

STAC Contractor Qualifications Committee meeting notes

Meeting: May 18, 2017; 1:30 p.m.-2:30 p.m. EDT



Structure, Tower &
Antenna Council
Conseil des structures,
pylônes et antennes

Next Meeting: July 20 (time TBD)

DIAL IN INFO: Toll-free: 1-866-234-0247; Local (Toronto): 416-443-4589

Conference ID: 612392

Action Items:

- Committee members to review questions sent by email alongside these notes and to suggest any other bullet points that should be considered for addition

Attendees:

- Nick Kyonka (STAC)
- Asma Arefeen (Rogers)
- Cesar Galvez (Telecon)
- Clay Parchewsky (WesTower)
- Emad Eltowwi (Rogers)
- Hugh Heaton (CCI)
- Ian Panagapka (Rigarus)
- Jeff Selby (Trylon)
- Keith Ranney (Bell)
- Manuel Montoya (SBA)
- Mathieu Coulombe (Bell)
- Nick Wilkerson (SBA)
- Serge Charron (SBA)
- Terence Saar (Bell)
- Tyler Morris (WSP)

Meeting Notes:

1. STAC Prequalification Roadmap Project

- Nick reminds group that the purpose of this project to built a prequal questionnaire that site owners and contractors could all use as the basis of their own questionnaires
 - We hope to reduce burden on contractors who have to complete many such forms, which are often asking for the same items but in different ways/different orders
 - Will save them overhead, thus passing savings along to carriers, and will help to ensure they are all qualified to same general level
- Nick thanks those who have been involved in this project in recent months and who have helped to move this project along even quicker than anticipated:
 - Ed Hachey (SBA), Mathieu Coulombe and Terence Saar (Bell), Bassam Jaafar (CATEK), Emilie Filion (Cognibox), Rob Popien (Tbaytel), Jeff Selby (Trylon), Greg Tolson (Tridon) and Hugh Heaton (Corridor Communications Inc.)
- Nick notes that the project team has been working on this project since last year:
 - Started with collecting various questionnaires and pulling out all questions from each questionnaire
 - Then compared all of those questions to identify which ones were actually useful and necessary to the prequalification process and which ones were not
 - Also had to remove a lot of duplicates, which included examining those duplicate questions very carefully sometimes to determine which one was worded the best
 - Also reworded or edited a lot of the questions to make sure they were only asking for pertinent information and that it was easy to understand what was being asked/asked for
 - Have now begun the process of actually transferring these questions all over the MS Word document to form the skeleton of the questionnaire
 - We are now looking for any and all feedback on this project and the direction we are taking, which we will serve as the basis for the call today

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- Committee member suggests that we should try to build the questionnaire as an auto-tabulating form that would allow end users to save their responses for certain questions for the next time they have to fill out the same form/questions
 - Nick notes that we won't necessarily be able to control the internal software systems of different companies that end up using our questionnaire, but agrees that STAC should work to facilitate saved responses to these questions if at all possible
 - Notes that the project team could also identify which answers are likely to change and which ones are likely to remain constant, and to work with companies that use the form to utilize this information for the benefit of those completing the questionnaire
 - General agreement
- Nick says if no other general comments about the documents, we will review line by line
 - Nick reminds everyone that there are still additional questions and additional sections that must be added to this document, so don't assume we won't include something just because it isn't here
- General Information
 - Idea for this section is to get background info about who is filling out the form
 - Nick notes there is a question about Application Language, and says it is STAC's intention to have the questionnaire translated
 - Committee member suggests adding "Engineering" option to the "Nature of Service" question
 - Nick notes that there is space for listing three branch offices right now, but he would like to create space for up to five at least, if possible
 - Nick asks whether the request for a Financial Contact is appropriate for a prequalification questionnaire
 - Committee member says they have completed numerous prequalification questionnaire and doesn't ever remember putting a financial contract
 - General agreement that it should be removed
 - Nick notes that the "Number of Employees" section currently contains a request for the number of consultants employed by the company in Canada; says the project team has debated whether to keep this
 - Committee members say this question could be easily misunderstood
 - Project team member says his concern in relation to consultants is more about sub-contractors that engineering firms might hire to sub-contract the work they've been hired to do
 - Nick notes that we will include a part of this questionnaire relating to sub-contracting
 - General agreement to remove this question
 - Nick notes that the project team also had questions about the "Company Affiliations" section and whether the third-party qualifier list provided was comprehensive
 - Asks whether the government uses a third-party qualifier, and asks for input on any other qualifiers that should be added or removed
 - Committee members say government does not use third-party qualifier
 - Committee member says CanQual is the same as CQNetwork
 - General agreement to merge these two
 - Committee member says BROWZ is being used by Motorola and could be considered for addition

