



# Registering to be a Contractor for TasWater CDO Program Alliance Project

## Contractor’s Compliance

TasWater CDO Program Alliance has engaged Damstra Technology to electronically record contractor compliance. Damstra Technology’s Total Workforce Management System (TWMS) has been designed to effectively manage our workforce by:

- controlling who is allowed on site
- ensuring a compliant and competent workforce with rules set by site
- storing documents securely; including, but not limited to licenses and qualifications
- providing emergency contact /next of kin details for all contractors

All companies must register with Damstra Technology and be compliant. As an appointed contractor of TasWater CDO Program Alliance Project, you are required to register your company and your employees with Damstra Technology to ensure your site access is not disrupted.

## The Benefits for You

Not only does Damstra Technology manage compliance and safety for TasWater CDO Program Alliance, it also provides contractors with Company Portal Access. You will get online, round-the-clock access to your employees' and company’s information and records. With Damstra Technology’s Company Portal you can:

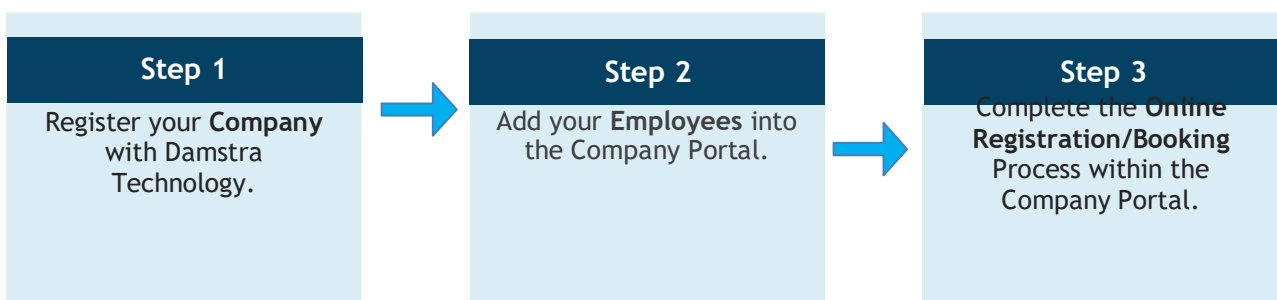
- see what site your employees are on and keep track of work status onsite
- manage your employee’s qualifications, compliance and skills online
- manage your company details, documents and compliances
- view upcoming information that will expire

## Who Can I Contact for Assistance?

If you have any questions or require assistance with the registration process, please contact Damstra Technology on 1300 722 801 or on [service@damstratechnology.com](mailto:service@damstratechnology.com).

## Registering to be a Contractor

There are **three main steps** in registering your contractors:





The following step-by-step guide will take you through what is required to be completed as pre-work requirements for TASWATER CDO PROGRAM ALLIANCE Project.

