

### Frequently Asked Questions (FAQ)

**1. I bid on multiple jobs with Nalcor. Do I have to resubmit all of the standard documentation (e.g. COR™ Certificate, WHSCC Clearance Letter, OHS Policy, etc.) for each bid submission?**

All tenders are evaluated on an individual basis. All required documentation must be submitted for each respective job bid.

**2. I have performed work for Nalcor in the past. Does this mean that I will automatically qualify for work under the updated program?**

Qualification is determined on a tender-by-tender basis. Previous awarding of work does not guarantee that you will qualify under the new requirements of the updated program.

**3. I am concerned that I may not qualify for work with Nalcor under the new requirements of the updated program. What can I do to improve my chances of meeting the new qualification requirements?**

First step is to confirm your company is in compliance with the minimum health and safety requirements under the OHS Act and OHS Regulations. Secondly, please review the [Health and Safety Qualification Form](#) posted to Nalcor's vendor website prior to bidding on work. This form provides the minimum health and safety requirements that must be met to qualify for work with Nalcor. Third, if you are having difficulties or have questions, please contact Sarah Giles, Project Execution and Technical Services Safety Lead at [SarahGiles@nlh.nl.ca](mailto:SarahGiles@nlh.nl.ca) for further information and support.

**4. Will an out-of-province COR™ be accepted when qualifying to perform work on behalf of Nalcor?**

An employer that has attained an out-of-province COR™ and does not have a permanent office in Newfoundland and Labrador can apply for reciprocity or equivalency from the Newfoundland and Labrador Construction Safety Association (NLCSA). A copy of the Letter of Good Standing from NLCSA (indicating reciprocity or equivalency) must accompany the employer's tender for the respective job bid.

**5. I regularly hire subcontractors to perform work, are there any additional requirements that I will need to provide in order to do this?**

Contractors who hire subcontractors to complete work on behalf of Nalcor must notify Nalcor in writing the subcontractors they intend to employ with their tender submission. In addition, a subcontractor management plan must be submitted as part of the HSE Work Plan prior to starting work. All contractors who hire subcontractors must be able to ensure adequate supervision is provided and there is a system to ensure their compliance with the OHS Act and OHS Regulations.

**6. I have been hired by Nalcor to perform three weeks of work, starting in May and finishing in June. How many Contractor HSE Performance Reports do I have to submit?**

A [Contractor HSE Performance Report](#) is required to be submitted for each month of the year that work is being performed. This means that if only two (2) weeks of work was completed in May, and one (1) week was completed in June, you would submit a report for May and a separate report for June. *Contractor HSE Performance Reports* are to be submitted no later than the 7<sup>th</sup> business day of the following month (or earlier if the work is completed before the end of the month). Please note that all *Contractor HSE Performance Report* data must include information from all subcontractors employed by your company for the job.