Kennecott Utah Copper Contractor Control Sheet Training

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Version 1

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Table of Contents

Table of Contents 3
Introduction 5
Log in to the BROWZ System 6
My Account 8
Employee Information 10
Entering Employee Training 11
Creating the Contractor Control Sheet 14
User Notifications 16

Introduction

To work on KUC property contractors are required to provide MSHA training (if applicable for the site where the work is being completed), KUC Orientation, site specific training, and drug testing.

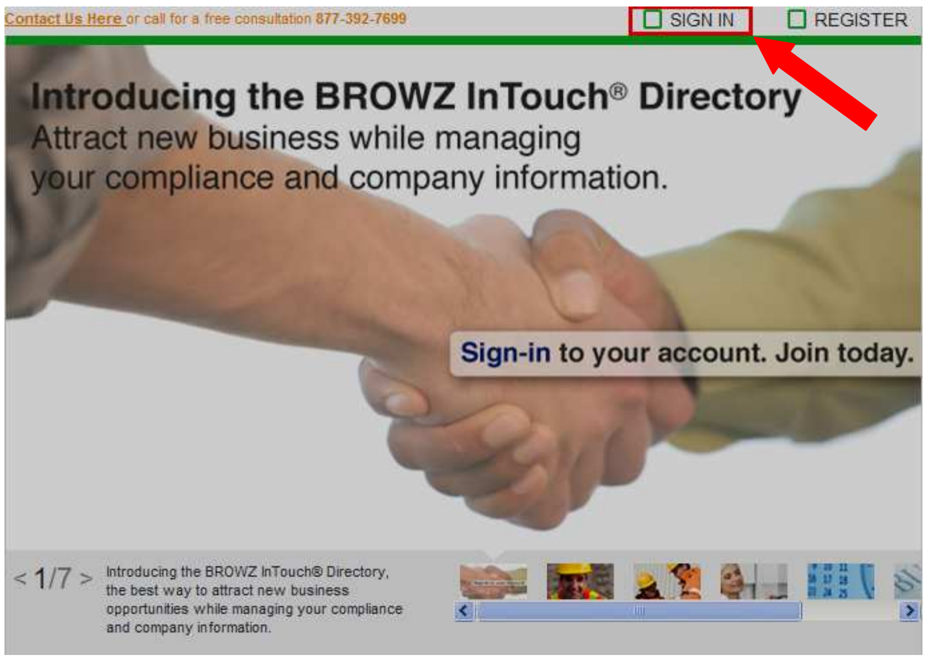
Going forward tracking of this training (except site specific which will not be tracked in the BROWZ system at this time) and the creation of Contractor Control Sheets will be maintained electronically in the BROWZ system. Managing this function in BROWZ provides contractors with a means to track their employee training with a proactive reminder notification system for expiring employee training.

This document will walk the contractor through setting up their employees in BROWZ and identifying key information to manage employee training using BROWZ. It will also provide instructions to create new Contractor Control Sheets.

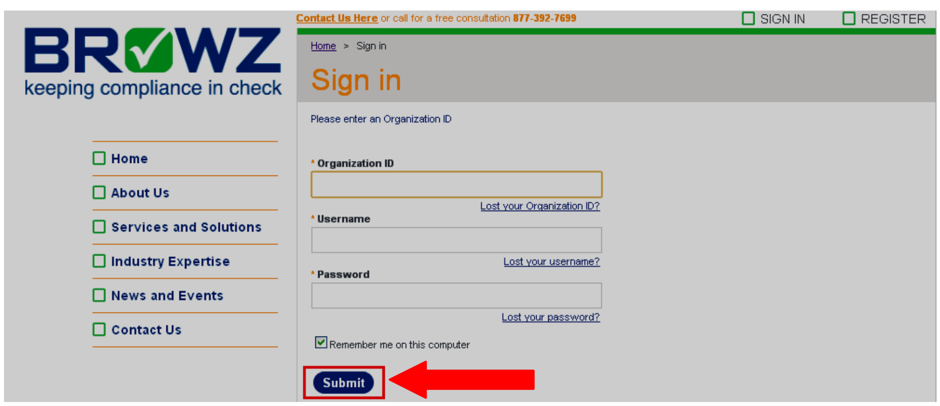
Log in to the BROWZ System

Follow the steps listed below, to log in to the BROWZ Risk Application® software and access your supplier database:

