

ISN: Worker Profile Evaluation Forms

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Introduction

If you are bringing contractor employees on-site for Freeport-McMoRan, they must be registered in ISN through the Worker Profile Evaluation Forms. Additionally, if your contractor employees are moving from site-to-site you must log these changes through the Evaluation Forms, too.

Getting Started

To access ISN, please go to www.isnetworld.com and select the login button to proceed to the login page. Please reach out to our Customer Service Team on (800) 976-1303 should you have any questions or require further assistance.




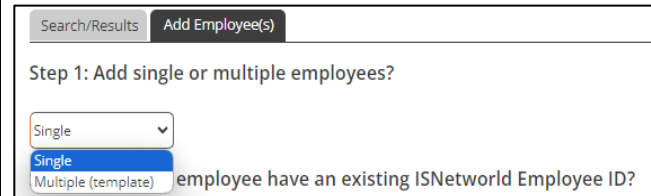
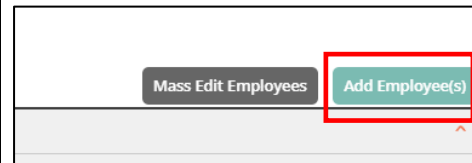
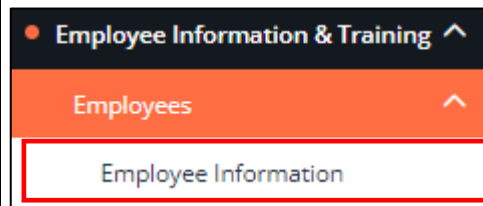
Main Information

Step 1: Create/Check Employee in ISN

1. From the ISN Home Page, select **Employee Information & Training**
2. Select **Employees**
3. Select **Employee Information**
4. Search for employee to avoid duplication
 - a. If there is an employee record, move to **Step 2**
5. If no employee record, create by using the Add Employees Button
6. Select if adding single or multiple records
7. Follow the prompts and ensure you are including Last Name, First Name and Email address at a minimum

Hint: to view all your employees and their associated ISN-IDs follow below:

1. Click **Employee Information & Training**
2. Click **Employees**
3. Click **Reports**
4. Click **All Employees**
5. Click **Search** button
6. Export to Excel using the **tray icon** 



Step 2: Worker Profile Workflow

1. Select **Company Information**
2. Select **Evaluation Report**

3. Select **Create New Report**
4. Select **Freeport-McMoRan (400-127934)**
5. Select applicable Protocol*
6. Enter Report Date (date of data entry)
7. Select associated Freeport ISN site
8. Click **Save and Begin Evaluation**

*Protocol Key:

1. Initial Contractor Employee Establishment:

*Primary Employee Profile Setup/Change in position
Changes to FCX/ISN reporting structure/transfers
between sites*

3. Site Access Termination:

*When an employee is terminated from their job/scope
at Freeport*

4. Project Assignment:

Special project assignment tracking

A vertical navigation menu with a dark header containing 'Company Information' with an upward arrow. Below are four items: 'Audit/Review' with a downward arrow, 'Company Admin' with a downward arrow, 'Competency Verification' with a downward arrow, and 'Evaluation Report' with a red circle icon and a red border around the entire item.

A white rectangular button with a red border containing the text '+ Create New Report' in green.

A form titled 'Create New Evaluation Report' with a close button in the top right. It contains four fields: 'Select Client' (dropdown menu showing 'Freeport-McMoRan (400-127934)'), 'Select Evaluation Protocol' (dropdown menu showing '1. Initial Contractor Employee Establishment'), 'Report Date' (calendar icon showing '05/13/2024'), and 'Client Sites' (dropdown menu showing 'Morenci (MSHA)'). A green button labeled 'Save and Begin Evaluation' is at the bottom right.

NOTE: All employees will need at least the 1st and 2nd panels complete.

Additional versions of those panels or additional panels are needed for specific situations: transfer, termination, change in position, etc.

Step 3: Populate Evaluation Fields

1. Populate all required data in the Worker Profile fields.
 - a. Ensure the **ISN Employee ID** field is accurate as this is a key mapping data point
2. Click +Save and Send once all data has been input

If you have any questions on which fields to select, please reach out to your Freeport-McMoRan contact.

