



# LNGC Project Craft Onboarding Requirements

Welcome to the LNGC project and the FCCL team

*Please review all 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 the Union.*

## IMPORTANT NOTICE

**LNGC has a MANDATORY VACCINATION POLICY in effect. All employees MUST be double vaccinated and have had their second vaccination no later than 15 days before your travel date for those accessing charter flights/buses and 15 days before your start date for those that are local.**

## 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.Admin@FluorConstructors.com](mailto:LNGC.FCCL.Admin@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 (no handwritten information) with your name on it

**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.

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 Admin team the weekend before your start date outlining bussing, payroll 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 the park and ride from 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 are permitted to bring their own.

**IF YOU HAVE ANY FURTHER QUESTIONS OR CONCERNS, PLEASE EMAIL THE SITE**

**ADMIN TEAM AT: [LNGC.FCCL.Admin@FluorConstructors.com](mailto:LNGC.FCCL.Admin@FluorConstructors.com)**

***WELCOME TO THE SAFEST PROJECT ON EARTH!***



# PERSONAL INFORMATION FORM

Please complete and send to [LNGC.FCCL.Admin@FluorConstructors.com](mailto:LNGC.FCCL.Admin@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: \_\_\_\_\_

Indicate from the options below:

<u>LOCAL Resident:</u>	<u>AIR CHARTER:</u>	<u>BUS CHARTER:</u>
• Kitimat, BC	• Calgary, AB	• Vancouver, BC
• Terrace, BC	• Edmonton, AB	• Nanaimo, BC
	• Kelowna, BC	• Prince George, BC
		• Smithers, BC
		• New Hazelton, BC
		• Kitwanga, BC
		• Prince Rupert, BC

Your Aeroplan Membership # \_\_\_\_\_

**NOTE: please ensure that the name associated with the Aeroplan account matches your name as shown on your government issued ID.**