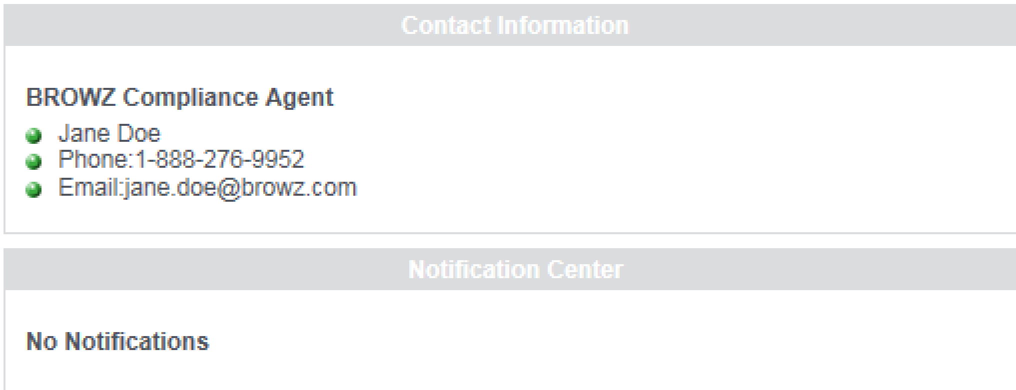
1. From your PC or Mac, open an Internet browser, and go to the following address www.browz.com
2. Click on **Sign In** on the top right of the screen



3. On the following screen, enter the **Organization ID, Username** and **Password** in the appropriate sections, and select **Submit**.

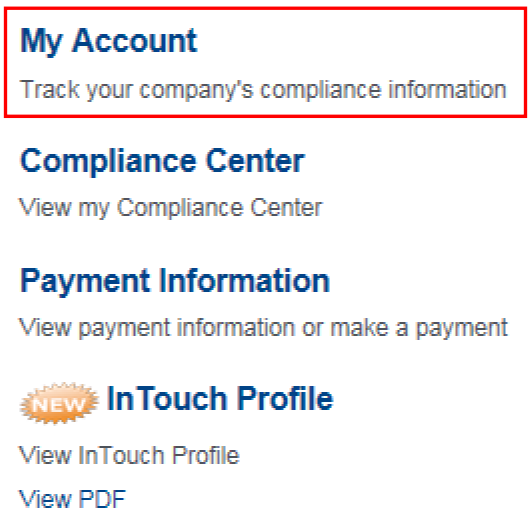


4. For additional support with logging to the Website, please contact your compliance agent directly. The contact information for the assigned Compliance Agent can be found on the main menu of your account