Please ensure you are completing this for all employees going on site for Freeport-McMoRan.

A form with four input fields. The first field is 'ISN Employee ID' with the value '06822042' and a red border around the field. The other fields are 'First Name (per Drivers Licence)' with 'Carl', 'Middle Name (per Drivers Licence)' with 'Edgar', and 'Last Name (per Drivers Licence)' with 'Allen'.

Two green buttons: '+ Save' and '+ Save and Send'. The '+ Save and Send' button has a red border.

FCX Worker Profile – Panel 1

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-" from the entry).

Make sure the information provided in this section is matching the employee's government ID. Refrain from using nicknames or unofficial names.

List the primary and any secondary or tertiary responsibilities for each employee. This should reflect their role within the assigned project at this site.

Use **guidance below** to complete these selections.

Indicate start date working as contractor for Freeport.

No.	Question For	Question	Response	N/A
1. Freeport-McMoRan Contractor Employee - Worker Profile				
1	Contractor	ISN Employee ID	<input type="text"/>	<input type="checkbox"/>
2	Contractor	First Name (per Drivers Licence)	<input type="text"/>	<input type="checkbox"/>
3	Contractor	Middle Name (per Drivers Licence)	<input type="text"/>	<input type="checkbox"/>
4	Contractor	Last Name (per Drivers Licence)	<input type="text"/>	<input type="checkbox"/>
5	Contractor	Suffix (per Drivers Licence)	<input type="text"/>	<input type="checkbox"/>
6	Contractor	Date of Birth (as per Drivers Licence)	<input type="text"/>	<input type="checkbox"/>
7	Contractor	Gender	<input type="text"/>	<input type="checkbox"/>
8	Contractor	Street Address (per Drivers License)	<input type="text"/>	<input type="checkbox"/>
9	Contractor	City (per Drivers License)	<input type="text"/>	<input type="checkbox"/>
10	Contractor	State (per Drivers License)	<input type="text"/>	<input type="checkbox"/>
11	Contractor	ZIP Code (per Drivers License)	<input type="text"/>	<input type="checkbox"/>
12	Contractor	Ethnicity	<input type="text"/>	<input type="checkbox"/>
13	Contractor	Race	<input type="text"/>	<input type="checkbox"/>
14	Contractor	Employment Status	<input type="text"/>	<input type="checkbox"/>
15	Contractor	Primary Position	<input type="text"/>	<input type="checkbox"/>
16	Contractor	Secondary Position	<input type="text"/>	<input type="checkbox"/>
17	Contractor	Tertiary Position	<input type="text"/>	<input type="checkbox"/>
18	Contractor	Service Provided	<input type="text"/>	<input type="checkbox"/>
19	Contractor	Reason for Headcount Request	<input type="text"/>	<input type="checkbox"/>
20	Contractor	Access Needed	<input type="text"/>	<input type="checkbox"/>
21	Contractor	Years of Mining Experience	<input type="text"/>	<input type="checkbox"/>
22	Contractor	Months of Mining Experience	<input type="text"/>	<input type="checkbox"/>
23	Contractor	Assigned to FCX Date	<input type="text"/>	<input type="checkbox"/>

Select the checkbox to make the line optional for individuals who wish to not divulge the information.

Select employment status based on the following guidance:

- Intermittent** – Worker that visits the site less than 5 days a month
- Part Time** – Worker is on site ~20 hours on average per week
- Full Time** – Worker is on site daily during the work week

Indicate years and months of experience in primary position

NOTE: once entered, this timeline will update automatically based on longevity of stay at Freeport

Service Provided

Bulk Transportation - Vendors that are on-site delivering materials or transloading materials to be delivered to another part of the operation, Examples Acid, Lime, Fuel.

Construction or Projects – Large construction projects, outages, or a project that will have a defined start and end time

Equipment Rebuilds – Normally these are on site haul truck, drill/shovels rebuilds /assembling the equipment, fixed plant equipment rebuilds, etc.

General services – Work such as cleaning services.

Maintenance – Resident contractors that are performing maintenance activities on longer term contracts (1 + years in duration).

Operational Support – Resident contractors that are performing operational activities on longer term contracts (1 + years in duration).

