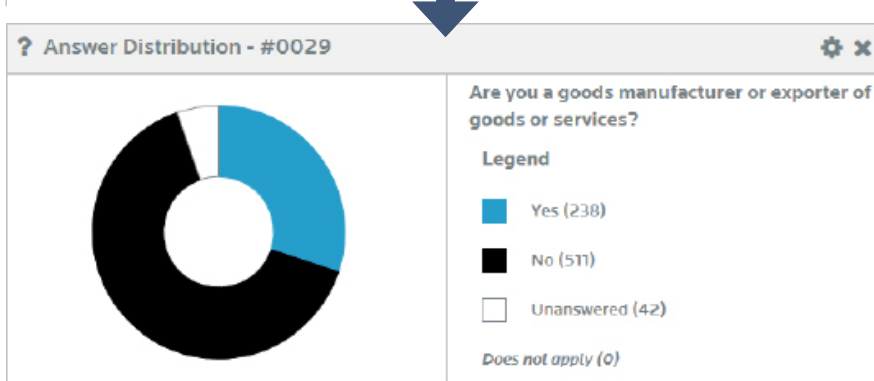
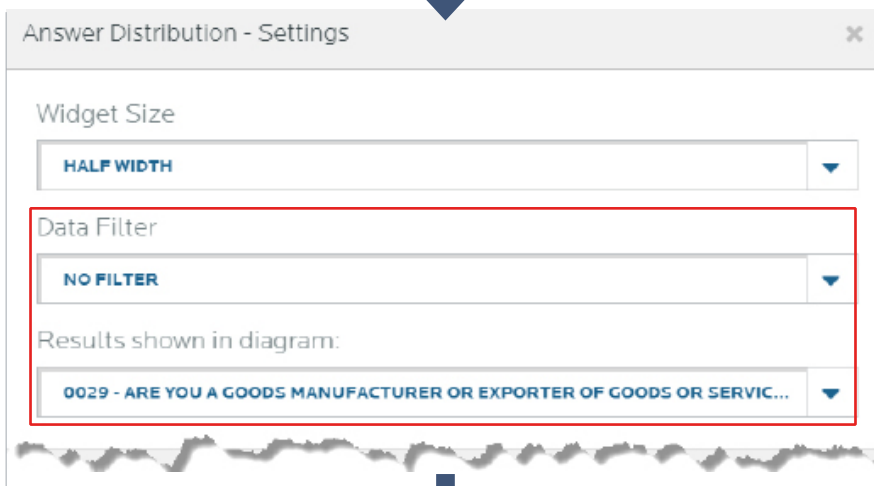
2.5 GRAPH – ANSWER DISTRIBUTION



This widget enables the user to choose any question asked of the contractors in the questionnaire to compile the responses in a graph. It can be used multiple times to display the responses to different questions.

Once added to the dashboard, click on the **gear** symbol to display the options.

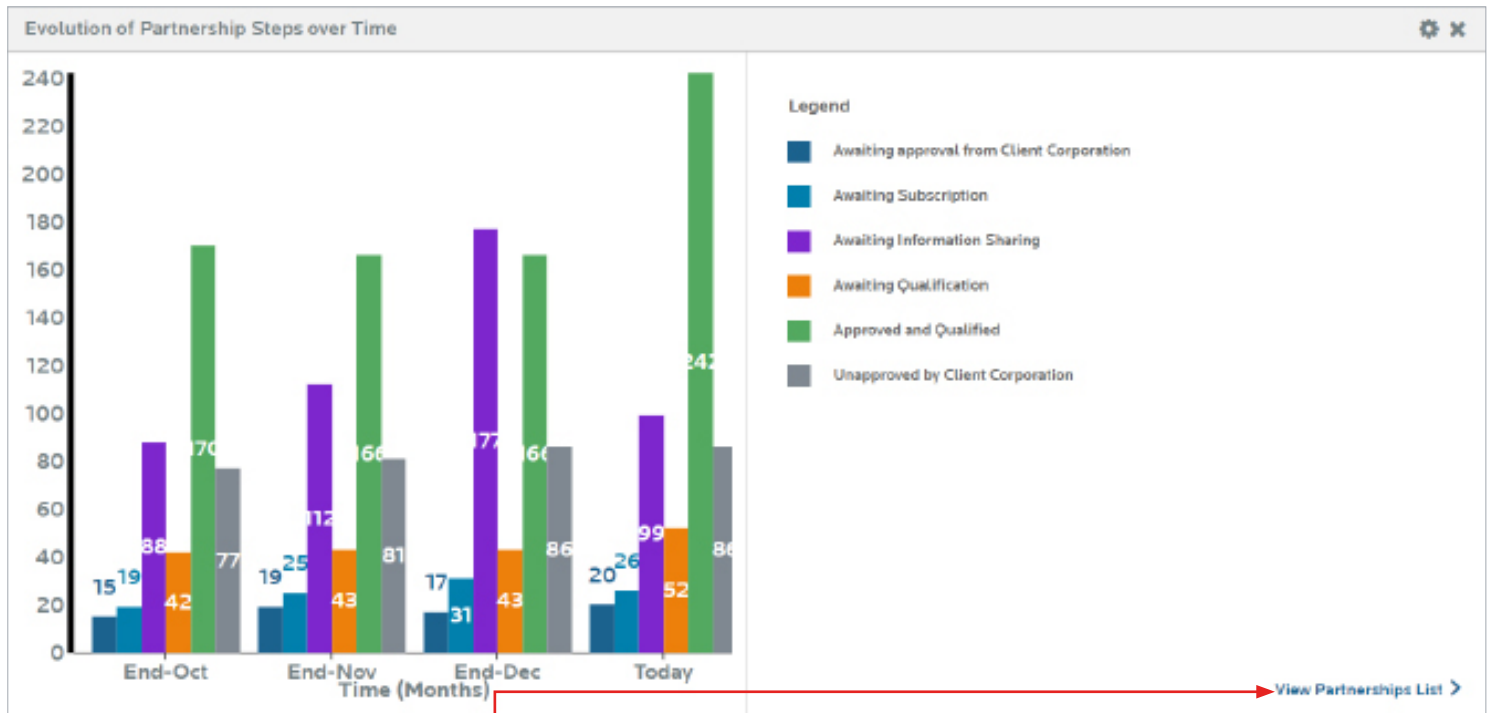
Choose the filter and the appropriate questions, then click on **OK** to generate the graph.





2.6 GRAPH – EVOLUTION OF PARTNERSHIP STEPS OVER TIME

This widget shows the total number of partnerships of your contractors, presented according to the different partnership steps, over a period of up to 4 months. The chart thus allows you to visualize the evolution of partnerships over time.



Click on **View Partnerships List** for quick access to the **Partnerships** page.

Partnerships

Hiring Contractor	Subcontractor	Partnership Step	Actions
Contractor N4 \$ ACTIVE Mary Campbell 555 518-2625 Rosenberg, Texas, United States jcampbell@cn4.com	Democon \$ ACTIVE Norman Decker 555 546-2436 0 London, Ontario, Canada normand@democon.com	APPROVED AND QUALIFIED	...
Democon \$ ACTIVE Norman Decker 555 546-2436 0 London, Ontario, Canada normand@democon.com	Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec, Canada gloriajohnson@cn1.ca	APPROVED AND QUALIFIED	...
Contractor N2 \$ ACTIVE Carmen Gonzales 555 519-9513 Banff, Alberta, Canada carmeng@cn2.com	Democon \$ ACTIVE Norman Decker 555 546-2436 0 London, Ontario, Canada normand@democon.com	AWAITING INFORMATION SHARING FROM DEMOCON	...
Democon \$ ACTIVE Norman Decker 555 546-2436 0 London, Ontario, Canada normand@democon.com	Contractor N3 \$ SUSPENDED Dennis Brown 555 562-6272 Hamilton, Ontario, Canada dbrown@cn3.ca	AWAITING SUBSCRIPTION FROM CONTRACTOR N3	...

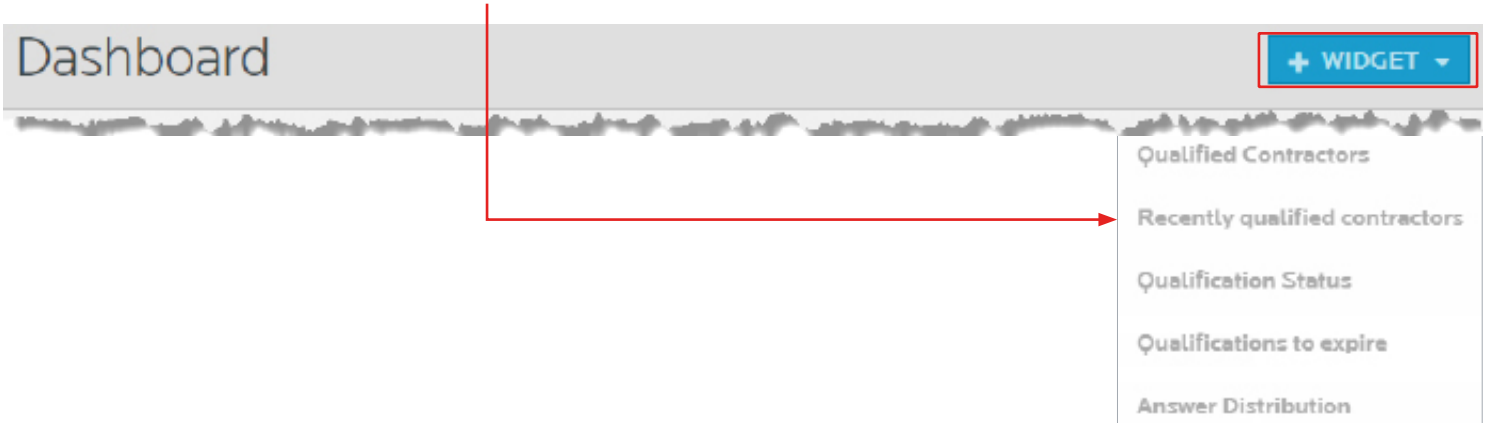


2.7 MANAGE THE WIDGETS

Managing the widgets allows the client corporation to personalize the dashboard according to their needs.

