

Pre-qualification for High-Risk Work at EPCOR

EPCOR's Contractor Registry Provider

EPCOR's contractor approval process helps us manage the health, safety and environmental impacts of our business for our employees, customers, contractors, vendors and the communities in which we work.

To support this, EPCOR has engaged Avetta to help manage the approval process of contractors and vendors who may perform high-risk work. Avetta will not only help you efficiently gather the information required to maintain your qualified status, it will also help you enhance your own HSE programs, and add your firm to its inventory of pre-qualified contractors and suppliers for potential business with other like-minded companies.

Avetta is a centralized online contractor registration and pre-qualification system for many industries in all provinces across Canada and globally. Avetta provides a dedicated customer service representative who will educate and support you to efficiently gather the information and documents required to determine and maintain your qualified status. Other companies searching for your specific type of goods or services will be able to find business information and contact you for potential opportunities.

Registration Process

If you are an existing or potential contractor performing high-risk work for EPCOR, our Procurement department will ask you to complete the following steps to obtain or maintain your approval status with us:

1. **Register Online** — Start by registering on the Avetta web page: www.avetta.com. Please indicate that you would like EPCOR to access your prequalification information by selecting EPCOR as your client site (if you are already registered in Avetta, log in to your account and add EPCOR as a client site).

Questions related to the registration process can be directed to an Avetta Registration Specialist at (877) 725-3022

2. **Complete the Pre-Qualification Form** — The first item of the Contractor Safety Review process requires a contractor/subcontractor to complete and submit a Pre-Qualification Form (PQF) and complete the Annual Update sections (or update your PQF if you are already a member of Avetta).
3. **Insurance** — Avetta will verify insurance certificates to EPCOR's minimum insurance criteria and work with the contractor and/or the contractors' agents to correct gaps in coverage and maintain documentation. Avetta will also notify contractors of expiring certificates.
4. **Complete audits if required** — HSE High Risk contractors may be manually audited.

If you are already a member of Avetta, you should log into your account to add the appropriate EPCOR account as a client site, and update your company's information.