

## CNL's Vision for Contractor Management

*Ensure CNL selects and works with safe, competent, and capable suppliers that will deliver the intended outcomes of the requirements and provide the best value to CNL over the life of the procurement.*

*Facilitate a culture of learning and continuous improvement.*

### Contractor Management Program

A Contractor Management Program has been established to co-ordinate and address a number of improvement opportunities necessary to provide adequate and appropriate arrangement for contracted work over its life cycle.

Four work streams have been identified. Each work stream will provide the foundation to realize the vision for Contractor Management.

1. Scope and Work and Work Risk Assessment
2. Categorization of Contractors and Control & oversight arrangements
3. Standardization of Contractor Performance Arrangements
4. On, Off and Re-boarding Contractors

### 1. Training available on ISN

Effective October 2018, Contractors would be required to complete the required training before arriving on site. The training modules are hosted in ISNetworld. Additionally, a guide has also been developed to assist Contractors in registering for the following training modules:

1. Contractor Site Orientation
2. Group 4 Radiation Protection Orientation
3. Supplier Code of Conduct

After completing the Group 4 Radiation Orientation, Contractors can find further instructions on how to complete your Dosimetry forms in the Bulletin Board post titled "NEW/Release Form" in your ISNetworld account.

ISN Contact Number: 1 800 976 1303

Website <https://www.isnetworld.com/>

CNL Contact Email:

contractormanagement@cnl.ca

### 2. Performance Management Scorecard - Hosted on ISN

CNL has developed a performance scorecard, and an accompanying process for managing contractor's performance. Currently CNL is piloting the tool with its Contractors. The intent of the pilot program is to get your feedback. We encourage you to sign up for the pilot program.

Key features include:

- Simple and easy to use
- A 360 view of performance (CNL and Contractor)
- Provides a platform for continuous improvement
- Pre-defined categories and KPIs

Cost

Schedule

Health & Safety

Quality

Innovation

Sub-Contractor Management

Relationship & Customer Satisfaction

### 3. Activities in Progress

The Contractor Management Program is comprised of 4 key work streams and includes multiple projects. We are currently working on the following initiatives:

	What are the key activities that CNL is working on?	How are they beneficial to our contractors?
1	Standardizing SOW templates for efficiencies	Provide consistency and clarity around the key requirements
2	Contractor database refresh	A repository to manage constructor's key information
3	Establishing a Contractor Management Services group	Streamline and standardize the on, off and re-boarding process
4	Re-defining the role of CNL representatives (i.e. sponsor)	Promoting a culture of Safety and Quality
5	Harmonizing site conditions based on contractor's classification	Contractors won't be required to review site conditions that are not applicable to their jobs

### 4. Communications

#### Vendor Portal

The Vendor Portal has been updated to provide an overview of some of the upcoming requirements at CNL. Contractors are encouraged to review the content in the Vendor Portal, and familiarize themselves with the key requirements.

**ISN related requirements for CNL Contractors (Pre-qualifications, and training)**

**Exceptions list (Contractors that don't require ISN registration)**

**Inclusion of Site Conditions**

#### Onsite Communications SFTP

We have created an ON SITE communication SFTP website, which stores key information for contractors ie. safety forum presentations, CNL news flash, tools and templates. If you would like to gain access please send an email to [contractormanagement@cnl.ca](mailto:contractormanagement@cnl.ca) including:

- Active PO Number
- Your Company Name
- Names of Users

# Contractor Management Update

## Safety Forum

### November, 2018