2.7.1 DISPLAY

To display a new widget, click on **+WIDGET**, found at the top right-hand corner and select the desired widget.



2.7.2 HIDE



To hide a widget, click on the gray **X**, found at the top right-hand corner of the display.

2.7.3 MOVE

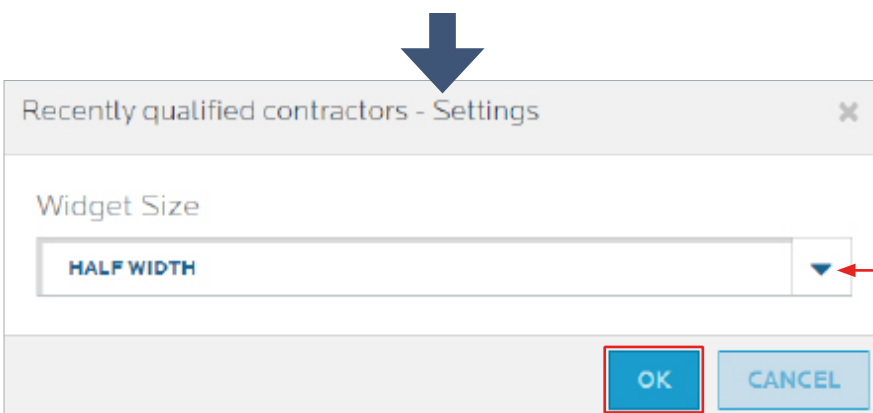


To move a widget, click on the top of the table and drag and drop the table to the desired location.

2.7.4 MODIFY THE SIZE



To modify the size of a widget, click on the gray **gear** symbol.



The drop-down menu offers two options: **HALF WIDTH** and **FULL SIZE**.

Select the desired size, then click on **OK** to confirm.



3. CONTRACTORS AND SUPPLIERS SECTIONS

The **Contractors** and **Suppliers** sections display a list of all contractors and suppliers visible to the client corporation. Click on **Contractors** in the left-hand menu, then select a contractor from the list to view their qualification file.



The **Contractors** and **Suppliers** sections function in exactly the same way.

1 Company	2 Status	3 Actions
<input type="checkbox"/> Demost Jean Paul 413-466-7891 Shawinigan, Québec, Canada jeanpaul@demodo.net	QUALIFIED	...
<input type="checkbox"/> Democon Marc Antoine 357-158-7196 Montréal, Québec, Canada marcantoine@democorpo.com	QUALIFIED	...
<input type="checkbox"/> Codemo John Daniel 729-160-7490 Trois-Rivières, Québec, Canada johndaniel@codemo.ca	CONDITIONAL	...

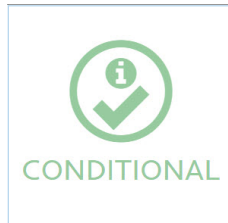
	DESCRIPTION
1	COMPANY This column displays the name and contact information for the contractor.
2	STATUS This column displays the contractor's qualification status. For more information about qualification statuses, refer to section 3.1 .
3	ACTIONS Click on the ellipsis points to see the available actions. For more information on these actions, refer to section 3.2 .
4	FATALITY A red flag indicates that a fatal work accident has occurred for this contractor in the past.
5	EXPIRED DOCUMENT A small warning triangle indicates that at least one document is expired. Click on this triangle to access a list of the expired documents. Once a contractor has updated a document, this icon will continue to be displayed until the client corporation has validated the new document.
6	EXPORT The EXPORT button allows the user to download a list of contractors in .xlsx format. Refer to annex I .



3.1 QUALIFICATION AND MEMBERSHIP STATUSES



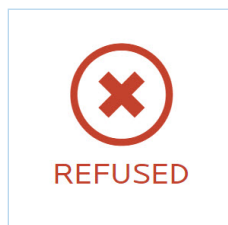
The **QUALIFIED** status signifies that the contractor meets all of the client corporation's criteria. This status is maintained for the length of time determined by the client corporation, as long as the contractor keeps its information up to date in Cognibox. A contractor can lose its QUALIFIED status if it no longer meets the client corporation's criteria. A QUALIFIED contractor can proceed to the client corporation's entry gate.



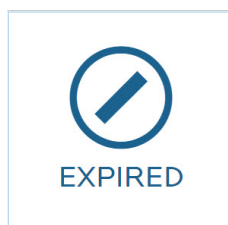
The **CONDITIONAL** status signifies that the contractor is qualified according to certain requirements determined by the client corporation. The client corporation selects a duration for the status. This can be useful for managing contractors who only work occasionally for the client corporation, for temporary qualifications or while waiting for processes to be implemented. A contractor with the CONDITIONAL status can proceed to the entry gate.



The **PENDING** status signifies that the contractor has been invited to qualify with the client corporation for the first time and is **in the process of being qualified**. The contractor will have this status until the qualification process is complete, at which time the contractor will be assigned the QUALIFIED, CONDITIONAL or REFUSED status. The PENDING status may reappear if the contractor is temporarily disqualified.



The **REFUSED** status signifies that the contractor does not or no longer meets all of the client corporation's criteria. This status may be permanent or temporary. For example, some client corporations use the REFUSED status to temporarily disqualify a contractor whose insurance is no longer valid.



The **EXPIRED** status signifies that the contractor meets or did meet the client corporation's criteria, but that **the expiration date established for the qualification has passed and the qualification is no longer valid**. If the contractor wishes to continue working for the client corporation, they must undergo the re-qualification process to ensure that the qualification remains valid.



The **INACTIVE** status signifies that the client corporation and the contractor no longer do business together. This status may change if the parties enter into a new contract.



The **ESCALATION** status is a follow-up status that can be combined with a qualification status. It **means that** the contractor has not completed their registration, questionnaire or provided one of their documents despite several follow-ups by the customer service department of Cognibox. **The client corporation must consequently make a decision regarding the contractor's file.**



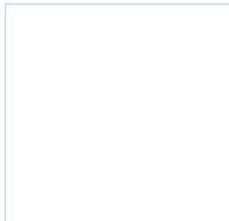
The **UNPAID** status signifies that the contractor is still in Cognibox but has not paid their client corporation registration fees. The client corporation determines these fees based on certain specific conditions. Contact us to learn more about the price list that your client corporation has established.



The **SUSPENDED** status signifies that the contractor has not renewed their Cognibox membership. The contractor's information will remain active in the system, but will not be accessible to the contractor or to client corporations until the registration has been renewed. As the contractor is no longer a Cognibox member, the gate security agents can no longer check whether the contractor fulfills the necessary requirements to access the site and perform work.



This icon signifies that a non-member contractor has declined a client corporation's invitation to register. This contractor will only be visible to the client corporation that offered the invitation.



A blank status box signifies that the contractor is registered with Cognibox but is not currently in a business relationship with the client corporation.



3.2 ACTIONS

The action buttons allow quick access to different information related to a contractor.

Contractors

+ METADATA EXPORT

Company	Status	Actions
<input type="checkbox"/> Demost Jean Paul 413-466-7891 Shawinigan, Québec, Canada jeanpaul@demost.net	QUALIFIED	 OVERVIEW QUALIFICATION QUESTIONS DOCUMENTS WORKED HOURS METADATA CONTACTS SNAPSHOTS EMPLOYEES

To learn more about the **SUMMARY, QUALIFICATION, QUESTIONS, DOCUMENTS, WORKED HOURS** and **METADATA**, refer to [section 3.3](#), that reviews contractor and supplier files.

Click on the *ellipsis (...)* under the **Actions** column to expand the list of actions available for the corresponding contractor.

Most of the available actions will direct the user towards the corresponding tab in the contractor's file.

However, for **CONTACTS** (3.2.1), **SPECIFIC QUALIFICATION** (3.2.2), **SNAPSHOTS** (3.2.3) and **EMPLOYEES** (3.2.4) the information will be displayed below the contractor's contact information without being directed to another page.

3.2.1 CONTACTS

Contractors

+ METADATA EXPORT

Company	Status	Actions
<input type="checkbox"/> Demost Jean Paul 413-466-7891 5539 Shawinigan, Québec, Canada jeanpaul@demost.net	QUALIFIED	

Contacts

Name	Phone	E-mail
▼ Contact - CEO/President		
Jean Paul President & CEO	955-455-7275 Fax: 955-455-5554	jeanpaul@demost.net

CONTACTS displays the full list of contacts connected to the corresponding contractor.

Click on the **CLOSE** button to hide the information displayed using a previous action.



3.2.2 SPECIFIC QUALIFICATION

<input type="checkbox"/>	Company	Status	Actions
<input type="checkbox"/>	Codemo Sarah Fortune 4578014569 2308 Timmins, Ontario, Canada sarah.f@fortune.com	QUALIFIED	CLOSE ***

Specific Qualification

Specificity	Status
Work at Heights - Other Types	QUALIFIED

This action displays a list of specific qualifications and indicates if the contractor is qualified for each.

Click on the **CLOSE** button to hide the information displayed by a previous action.

3.2.3 SNAPSHOTS

As soon as a contractor is qualified or refused, a complete snapshot of their file, including the responses and documents provided, are automatically registered and archived for future consultation.

Company	Status	Actions
Demost Yolaine Paul 514 123-4567 8900 Montreal, Quebec, Canada yolaine@paul.com	QUALIFIED	CLOSE ***

Snapshots	CREATE
Date	File
March 30, 2017 07:38	
August 11, 2015 15:02	

The **Snapshots** action displays a list of the contractors snapshots.

Click on **CREATE** to manually create a new snapshot.

Click on the **Document** icon to view a snapshot.

Click on the **CLOSE** button to hide the information displayed by a previous action.