My Account

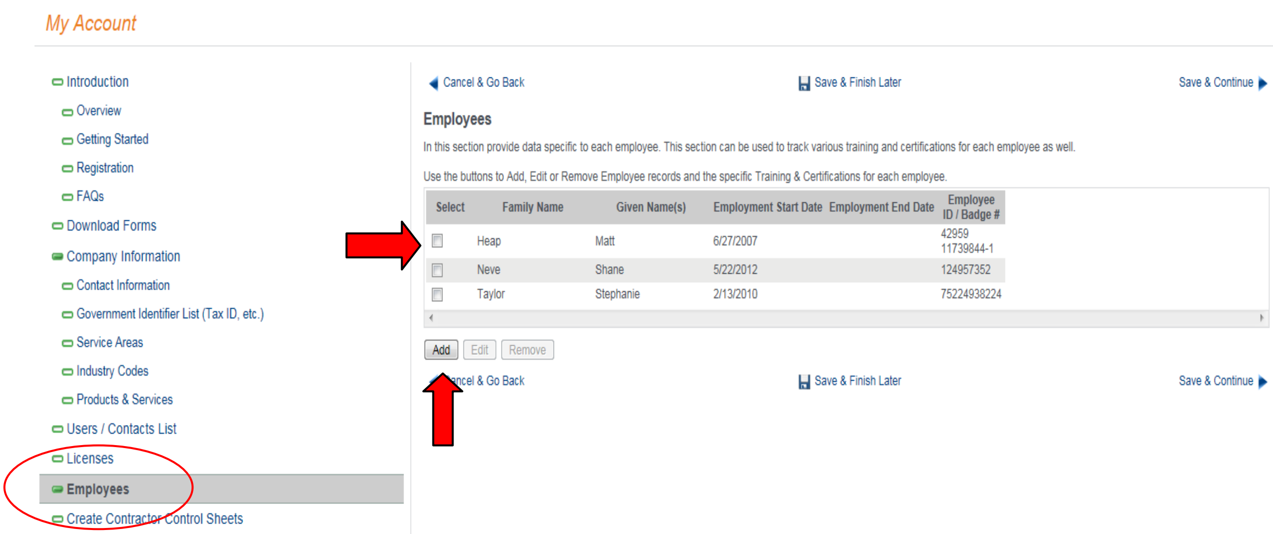
On the main menu page select the **My Account** option.



** For more information regarding the other options on the main menu please contact your compliance agent.

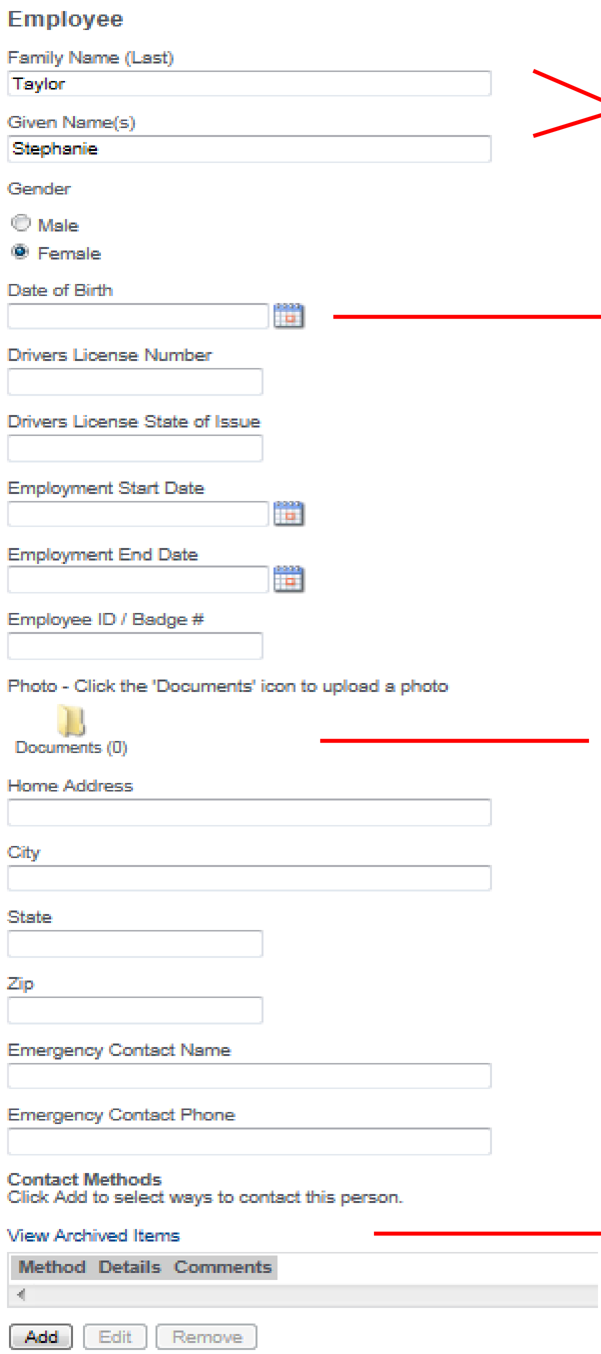
The **My Account** menu option consists of a library of questions requested by Kennecott Utah Copper and any other clients assigned to the account. In order to complete the Contractor Control Sheet the employees section will need to be completed first.