### Step One - Register your Company

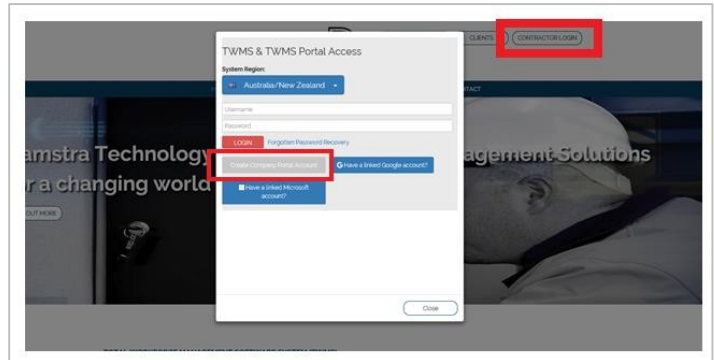
**Note:**



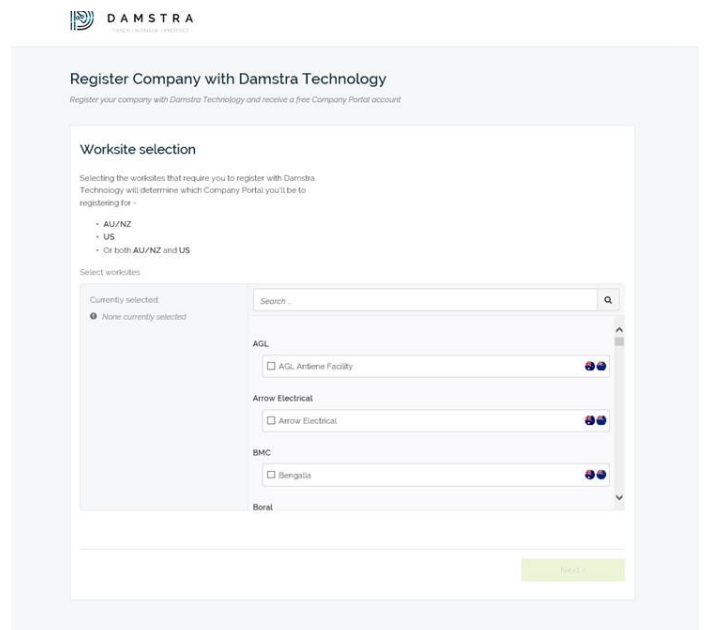
This step is only required if your Company hasn't registered with Damstra Technology before.

- your company's contact details

1. Go to the Damstra Technology website ([www.damstratechnology.com](http://www.damstratechnology.com)).
2. Click 'Contractor Login' and then click 'Create Company Portal Account'



3. Select the site you will be working on. In this Case TasWater CDO Program Alliance





- 4. Complete the online form to register your company with Damstra Technology.

**Register Company with Damstra Technology**  
*Register your company with Damstra Technology and receive a free Company Portal account*

All fields must be answered, unless marked (optional)

**Company details**

Country company is registered in  
 Australia  
 New Zealand

Australian business number - ABN [Find your ABN](#)  
ABN

**Company contact details**

Company phone number

Fax (optional)

**Company's physical address**

Country

Street address

Address line 2 (optional)

Suburb/city

Postal/zip code  State

**Damstra Technology will now process your application within 48 hours and you will receive an email confirming you can now progress to the next step. This email will contain your username and password for your Company Portal account.**



## Step Two - Add your Employees

**Note:**

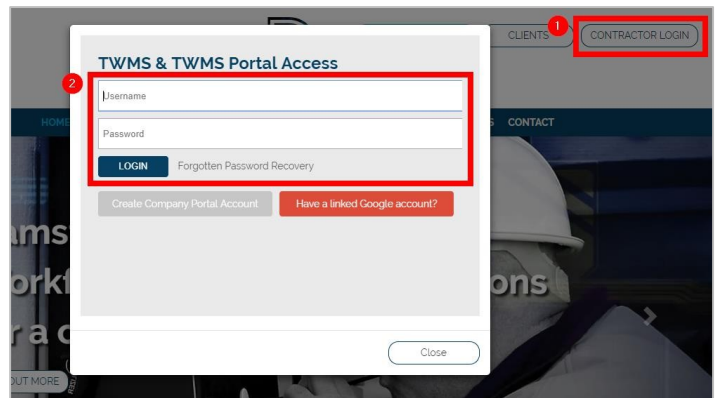


This step is only required if your Employees have not been added to your Company Portal account before.