On-site Vendor Store - Activity related to a vendor-operated facility that is on site and provides products such as Tool, Safety supplies, auto parts, etc.

Professional – Engineering firms or contractors that supply a very specific set of core work capabilities or areas of expertise.

Townsite – Those that work solely inside the Townsite.

Reason for Additional Headcount

Initial Setup – Use for setting up your workforce when a contract was awarded.

Increase for Business Need – Contractor is asked to increase headcount normally based on an increase in work scope.

Replacement – Use when you are hiring an individual for someone who left your organization.

Additional Backfill Support – Use when you are hiring specifically to provide areas with manpower for specific scopes of work.

Access Needed

B to B – Account needed when access to Digital Forms or any on network FCX materials is necessary

Badge and B to B – Will be on site routinely and requires access to Digital Forms or on network FCX forms.

Badge and FMI Network – Will be on site routinely and requires access to the FCX network for access to files or SharePoint Sites

Badge Only – Will be accessing the property to perform work only and not require any access to FCX materials that are not on the ISN platform.

FMI Network Only – Individuals that are working offsite and require access to our network, Engineering firms, MIS related activity.

TRAINING VIDEOS

[ISN – Evaluation Panel 1 – Part 1](#)

[ISN – Evaluation Panel 1 – Part 2](#)

FCX Worker Profile – Panel 2

Use the ISN ID # created in Step 1 to start this panel. Make sure to only use the numbers (exclude "ISN-" from the entry).

This is the location that the individual is going to be supporting routinely. If you have individuals that roam / work at many sites routinely please select "1899."

No.	Question For	Question	Response	N/A
1. Freeport-McMoRan Contractor Employee - Worker Profile - Site and Org Assignment				
1	Contractor	ISN Employee ID	<input type="text"/>	<input type="checkbox"/>
2	Contractor	FCX Assigned Site	<input type="text"/>	<input type="checkbox"/>
3	Contractor	ISN Supervisor ID	<input type="text"/>	<input type="checkbox"/>
4	Contractor	Org / Div / Dept	<input type="text"/>	<input type="checkbox"/>
5	Contractor	Effective Date: (Only Complete if employee is Transferring to a New Site)	<input type="text"/>	<input type="checkbox"/>
6	Contractor	Reason for Employee Transfer?	<input type="text"/>	<input type="checkbox"/>

+ Save + Save and Send

Use the ISN ID # for this employees direct supervisor working onsite. Make sure to only use the numbers (exclude "ISN-" from the entry).

Select the checkbox to make the line optional for individuals who wish to not divulge the information.

Organization / Division / Department (Org / Div / Dept)

Select the combination that best matches the work this employee will be supporting onsite. The list is long so please consult your Freeport Project Manager to ensure you are making the correct selection.

Org Units

- Mine** - is the part of the operation where the Ore is extracted for the ground, we reference this as Drill, Blast, Load and Haul.
- Processing** - is the part of the operation where the Ore will make its way into a facility to extract the Cu
- Maintenance Services** - is part of the organization that provides maintenance support for the operation.
- Administration** - is part of the organization that provides support to the entire operation some of which is technical in nature.
- Smelting** - Is a downstream process that takes the mines Copper Concentrate and generates Cu Anodes.
- Refining** - Is a downstream process (El Paso) that processes anodes and plates cathode Cu
- Rod** - Is a downstream process (Miami and El Paso) that processes cathode Cu and makes it into Cu rod or other Cu products.

TRANSFER INFORMATION

On initial set up of an employee, the last two questions (5 & 6) are not required.

If an employee's primary work location is transferring to a different FCX site, please complete a new panel 2 where you will update the FCX Assigned Site, ISN Supervisor ID, Org/Div/Dept AND include answers to questions 5 and 6.

NOTE: please be descriptive in answering question 6 so the FCX approver will be able to quickly approve.

Select employment status based on the following guidance:

- Intermittent** - Worker that visits the site less than 5 days a month
- Part Time** - Worker is on site ~20 hours on average per week
- Full Time** - Worker is on site daily during the work week

TRAINING VIDEOS

- [ISN - Evaluation Panel 2 - New](#)
- [ISN - Evaluation Panel 2 - Transfer](#)