1. Select the **Employees** section in the menu on the left of the screen. This will provide an editable list of employees.
    a. Select Add to enter new employee information
    b. Mark the box on the left and select **Edit** to change employee information.



Employee Information

1. Push **Add** to create a new employee profile.
2. Enter employee information – Please see descriptions below for required fields.



Required information

This is required information but KUCC can only see the month and date of birth not the year. This is used as an employee identifier only.

Kennecott is requesting that contractors provide a photo of all employees onsite. This will not prevent compliance but it is strongly encouraged to be included in the employee profile. **All employee photos need to be on a blue background.**

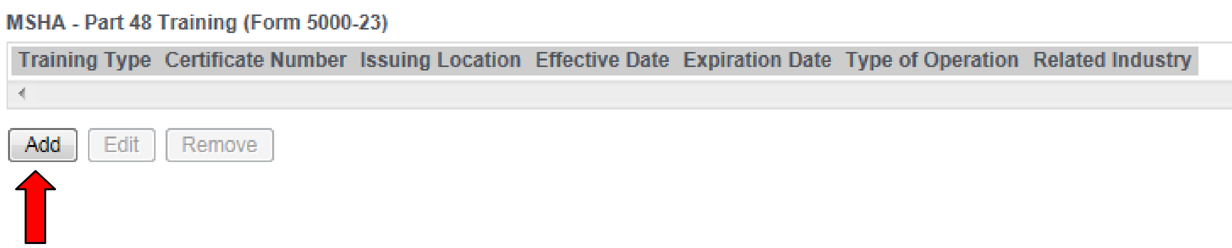
If this employee is tasked with creating ERM Timesheets and Payment Requests an email address is required here.

Entering Employee Training

Below are instructions for data entering employee information.

Follow these steps to add MSHA training information:

1. Towards the bottom of the page push the Add button in the MSHA – Part 48 training (Form 5000 – 23) section.



2. Enter the information as requested in the profile. **(NOTE: If the account is assigned to more than one client all clients will be listed on this screen select any that request this training type but Rio Tinto – or "All Clients" - must be selected.)** – See below for a screenshot of this information.
    a. Add the training type
    b. Certificate number
    c. Country and state
    d. Training effective and expiration dates
    e. Type of operation
    f. Related Industry
    g. Upload the document

MSHA – Part 48 Training (Form 5000-23) (Taylor, Stephanie)

Mark the Clients you want to allow to see this Training / Certification. If you want All Clients to see it, then check the following checkbox:

☐ All Clients

Client(s)	Site(s)
☐ Rio Tinto	Select Client to choose Site(s)

Click on the document icon below to upload a copy of the training certificate(s).

Documents (0)

Training Type

☐ Annual Refresher
☐ Experienced Miner
☐ Hazard Training
☐ New Task
☐ Newly Employed/Inexperienced Miner
☐ Site Specific

Certificate Number

Issuing Location

Select a Country...

