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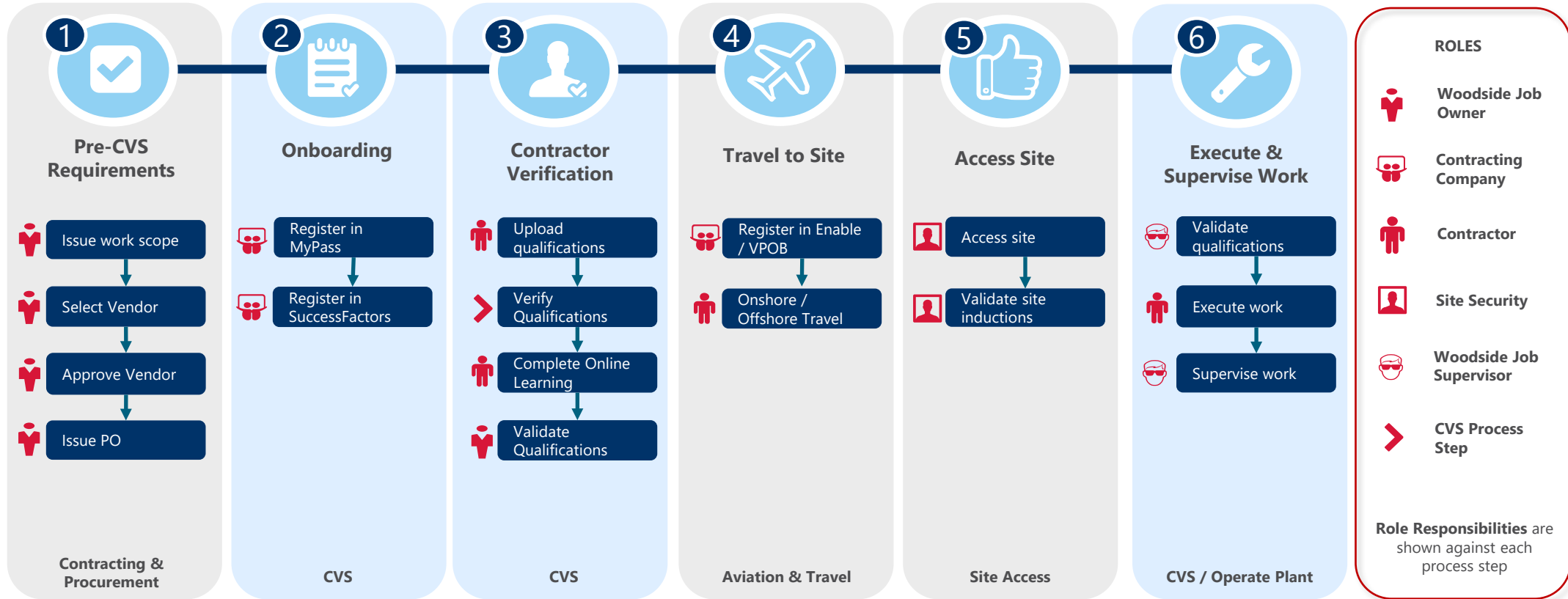


CONTRACTOR VERIFICATION SERVICE

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.



Contracting Company & Contractor Personnel Onboarding

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 a 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

Onboarding@mypassglobal.com

2. Online Learning

Contractor Personnel are required to complete online learning (including site inductions) in SuccessFactors, as directed by your Woodside Focal Point.

SuccessFactors requires the contractor MyPass ID upon requesting access. Contact your WEL Focal Point for access to the form

2.1 The Contractor completes the SuccessFactors Access form to request login access. The completed form can be emailed to:

SuccessFactorsLearningAccountCreation@woodside.com.au

2.2 The Contractor will be notified and provided with a link to login to SuccessFactors.

2.3 The Contractor is required to complete specific online learning modules (Travel to Site and Discipline Specific) within SuccessFactors at least 5 days prior to mobilising to site. Offshore may require specific online learning 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. For login issues contact DigitalServiceDesk@woodside.com.au

Additional help required?

For support contact

SuccessFactorsProjectTeam@woodside.com.au

3. Logistics

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

3.1 Contact support@enablecentral.com.au to request access and provide the required information.

3.2 The Contracting Company is provided mandatory training for Bright 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.

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, complete the Bright Enable Validate / VPOB Registration Form and send to travelprofiles@woodside.com.au.

For Bright Enable Validate support contact 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 and covid vaccination status requirements are to be met in MyPass.
- Contractor Inductions, list provided by your WEL Focal Point, are to be completed in SuccessFactors.
- If onshore and/or offshore travel is required a Contractor travel profile is required in Bright Enable. Note: If the contractor is local to site, an Enable profile is not required.
- Site Access is requested through the WEL Focal Point.

1. Contract awarded or purchase order approved.

[Woodside Current Supplier Website](#)

Contact your Woodside Focal Point for Mobilisation queries.

2. Contractor CVS Requirements

[CVS Information Guide for Contracting Company](#)

CVS support queries email: CVS_support@woodside.com.au

3. Contractor Common Production Induction

Contact your Woodside Focal Point for the Contractor [SuccessFactors Access Form](#). Complete and email to:

SuccessFactorsLearningAccountCreation@woodside.com.au

4. Contractor Site Travel Requirements

Register for Bright Enable support@enablecentral.com.au

[Offshore Travel Booking Request](#)

Onshore travel booking contact WEL Focal Point.

5. Contractor Site Access for Onshore

Onshore Site Access Contact your Woodside 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 position allocated, Quals uploaded/verified 100% compliant.
- MyPass cert verification turnaround (1-3 days)
- Covid vax cert/declaration uploaded as a qual/verified.
- Contractor Company Admin shares the compliant profile in the WEL Offshore/Onshore Resource Pool for WEL to view on the Woodside MyPass Operator Portal.

1. About MyPass

[MyPass Global Website](#)

[MyPass Subscription Pricing](#)

Subscription queries email: support@mypassglobal.com

2. Contractor Company (SP) Register for MyPass

[MyPass online registration form](#)

Onboarding queries email: onboarding@mypassglobal.com

3. MyPass Service Provider Portal activated

Training Provided. [Invite Contractors](#) to create a profile & upload quals to verify.

For guidance see: [MyPass Support Portal](#)

4. Contractor Profile 100% Compliant in MyPass

[Assigning Compliance Positions to a Personnel](#)

[Uploading Qualification Certifications](#)

Support queries email: support@mypassglobal.com

5. Share Contractor Profile in WEL Resource Pool/s

Share the Contractor Profile by [adding the Profile to the WEL Resource Pool](#). WEL can then view & check compliance is met to meet travel and site access approvals.

Head Office:

Woodside Petroleum Ltd
Mia Yellagonga
11 Mount Street
Perth WA 6000

Postal Address:

GPO Box D188
Perth WA 6840
Australia
T: +61 8 9348 4000
F: +61 8 9214 2777
E: companyinfo@woodside.com.au

Woodside Petroleum Ltd

ABN 55 004 898 962

woodside.com.au