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- Another committee member says BROWZ is not being used widely yet and probably doesn't need to be included at this point
 - General agreement
 - Committee member notes that PICS is now Avetta and those two can also be combined
 - General agreement
- Insurance and Liability
 - Nick asks whether the question asking about OHS judgements, claims, etc within the last three years should be extended to ask for info on all such incidents in last five years or even seven
 - Committee members note that three years is typical
 - Project team member says this question should be based on how often companies are typically asking for this information from their qualified contractors
 - Nick asks whether anyone knows of any companies that don't require their contractors to renew their qualifications at least every three years
 - General agreement that most do, and question can be leaved as is for now
 - Committee member notes that WSIB provides information going back four years
 - Project team member says he has an issue with short WSIB renewal lead-time, which often results in emails from clients noting that your WSIB has expired (even when it has already been renewed)
 - Committee member says they will often hold off on submitting WSIB certificate upon request if expiry is coming up, but will instead wait until the new certificate kicks in to send along to the client; notes that clients can also pull up info on renewals from the WSIB site to see if a contractor is non-compliant
 - Nick asks if committee member would be willing to right a brief blog post about this for the STAC Members website
 - Ian says he can write a post on this topic
 - Other committee member says he sends out nearly renewed certificates with a note to client saying that it is about to expire and that the renewal will happen on time and that he will send along the new certificate when available
- Health and Safety
 - Nick asks about COR question in the "Certifications" section – is COR available in all provinces except Quebec
 - General agreement that it is
 - Nick notes that we will remove Quebec from this question if they don't have COR there by then
 - Committee member notes that there is COR in Yukon and Nunavut as well
 - Nick asks whether we should be adding any additional certifications to the question about certifications the company holds
 - Committee member suggests CWB for manufacturing
 - Committee members think it should be included, but not sure how it fits within the Health and Safety part of the questionnaire
 - No consensus on whether to include CWB – project team to discuss
 - Committee members suggest ISO 9001, but notes this could go in a section on quality instead of health and safety

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- Nick notes that ISO 14001 will also be included in the Environment part of the questionnaire
- Nick notes that we will likely be adding additional items to the question that asks about what elements are included in the applicant's health and safety manual
 - Committee member says capstan hoists are also called catheads in some places/industries
 - General agreement to include both names
- Nick notes that we will likely be adding additional items to the question that asks about what elements are included in the written health and safety policy
 - Nick to send out current list and to ask for suggested additions along with meeting notes
- Nick notes that project team had discussed at most recent meeting whether to include a question asking whether the applicant's employees conduct the fabrication or erection of steel structures
 - Project team member says erecting a tower is very different than rigging, so he believes it should be included; says after further thought he believes it should be about erecting structures
 - General agreement to add question: Do your employees erect structures?
- Nick asks what options we should provide in question asking about how frequently the applicant trains/retrains their employees on health and safety
 - General agreement that retraining is generally done annually or when changes are made
- Nick asks whether we should use WHMIS/GHS or just WHMIS in question on training
 - Committee member says it should be both to capture everyone
 - Note: GHS is in U.S. primarily, but some U.S. contractors apply to qualify for work in Canada
 - Committee member asks if this should also be applied to the question below about CSA guidelines for PPE: should we say CSA/ANSI
 - Nick says even U.S. companies working in Canada must use equipment that is CSA approved, so he doesn't think it would make sense to do so here
 - General agreement
- Nick says project team will continue working on the questionnaire and that we will bring it back to the committee at least twice more in the months ahead for additional review
 - Notes that he hopes to have a full first draft completed by fall