ISN

Tracking Individual Level Training

June 2017
What is the Online Training Tool?

Online Training Tool:

• Complete training specific to Client sites/projects
• Email notifications for company admin and employees
• Mandatory quiz ensures comprehension of training
• Certificate available for employees to save and print
• SCORM compatible
• Contractor Admin can apply credit for multiple employees
• Reports enable Clients and contractors to view employee’s training status, completion date and expiration date
What is Training Qualification?

Training Qualifications allow clients to track individual-level employee training information and easily identify deficiencies. With this tool, clients are also able to scan for qualification statuses before allowing a contractor to go onsite.

1. Hiring Client Defines Requirements

- **Hiring Client**: Defines individual-level contractor employee requirements for activities performed offshore

2. Contractor Submits Training Qualifications (TQ)

- **Contractor**: Inputs Training Qualifications (TQ) into ISNetworld
  - Example:
    - Job Specific Skills & Knowledge
    - General Safety Orientation
    - First Aid

3. Hiring Client Monitors Compliance

- Reporting Capabilities
- Documentation Audits
- ID Card Scanning
Contractor Scanning Process

This process will allow Hiring Clients to determine what contractors are onsite at any given time for safety and administrative purposes.

- Employee ID card is scanned upon entry/exit at the gate
- The record is logged in ISNetworld and time-stamped
- Reports can be run and exported to Excel
- Can be used to track Individual Level Data in real time
  - Company Grade
  - Online Training
  - Training Qualifications
  - Background Checks
  - Drug and Alcohol

*ID cards can also be scanned using a handheld scanner
What is Check In/Check Out?

Check In/Check Out allows Hiring Clients the ability to view a real time listing of employees working at a specific location.

Time/Attendance reports can be generated based on:

- Employee Name
- ISN ID
- Check In/Check Out Date
- Company
- Project

User can click “Include Negative Quick Check Results” to include employees that were checked in without meeting minimum requirements.
What is Quick Check?

Quick Check provides a point-in-time view of an individual contractor employee’s compliance and is configurable based on Hiring Client Requirements and can be site specific.

1. Contractor employee scans their ISN ID Card

2. TQ and additional compliance requirements are confirmed

3. Contractor employee is approved to proceed onsite
Questions?

Come Stop By: **Booth 20**

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