Effective Date

Expiration Date

Type of Operation

☐ Surface
☐ Construction
☐ Underground
☐ Shaft & slope

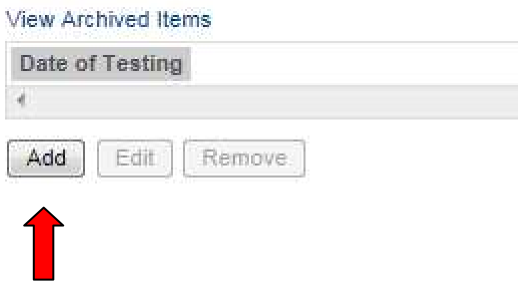
Related Industry

☐ Coal
☐ Metal
☐ Nonmetal

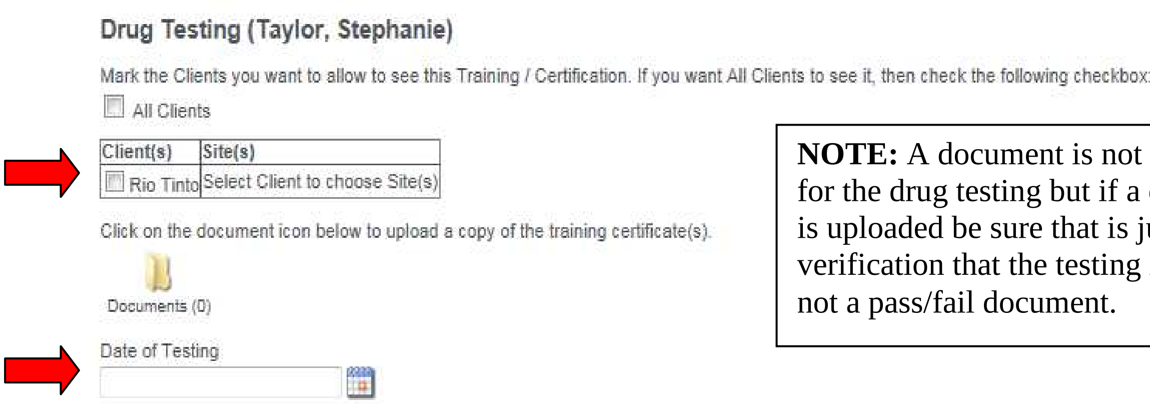
NOTE: The actual 5000-23 MSHA training document is not required at this time for KUC. Only the current training dates are required. Also, this program is a contractor managed program meaning that unless your account is compressed with another client who requires MSHA training all employee training information will have to be data entered by the contractor. BROWZ cannot data enter this information on your behalf.

Follow these steps to add Drug Testing information:

1. Towards the bottom of the page push the Add button in the Drug Testing section.



2. Enter the information as requested in the profile. **(NOTE: If the account is assigned to more than one client all clients will be listed on this screen select any that request this training type but Rio Tinto – or "All Clients" - must be selected.)** – See below for a screenshot of this information.
    a. Indicate the client
    b. Date of Testing



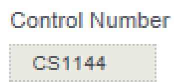
NOTE: A document is not required for the drug testing but if a document is uploaded be sure that is just verification that the testing is complete not a pass/fail document.

Creating the Contractor Control Sheet

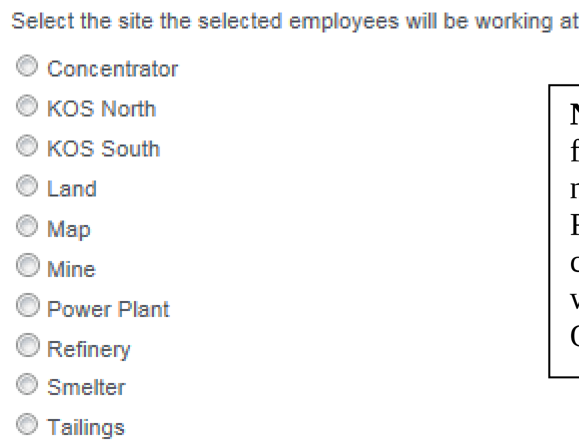
Once all the employees are entered into the database a control sheet can be created and sent to the site where work is being completed.

