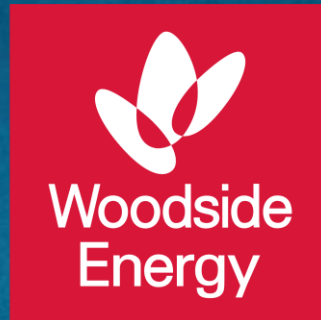


**PART OF  
A BETTER  
FUTURE**



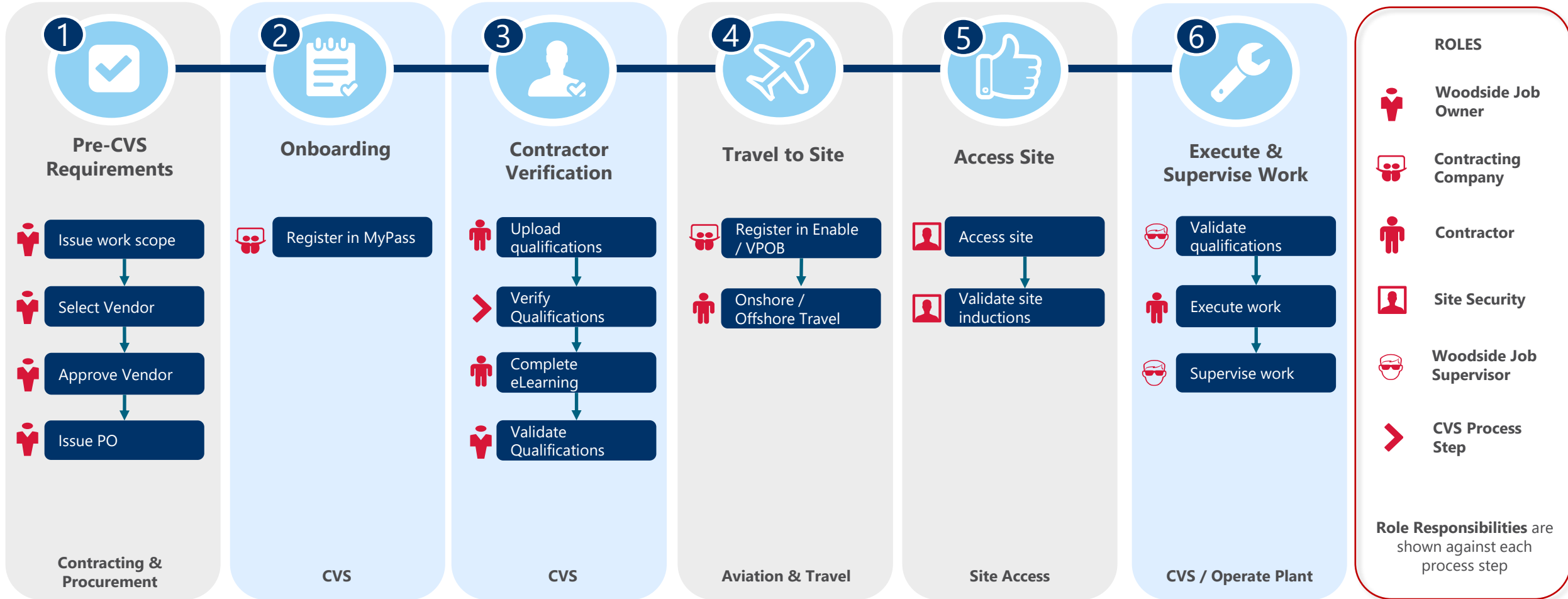
## **CONTRACTOR VERIFICATION SERVICE**

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CVS Information Guide  
for Contracting Companies available on  
[Woodside's Current Supplier Website](#)

# Contractor Verification Service (CVS) Process Overview

The **Contractor Verification Service (CVS)** has been designed to ensure contractors executing work on Woodside-operated facilities are fit for work, trained and competent. The end-to-end process is shown below, including interfaces with other relevant Woodside processes.



If you are a Contracting Company executing work on a Woodside-operated site (excluding Corporate Offices), there are a number of steps required to be onboarded and in compliance with Woodside's requirements. The following guide covers the **Contracting Company & Contractor Personnel onboarding process**.

## 1. Contractor Verification Service (CVS)

The **Contracting Company** is required to register for CVS in MyPass and share their contractor profiles with Woodside.

1.1 The Contracting Company can register for MyPass CVS by completing the [MyPass online registration form](#).

1.2 The registration request will be approved by Woodside – you must be an approved Contractor Company (Vendor) with a valid Purchase Order prior to sharing profiles with Woodside in MyPass.

1.3 Upon Woodside approval, MyPass Global will contact the Contracting Company to provide training and access to the MyPass Service Provider portal.

1.4 Contractor Personnel will need to be invited to MyPass to accept and create a profile which generates a MyPass ID.

1.5 Each Contractor must be assigned to an **Access to Site** and a **Discipline specific** Woodside position against their profile in MyPass in accordance with the on-site Scope of Work. Refer to [Assigning Compliance Positions to a Personnel](#).

1.6 Qualifications are uploaded to the profile against the assigned Woodside position. Qualifications are verified by MyPass Global.

Guidance on how to invite Contractors and upload qualifications is provided in the [MyPass Support Portal](#).

Additional help required? 

For support contact

[support@mypassglobal.com](mailto:support@mypassglobal.com)

## 2. eLearning

**Contractor Personnel** are required to complete eLearning (including site inductions) in MyPass, as directed by your Woodside Focal Point.

Contractor Company Vendor Admins are required to assign the relevant roles in MyPass to ensure the correct eLearning is assigned to contractors.