3.2.4 EMPLOYEES

HOME	Employees		
PS PRESELECTION	<input type="text"/>		
QF QUALIFICATION	FILTER		
EM EMPLOYEES	Contractors (1)		
Search			
Training Courses Report			
Professional Qualifications Report			
EL E-LEARNING			

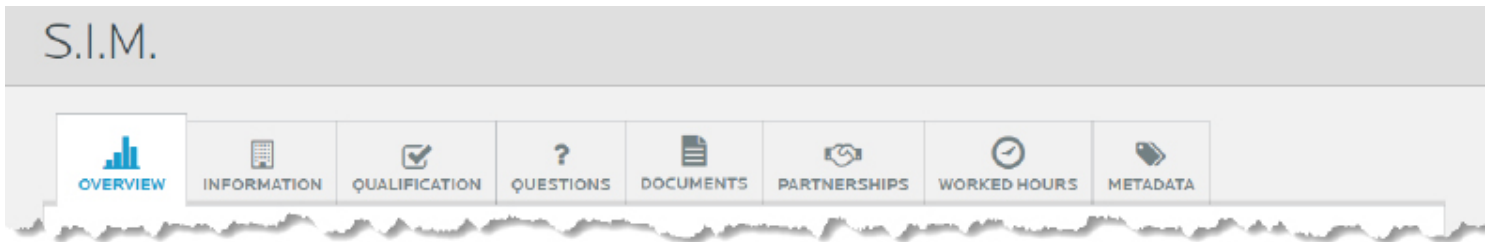
Name	Actions
Paul, Jean 20200210 Democon	***

The **EMPLOYEES** action directs a user to the **EM** module. The **Contractors** filter is active by default, displaying only the employees of the selected contractor.



3.3 CONTRACTOR OR SUPPLIER FILE

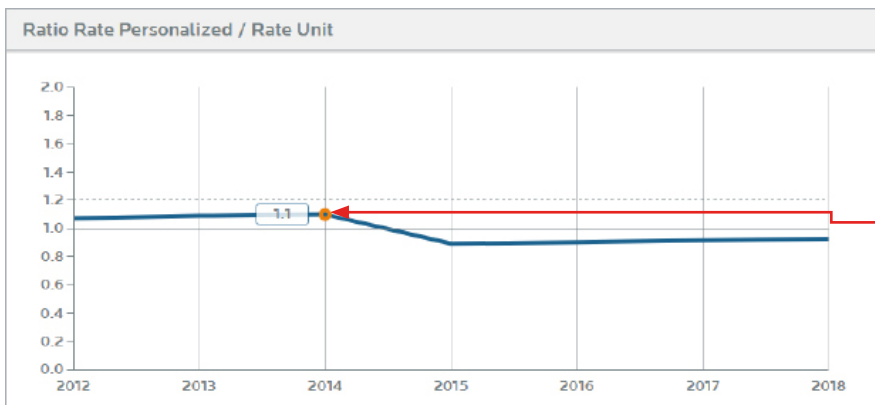
The file of a contractor or a supplier presents all available information on them.



3.3.1 OVERVIEW

The **OVERVIEW** tab regroups different statistics about the contractor.

3.3.1.1 RATIO RATE PERSONALIZED / RATE UNIT

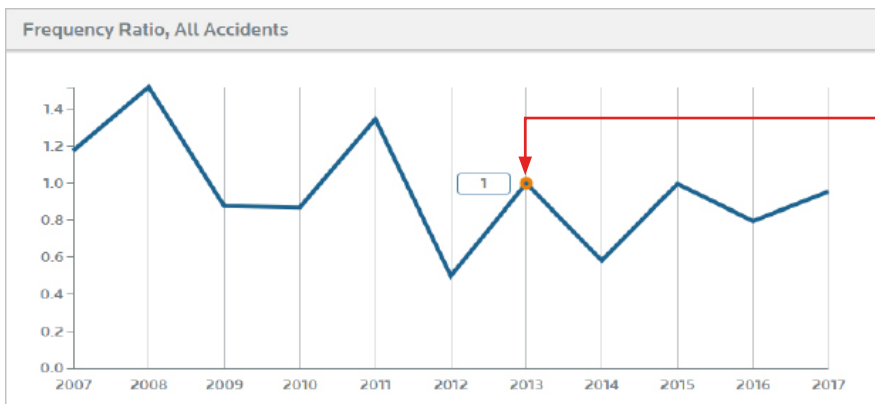


This graph refers to question **730**.

Beyond a certain ratio, indicated by the dotted line, the client corporation usually manages the file validation themselves.

Move over the graph to see an exact ratio for a given year.

3.3.1.2 FREQUENCY RATIO, ALL ACCIDENTS



This graph displays the annual rate of accidents for the contractor.

Move over the graph to see the specific rate of accident frequency for a specific year.



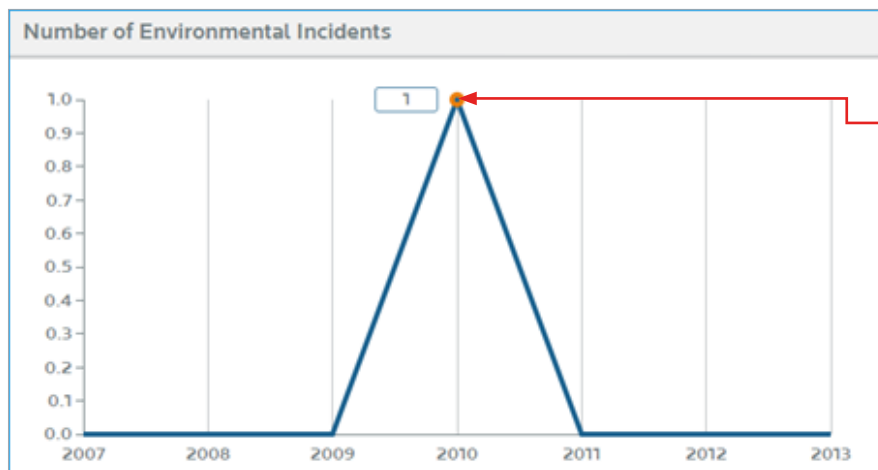
3.3.1.3 ACCIDENT RATIO WITH TIME-LOSS



This graph displays the annual ratio of accidents with lost time for the contractor.

Move over the graph to display the exact ratio for a specific year.

3.3.1.4 NUMBER OF ENVIRONMENTAL INCIDENTS



This graph displays the annual number of environmental incidents for the contractor.

Move over the graph to display the exact number of incidents for a specific year.

3.3.1.5 QUALIFICATION STATUS

✓ Qualification Status



Contractor
Qualified by Jo Nathan on April 12, 2018.
Expires on April 8, 2019
UTC -04:00 (America / Montreal)

This section indicates a contractor's current qualification status and, if applicable, the person who qualified the file, and the date when the file was qualified, as well as when it will expire.



3.3.2 INFORMATION

The **INFORMATION** tab displays the contractor's basic contact information, the validity status of the Authorization Form and the contact people.

S.I.M.

EDIT

OVERVIEW

INFORMATION

QUALIFICATION

QUESTIONS

DOCUMENTS

PARTNERSHIPS

WORKED HOURS

METADATA

Name

S.I.M.

Address

528, 5e rue de la Pointe
Shawinigan
Quebec
Canada
G9N 1E8

Phone

819-536-5653

Fax

819-536-5367

Website

<http://www.simexperts.com>

Description

...

Authorization Form


Authorization Form: **Validated**

Employees in Cognibox

65 employees

Map

Satellite



Cognibox Contact

Chantale Giard
cgiard@simexperts.com

Accounting Contact

...

Training Contact

Marie-Eve Levasseur
melevasseur@simexperts.com

OHS Classification Units

CSST 65110 Bureau de courtage ; bureau de services professionnels ; bureau offrant des services de soutien administratif

NAICS Codes

...



3.3.3 QUALIFICATION

S.I.M.

OVERVIEW INFORMATION **QUALIFICATION** QUESTIONS DOCUMENTS PARTNERSHIPS WORKED HOURS METADATA

QUALIFICATION

Qualification Status

QUALIFIED CONDITIONAL PENDING REFUSED

Qualified from July 10, 2018 to

2020-07-10

UTC -04:00 (America / Montreal)

PE Average performance evaluations

No data available

☐ Important note

Internal Exchanges

Demodo 0

External Exchanges

S.I.M. 0

New Message

Send a message

SEND

The **QUALIFICATION** tab displays the details of the contractor's qualification status.

Change the contractor's qualification status by clicking on the appropriate status.

To leave a note, click on the **Chat Bubble** icon to display the message panel. Next, indicate if the message should be an **internal** exchange (involving the client corporation) or **external** (involving the contractor) by clicking on the corresponding section to the left.

Enter the message in the text box, then click on the **SEND** button to publish it.

☐ Important note

Internal Exchanges

Demodo 0

External Exchanges

S.I.M. 1

New Message

Send a message

SEND

Client Corporation Validator 4:35 PM

Have a nice day!

The displayed number indicates how many messages have been exchanged relating to this specific subject.

The new message is visible beneath the text field in the message panel.

The sender and the time of publication are also noted. When messages were written on previous days, the date is also noted.



Messages are only seen in the messages panel. They are not sent by email.



3.3.3.1 HISTORY

The qualification history displays the different qualification statuses that applied to the contractor over the years for the client corporation's review.

The search fields allow the user to retrace various pertinent statuses in the historic timeline.