1. Select the **Create Contractor Control Sheets** option on the menu on the left side of the screen.
2. Select the **Add** button to create the Control Sheet.
3. Creating the Contractor Control Sheet.

    a. Control Number – this number is auto generated and sent to KUC when the control sheet is complete.

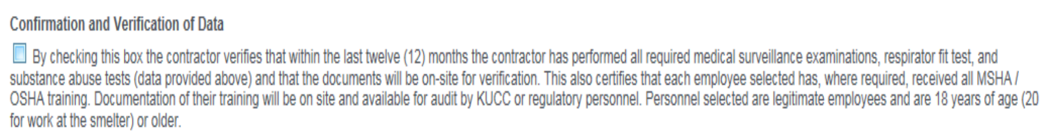


    b. Site where work will be completed

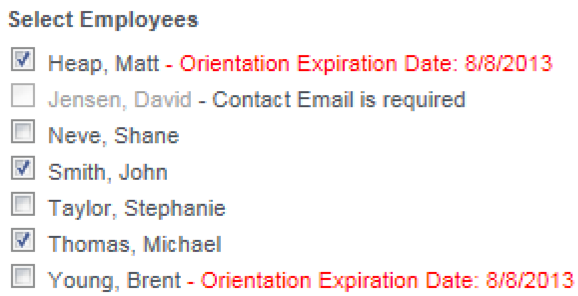


NOTE: If working at more than one facility a contractor control sheet does not need to be created for each site. Rather one control sheet needs to be created for the "Home Site." KUC will use the sheet to schedule KUC Orientation Training.

    c. Confirmation and Verification of Data **(This box must be marked or the control sheet will not be validated.)**



d. Select Employees who will be working. It is clear who does not need Orientation Training.



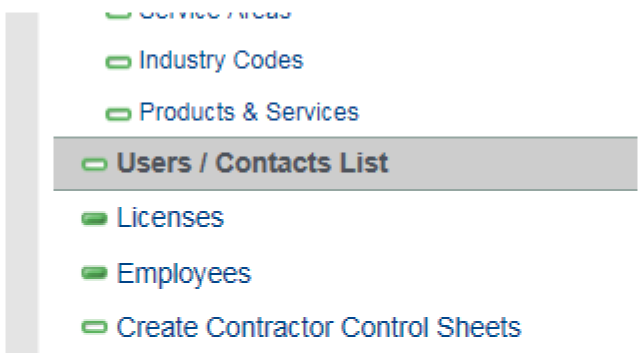
4. After all these items have been completed push the Save & Continue button. Pushing Save & Continue sends an email to the site selected advising them that a control sheet is available and needs review. If the sheet is approved they will forward it to the KUC employees who will work with you to schedule KUC Orientation and assign an SAP number which will be provided upon Orientation training.

User Notifications

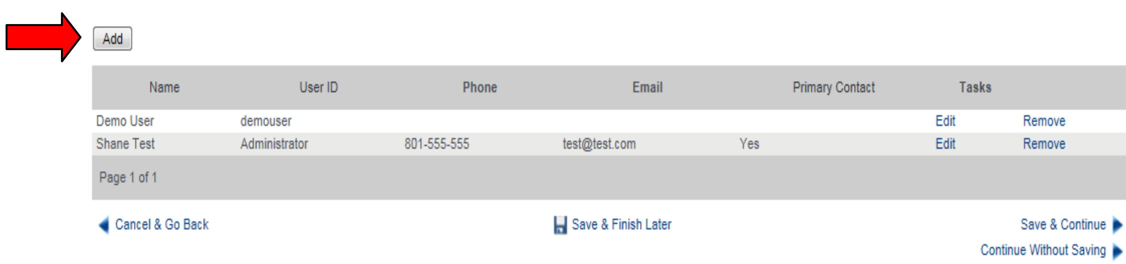
Notifications are a very powerful tool for you as they will proactively advise you of when training certificates are expiring. You can create up to 6 total notifications for any user in the system. This section will provide instructions to create a user and set up notifications.

