



COGNIBOXTM

MODULE GUIDE Description of Modules



QUALIFICATION MODULE

Module dedicated to the qualification of contractors and suppliers

The Qualification module can be used to manage the contractor or supplier qualification process.

Contractor information can be displayed, shared and archived in a secure manner. The entire qualification process is done online, which guarantees real-time updates and standardizes the information.

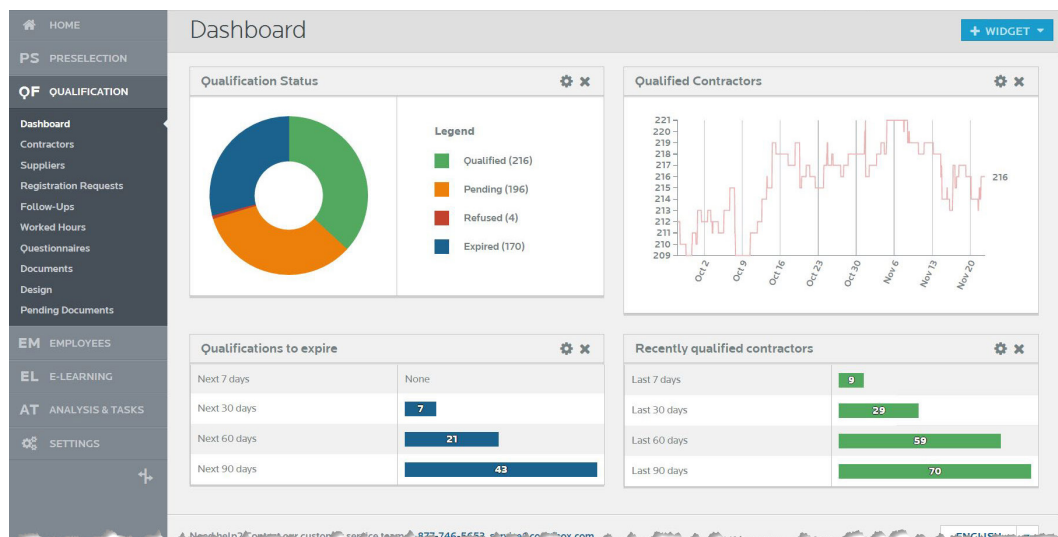
With the modules:



» Verify a contractor or supplier's history, validate their performance, communicate requirements for training and insurance compliance, and confirm that requirements have been met; these steps ensure that the worker assigned to a particular task will be competent, safe and reliable.

Main features of the Qualification module:

- Develop qualification questionnaires that are based on current standards for each type of work, and customize them to your criteria.
- Access dashboards presenting several indicators that are linked to the qualification status of each contractor.
- Relay the information in real time to the departments involved in the qualification process.
- Use the portal to quickly find a qualified contractor.
 - Invite any contractor to qualify
- Obtain a detailed view of each contractor's profile, such as:
 - General information (contact information, classification unit, NAICS, geographic position, OHS statistics, and more.)
 - Qualification history and past communications
- Count on a Cognibox agent to:
 - Request insurance certificates from your contractors before they expire
 - Follow up as required to ensure the qualification process has been completed by the requested date





EMPLOYEES MODULE

Module dedicated to contractor's employee certification management

The Employees module provides an overview of the training files of contractors' employees.

This module allows the contractor to ensure the compliance of external workers by verifying that the training, certifications and professional qualifications indicated in their files are valid and up to date and meet the requirements of the work being assigned.

With the modules:



Main features of the Employees module:

- Obtain a detailed view of the profile of the employees of each contractor:
 - View their name, photo, employer's name, business units, and more.
- Know the tasks assigned to each employee.
- Get a detailed view of the training, certifications and professional qualifications of the employees of each contractor:
 - See relevant information regarding proof of training.
 - Discover the status, training firm and issuance and expiration date, in accordance with industry standards, or the validity period determined by the hiring organization.
- Identify employees whose training is no longer valid or whose certifications have expired.
- Generate a report to view the training and professional qualifications of contractors' employees in PDF or Excel format.
- View each contractor's qualification status.
- Add a note to the employee's file and indicate why they are banned from the site:
 - Track employees who have been banned from the site by means of an icon visible only to the contractor and the client corporation.