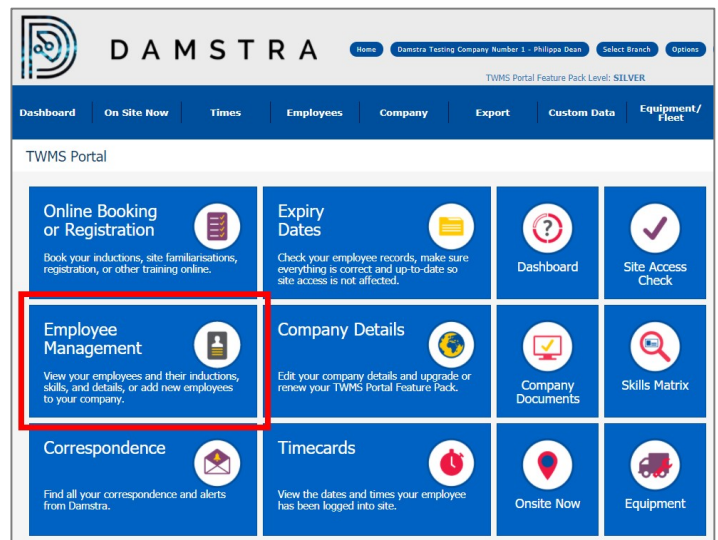
**To complete this step, you will need:**

- Each employee’s contact details
- Each employee’s emergency contact person’s details
- A passport style photo per employee
- Photo identification per employee

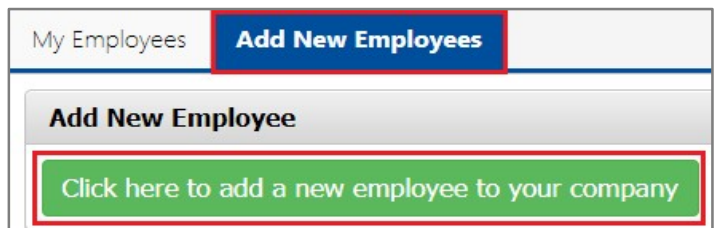
1. Go to the Damstra Technology website ([www.damstratechnology.com](http://www.damstratechnology.com)).
2. Click **Contractor Login** and enter your **Username** and **Password** provided to you in the email confirming your Company’s registration with Damstra Technology. Then click **Login**.



3. Click on the **Employee Management** tile on the Dashboard of the Company Portal once logged in.




4. Click the **Add New Employee** tab and then the green button **Click here to add a new employee to your Company**.

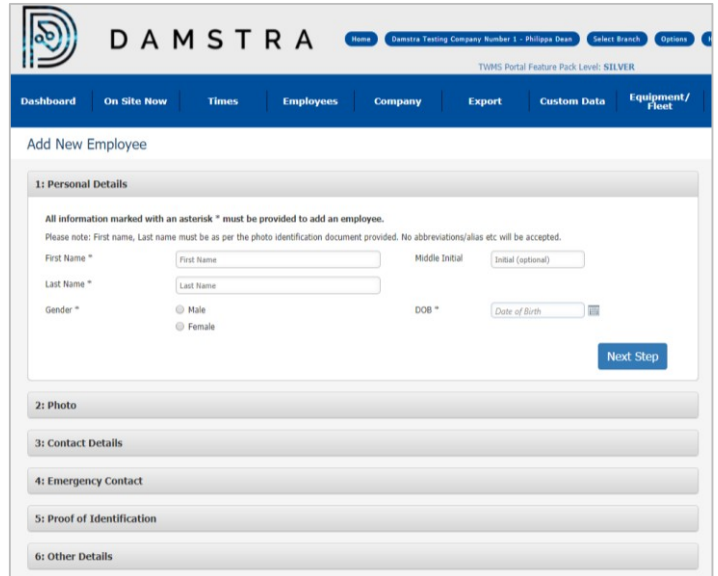




5. Enter all details within the Add New Employee online form.
  - Personal Details
  - Photo
  - Contact Details
  - Emergency Contact
  - Proof of Identification
  - Other Details

Note: 

The accordions steps will not open out until the prior step is filled in.



6. Once all details are entered, click the green **Submit** button.
7. You may now repeat the above process of Adding an Employee for additional employees, as required.

**Damstra Technology will now verify the new employee submission/s within 24 hours.** Provided all details have been entered correctly for each employee, you will receive an email confirming the employee has been successfully verified and is now ready to be registered to work at TasWater CDO Program Alliance Project.