1. Creating a new user and setting up notifications.

   a. Select the **Users/Contacts List** on the left menu.



   b. Push the **Add** button.

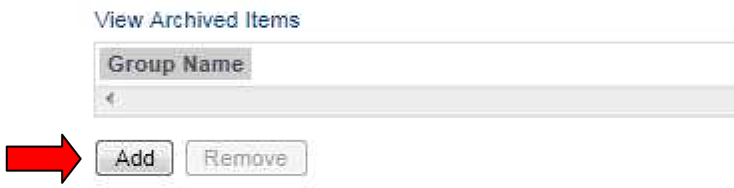


   c. Provide the following information:

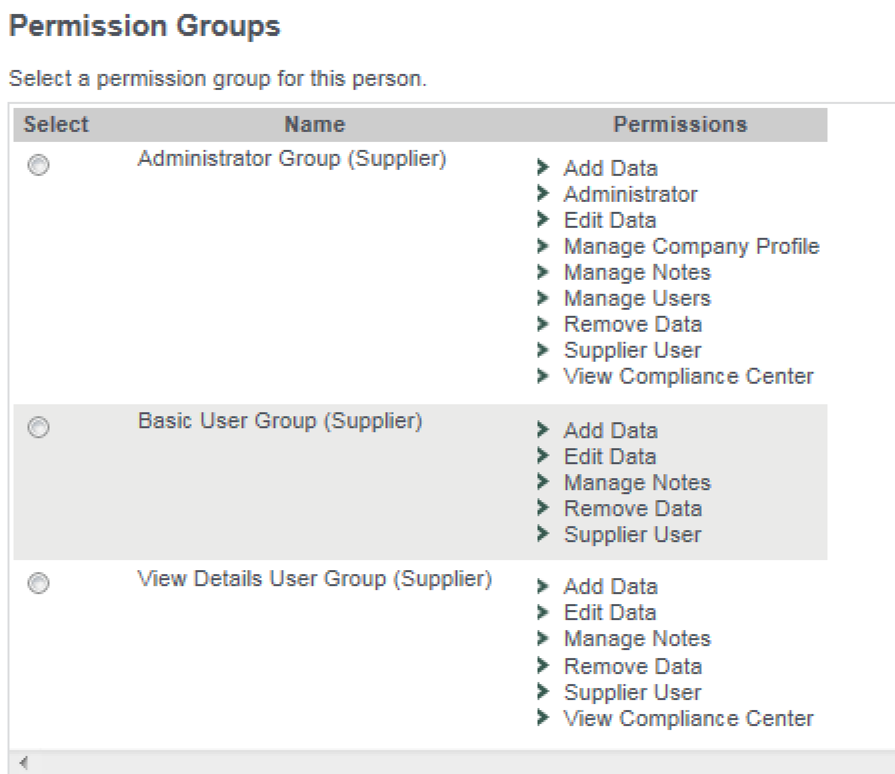
      i. Family Name
      ii. First Name
      iii. Answer the question if the person is allowed to log into BROWZ. (Must be answered **yes**)
      iv. Create a username and password

   d. Providing permissions or a **Group Name**

      i. Select the **Add** box in the **Group Name** section.



ii. Select the **Permission Group** and push **Save & Continue**.



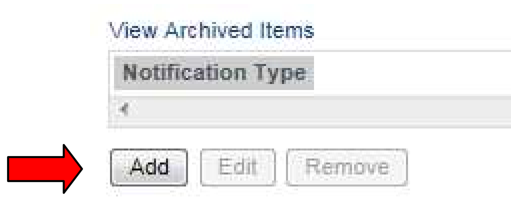
Permission Groups

Select a permission group for this person.

