



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 to: LNGC.FCCL.Onboarding@FluorConstructors.com

- Current driver's license (or government issued photo ID)
- 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 and other important information

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

Tools are NOT 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.

Local Residents (Kitimat & Terrace): will receive an email from the LNGC FCCL Onboarding team with bussing and orientation information the weekend prior to scheduled start date.

Start Date: the tentative start date provided on your dispatch is subject to change pending all onboarding requirements are met, orientation and flight availability.

PPE / OTHER 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.
- Welders:
 - o Must have their welding certificates and welding procedure tickets on their person to provide when required. Photocopies will not be accepted.
 - o Must be prepared to do a mask fit test as such will be required to be clean shaven.



ORIENTATION INFORMATION:

You will receive an email from our Onboarding team the weekend before your confirmed start date. These instructions include directions for indoc. and orientation 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.

MANDATORY:

Physical copies of the below are required to be brought to the onboarding indoc. on your first day:

- WHMIS 2015 Certificate / CSTS 2020 certificate (*CSTS-09 will not be accepted*)
- Journeyman or Apprenticeship Certification (*union membership cards are NOT accepted*)
 - Examples: Certificate of Qualification / Red Seal / CWB Tickets / Apprenticeship Transcripts
 - Proof of apprenticeship is required
 - Exceptions for: Labourers, Teamsters, Equipment Operators (besides Crane Op's) and Scaffolders ONLY
- Direct Deposit Form OR Void Cheque (if not emailed)

FAILURE TO PROVIDE PHYSICAL COPIES WILL CEASE YOUR ONBOARDING IMMEDIATELY, AND YOU WILL BE SCHEDULED ON THE NEXT FLIGHT/BUS HOME WITHOUT PAY.

PENDING APPROVAL, YOU MAY BE RESCHEDULED AT A LATER DATE.

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

Cell Phone #: _____

Email Address: _____
Travel Confirmations will be sent to this address

Home City / Prov.: _____

A&D Test Date: _____

Government Issued Photo ID/Driver's License Attached

Direct Deposit Information Attached

Previously On Site

Travel Hub Location: _____

Choose from the options below:

14 x 7 Rotation				
LOCAL	WEST CHARTER:		BUS CHARTER:	Commercial Flights
<ul style="list-style-type: none"> • Kitimat, BC • Terrace, BC 	<ul style="list-style-type: none"> • Calgary, AB • Edmonton, AB • Kelowna, BC 	<ul style="list-style-type: none"> • Vancouver, BC • Nanaimo, BC • Prince George, BC 	<ul style="list-style-type: none"> • Smithers, BC • New Hazelton, BC • Kitwanga, BC • Prince Rupert, BC 	<i>Available for Crane Operators, Welders, and Ironworkers only</i> <ul style="list-style-type: none"> • Provide closest city / airport (approval may be required)
20 x 8 Rotation				
EAST CHARTER: <ul style="list-style-type: none"> • Winnipeg, MB • Halifax, NS • St. John's, NL 		Your Aeroplan Membership # _____ <ul style="list-style-type: none"> - Aeroplan Memberships are only required for commercial travelers at sign on, however are necessary if a flight is required outside of the normal rotational days (emergencies). - Ensure that the name associated with the Aeroplan account matches your name as shown on your government issued ID to avoid potential delays. 		
It is expected that all employees will make their way to the above hubs at their own cost				
Do NOT forget to bring with you to site:				
<ul style="list-style-type: none"> - Valid Government Issued Photo ID - Journeyman Certificate / Proof of Qualification / Proof of Apprenticeship - Valid WHMIS 2015 - Direct Deposit Form / Void Cheque (if not emailed) 				