### Step Three - Accessing the Taswater CDO Microsite

The microsities are where you can find information about contracting to or visiting the Damstra Technology Managed Taswater CDO Worksite. You can find information about company and contractor registration, booking inductions, the worksite itself as well answers to frequently asked questions. It also lets you log in to the Company Portal to book inductions or registrations or to TWMS to view your actual training status to site.

1. Go to <https://www.damstratechnology.com>.
2. Click the **Clients** tab, then select the logo of the organization that you will be contracting to.
3. Click your worksite from the list found below the Company logo.
4. You will now be directed to the microsite for this worksite, click on **TASWATER CDO PROGRAM ALLIANCE**.





## Step Four - Downloading Documents

1. Click the **Document Library** tab. You will be directed to the Document Library page where you can see three categories of documents:
  - Personal Action Plans
  - Verification of Competency Forms
  - Plant Pre-use Authorisation
2. To know more information about the document you will download, click the dropdown arrow under that specific document.
3. Then, select the underlined document to download.

The below documents provide relevant information for Registrations for TASWATER CDO Program Alliance. Please familiarise yourself with these procedures before commencing the registration process.

To begin the above process, please log into the TWMS Portal, where all other relevant information can be found.

**TASWATER CDO Program Alliance Documentation**

- [Personal Action Plan Everyone](#)
- [Personal Action Plan Managers](#)
- [Personal Action Plan Supervisors](#)
- [TASWATER CDO Alliance Registering to be a Contractor](#)
- [Worker Competence Evaluation Employer Declaration and Evidence Form](#)
- [Worker Competence Minimum Standards Guide](#)

**TASWATER CDO Program Alliance Documentation**

- [0001-FRM-HS-0065 Plant Pre-use authorisation - Articulated Haul Truck](#)
- [0001-FRM-HS-0065 Plant Pre-use authorisation - Backhoe](#)
- [0001-FRM-HS-0065 Plant Pre-use authorisation - Compactor](#)
- [0001-FRM-HS-0065 Plant Pre-use authorisation - Dozer](#)
- [0001-FRM-HS-0065 Plant Pre-use authorisation - Excavator](#)
- [0001-FRM-HS-0065 Plant Pre-use authorisation - Forklift](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Grader](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Knuckle Boom](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Multi Tyred Roller](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Pad Foot Roller](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Scissor](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Scraper](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Skid Steer](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Smooth Drum Roller](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Telescopic Handler](#)
- [0001-FRM-HS-0071 Plant Pre-use Authorisation - Track Loader](#)

**TWMS Login**

username  
password

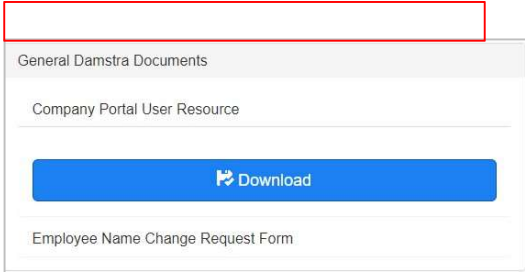
Login

Recover Login Details

Create Competency Portal Account



**Note:**  
Download Company Portal Resource to guide you with using the Company Portal.



### Who Can I Contact for Assistance?

If you have any questions or require assistance with the registration process, please contact Damstra Technology on 1300 722 801 or on [service@damstratechnology.com](mailto:service@damstratechnology.com)

### Step Five - Register your Employees

**Note:**  
This step is required to be completed for each employee that will need to work at TASWATER CDO PROGRAM ALLIANCE Project.