Select	Name	Permissions
	Administrator Group (Supplier)	Add Data Administrator Edit Data Manage Company Profile Manage Notes Manage Users Remove Data Supplier User View Compliance Center
	Basic User Group (Supplier)	Add Data Edit Data Manage Notes Remove Data Supplier User
	View Details User Group (Supplier)	Add Data Edit Data Manage Notes Remove Data Supplier User View Compliance Center

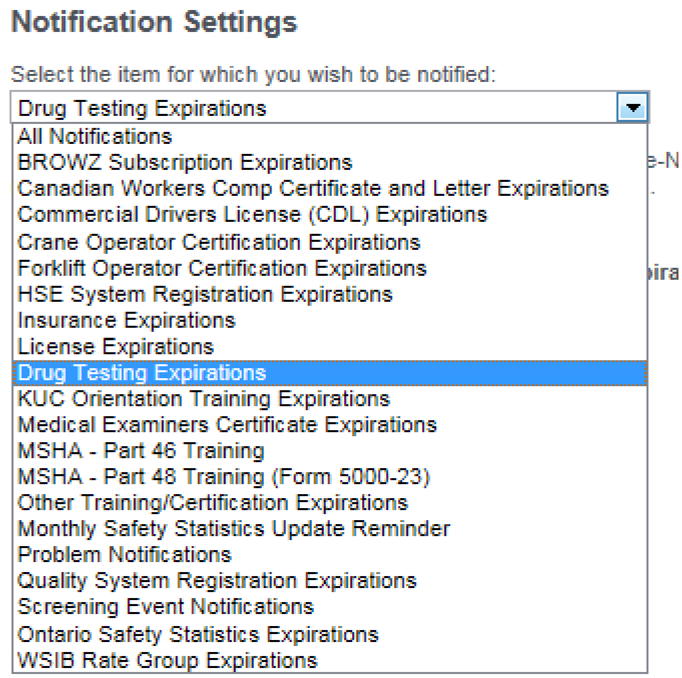
e. Scroll all the way to the bottom of the screen where the final option is **Notification Type.**

i. Select the **Add** button in the **Notification Type** section.

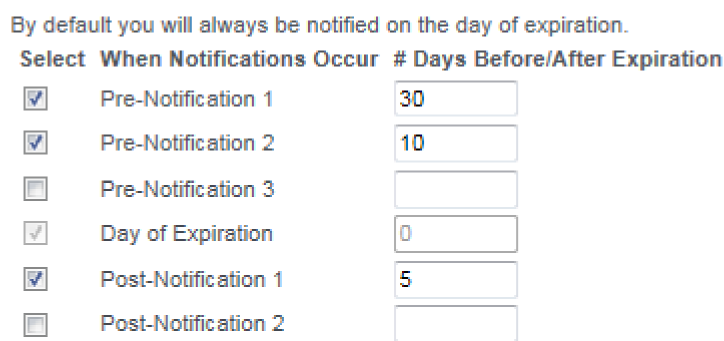


ii. The drop down list indicates the notifications available. Administrative users usually request All Notifications but other users can be set up to receive only specific notifications (i.e.

MSHA – Part 48 training, drug test expirations, etc.). Select the type of notification requested.



iii. The User will automatically be notified on the day of expiration and up to three will be notified before the expiration and up to twice after but 6 notifications are not required. To set up the desired intervals of notifications select the boxes on the left and the days before or after the expirations.



iv. Push **Save & Continue**

2. Creating notifications for an existing user.

    a. On the **Users/Contacts List** select the **Edit** button on the right side of the screen.

Name	User ID	Phone	Email	Primary Contact	Tasks
Demo User	demouser				Edit
Shane Test	Administrator	801-555-555	test@test.com	Yes	Edit
Stephanie Taylor	sbtaylor				Edit
Page 1 of 1					

    b. See instructions above for instructions to add **Notifications** (letter “e” on page 17) to the user profile.