

I-CAB FAQ's

1. By when do contractor personnel have to have assessments completed?

The assessments must be completed one week prior to the date that the assessment data will be reviewed (PQF, EH&S Plan review, mobilization etc.).

2. Does this apply to all employees or specific positions?

Participation in the functional competency assessment process shall include all individuals who plan, manage, supervise and/or advise on the activities/functions to be completed at or for the benefit of Suncor Major Projects, including on and off-site personnel from the supervisor/general foreman, up to and including, directing management and occupational health and safety personnel.

3. Does I-CAB Competency Assessment apply to contractors who work offsite?

Yes, participation in the functional competency assessment process shall include all individuals who plan, manage, supervise and/or advise on the activities/functions to be completed at or for the benefit of Suncor Major Projects, including on and off-site personnel from the supervisor/general foreman, up to and including, directing management and occupational health and safety personnel.

4. What material/subject matter does the I-CAB assessment process assess?

The focus is on subject matter that is industry specific and based on the regulatory competency expectations identified within regulation, regulator interpretations, referenced standards/best practices, court cases and/or regulatory bulletins and guides. I-CAB provides participant's detailed assessment information, as well as preparation assistance on their website (www.i-cab.org).

5. How do contractors get their I-CAB cards?

I-CAB mails out the cards to the address that the individual provides upon completion of an assessment.

6. Can a contractor be asked for I-CAB Assessment reports even if I-CAB participation is not stipulated in a Suncor contract?

Access to I-CAB competency assessment data/reports may be asked for at the RFP stage and or as part of work scope EH&S planning by the personnel involved in making decisions at these stages

7. Is the expectation of I-CAB Assessment participation by a company something that needs to be stipulated in a contract or considered a contract change?

Suncor Major Projects requires contractors to have a competence management program that ensures EH&S competence and is capable of Suncor verification and second party audit. Hence, the participation request to provide I-CAB Assessments reports (or equivalent) is simply a clarification of a longstanding contractual expectation and thus not a change.

8. Does Suncor pay for some or all of the assessment costs?

Based on the inherent benefits of utilizing a standard tool to both contractors and to Suncor, contractors pay for initial assessments and Suncor pays (to I-CAB, on behalf of each contractor) the cost of one assessment for each assessment taken where the individual's results were equal to or better than the industry average. The results are reported to Suncor the last day of each quarter. Contractors that have paid for assessments will receive a credit in their I-CAB account that can be utilized for assessments and/or reassessments of any personnel.

9. How does I-CAB competency assessment process differ from utilized prequalification processes and/or organizational audits?

Neither prequalification processes nor organizational audits address nor provide data that is as objectively derived and/or resistant to a non-proportional influence by a few individuals.

10. What are the competencies targets/expectations that personnel should be endeavouring to achieve?

Contractors set the minimum reasonable expectations (peak and average targets) for their own personnel. As the utilization of the I-CAB competency assessment focus is developmental, there are no set specific result expectations for individual participants.

11. What is the expectation for subcontractors with the I-CAB program?

Similar to contractors, assessments should be completed by all subcontractor personnel who plan, manage, supervise and/or advise on the activities/functions that are to be completed at or for the benefit of Suncor Major Projects, including on and off-site personnel from the supervisor/general foreman, up to and including, directing management and occupational health and safety personnel.

Subcontractors are expected to share the same reports with the Contractor that contractors are asked to share with Suncor.

12. What is the next step after completing an initial assessment?

Contractors are expected to review assessment results and either implement effective mitigation to address competency deficiencies or to establish individual development plans within the I-CAB system to bring up competency levels to your desired targets.

13. Can a company pre-select assessments and/or specific competencies that their personnel are to complete?

The I-CAB account owner may pre-select both specific assessment(s) applicable to company personnel as well as specific competencies. Competency selection for each specific assessment may be further delineated by position (i.e. Managerial, Supervisory, Advisory, etc.).

References for further inquiries:

Registration Inquiries – registrar@i-cab.org

General Information Inquiries – info@i-cab.org

Help videos are also accessible via the [I-CAB website](#) under the help tab.