OVERVIEW

INFORMATION

QUALIFICATION

QUESTIONS

DOCUMENTS

PARTNERSHIPS

WORKED HOURS

METADATA

QUALIFICATION

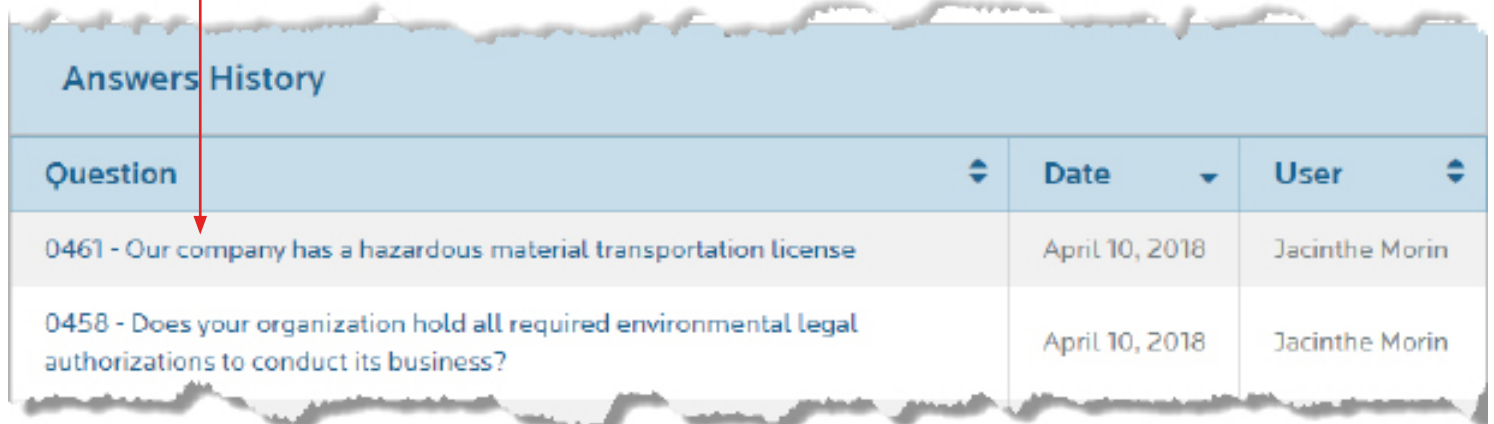
HISTORY

Qualification History

Date	User	Changed Field	Previous value	New value
Apr 20, 2018	Jonathan Lacasse	Expiration Date	2020-04-20	
Apr 20, 2018	Jonathan Lacasse	Status	Conditional	Pending

The answers history is available under the qualification history. It consists of the history of the last changes made by a contractor in regard to the questionnaire.

Click on a question to access that specific page in the questionnaire.



Answers History			
Question		Date	User
0461 - Our company has a hazardous material transportation license		April 10, 2018	Jacinthe Morin
0458 - Does your organization hold all required environmental legal authorizations to conduct its business?		April 10, 2018	Jacinthe Morin

The answers history may be ordered by question, by date or by user, by using the arrows found in the top right-hand corner of each column.



3.3.4 QUESTIONS

SIM - seed Reference #

SECTION: GENERAL / SECURITY

OVERVIEW INFORMATION QUALIFICATION **QUESTIONS** DOCUMENTS PARTNERSHIPS WORKED HOURS METADATA

Questionnaires

☒ Questionnaire 3

< 1 2 >

What kind of incidents were declared during the period?

☐ No wound

☐ First Aid

☐ Medical Treatment

☒ Compensable

History: 3486

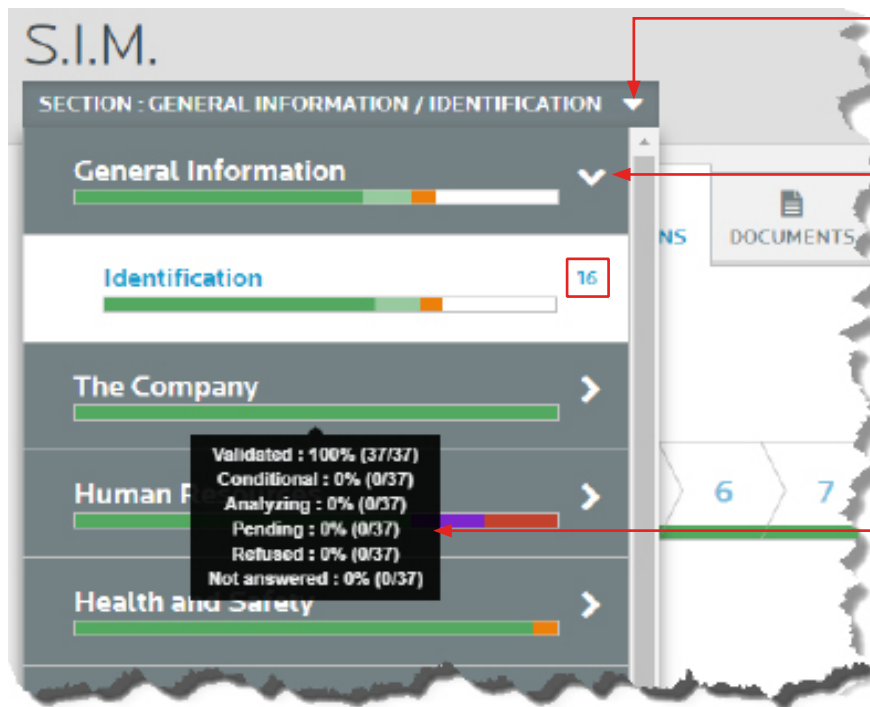
5 6

< PREVIOUS 7 7 NEXT >

	DESCRIPTION
1	<u>SECTIONS</u> The different sections et sub-sections of the questionnaire are accessible in this menu.
2	<u>REFERENCE NUMBER</u> Each question's reference number is unique. Enter a reference number in the search bar to bring up the corresponding question directly.
3	<u>QUESTIONNAIRES</u> If the questions are connected to more than one questionnaire, they can be filtered using the checkboxes.
4	<u>STEPS</u> The sections, which are divided into steps, may contain one or more questions. Click on the question number to directly access the corresponding step or use the arrows to navigate from one step to another.
5	<u>HISTORY</u> This button allows the user to display the history of responses for that question.
6	<u>CHAT BUBBLE ICON</u> Click on the Chat Bubble icon to communicate with the contractor, with external exchanges, or with other Cognibox users from within the client corporation, using the internal exchanges.
7	<u>PREVIOUS AND NEXT BUTTONS</u> These buttons also allow navigation from one step to another.



3.3.4.1 SECTIONS



Click on the menu located beneath the company name to display the different sections of the questionnaire.

Click on the arrow displayed to the right of a section to display the sub-sections.

The number written to the right of each sub-section displays how many questions are included.

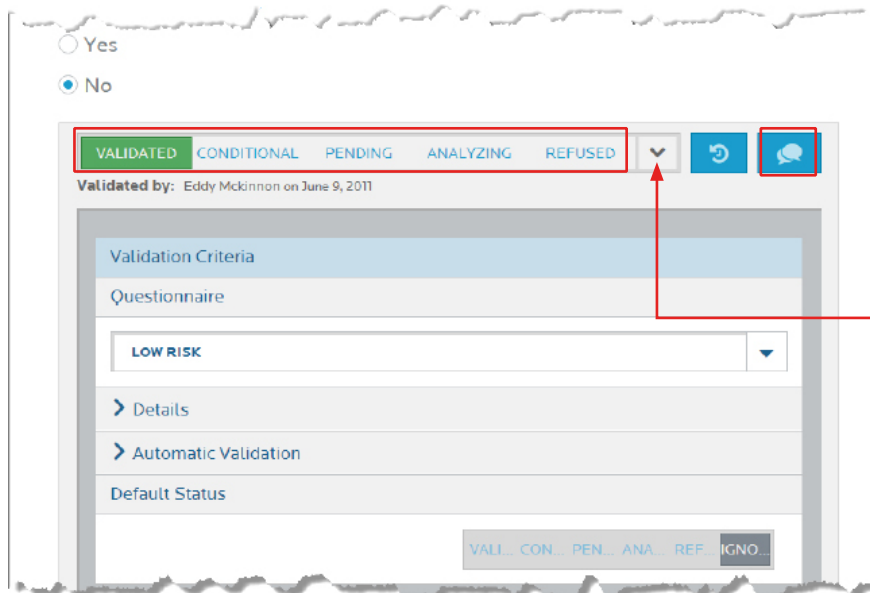
The colored progress bars provide a quick overview of the progress in the file within each section and sub-section.

Mouse over any progress bar to see the percentage of questions corresponding to each of the colours.

Click on any section to access it.



3.3.4.2 VALIDATE A QUESTION




To modify the validation status of a question, simply click on the new status that should be applied. The information is automatically saved.

The name of the validator displays to indicate who made the decision.

Click on the arrow to the right of the statuses to display the validation criteria.

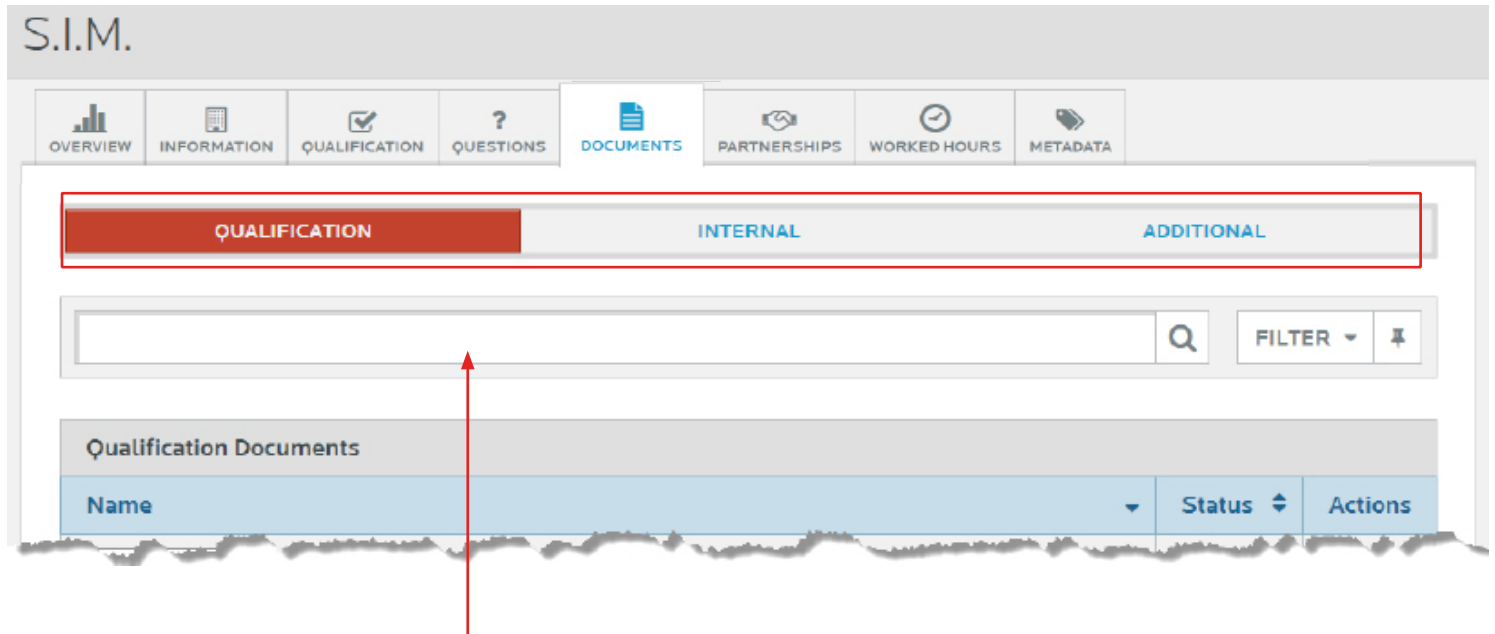
Use the **Chat Bubble** icon to leave a note.