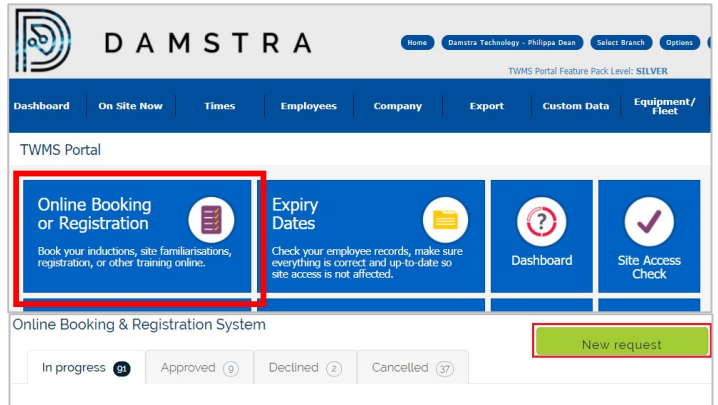
**To complete this step, you will need:**

- To know what jobs/roles/tasks each employee will be likely to be completing
- OHS Construction Induction
- Drivers Licence/Photo ID
- A credit card to complete payment of fees
- Personal Action Plan - Everyone (You can download this form from the here <https://www.damstra.com.au/download.aspx?DocumentID=674>)
- If you are a Supervisor you will also need to upload Personal Action Plan - Supervisors which is available here <https://www.damstra.com.au/download.aspx?DocumentID=672>

1. Go to the Damstra Technology website ([www.damstratechnology.com](http://www.damstratechnology.com)). Click **Contractor Login** and enter your **Username** and **Password** provided to you in the email from Damstra confirming your Company’s registration with Damstra. Then, **Login**.



2. From within the Company Portal, select **Online Booking or Registration** then, click the **New request** button.

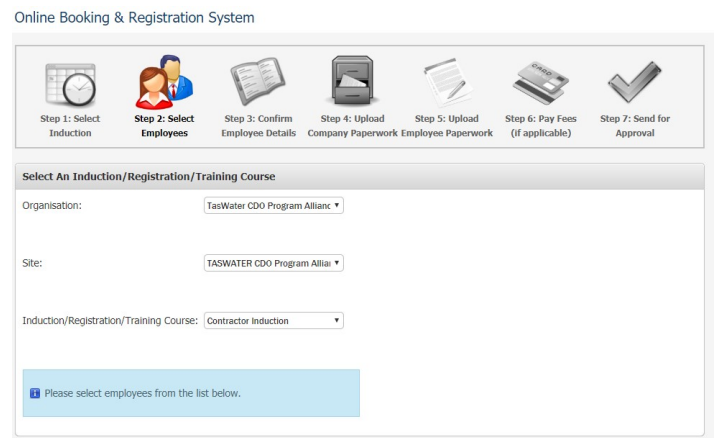


3. Choose from the Organisation dropdown list **TASWATER CDO PROGRAM ALLIANCE**.

4. Choose from the Site dropdown list **TASWATER CDO PROGRAM ALLIANCE**.

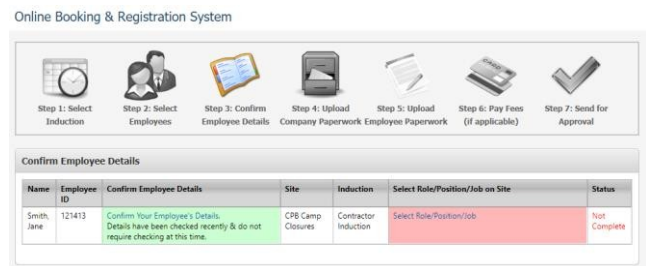
5. Choose **Contractor Induction** within **Induction/Contractor Registration/Training Course**.

6. **Tick the box** confirming all information you will provide in this upcoming booking/registration process is true and correct, to your knowledge.