The screenshot displays the 'Employees' module interface. On the left is a navigation sidebar with options: HOME, PRESELECTION, QUALIFICATION, EMPLOYEES (selected), Search, Training Courses Report, E-LEARNING, ANALYSIS & TASKS, and SETTINGS. The main content area shows a search for 'denis' and a list of two employees:

Name	Actions
 Trepanier, Denis 200702008492 S.J.M. > SIM > Shawinigan	 TRAINING COURSES MORE
 Levasseur, Denis 20120993184 S.J.M. > SIM > Shawinigan	 CLOSE MORE

Below the employee list is a 'Training Courses' table:

Name	Training Firm	Issuance	Expiration	
CONSTRUCTION SAFETY TRAINING SYSTEM 30 hours	Collège Shawinigan	November 16, 2012	Permanent	
ARC-EL OR MITTAL COURAGEOUS LEADERSHIP 4 hours	SIM	June 25, 2014	Permanent	
OHS AND ENVIRONMENT PARTNERS ALOUETTE (SSSC-086) 1 hours	Aluminerie Alouette	December 9, 2013	Permanent	



E-LEARNING MODULE

Module that integrates the management and the dissemination of E-Learning training sessions

The EL module makes it easier to manage training activities. This module offers major benefits to the hiring organization, the contracting company and employees.

With the module:



Benefits of the EL module for the hiring organization

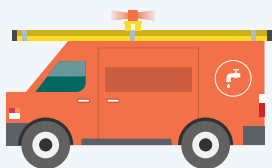
With the EL module, the hiring organization can leverage E-Learning to deliver and manage contractor training.

- Provide generic OHS training and orientation training that meet the most stringent industry standards, in multiple languages.
- Allow contractors to access training through Cognibox, 24/7, using their tablet, telephone or computer.
- Ensure that all workers are trained before accessing a site.
- Eliminate management of the logistical elements and timelines associated with classroom training.
- Standardize the learning process, control navigation and validate learning by way of a test.
- Monitor the training completion status in real time in the employee's profile (EM module).
- Delegate the development of their own E-Learning orientation training to Cognibox experts.
- Allow their own employees to take E-Learning activities.

Benefits of the EL module for the contracting company

With the EL module, the hiring organization offers its contractors a work tool for quickly and efficiently managing employee training.

- Purchase OHS and orientation training and assign employees to the learning activities via a highly secure platform.
- Verify the training completed by employees.
- Obtain 24/7 customized technical support in several languages.



Benefits of the EL module for the employees

With the EL module, employees are now autonomous and can manage their own training through Cognibox.



- View all assigned E-Learning activities and their status (registered, in progress, pass or fail).
- Take the training at their own pace using any Internet browser, in the language of their choice.
- Download the training certificate.
- Obtain 24/7 customized technical support in several languages.



ANALYSIS & TASKS MODULE

Module dedicated to the analysis and specification of requirements for contractor employees working onsite

The Analysis & Tasks (AT) module lists the operation-specific requirements (training, professional qualifications, personal protective equipment, etc.) and matches them to the work site, to the types of task involved and to any other specific criteria for mitigating risks properly.

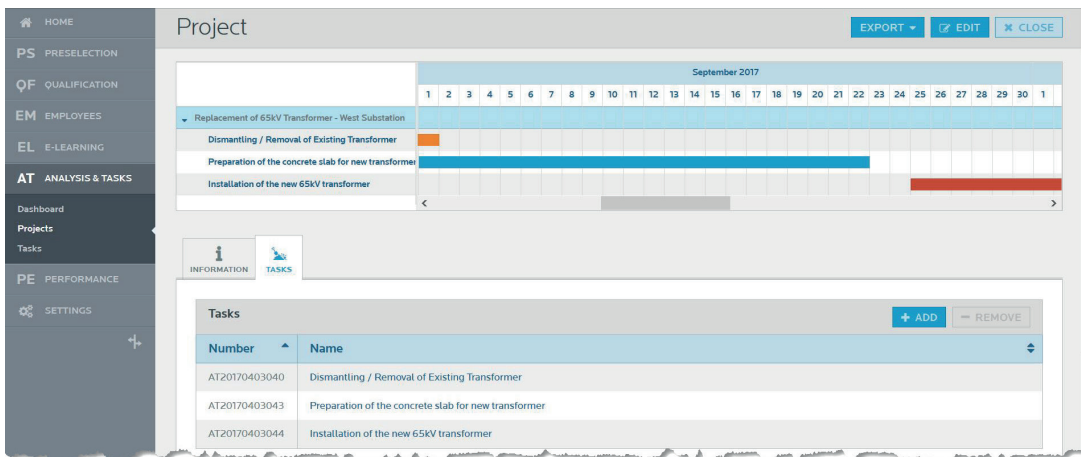
To aid the work planning process, the AT module is closely linked to the training file for the contractor's employees, and generates a detailed work permit that indicates each employee's compliance level for the assigned task.

With the modules:



Main features of the Analysis & Tasks module:

- Create tasks and assign them to qualified contractors:
 - Generate a work permit indicating general information about the task, individuals responsible, requirements, assigned employees, etc.
 - Clearly and efficiently inform contractors of requirements based on the type and location of the work.
 - Attach documents that are relevant to the task.
- Determine the compliance level of each of the contractor's employees assigned to the task:
 - Demonstrate due diligence.
 - Identify training that may be lacking.
- Evaluate contractor performance.
- Eliminate costs related to employees who travel to remote sites by plane without having completed all the required training beforehand.
- Group tasks according to projects:
 - Consult the Gantt chart for progress on associated tasks.
- Consult active tasks and projects, the overall compliance percentage and other useful information through the dashboard feature.
- Use the matrix manager to establish links between specifications and requirements.
- Develop a work plan to identify the steps and risks associated with each task and implement the necessary controls.