 It is important to always leave a note when a question is refused, so that the contractor can understand the reason for the refusal, allowing him to take the necessary actions to meet the client corporation's expectations.



3.3.5 DOCUMENTS

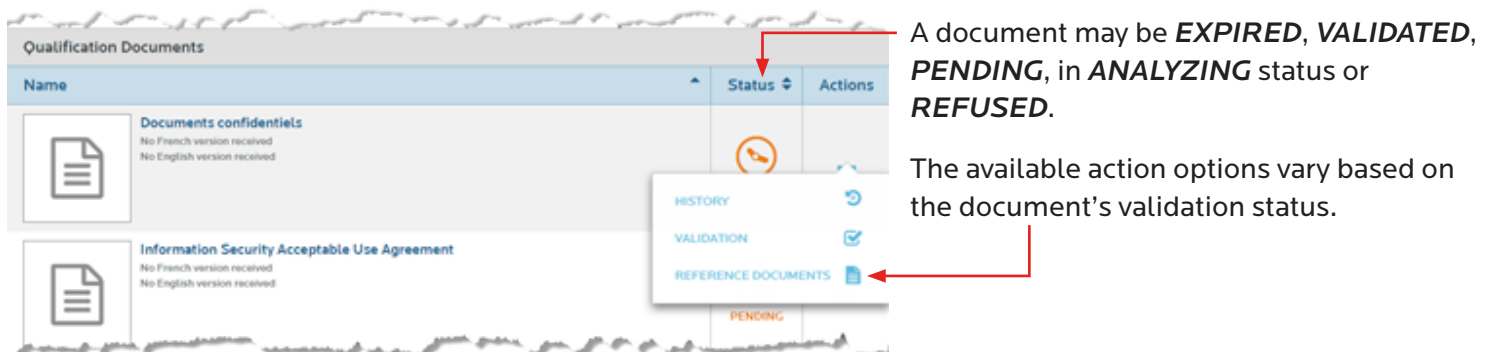
Three types of documents can be managed within this tab: qualification documents, internal documents and additional documents. Select the appropriate document type using the bar found at the top of the interface, to switch between document types.



Use the search bar and filters to search for a document.

3.3.5.1 QUALIFICATION




Qualification documents are those that the client corporation requires from the contractor in order to qualify them. Some may be uploaded by the contractor, such as the certificate of insurance, while others may require a reference document or an original document to complete, which must be provided by the client corporations.









3.3.5.1.1 ACTIONS

History







Qualification Documents			
Name	Status	Actions	
<div></div> <div>Risk Assessment Example English version received on June 14, 2016 No Spanish version received French version received on January 16, 2018 No Italian version received No Dutch version received</div>	<div></div> <div>VALIDATED</div>	<div></div> <div>CLOSE</div> <div>...</div>	

Uploaded Documents History			
Date	User	Status	
2018-01-16 08:56	Joe Nathan	<div></div> <div>VALIDATED</div>	<div></div>
2016-06-14 15:15	Mary Ann	<div></div> <div>VALIDATED</div>	<div></div>

The action **HISTORY** displays a list of documents uploaded prior to the current document.

Click on the *Paper* icon, available to the right of each document in the history, to display it.

Validation

 Risk Assessment Example English version received on June 14, 2016 No Spanish version received French version received on January 16, 2018 No Italian version received No Dutch version received	 VALIDATED	 ***
Validation		
 Document validated Validated by Joe Nathan on April 12, 2018		
VALIDATED CONDITIONAL PENDING ANALYZING REFUSED		
Validation Criteria		
General Criteria		
No validation criteria set		
Valid from April 12, 2018 to : <small>Optional</small>		
<input type="text" value="YYYY-MM-DD"/> 		
UTC-04:00 (America / Montreal)		
		

The **VALIDATION** action displays the window which allows a user to modify the document's validation status. It may be **VALIDATED**, **PENDING**, **ANALYZING**, **REFUSED** or **EXPIRED**.

The *calendar* allows the user to indicate the date that the document's validity will expire.

The *Chat Bubble* icon allows the user to leave a note.

Download Template

The **DOWNLOAD ORIGINAL** option allows the user to download the original document to be printed and signed, which is provided by the client corporation.

View Completed Document

VIEW COMPLETED DOCUMENT allows the user to view the document which has been completed by the contractor.



3.3.5.2 INTERNAL

Internal documents are visible and available only for the client corporation's users. The client corporation may include evaluations, incident reports or other documents related to the contractor. The contractor has no access to these documents.

S.I.M.

OVERVIEW INFORMATION QUALIFICATION QUESTIONS DOCUMENTS PARTNERSHIPS WORKED HOURS METADATA

QUALIFICATION INTERNAL ADDITIONAL

Internal Documents

MANAGE

Category

Unsorted Documents

Scorecard Assessment

Categories

Internal Documents

+ ADD DELETE

Name

Scorecard Assessment

Scorecard & Performance Appraisals

Performance environnementale

SAVE CANCEL

Internal documents are organized by category. A user may manage the categories using the **MANAGE** button.

To add a category, click on the **+ADD** button. An empty text field will appear. Enter the new category name and click on **SAVE**.

To delete a category, check the box to the left, then click on the **DELETE** button.

QUALIFICATION INTERNAL ADDITIONAL

Internal Documents

MANAGE

Category

Unsorted Documents

Scorecard Assessment

Documents

+ ADD EDIT DELETE

Name

There are no documents in this category for this contractor.

CLOSE

To display a list of documents within a category, click on **Documents** in the **Actions** column.

Hide the list of documents using the **CLOSE** option.

To add a new document to a category, click on the **+ADD** button and fill in the required fields. Then click on **CREATE**.

3.3.5.3 ADDITIONAL

Additional documents include all documents that the contractor has chosen to provide, believing them to be a valuable support to his qualification file. To consult these documents, simply click on them.



3.3.6 PARTNERSHIPS

The **PARTNERSHIPS** tab shows all the contractors who hire or are hired by the contractor whose file is consulted, within the context of a partnership for the logged-in client corporation. The **HIRING CONTRACTOR** and **SUBCONTRACTOR** sections are similar, only the available actions vary. Click on one of the two sections to view it.

Democon

OVERVIEW INFORMATION QUALIFICATION QUESTIONS DOCUMENTS **PARTNERSHIPS** WORKED HOURS METADATA

HIRING CONTRACTOR SUBCONTRACTOR

Search:

Contractor hiring Democon

Company ¹	Partnership Step ²	Actions ³
Contractor N4 \$ ACTIVE Mary Campbell 555 518-2625 Rosenberg, Texas , United States jcampbell@cn4.com	 APPROVED AND QUALIFIED	...
Contractor N2 \$ ACTIVE Carmen Gonzales 555 519-9513 Banff, Alberta , Canada carmeng@cn2.com	 AWAITING INFORMATION SHARING FROM DEMOCON	...

Showing 1 to 2 of 2

10 ▾

	DESCRIPTION
1	COMPANY This column presents the hiring contractor or the subcontractor, depending on the section consulted. It indicates the name, subscription status, contact person and contact information.
2	PARTNERSHIP STEP This column shows the progress of the partnership process. For more information about the partnership steps, see section 3.3.6.1 .
3	ACTIONS Click on the ellipsis points to see the available actions. For more information on these actions, refer to section 3.3.6.2 .



3.3.6.1 PARTNERSHIP STEPS



Note: A step displayed in blue means that the logged user can take action to continue the partnership process, while a step in grey means that he must wait until the other involved business units take action.



AWAITING APPROVAL FROM
[CLIENT CORPORATION'S NAME]

The **AWAITING APPROVAL FROM** step means that the contractor has invited another contractor to enter into a partnership for the first time and that the client corporation has not yet approved or rejected this partnership.



AWAITING SUBSCRIPTION FROM
[CONTRACTOR'S NAME]

The **AWAITING SUBSCRIPTION FROM** step means that the client corporation has approved the partnership, but at least one of the contractors involved is non-member or suspended. If both contractors need to subscribe, their two names will be mentioned.



AWAITING INFORMATION SHARING
FROM [CONTRACTOR'S NAME]

The **AWAITING INFORMATION SHARING FROM** step means that the contractor invited to enter into a partnership has not shared his information with the contractor who hires him.



AWAITING QUALIFICATION FROM
[CONTRACTOR'S NAME]

The **AWAITING QUALIFICATION FROM** step means that the client corporation has approved the partnership, but at least one of the contractors involved must now qualify. If both contractors need to qualify, their two names will be mentioned.