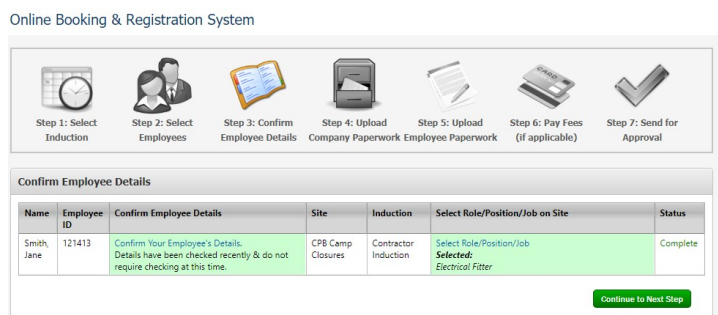


7. Scroll down the page and tick the box/es next to the name of the employee/s you would like to be inducted for this site, pending all requirements are met. Then, click **Continue to Next Step** button.

8. Click the **Confirm Your Employee's Details** hyperlink, review and/or amend the Employees details. If no changes were required, click the **Close Without Submitting** button. If changes were required, click the **Submit Changed Details** button.



9. Once all items onscreen have changed to highlighted in green, click the **Continue to Next Step** button.







- 10. Within the Upload Employee Paperwork phase, several items of documentation will need to be provided per employee. Upload the following per employee as requested onscreen:
  - Drivers Licence/Photo ID
  - OHS Construction Induction Card
  - Any additional documentation as required based on the previous selection of job roles

- 11. Once all document requirements have been uploaded (if job title requires them), click the 'Continue to Next Step' button.

Online Booking & Registration System

Upload Information

Smith, Jane (121413) Cancel Booking Request

Contractor Induction at CPB Camp Closures

This booking request is for the Contractor Induction on 6/02/2019.

Information Required

| Document Type              | Expiry Date            | Status       |
|----------------------------|------------------------|--------------|
| Drivers Licence            | 29/12/2015 - 1/01/2000 | Complete     |
| OHS Construction Induction | 1/10/2017 - 1/01/2000  | Complete     |
| Evidence of Training       |                        | Not Complete |

Electrical Fitter

Any other qualifications required

Continue to Next Step

**Note:**

These documents will only need to be uploaded once per employee while they are current documents; therefore, for further registrations they will already be loaded onto the employee's profile as evidence.

- 12. Click the **Pay All Fees** button.
- 13. The price of the Registration will present onscreen. The induction fee per employee is **\$45.00 AUD (excluding GST)** and is valid for one year. Click the hyperlink for the 'Terms and Conditions' and read through to ensure you understand. Repeat this process for the 'Privacy Policy'. Once satisfied, tick the box to confirm you have read and understand both.
- 14. Click either **Proceed to Pay with Purchase Order** or **Proceed to Pay with Credit Card** and follow the steps onscreen to complete payment of the fee.

**Note:**

You have the option to pay with Purchase Order if your company has set up a trading account with Damstra Technology; otherwise, the only option will be pay by credit card.

Online Booking & Registration System

Payments for Bookings - AUD

| Employee   | Card ID | Site              | Induction            | Fee   | Select Fee                                    |
|------------|---------|-------------------|----------------------|---|---|
| Jane Smith | 121413  | CPB Camp Closures | Contractor Induction | CPB Camp Closures Contractor Registration Fee | CPB Camp Closures Contractor Registration Fee |

Pay All Fees



- 15. Click 'Continue to Next Step'.
- 16. Lastly, review the details of the registration for TasWater CDO Program Alliance Project.

If you would like to send a notification to another person, for example the employee themselves, you may click the hyperlink below **Additional Notifications**, type in the email address, click **Add Recipient** and close the pop-up window.

Once satisfied everything is completed, click the **Send for Approval** button.

Online Booking & Registration System

Requests Ready for Approval

| Employee            | Induction Date | Site        | Induction Name       | Additional Notifications  |
|---------------------|----------------|-------------|----------------------|---|
| Jane Smith (121413) | 06/02/2019     | CPB CMPCLRS | Contractor Induction | Do you want to send notifications about this booking to another person in your organisation? (Optional) |

[Send for Approval](#)

## What happens next?

### Processing an Online Registration

Damstra Technology will review your employee’s registration or booking within a 24-hour time frame and based on **TASWATER CDO PROGRAM ALLIANCE** requirements, will accept or deny the online registration/booking. If urgency is required, you can contact Damstra on 1300 722 801 to request high priority.

