



Shell NE BC Contracting Information Sheet



We value our relationships with our Suppliers, an integral part of our shared-business' success.

We work with our contractors, distributors and equipment manufacturers to continuously improve our performance by:

- Continuously monitoring and evaluating performance and work practices
- Conducting regular performance reviews

We recognize suppliers who consistently demonstrate a commitment to health, safety and environment performance, and who execute tasks in ways that demonstrate quality, service, commercial performance and innovation

- We expect all suppliers and contractors to conduct their activities in accordance with our Shell General Business Principles and Code of Conduct

While we have a list of qualified suppliers and contractors, we continually look for new sources to help us meet our objectives. Please note, we review inquiries according to business need and therefore not all inquiries will be evaluated. Those that are evaluated will be forwarded to the appropriate department for further action.

Please note:

- Once qualified, suppliers may be used for all Shell related business and locations although this does not guarantee business
- Additional pre-qualification may be required for specific contracts or projects through additional operational or technical pre-qualifications
- Our Engineering, Procurement and Construction contractors who procure goods and services on our behalf as agents, will pre-qualify suppliers for our construction projects



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Our selection criteria for suppliers and contractors includes, but is not limited to the following capabilities:

- Exemplary and consistent health, safety and environment performance (HSE)
- Ability to deliver consistent product quality
- Ability to provide quality service
- Demonstrated commercial performance and competitive pricing
- Innovative problem solving and ways to maximize efficiency and safety
- Proven management systems capability
- Demonstrated financial capability

Safety is of utmost importance to us at Shell. We require that all employees and contractors:

- Work and act safely to ensure no harm comes to people or environment
- Comply with the law and our standards and procedures
- Intervene on unsafe acts or non-compliant situations happening around them at all times
- Respect our neighbours and environment to minimize impact on them from our operations

How do we qualify Service Contractors?

We have minimum standard pre-qualification HSE requirements for potential contractors. They include:

- Proof of Worker's Compensation Board (WCB) coverage
- Minimum insurance requirements, including:
 - Commercial general liability - \$5 million
 - Automobile liability - \$5 million
 - WCB coverage or Employer's liability - \$10 million
 - Depending on the services rendered, increased insurance coverage and/or additional types of insurance may be required by Shell Canada



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- Minimum HSE requirements, including:
 - An acceptable HSE management system and performance
 - ISNetwork registration, complete document submittal, successful evaluation and data maintained and current status
 - Worksafe BC, Certificate of Recognition
 - An Alcohol and Drug policy in place, which may require site-access testing
 - Capability to supply equipment and related services
 - Capability to supply trained and competent personnel

What can qualified Contractor and Equipment Manufacturers expect when working with Shell?

Once a supplier is pre-qualified to work with Shell, they can be considered for our supply of services and goods. We choose to contract either on a per-job basis or on longer-term contracts, as dictated by our needs. Our decisions in selecting contractors and equipment manufacturers are made considering the following:

- Pre-qualified contractors and suppliers will be selected to bid on work
- Total Cost of Ownership principles
- Selection is based on price, ability to meet all defined requirements and availability

Expressing interest in doing business with Shell?

- Suppliers interested in working for Shell should contact via e-mail: groundbirchcontracting@shell.com
- Based on market conditions and business needs, we will initiate our pre-qualification process with additional prospective contractors and suppliers