UNAPPROVED BY

The **UNAPPROVED BY** step means that the partnership has been rejected by the client corporation.



APPROVED AND QUALIFIED

The **APPROVED AND QUALIFIED** step means that the partnership has been approved by the client corporation and that all the necessary steps have been completed.



3.3.6.2 ACTIONS

The action buttons allow quick access to different information related to a partnership. The actions available vary according to the progress of the partnership process and the section consulted.

Democon

OVERVIEW

INFORMATION

QUALIFICATION

QUESTIONS

DOCUMENTS

PARTNERSHIPS

WORKED HOURS

METADATA

HIRING CONTRACTOR

SUBCONTRACTOR

Contractor hired by Democon

Company	Partnership Step	Actions
Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec, Canada gloriajohnson@cn1.ca	 APPROVED AND QUALIFIED	<div><div>...</div><div><div>INFORMATION</div><div>DETAILS</div><div>PARTNERSHIP STATE</div><div>SPECIFIC QUALIFICATIONS</div><div>QUALIFICATION'S PROGRESSION</div><div>CONTRACTORS</div></div></div>
Contractor N3 \$ SUSPENDED Dennis Brown 555 562-6272 Hamilton, Ontario, Canada dbrown@cn3.ca	 AWAITING	
Contractor N2 \$ ACTIVE Carmen Gonzales 555 519-9513 Banff, Alberta, Canada carmeng@cn2.com	 AWAITING	
Contractor N6 \$ ACTIVE Molly Fenn 555 516-2783 Summerside, Nova Scotia, Canada mfenn@cn6.net	 AWAITING APPROVAL FROM DEMOCORP	<div><div>...</div></div>



3.3.6.2.1 INFORMATION

The **INFORMATION** action provides the contact details of the subcontractor, his qualification and subscription status, the questionnaire(s) to which he must answer and his partnership level, if applicable.

Partnership: Contractor N1 with Democon

×

CLOSE

INFORMATION

DETAILS

STATE

Subcontractor General Information

Name
Contractor N1

Address
795 Bishop Street
Montreal
Quebec
Canada
G9N 1G2

Cognibox Contact
Gloria Johnson
555 555-5555
gloriajohnson@cn1.ca

Cognibox Membership
\$ ACTIVE

Contractor Partnership Levels
--

Qualification Status
CONDITIONALLY QUALIFIED by *Emilie Pilon* on January 19, 2020.
UTC -05:00 (America / Montreal)

Specific Qualification Statuses
PENDING Work at Heights
QUALIFIED Confined Space (Telecommunications)

Qualification Questionnaire(s)
Test questionnaire 4
Test questionnaire 1
Test questionnaire 2



3.3.6.2.2 DETAILS

The **DETAILS** action provides information about the work to be done as part of the partnership. The questions vary depending on the client corporation.

The screenshot shows a web form titled "Partnership: Contractor N1 with Democon" with a "CLOSE" button in the top right. Below the title is a navigation bar with three tabs: "INFORMATION", "DETAILS" (which is selected and highlighted), and "STATE". The main content area is titled "Partnership Details" and contains two questions:

- Is this subcontractor hired for the purpose of a specific contract or on a regular basis?**
The answer "Regular Basis" is entered in the text field below the question.
- Give a general description of the work that will be performed by this subcontractor**
The answer "..." is entered in the text field below the question.

3.3.6.2.3 STATE

The **PARTNERSHIP STATE** action allows the client corporation to approve or reject a partnership. If approval has already occurred, the approver's name and the approval date are indicated. In the case of a decline, the refusal note is also displayed.

The screenshot shows a web form titled "Partnership: Contractor N5 with Democon" with a "CLOSE" button in the top right. Below the title is a navigation bar with three tabs: "INFORMATION", "DETAILS", and "STATE" (which is selected and highlighted). The main content area is titled "Partnership State" and contains two sections:

- Approval/Rejection:** A horizontal bar with two buttons: "APPROVE" (disabled, light blue) and "UNAPPROVE" (active, dark blue). Below the bar, the text "Demo Demo unapproved on January 20, 2020" is displayed.
- Refusal Note:** A section titled "Refusal Note" with a text area containing the text "Bad past experience."

At the bottom right of the form are two buttons: "RESET" and "SAVE".



3.3.6.2.4 SPECIFIC QUALIFICATIONS

The **SPECIFIC QUALIFICATIONS** action shows a list of the specific qualifications required by the subcontractor and indicates if he is qualified for each of these specificities. The information is displayed directly in the partnership table. Once you have viewed it, simply click on the **CLOSE** button to hide it.

Democon

OVERVIEW

INFORMATION

QUALIFICATION

QUESTIONS

DOCUMENTS

PARTNERSHIPS

WORKED HOURS

METADATA

HIRING CONTRACTOR

SUBCONTRACTOR

Contractor hired by Democon

Company	Partnership Step	Actions
Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec , Canada gloriajohnson@cn1.ca	 APPROVED AND QUALIFIED	 CLOSE ...

Specificity	Status
Work at Heights	 PENDING



3.3.6.2.5 QUALIFICATION'S PROGRESSION

The **QUALIFICATION'S PROGRESSION** action provides a summary of the information concerning the subcontractor's qualification. The information is displayed directly in the partnership table. Once you have viewed it, simply click on the **CLOSE** button to hide it.

Democon

OVERVIEW

INFORMATION

QUALIFICATION

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PARTNERSHIPS

WORKED HOURS

METADATA

HIRING CONTRACTOR

SUBCONTRACTOR

Contractor hired by Democon

Company	Partnership Step	Actions
Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec, Canada gloriajohnson@cn1.ca	 APPROVED AND QUALIFIED	 CLOSE ...

Qualification's Progression

Cognibox Membership

\$ ACTIVE

Qualification Status

CONDITIONALLY QUALIFIED by *Emilie Filion* on January 19, 2020.
UTC -05:00 (America / Montreal)

Validation Questions

Validation Documents

Revised on December 18, 2023

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3.3.6.2.6 CONTRACTORS

The **CONTRACTORS** action allows the client to see the subcontractors hired by their subcontractors' contractors, i. e. level 3 contractors. The information is displayed directly in the partnership table. Once you have viewed it, simply click on the **CLOSE** button to hide it.

Contractor N4

OVERVIEW

INFORMATION

QUALIFICATION

QUESTIONS

DOCUMENTS

PARTNERSHIPS

WORKED HOURS

METADATA

HIRING CONTRACTOR

SUBCONTRACTOR

Contractor hired by Contractor N4

Company	Partnership Step	Actions
Democon \$ ACTIVE Norman Decker 555 546-2436 0 London, Ontario , Canada normand@democon.com	 APPROVED AND QUALIFIED	 CLOSE ...

Company	Partnership Step
Contractor N3 \$ SUSPENDED Dennis Brown 555 562-6272 Hamilton, Ontario , Canada dbrown@cn3.ca	 AWAITING SUBSCRIPTION FROM CONTRACTOR N3
Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec , Canada gloriajohnson@cn1.ca	 APPROVED AND QUALIFIED

Showing 1 to 1 of 1

10 ▼



3.3.7 WORKED HOURS

S.I.M.

OVERVIEW	INFORMATION	QUALIFICATION	QUESTIONS	DOCUMENTS	PARTNERSHIPS	WORKED HOURS	METADATA
----------	-------------	---------------	-----------	-----------	--------------	--------------	----------

JUNE 2018

Work Category	Hours	Year to Date
Expansion and Engineering	159	2,787.25
Health & Safety		0.00
Human Resources		0.00
Maintenance and Engineering		0.00
Mining Operations		0.00
Product Manufacturing		0.00
Technical Services		0.00
Total	159.00	2,787.25

The **WORKED HOURS** tab presents a table of worked hours for a month's period, as well as cumulative for the year, organized by work category.

Use the drop-down menu to choose the month to be displayed.

Use the **Chat Bubble** icon to leave a note or to consult the notes previously written.

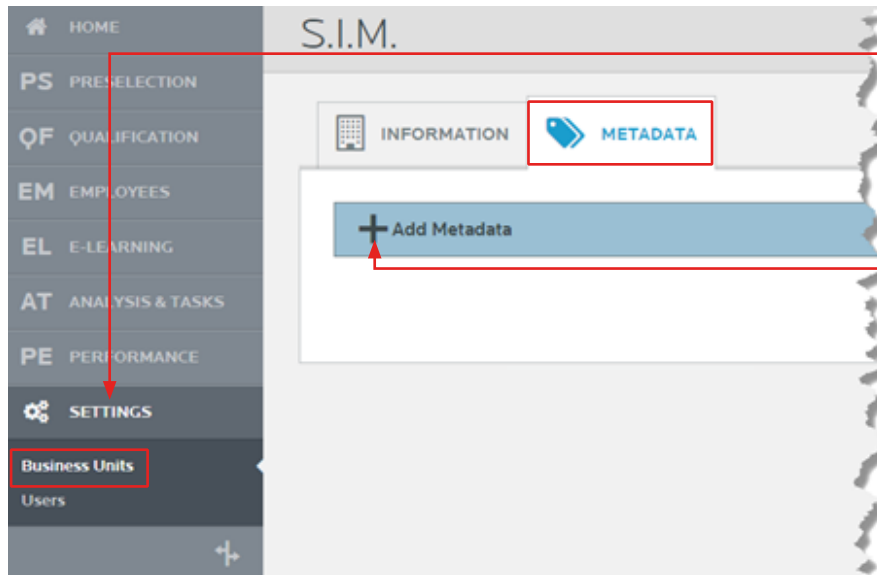
Consult [section 4](#) for information on how to lock the hours.



