

Golden Triangle Business Roundtable  
**KEY POINTS OF PARTICIPATION POLICY**  
 Contractor Worker Assessment and Training

**Preamble: We, the owner members of the Golden Triangle Business Roundtable recognize the benefits of having trained and qualified contract construction and maintenance workers employed in our facilities and the need to assure an adequate supply of qualified contract workers in the future. We also support the community approach to provide craft training through Associated Builders & Contractors of Southeast Texas' Construction Training Center ("ABCSETX"). We follow the OSHA requirements per 1910.119(h). Therefore we agree to the following points:**

1. **We agree to use only construction/maintenance contractor employees whom either:**
  - a. Have completed apprentice/craft training or; (See "Note 1" on next page.)
  - b. Have been assessed through a Golden Triangle Business Roundtable recognized assessment process. (See requirements per "Note 2" on next page.)
  
2. **We will use contractor commitment to training and assessment as a key factor for on-going performance evaluation and for evaluation and selection in pre-qualification by requiring:**
  - a. For Pre-qualification – a description of the contractor's overall company program and investment in training, as well as workforce staffing plan and craft skill level breakdown by journeyman, helper and apprentice categories regarding craft training and assessment through the standardized PQF.
  - b. For Resident Contractors – a periodic reporting by the contractor to the owner on craft training and assessment status on employees at their site through the standardized PQF.
  
3. **Funding – We fully endorse the ABCSETX Contractor Training Program and when using merit shop contractors will use contractors who have made a commitment to ABCSETX and agree to the following:**
  - a. Continue with the existing system of paying \$0.10 / work hour as is currently included in construction and maintenance contracts for site work. (See "Note 3" on page 3)
  - b. That ABCSETX will continue the existing process of providing feedback to owners to assure that contractually agreed to contributions to ABCSETX are being made.
  
4. The "Key Points of Agreement Policy" document will be reviewed annually by the "Golden Triangle Business Roundtable Workforce Development Committee". The GTBR WDC shall continually oversee the skills assessment program in this region.
  
5. The owners and contractors shall conduct periodic audits to ensure compliance.

## NOTES:

1. Apprenticeship / Craft Training is defined as having the requisite field experience and having Completed a **National Center for Construction Educational and Research (NCCER) standardized craft training curriculum (a/k/a CONTREN Learning Series “Wheels of Learning”)** or Department of Labor (DOL), Bureau of Apprenticeship Training Program.
2. Assessment Process Requirements
  - a. There will be no “grand fathering” of workers relative to assessment.
  - b. The assessment process will use a single common written test per NCCER for a given craft category, and have reciprocity with other Gulf Coast User Councils and/or national affiliation.
  - c. Use NCCER hands-on assessments when available. In the meantime, continue to use the contractors’ existing suite of hands-on assessments. See “Note 4” for implementation schedule.
  - d. For specialty crafts or for crafts where there are no written assessments yet available, documentation by the contractor on how a worker’s skills are assessed is required.
    - For assessments not yet developed, it is expected that employees will be assessed within one (1) year after the assessment is available.
  - e. **Assessment is not required for craft persons that have been assessed/certified through a national DOL recognized certification program, or are currently enrolled in a national DOL-approved training program. Documentation is required.**
  - f. Contractors will determine the need for a definitive training program of the craftsperson based on their assessment score. This will include basic and upgrade training, as appropriate. The preferred method is to tie the NCCER skills assessment to the appropriate NCCER training module. Refer to “Point 2” on the previous page.
  - g. ABC shall sponsor the NCCER skills assessments, which shall be conducted at ABC (or on site with a NCCER-approved proctor). The skills assessments shall be done during the initial basic safety training, or at annual refresher training.

For a list of Assessments available through ABCSETX, logon onto the NCCER’s website: [www.nccer.org](http://www.nccer.org).

(Note: In addition to those Assessments referenced above, ABCSETX can also offer any craft discipline available through the NCCER as they’re developed.)

3. Work-hours for which contractors are obligated to make contributions for collectively Bargained apprentice contributions are exempt from the \$0.10 / work-hour. Work-hours are defined as all maintenance including turnarounds, in plant small construction and major expansion construction work-hours and apply to the crafts listed below. Payment methodology for the assessments shall be negotiated between the contractor and the owner.

Labor Hours by Construction & Maintenance Crafts to be included in “Contractor Hours Worked” calculation

Carpentry	Electrical	Drywall
Glazier	HVAC	Industrial Coatings
Instrumentation	Ironworker	Masonry
Millwright	Metal Building Assembler	Painting
Pipe fitter	Plumbing	Sheet Metal
Welding	Boilermaker	Machinist
Riggers	Insulator	Laborer
Helper	Refractor	Tank Maintenance
Equipment Operator	Tower Contractor	Etc.

4. Schedule for Written Assessments:
- a. 4Q02: Owners and contractors finalize their plans and procedures.
  - b. 1Q03: Contractors shall skills assess their resident craftspersons via written skills assessments. Complete by April 1, 2003.
  - c. 1Q03 – 4Q03: Non-resident craftspersons (such as those used in turnarounds) are skills assessed via written skills at ABC (or a NCCER-approved proctor can come to the site). Written skills assessments are either via NCCER, or per the contractor for specialty, or crafts not covered by NCCER, per “Note 2.d” above.
  - d. 1Q04: everyone skills assessed via a written skills assessment.
  - e. 1Q04: Begin hands-on skills assessments per NCCER assessments.
  - f. Contractors who have their own hands-on skills assessments in lieu of NCCER hands-on assessments can use those. As NCCER hands-on assessments become available, these shall be used in lieu of the contractors hands-on assessments.
  - g. Ongoing: continue to skills assess new craftspersons