

Manual Section 7	Issue Date 11/18/09	Revision Date 06/15/21	Policy Number LLCP-086
Job Competency			

PURPOSE

To assure the selection and employment, or continued employment, of a competent work force and to describe the mechanism for the verification of competence of employees in line with the Company’s list of job descriptions.

SCOPE

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

APPLICABILITY:

This protocol is applicable to all full-time, part-time, temporary, and hourly employees of the Company.

DEFINITIONS:

Employee Evaluation Policy: is the Company’s performance plan, which specifies job and individual responsibilities, performance expectations and terms and conditions of employment that the employee is expected to meet in order to have satisfactorily performed the duties of the position. The employee will receive the Employee Evaluation within six (6) months of being placed in a new position and annually thereafter. Performance responsibilities should be in line with the Company’s organizational job description duties as explained at hire.

Employee Evaluation Form (EEF) is an interim review of the employee’s work performance and adherence to terms and conditions of employment. Evaluating supervisors must meet with each employee **at least once** during the performance evaluation period to conduct **interim reviews** of employees’ work performance and adherence to terms and conditions of employment. In addition, an EEF must be completed for an employee at the mid-point of a working test period, in coordination with the Company Employee Evaluation Policy.

Competency Assessment is a process of evaluating performance for effective application of knowledge, skills, critical thinking and attitudes required for performance in the work setting.

Competencies are job-related knowledge, skills, abilities, behaviors, and attitudes that are required to accomplish responsibilities for a given position.

POLICY STATEMENT:

The Company requires that all employees meet minimum qualifications of competency, and where appropriate, have further education or job experience in the job being hired or assessed in as described in Company job descriptions. It is the responsibility of the Corporate HR department to ensure that employees have a clear understanding of their job responsibilities being hired for along with terms and conditions of employment.

The Corporate HSE department is responsible for orientation, training and continuing education.

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PROCEDURE:

Responsibility Action

Corporate HSE Director - Has overall responsibility for compliance.

Human Resources Specialist - Will ensure that an initial competency assessment be conducted during the hiring interview process and be continued through the orientations. They will also receive all documentation from employees required to show qualification and competency for their position.

Training Administrator - Will ensure that each new employee attends New Hire Orientation and is given information on terms and conditions of employment. During training an assessment of the employee's ability to fulfill specific responsibilities is completed. They will also familiarize the employee with the job and work environment before beginning any assigned duties which is designed to promote safe and effective job performance.

Training Specialists – Will complete all required training according to the tier level when hired according to the Company training policy. They shall also assure each employee has gone through Safety Craft Specific Training with respect to their craft designation.

Training Administrator Assistant - Will forward copy of completion documents to the appropriate department and will re-evaluate new employees, with the assistance of the Training Administrator, who do not meet initial competency, & determine status of employment.

Asset Manager – Will assure that each employee is provided a Mentor (supervisor or lead personnel), as mentioned in the Corporate SSE policy, which will work with the employee until they feel the employee is fully capable of performing his/her work safely and completely. They will then fill out the proper documentation releasing the employee to work on their own. The Asset Manager will also be responsible for making sure that Employee Evaluations are performed at required intervals.