

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

 FIELDWOOD ENERGY


ROQUETTE
America, Inc.






2. Contractor Submits Training Qualifications (TQ)

Contractor: Inputs Training Qualifications (TQ) into ISNetwork

Example:

- Job Specific Skills & Knowledge
- General Safety Orientation
- First Aid

3. Hiring Client Monitors Compliance

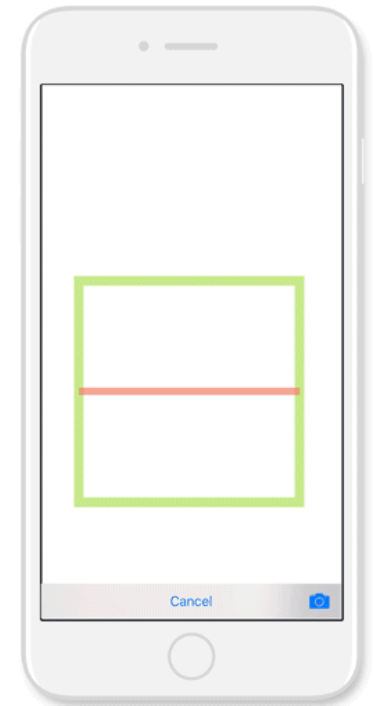
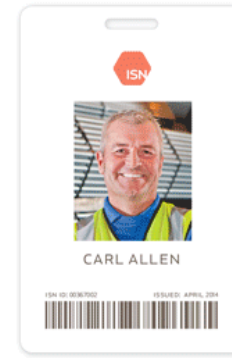
-  Reporting Capabilities
-  Documentation Audits
-  ID Card Scanning



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 ISNworld 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

Check In/Check Out Report

Last Name Middle Name

First Name ISNetwork ID

Check In Date -

Check Out Date -

All Companies

Select a Project Include Negative QuickCheck Results

Run Report Export To Excel


Employee	ISN ID	Company Name	Project	Check In Date	Check Out Date	Status	Edit
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/15/2015 12:21 PM	06/15/2015 12:21 PM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/15/2015 12:16 PM	06/15/2015 12:21 PM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/15/2015 12:15 PM	06/15/2015 12:16 PM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/09/2015 8:18 AM	06/10/2015 11:39 AM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/03/2015 1:29 PM	06/05/2015 10:40 AM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	06/01/2015 1:38 PM	06/01/2015 1:38 PM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	05/28/2015 1:23 PM	05/31/2015 10:21 AM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	05/27/2015 3:17 PM	05/27/2015 3:17 PM	Green	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	05/22/2015 9:46 AM	05/26/2015 3:33 PM	Green	✎ ✕
Allen, Carl	ISN-02585752	Knox Construction Inc.	McKinney Enterprises	05/22/2015 9:44 AM		Red	✎ ✕
Allen, Carl	ISN-00367002	Knox Construction Inc.	McKinney Enterprises	05/21/2015 2:59 PM	05/21/2015 2:59 PM	Green	✎ ✕

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



Allen, Carl
ISN ID: ISN-00367002



 **Meets McKinney Enterprises Completion Requirements**

Company Grade (requires one item to pass)

Status	Grade	Site	Minimum Passing Grade	As of
 Green	B	McKinney Enterprises	C	11/09/2016



Online Training (OT) (requires one item to pass)

Required Trainings (requires one item to pass)

Status	Training Name	Training Status
 Red	Ammonia Awareness	Expired
 Green	McKinney Safety Training	Complete

Training Qualifications (TQ) (requires one item to pass)

Assigned Activities (requires one item to pass)

Status	Activity	Activity Status
 Green	2 - Asbestos Abatement Worker	Qualified
 Green	6 - Barge - Foreman	Qualified

2. TQ and additional compliance requirements are confirmed

3. Contractor employee is approved to proceed onsite

Come Stop By: **Booth 20**

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