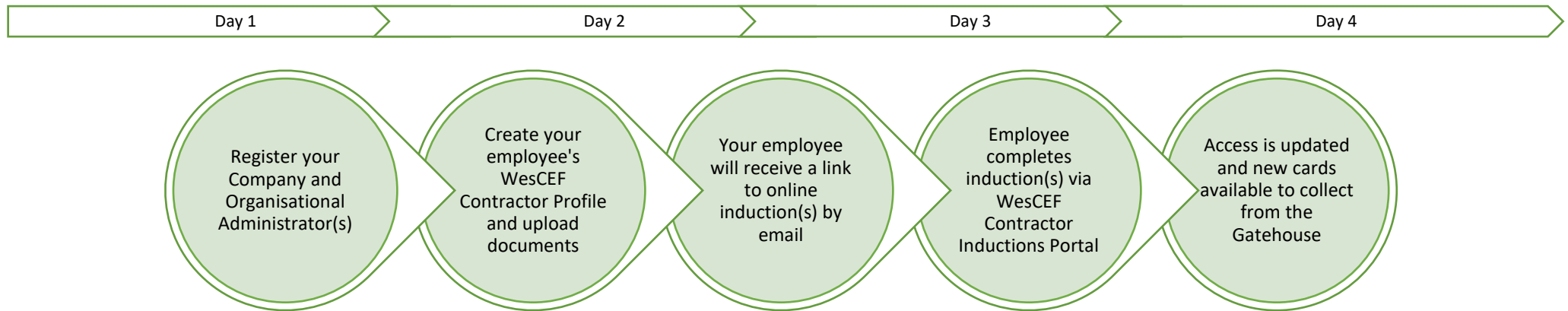


Contractor Competency Management Process for requesting inductions



Information required

- Complete Supplier Administrator Access Request Form

Documentation required

- Drug & Alcohol Declaration completed in the last 28 days (Site Inductions only)
- A Passport-style photograph taken against a plain white or beige background, in the last six months (for your Access Card)
- A valid Driver's Licence appropriate to the vehicle you will be driving on site
- Additional documentation as required by the specific area, for example a Working at Heights or Confined Space Certification

Processing

- Request access to online inductions one-week prior to the commencement of work on-site
- Assignment of inductions is completed within 24hrs
- New Access cards are available to collect from the Gatehouse 24hr from completion of online induction
- Existing Access cards are updated within 24hrs from completion of online induction
- Check the status of your request at the bottom of the employee's profile