3.3.8 METADATA

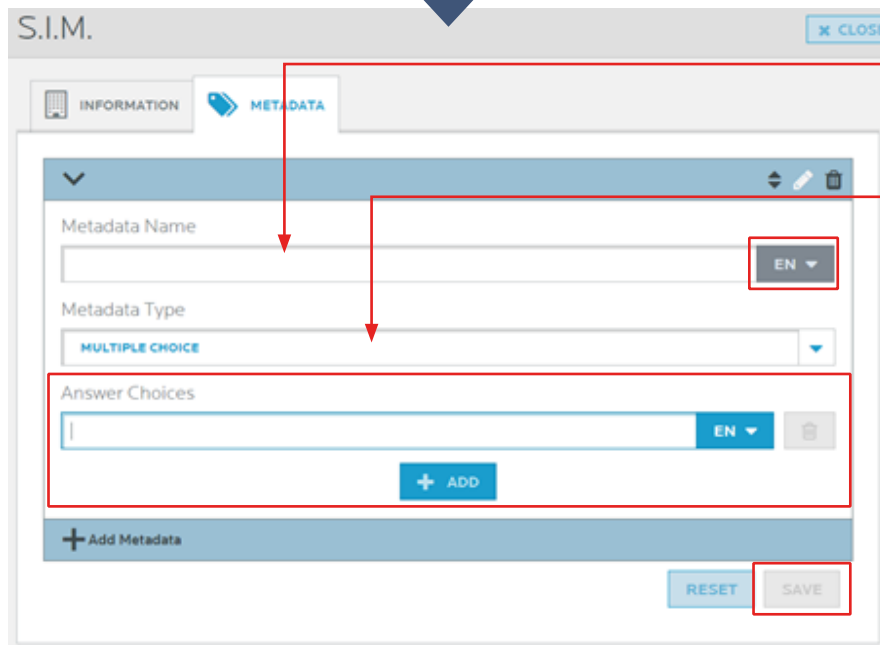
Metadatum are keywords which are defined by the client corporation, and then attributed to the contractors, in order to find them quickly using the **METADATA** filter..

3.3.8.1 CREATE METADATA



To create metadata, click on **SETTINGS** from the left-hand menu, and on **Business Units**.

In the window that appears, the client corporation clicks on their company to access their information. Next, in the **METADATA** tab, click on **+Add Metadata**.



Enter the desired name in the **Metadata Name** field. Use the language button to indicate a different name for another language.

Select if the Metadata will consist of **TEXT** or **MULTIPLE CHOICE**. For multiple choice, a field for **Answer Choices** will appear. Enter an answer choice, then click on **+ADD** to add others.

Add another metadata by clicking on **+Add Metadata**, or save the created metadata by clicking the **SAVE** button.



3.3.8.2 ASSOCIATE METADATA TO A CONTRACTOR

S.I.M.

OVERVIEW INFORMATION QUALIFICATION QUESTIONS DOCUMENTS PARTNERSHIPS WORKED HOURS METADATA

PAS number
444-0013BAC

Favorite Wood
- Tiger
- Stock

EDIT

To associate metadata to a contractor, go to the **METADATA** tab in the contractor's file. Any existing metadata will be displayed. Click on the **EDIT** button.

S.I.M.

OVERVIEW INFORMATION QUALIFICATION QUESTIONS DOCUMENTS PARTNERSHIPS WORKED HOURS METADATA

PAS number
444-0013BAC

Favorite Wood
☒ Tiger
☒ Stock
☐ Chuck

RESET SAVE CANCEL

Associate the appropriate metadata to the contractor using the text fields or the response choices, then click on the **SAVE** button.

Contractors

EXPORT

Metadata

Metadata
PAS NUMBER

Selected Metadata
444-0013BAC

Company	Status	Actions
S.I.M. Jean-François Gélinas (819) 536-5653 Shawinigan, Québec, Canada demoj@coqribox.net	 QUALIFIED	...

Showing 1 to 1 of 1

10

The associated metadata can then be used as a filter to find a company within the list of contractors.



3.4 SEARCH CONTRACTORS AND SUPPLIERS

Contractors

Search bar: [] [Q] FILTER [v] [+] [x]

Company	Status	Actions
---------	--------	---------

The text search bar allows a user to search for a company by name or contact information, by classification unit or by SCIAN code.

3.4.1 USING SEARCH FILTERS

The filters allow a user to find exactly what he needs.

Contractors

Search bar: [] [Q] FILTER [v] [+] [x]

Qualification Statuses (1) [x]

☐ Expired ☒ Qualified ☐ Conditional ☐ Pending ☐ Refused

☐ Inactive

Company	Status	Actions
Telecommunications Experts (test) Jonathan Lacasse 456-888-8888 S Toronto, Ontario, Canada jlacasse@cognibox.com	QUALIFIED	...
S.I.M. ⓘ Karine Bissonnette 819-536-5653 O Shawinigan, Quebec, Canada kbissonnette@simexperts.com	QUALIFIED	...
Plomberie Guilbert (Test) Jonathan Lacasse 450-655-6666 Twillingate, Newfoundland and Labrador, Canada	QUALIFIED	...

To use a filter, click on the **FILTER** button, then select the desired filter from the list.

The selected filter will display in the search bar, followed by the associated options.

For example, by selecting the **Qualification Statuses** option and selecting the **Pending** checkbox, only contractors with the **Pending** status will appear.



4. PARTNERSHIPS SECTION



To access partnerships, the client corporation must first activate the feature in its business unit settings.

The **Partnerships** section displays all the partnerships of the logged-in client corporation. For each of these partnerships, the client corporation can see which contractors are involved and at which step of the process they are at.

Partnerships			
<input type="text"/> <input type="button" value="Q"/> <input type="button" value="FILTER"/>			
Hiring Contractor	Subcontractor	Partnership Step	Actions
Contractor N4 \$ ACTIVE Mary Campbell 555 518-2625 Rosenberg, Texas, United States jcampbell@cn4.com	Democon \$ ACTIVE Norman Decker 555 546-2436 D London, Ontario, Canada normand@democon.com	APPROVED AND QUALIFIED	...
Democon \$ ACTIVE Norman Decker 555 546-2436 D London, Ontario, Canada normand@democon.com	Contractor N1 \$ ACTIVE Gloria Johnson 555 555-5555 Montreal, Quebec, Canada gloriajohnson@cn1.ca	APPROVED AND QUALIFIED	...
Contractor N2 \$ ACTIVE Carmen Gonzales 555 519-9513 Banff, Alberta, Canada carmeng@cn2.com	Democon \$ ACTIVE Norman Decker 555 546-2436 D London, Ontario, Canada normand@democon.com	AWAITING INFORMATION SHARING FROM DEMOCON	...
Democon \$ ACTIVE Norman Decker 555 546-2436 D London, Ontario, Canada normand@democon.com	Contractor N3 \$ SUSPENDED Dennis Brown 555 562-6272 Hamilton, Ontario, Canada dbrown@cn3.ca	AWAITING SUBSCRIPTION FROM CONTRACTOR N3	...

	DESCRIPTION
1	<u>HIRING CONTRACTOR</u> The hiring contractor is the one who invites another company for a partnership. This column shows the qualification and subscription statuses of the hiring contractor, in addition to his contact information.
2	<u>SUBCONTRACTOR</u> The subcontractor is the one who receives an invitation to enter into a partnership with another company. This column indicates the qualification and subscription statuses of the subcontractor, in addition to his contact information.
3	<u>PARTNERSHIP STEP</u> This column shows the progress of the partnership process. For more information about the partnership steps, see section 3.3.6.1 .
4	<u>ACTIONS</u> Click on the ellipsis points to see the available actions. For more information on these actions, refer to section 3.3.6.2 .



5. WORKED HOURS SECTION

The **Worked Hours** section allows a client corporation to lock the hours entered in the **WORKED HOURS** tab (section 3.3.7). To do this, simply select the checkbox for the month to be locked. The checkboxes corresponding with the previous months will also be selected.

HOME		Worked Hours								2017	EXPORT
PRESELECTION											
QF QUALIFICATION		Work Category	JAN	FEB	AUG	SEP	OCT	NOV	DEC	Total	
Dashboard		Expansion Project	0.00	1,326.00	510.00	3,004.00	146.00	0.00		808.00	
Contractors		Op. - Safety	2,179.50	1,055.50	4,298.50	2,522.00	1,639.00	328.00		19,976.75	
Suppliers		Op. - Health	6,853.25	9,305.50	12,029.10	4,465.80	10,349.67	16.00		86,182.57	
Partnerships		Op. - Engine	8,542.25	11,268.50	9,245.25	29,843.25	-43,843.75	71.00		101,432.75	
Worked Hours		Op. - Sustain	19,927.00	21,194.75	47,084.75	71,037.25	185,238.25	0.00		550,167.65	
Questionnaires		Op. - Global	360.00	613.50	184.00	516.00	666.00	0.00		3,464.50	
Documents		Op. - IT	220.50	416.00	310.50	8.00	4.00	0.00		2,083.00	
EM EMPLOYEES		Op. - System	91.00	64.00	0.00	0.00	288.00	0.00		443.00	
EL E-LEARNING		Mining	13,163.85	16,362.75	8,466.85	13,661.50	12,539.80	3,759.00		134,704.60	
AT ANALYSIS & TASKS		Op. - Port	5,425.75	1,298.00	7,955.90	8,060.30	976.30	8.50		56,846.50	
PE PERFORMANCE		Op. - Rail	22,247.35	18,831.15	19,975.30	13,081.00	29,638.93	703.00		226,738.93	
SETTINGS		Total	79,010.45	81,735.65	110,060.15	140,191.10	197,642.20	4,885.50	0.00	1,182,848.25	
		Lock entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				



Careful!

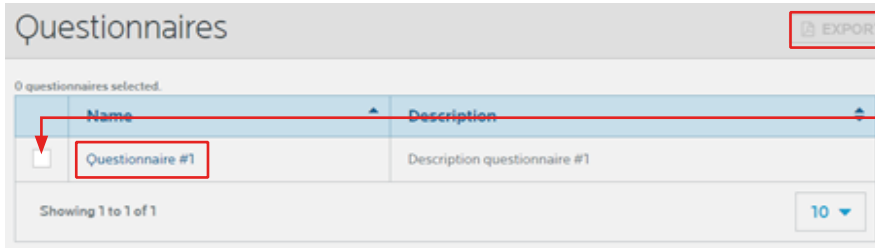
A checked box cannot be subsequently unchecked.