**Note:**

This is not a promise that anything will be processed immediately but it will alert our team that this particular booking needs urgent attention.

### Declined Documentation/Registration

If the submitted documentations are declined, you will receive an automated email outlining the reason. To submit amended item(s), log back into your company portal and re-upload the corrected documentation via the **Current Booking & Registration Requests in Progress** page, **In Progress** tab.

### Registration Approved

Once your documentation has been processed, an automated email will be sent to your company confirming or rejecting your Contractor Induction booking or registration, a link to your online training will be provided once your registration has been completely approved.

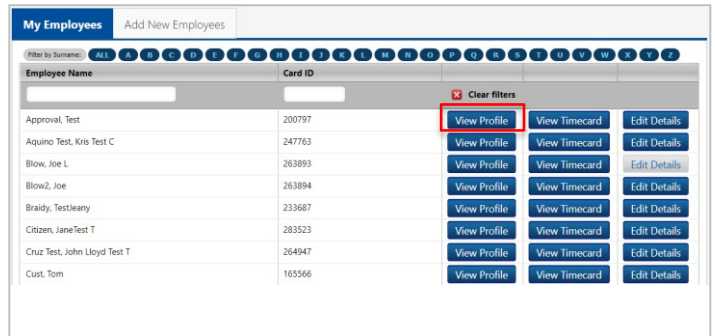
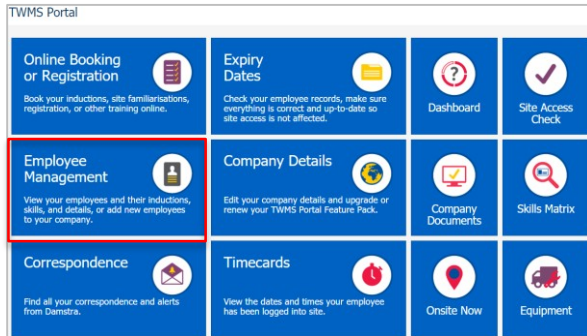
### Keeping Your Employees’ Details Up to Date

It is important to keep your employees’ details up to date to ensure worksite access is not unexpectedly affected. You can do this by checking your employees’ profiles and their expiry dates.



