



LNGC Project Craft Onboarding Requirements

Welcome to the LNGC project and the FCCL team

Please review the below instructions to complete your onboarding as failure to complete all in a timely manner WILL affect your tentative start date provided by FCCL and your Union.

ALCOHOL AND DRUG TEST BOOKING INFORMATION:

You are required to contact CANNAMM to book your own pre-access testing, please follow the following instructions:

Drug and Alcohol Testing Appointments

1.800.440.0023 - Option 4

You will be asked to provide the following information at the time of booking:

- BOOKING CODE: **IND22498** - FLUOR CONSTRUCTORS CANADA LTD - FCCL
- YOUR FIRST AND LAST NAME
- PREFERRED DATE AND LOCATION
- TEST TO BE PERFORMED WILL BE PRE-ACCESS

A&D TESTS SHOULD BE BOOKED WITHIN 48 HOURS OF PULLING YOUR DISPATCH SLIP

ONBOARDING DOCUMENTATION:

Email the following required documents to: LNGC.FCCL.Onboarding@FluorConstructors.com

- Current driver's license (or government issued photo ID)
- WHMIS 2015 Certificate
- Journeyman or Apprenticeship Certification (if applicable) DO NOT send union membership cards
 - Proof of apprenticeship is required
- Personal Information Form (Page 3 of this document)

Direct Deposit Form OR Void Cheque – please email prior to arrival or bring with you on your first day

*This must be a void cheque or official bank form with your name on it, handwritten information will NOT be accepted.

THE ABOVE DOCUMENTATION MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO YOUR TENTATIVE START DATE. FAILURE TO PROVIDE ON TIME WILL CAUSE DELAYS TO YOUR START DATE.

CHARTER FLIGHTS, ACCOMMODATIONS, AND ORIENTATIONS WILL ONLY BE BOOKED ONCE THE REQUIRED DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED.



Once your documentation has been received and all pre-mobilization requirements have been met you will receive further information outlined as follows:

TRAVEL INFORMATION:

Non-Local Residents: will receive an email from our LNGC FCCL Travel team confirming your:

- Start date
- Flight or bussing arrangements – *you are responsible for your transportation to your travel hub*
- Camp confirmation
- Welcome Package that includes luggage allowances and other important information

Please take the time to ensure the spelling of your name, travel date and charter hub is accurate prior to your travel day.

It is everyone's responsibility to review the luggage allowances and adhere to them.

* Failure to do so may result in you or your baggage unable to travel to site *

No tools are allowed on any charter flight and will be confiscated indefinitely if brought to the flight centers for travel.

Aeroplan Membership Numbers are required to book **commercial** flights in the event of an emergency.

To sign up, go to the Air Canada website:

<https://www.aircanada.com/aeroplan/member/enrolment?lang=en-CA>

Busses at the Terrace airport will be situated out front to take you to CVL.

ORIENTATION INFORMATION:

You will receive an email from our LNGC FCCL Onboarding team the weekend before your start date outlining additional paperwork and orientation directions for your first and second day on site.

Local Residents (Kitimat & Terrace): Bussing information and a parking pass request form will also be included to complete and submit if you will be utilizing either the Terrace or Kitimat Park & Ride.

Note: Terrace residents are required to utilize the provided daily Coach busses, no personal vehicles are permitted at site.

PPE INFORMATION

Basic PPE required: CSA approved work boots, long sleeved shirts, pants, and prescription safety glasses (must be foam-backed). All other PPE is provided (hard hats, non-prescription safety glasses, gloves, etc.).

Personal tool belts are not allowed, FCCL will provide these items, however carpenter/scaffolders should bring their own.

**IF YOU HAVE ANY FURTHER QUESTIONS OR CONCERNS, PLEASE EMAIL THE SITE
ONBOARDING TEAM AT: LNGC.FCCL.Onboarding@FluorConstructors.com**

WELCOME TO THE SAFEST PROJECT ON EARTH!



PERSONAL INFORMATION FORM

Please complete and send to LNGC.FCCL.Onboarding@FluorConstructors.com

LEGAL First & Middle Name: _____

LEGAL Last Name: _____
as shown on Gov't issued photo ID

Journeyman/Apprentice Certificate Attached (if applicable)

Journeyman Certificate / Apprenticeship #: _____

A&D Test Date: _____

WHMIS 2015 Certificate Attached

Driver's License/ID Attached

Direct Deposit Information Attached

Have you previously been on site?
YES

Home City / Prov.: _____

Cell Phone #: _____

Email Address: _____

Travel Confirmations will be sent to this address

Travel Hub Location: _____

Choose from the options below:

14 x 7 Rotation				20 x 8 Rotation
LOCAL	WEST CHARTER:		BUS CHARTER:	EAST CHARTER:
• Kitimat, BC	• Calgary, AB	• Vancouver, BC	• Smithers, BC	• Winnipeg, MB
• Terrace, BC	• Edmonton, AB	• Nanaimo, BC	• New Hazelton, BC	• Halifax, NS
	• Kelowna, BC	• Prince George, BC	• Kitwanga, BC	• St. John's, NL
			• Prince Rupert, BC	

It is expected that all employees will make their way to the above hubs at their own cost.

Your Aeroplan Membership # _____

NOTE: Although Aeroplan Memberships are not required for sign on, they are necessary in the event that a flight is required outside of the normal rotational days (emergencies). As well, ensure that the name associated with the Aeroplan account matches your name as shown on your government issued ID to avoid potential delays.