

How Chevron uses MyPass

What is MyPass used for?

1. To provide Service Providers with access to inductions and other HSE online training
2. To set expectations and track compliance for training, qualifications, VoC's, and licenses
3. To support Chevron's Contractor Operational Excellence Management (COEM) objectives

Roles and Projects

Service Provider contractors who work at any Chevron site will be assigned to a role in MyPass. Each role is attached to a 'Project,' and the role is issued to the Service Provider through MyPass as a 'resource request.'

The role specifies whether a requirement is mandatory and desired. 'Desired requirements' are useful for setting elements of a role that may not be required for everyone assigned to the role e.g. an MSIC card might be only required for some members of the work crew as they will be accessing the jetty. It is important that the Service Provider understands which desired requirement they will need to complete, in addition to mandatory requirements.

Chevron does not use the 'compliance position' functionality within MyPass.

Chevron Contractor Training Matrix

Chevron's training matrix helps set the structure of our roles. Role requirements should be discussed and agreed upon with scope owners. The matrix is available through Chevron's 3PC portal, which is accessible to all Chevron Service Providers.

Service Providers can review a resource request and role requirements, and assign workers to appropriate roles. Once a worker has accepted a role in MyPass they can see a list of requirements they need to complete; from online inductions or training, registering for and participating in face to face training, or uploading copies of qualifications or licenses they are required to show.

All certifications or qualifications uploaded to MyPass by a worker are then verified by the MyPass verification team, or by internal Chevron staff, depending on if it is for nationally recognised qualifications or licenses, or Chevron required internal training. Throughout this process, scope owners can see a worker's progress directly within MyPass or through Chevron's internal Power BI report.

In the instance that a worker changes employer, their training history follows them so their training history will be automatically recognised should they perform work for Chevron in the future.

Contacts at Chevron

You should utilise the following contacts at Chevron to get started in MyPass:

1. Your Chevron work scope owner
2. Contact Chevron's dedicated support mailbox at chevroncontractortraining@chevron.com to:
 - a. Book your workers onto required face to face training
 - b. Ask further questions on Chevron's MyPass processes