LINK-TO-GATE MODULE

Module dedicated to the automatization of access to worksites and facilities only to authorized and qualified employees

The Link-to-Gate (LG) module allows you to automate and limit access to worksites and facilities solely to contractor employees authorized and qualified to be on site.

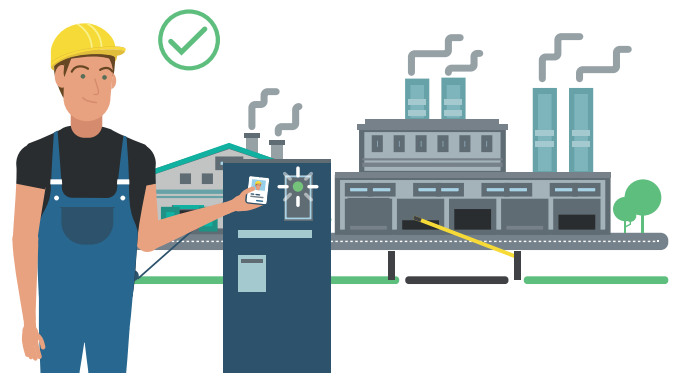
Linked in real time to the Analysis & Tasks (AT) module, this module retrieves the task requirements and authenticates the ID and compliance of contractor employees attempting to access sites. With the LG module, access is granted only to employees who are 100% compliant with the training requirements based on the nature of the task and whose presence is actually required on the work day.

With the modules:



Main features of the Link-to-Gate module:

- Computerized, automated site access control:
 - Linked to most gate access system providers in the industry.
 - Minimize manual gate access interventions.
- Obtain 24/7 support from the Cognibox team for internal implementation and integration:
 - Entrust project analysis to Cognibox technical experts.
 - Ensure solution sustainability and user adherence.
 - Manage the change for internal and external users.
 - Integrate this module into existing internal processes.
 - Minimize operational impacts.
- Grant access only to contractor employees who are 100% compliant with the task requirements and whose presence is required on the work day:
 - Ensure worker safety.
 - Demonstrate due diligence.
 - Reduce costs.
 - Ensure adherence to current OHS policies.
- Make contractors accountable:
 - Involve the contractors as soon as the task is created.
 - Advise them of the impacts of non-compliance.
 - Ensure contractor adherence to the hiring organization's rules and standards.
- Trace the work performed by contractors:
 - Tally the hours worked.
 - Compare billed hours to hours worked.
- Link employee tasks and training records to the gate access system:
 - Make employee status and the reasons for denied access available to gate security agents.





PERFORMANCE MODULE

Module providing a global and effective approach for managing contractors and other suppliers' performance

Performance module allows a rigorous post-work evaluation performance of a contractor or a supplier.

This module provides an annual average of contractor's performance, based on multiple factors (invoicing, quality of work, execution, etc.). This standardized tool evaluates contractor's overall performance by identifying their strengths and weaknesses. The information collected enables to inform contractors in a transparent manner about the elements to be improved for future qualifications and new project assignments.

With the modules:



Main features of the Performance module:

- Get a post-mortem work review: performance, appraisal, costs and deadlines variations, etc.
- Access to several follow-up performance models (contractors or suppliers, monthly or yearly, related or not to the task.
- Obtain a clear overview of contractors' performance by scoring algorithms as well as by rules to weight each scorecard section.
- Track a contractor's progress (or regression) from one project to another.
 - Access performance history
- Scan exhaustive dashboards displaying review average for a given period time:
 - Decorticate information according to categories of scores established in the questionnaire.
- Attach files (site photos, inspections, etc.) to the evaluation.
- Share the evaluation, or not, to the contractor:
 - Present facts in an objective manner regarding aspects requiring improvement by a contractor
 - Provide transparent feedback to a contractor

Company	Average	Actions
 Nationatel Inc. (Test) Karine St-Louis (207) 942-3772 Bengon, Maine, United States kstlouis@smexperts.com	83%	ASSESSMENTS
 Gibson Forklift LTD.(Test) Renée Laliberté 708-888-5555 Maxville, Ontario, Canada rlalberte@cognibox.com	78%	CLOSE

Name	Date	Score
2016-01-05 Materials transportation	March 2, 2016 - March 2, 2016	83%
Repaving roads on site	December 18, 2015 - December 18, 2015	75%
End of contract assessment	May 2, 2016 - May 6, 2016	90%