



**Notes Template for Moderators - 2018 Business Round Tables**  
**Committing to Continuous Improvement**  
**Nashville, Tennessee; Friday, November 2, 2018, 3:20 to 4:45 PM**

Table No. (1 to 13):   2   Topic:   Navigating Online Safety Prequalification Systems  

Moderators:   Dave Duke, Richard Ecord  

Number of participants at 1st session:   2   Number of participants at 2nd session:   0  

Insert an abstract of the topic here.

More clients are going towards third party contractor prequalification/verification systems like ISNetworld, Avetta or BROWZ. The verification process is involved and can be complex. In this roundtable attendees will discuss, share and learn from one another ideas and practices on how to navigate updates, manage time and communicate information pushed out from the verification systems.

Briefly summarize the ten things from the discussion that were of most interest. This might include points discussed, concerns expressed, lessons learned, advice given, solutions offered, case histories presented, or anything else related to the topic. Expand the boxes as needed.

1	When signing up for a qualification portal expect at least 2 weeks (best case scenario) until being approved. Approval could take 4+ weeks with program audit feedback.
2	Be aware of cost structures with qualification portals. Some charge by the client while others have tiered programs (1 to 4 clients – Tier 1, 5 to 8 clients – Tier 2, etc.).
3	Have one person/select group dedicated to online qualification portals. Some systems are easier to navigate than others; being familiar helps the ongoing update process.
4	Discussed different external consultants that assist with qualification portal set up and management of portals.
5	Have an understanding that a large majority of requirements from clients on qualification portals are geared towards construction management contractors, not engineering and professional services.
6	To not hesitate to ask for a variance if a health and safety program request/requirement does not apply to your services.

7	When selecting services, only select the services you are prepared to give. Each service selected will generate the health and safety programs. For example, the requirements clients look for in Geotechnical/Drilling services vs Natural Resource Sciences has different program requirements. Selecting too much is the #1 reason the approval process gets pushed out past 2 weeks.
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Summarize the three most important items from the discussion that should be shared with GBA members:

1	Have an Environmental, Health and Safety resource (internal position, external consultant) for assistance with set up and management of online qualification portals.
2	Sign up and approval is typically a 2 to 3+ week process. Plan time accordingly if a client requests that you sign up for online qualification portal.
3	Only sign up as needed.