2.1 Access to Site roles will allocate the relevant eLearning inductions and qualification requirements to Contractors as required for their work location.

2.2 Discipline specific roles allocate the relevant eLearning courses as required to the type of work being performed.

2.3 The Contractor is required to complete specific eLearning modules (Access to Site and Discipline Specific) no later than 5 days prior to mobilising to site. Offshore may require specific eLearning modules to be completed up to 28 days before mobilising to site.

2.4 For guidance on required online learning for Contractors contact your Woodside Focal Point.

Additional help required? 

For support contact

[support@mypassglobal.com](mailto:support@mypassglobal.com)

## 3. Logistics

The **Contracting Company** who have Contractor Personnel requiring travel to Woodside-operated sites, must register in Enable Validate to create a contractor travel profile.

3.1 Contact [support@enablecentral.com.au](mailto:support@enablecentral.com.au) to request access and provide the required information.

3.2 The Contracting Company is provided mandatory training for Enable Validate. Once completed the access login details will be emailed.

3.3 Create a profile for Contractor Personnel travelling to either a Woodside Onshore or Offshore site and submit a registration to activate the profile.

3.4 For Contractor Personnel travelling Onshore, contact your Woodside Focal Point to book travel and/or accommodation.

3.5 For Contractor Personnel travelling Offshore, contact your Woodside Focal Point to book travel and/or accommodation.

For Enable Validate support contact [support@enablecentral.com.au](mailto:support@enablecentral.com.au)

### Site Access

Woodside site access requirements are site specific for onshore and offshore. Contact your **Woodside Focal Point** for further information.



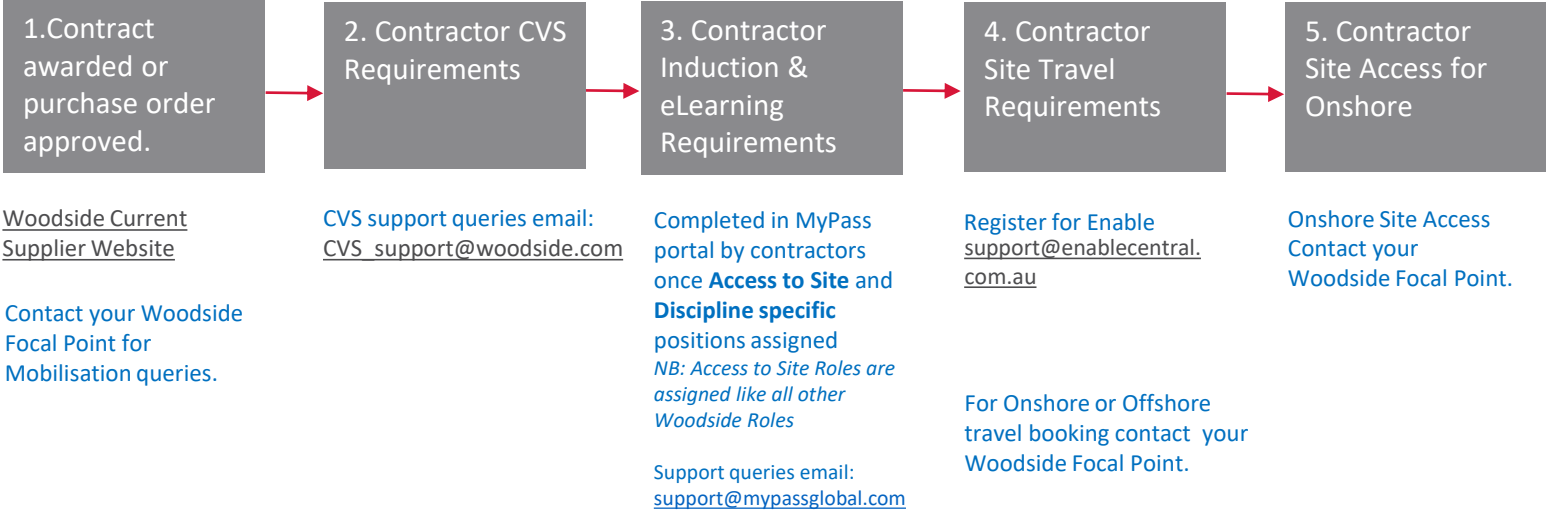
# Woodside Contractor CVS & Mobilisation Process – Quick Reference Guide

Before a Contractor can work on a Woodside Operational Site, they must meet all contractor verification requirements against the agreed Woodside position. Woodside uses the Contractor Verification Service (CVS) through MyPass to manage this. CVS forms part of the mobilisation requirements that are to be met by the contractor before mobilising to site.

**MyPass ensures we have the *right people* doing the *right work* at the *right time* on our Woodside Operational Sites - and we know it.**

## Contractor Mobilisation

- A Contractor Company is required to meet all CVS and mobilisation requirements for Contractor Personnel who are badged to work on a WEL Operated Site.
- Contractor CVS compliance requirements are to be met in MyPass. **Contractor Induction and eLearning requirements are to be completed in MyPass prior to mobilising to site.**
- If onshore and/or offshore travel is required a Contractor travel profile is required in Enable. Note: If the contractor is local to site, an Enable profile is not required.
- Site Access is requested through the WEL Focal Point.



## MyPass CVS

- Contractor Company registers for MyPass.
- MyPass Global will provide onboarding guidance and training on the MyPass Service Provider Portal.
- Contractor profile/s are created, WEL Access to Site and Discipline specific positions assigned, Quals uploaded/verified 100% compliant, eLearning courses completed.
- MyPass cert verification turnaround (1-3 days)
- Contractor Company Admin shares the compliant profile in the WEL Offshore/Onshore Resource Pool for WEL to view on the Woodside MyPass Operator Portal.