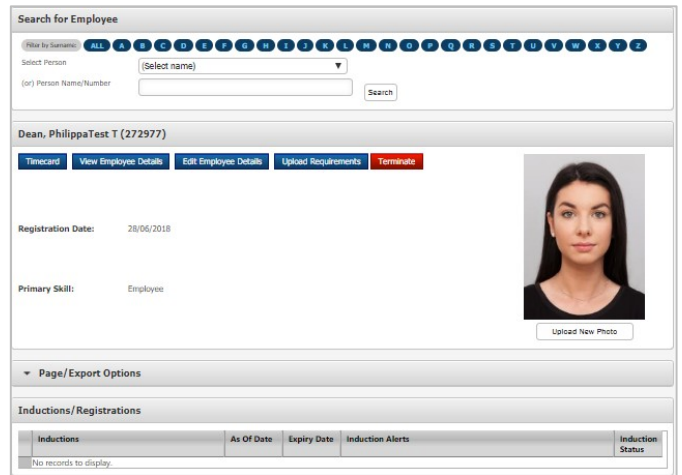
# Checking Employees' Profiles

1. Select **Employee Management**, then click **View Profile**.



2. You will be taken into your employee's profile page where you can:

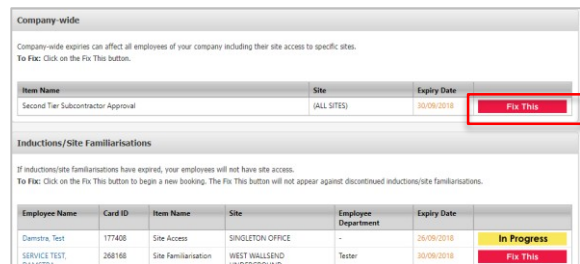
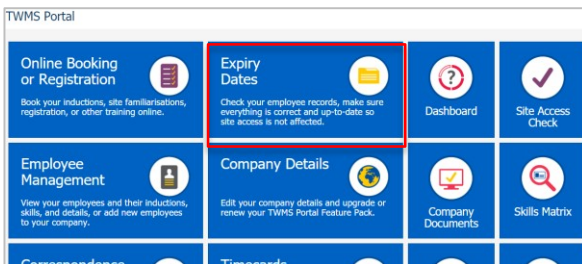
- Edit and update your employee details and upload new qualifications,
- Terminate employees that are no longer employed by your company, and
- View documentation stored against employee profiles.



# Checking Employees' Expiry Dates

1. Select **Expiry Dates** to view your company and contractor expiries:

- **Red Expiry Date = already expired**
- **Orange Expiry Date = expiring within a month**
- **Black Expiry Date = expiring within the next two months**



2. Click on the **Fix This** button listed against each expiry. If no **Fix This** buttons appear, your company may have an account issue. To rectify account issues, contact [accounts@damstratechnology.com](mailto:accounts@damstratechnology.com).

**Note:**

If information is not updated prior to the expiry, this may result in your employee not being able to access site.





# Employee Transfer

If your Employee has an existing Damstra profile, you will be required to complete the **Employee Transfer Request Form (DMS166)** and to submit this form to [service@damstratechnology.com](mailto:service@damstratechnology.com).

This form will need to be signed by your Employee to authorise the transfer of their profile and personal information to your Company.

**DAMSTRA**

Employee Transfer Request Form

To be transferred you must already be terminated by your previous company in the TWMS Portal. Damstra are unable to do this for you, you must contact your previous company to be terminated. NOTE: If you are working for two companies, you will need to have a linked profile.

All sections and details with an \* must be completed for this request form to be accepted. Request date\*

Transfer to Company Below (DMS164) (50.00 ex gr for Employee Transfer and Curt)  Separate Profile (Linked) (DMS166) NOTE: All pre requisites must be met for a linked profile. Please refer to the Pre-Induction Checklist on the website.

If you have not ticked a site listed below (page 2, please indicate which site's to transfer

OR

Separate Profile (Linked) (DMS166) NOTE: All pre requisites must be met for a linked profile. Please refer to the Pre-Induction Checklist on the website.

**Transfer to:**

NEW Company\*  Branch

Job title\*  TWMS card number\*

I, the employee detailed below, hereby agree to all my TWMS records and qualifications being transferred to the company above as A) I no longer work for the company noted in TWMS; or B) I am currently working for two companies.

Employee's signature\*

**Employee's details \***

First name\*  Middle name

Surname\*  Date of birth\*

Home address\*  City / Town\*

State  Postcode\*  Home phone/ or\*

Email  Mobile

**Next of kin details**

First name\*  Surname\*

Home address\*  Postcode\*  State\*

Relationship\*  Mobile/phone\*

**IMPORTANT**

If you are transferring an employee who has an existing induction with either Bengalla Mine, Bulga Surface Operations, Bulga Optimisation Project, Coronado Curragh, Glenfield Open Cut, Hunter Valley Operations, Hunter Water, Integra US, Liddell Coal, Mangoola Coal, Mt Owen CHPP, Ravensworth Open Cut, Ravensworth CHPP, Tahmoor Underground, Ulan Surface Operations, West Wallsend or Yancoal MTW you **MUST** provide additional information to support your request.

See Page 2 - "Sites Requiring Additional Documentation"

The sites above (ticked on page 2) will only be reactivated once **ALL** the relevant documentation has been received and processed.

DAMSTRA TECHNOLOGY Page 1 of 2 Document ID: 100 Version: 15  
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