The **EXPORT** button allows users to download the table of worked hours for the selected year. See an example in [annex III](#).



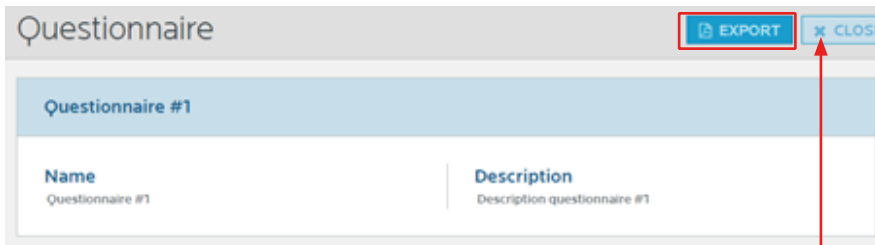
6. QUESTIONNAIRES SECTION

This section displays a list of the client corporation's questionnaires.



To access the questionnaire file, click on the name.

To export one or more questionnaires in PDF format, select the checkbox to the left, then click on **EXPORT**.



Export a questionnaire from its file by clicking on **EXPORT**.

Refer to an example of an exported questionnaire in [annex II](#).

To close a questionnaire file and return to the list, click on **CLOSE**.



7. DOCUMENTS SECTION

The **Documents** section displays a list of the client corporation's documents.

Use the search bar to find a document quickly.

Documents

Name	Actions
Authorization form-Employer	UNIVERSAL REFERENCE DOCUMENTS
Authorization form-Employee	REFERENCE DOCUMENTS
Information Security Acceptable Use Agreement	REFERENCE DOCUMENTS

Showing 1 to 3 of 3

10

Click on the document name to access the file. Click on **REFERENCE DOCUMENTS** to display a list of reference documents related to a document. When **UNIVERSAL** is displayed, it indicates that a document is valid for all client corporations. When a contractor submits a universal document, all the client corporations connected to their file may access it.

Document

Accidents and Corrective Measures Table (to provide if you have answered yes to 0107, 0108, 0110 or 0111)

UNIVERSAL

Name	Description
Accidents and Corrective Measures Table (to provide if you have answered yes to 0107, 0108, 0110 or 0111)	--

Templates

Name	Language
localized_attachment_L20150630182433770.doc	English
localized_attachment_L20150630182434137.doc	French

The document file displays the document name, its description, and, if applicable, its template. Click on the name of a template to view it.




ANNEX I : CONTRACTOR LIST (.XLSX)

	A	B	C	D	E	F	G	H	I	J
1	Cognibox		Corporatest							
2		Business Units								
3										
4										
5	Name	First Name	Last Name	Email	Phone	City	Region	Country	Qualification Status	
6										
7	Electri-Test	Test	Lessard	electri-test@bellnet.ca	514-382-4275	Toronto	Quebec	Canada	Qualified	
8	Renotest	Renée	Laliberté	rlaliberte@cognibox.com	819-231-0694	Fermont	British Columbia	Canada	Qualified	
9	North Electricity	Val	Lafrenière	viafreniere@cognibox.com	819-212-6427	Twillingate	Quebec	Canada	Suspended	
10	Democon	Emilie	Filion	efilion_001@xob.ca	450-723-1748	Laterriere	Quebec	Canada	Refused	
11	Testech Inc.	Sylvain	Tormel	stormeltestech@outlook.net	418-621-0963	Shawinigan	Quebec	Canada	Qualified	
12	Abc Company	Annie	Riopel-Meunier	armeunier_102@xob.ca	819-722-2345	Montréal-Nord	Ontario	Canada	Qualified	
13	Nationatest Inc.	Donald	Lajeunesse	admin@holoyolo.com	514-382-4276	Kamloops	Quebec	Canada	Expired	
14	J.-F. Gélinas	Jean-François	Gélinas	jfgelinaspilotege@xob.ca	819-231-0695	Pintendre	Quebec	Canada	Expired	
15	Testson LTD	Renée	Laliberté	rlaliberte@cognibox.com	819-212-6428	Shawinigan	Ontario	Canada	Qualified	
16	USA Electric Company	Simon	Emmet	usaelectriccompany@gmail.com	450-723-1749	St-Augustin	North Carolina	United States	Qualified	
17	Soutraitest	Patrick	Désilets	soutraitest@gmail.com	418-621-0964	Montréal-Nord	Quebec	Canada	Suspended	
18	Onex Technotest	Roberto	Nolan	carrieronex@gmail.ca	819-722-2346	Houston	Texas	United States	Refused	
19	Construction Parent	Renée	Laliberté	rlaliberte@cognibox.com	514-382-4277	Sept-Îles	Quebec	Canada	Qualified	
20	Transport Inc.	Gilles	Bastien	bastien@xob.ca	819-231-0696	Shawinigan	Quebec	Canada	Qualified	
21	Telecommunications Experts	Jonathan	Lacasse	jlacasse@cognibox.com	819-212-6429	St-Augustin	Ontario	Canada	Expired	
22	Hameltest	Claire	Hamel	chamel@outlook.ca	450-723-1750	Montréal-Nord	Quebec	Canada	Expired	
23	Plomberie Guilbert	Jonathan	Lacasse	jlacasse@cognibox.com	418-621-0965	Houston	Newfoundland	Canada	Qualified	
24	Test-Air & Sans-Bornes	Karen	Defond	karen.testair@videotron.ca	819-722-2347	Sept-Îles	Quebec	Canada	Qualified	
25	Contractest	Steve	Watson	stwatson@box.com	514-382-4278	Shawinigan	Quebec	Canada	Suspended	
26										
27										
28										



ANNEX II : QUALIFICATION QUESTIONNAIRE (.PDF)



Qualification Questionnaire
Questionnaire #1

General

Security (2) questions

1 of 2

What kind of incidents were declared during the period? 2672

☐ No wound
☐ First Aid
☐ Medical Treatment
☐ Compensable

2 of 2

Have employees been expelled due to deficiencies in OSH 2673

☐ None
☐ Once
☐ Twice
☐ Thrice or more

Other

Skill (1) questions

1 of 1

How would you evaluate the skills and effectiveness of the contractor's supervisors? 2677

☐ Excellent
☐ Great
☐ Good
☐ Needs improvement
☐ Bad

The Company - DEV

General Information (9) questions

1 of 9

Business Number 2599

2 of 9


Foundation date 2600
____/____/____ (YYYY-MM-DD)

3 of 9

If other certifications, identify them while naming the issuing body. 2601

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Qualification Questionnaire example, page 1



4 of 9

What percentage of the work force has been working in the industry for 1 year or more? 2602
____ %

5 of 9

How many plants do you have? 2603

6 of 9

In what year was your last contract completed? 2605

7 of 9

Does this license have any restriction for the purposes of obtaining a public contract? 2607

☐ Yes
☐ No

8 of 9

Please indicate the type of work you usually perform for Resolute Forest Products? 2614

☐ Security Personnel
☐ Roofing
☐ Demolition
☐ Pipefitters
☐ Other : _____

9 of 9

Do you work for Resolute Forest Products? 2615

☐ Yes
☐ No

Financial Information (3) questions

1 of 3

Within the past 3 years, has your company ever been subject to administration or compulsory liquidation proceedings? 2616

☐ Yes
☐ No

If so, please supply supporting documents at documents@cognibox.com

2 of 3

Which are your principal clients? 2619

1. _____

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Qualification Questionnaire example, page 2



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2. _____

3. _____

4. _____

5. _____

3 of 3

Revenue2620

Human Ressources - DEV

Generalities (4) questions

1 of 4

Procurement responsible

Union affiliation2625

2 of 4

Number of employees2626

3 of 4

Which employee retention program do you offer?2627

☐ Gym Membership

☐ Part Time

☐ Cafeteria

☐ Registered Retirement Savings Plan

4 of 4

4.3.200 - Classification Units Rates - CSST2644

Classification Unit: _____

	2013	2014	2015	2016
Personalized or Net Rate	_____	_____	_____	_____
Unit Rate or Base Rate	_____	_____	_____	_____
Ratio	_____	_____	_____	_____

4.3.600 - Classification Units Rates - WCB AB2645

Classification Unit: _____

	2013	2014	2015	2016
Personalized or Net Rate	_____	_____	_____	_____
Unit Rate or Base Rate	_____	_____	_____	_____

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Qualification Questionnaire example, page 3

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Ratio

Health/Safety - DEV

Health & Safety Management (1) questions

1 of 1

All information provided must be complete and accurate.

In the past three years has your company been involved or been cited in any legal proceedings regarding involvement in a significant health and safety issue?2646

☐ Yes

☐ No

If so, explain:2647

All information provided must be complete and accurate.

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Qualification Questionnaire example, page 4



ANNEX III : WORKED HOURS (.XLSX)

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Corporatest														
2	Worked Hours for 2017														
3															
4	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
5	Expansion Project	87,5	93,5	99,5	105,5	111,5	117,5	123,5	129,5	135,5	141,5	147,5	0	1292,5	
6	Op. Safety	88	94	100	106	112	118	124	130	136	142	148	0	1298	
7	Op. IT	88,5	94,5	100,5	106,5	112,5	118,5	124,5	130,5	136,5	142,5	148,5	0	1303,5	
8	Mining	89	95	101	107	113	119	125	131	137	143	149	0	1309	
9	Op. Rail	89,5	95,5	101,5	107,5	113,5	119,5	125,5	131,5	137,5	143,5	149,5	0	1314,5	
10	Op. Engine	90	96	102	108	114	120	126	132	138	144	150	0	1320	
11															
12															
13															
14															
15															
16															
17															

Timesheet



FOR MORE INFORMATION, PLEASE CONTACT OUR
CUSTOMER SERVICE DEPARTMENT:

1 877 746-5653 | SUPPORT@SAFECONTRACTOR.CA

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