

POWER AND WATER CORPORATION

USER GUIDE

Contracting Company Registration

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CONTRACTING COMPANY REGISTRATION USER GUIDE

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1 Purpose

This document sets out the process for a Contracting Company with existing Power and Water Authorisations to review its company details and records, as well as upload the required licences and training records for its employees.

This document also sets out the process for a new Contracting Company to register their business in Power and Water Corporation's online contractor management system SitePass.

2 Enquiries

If you have any queries about the process of registering your business, or about SitePass, please contact the SitePass Administration team on 8924 5156 or email AuthorisationsAdministrator.PWC@powerwater.com.au.

3 Authorisations to work on Power and Water apparatus (including AARs)

There are changes to Contractor Management, effective from 1st July 2015.

Existing contracting companies will be required to upload copies of all relevant licences and training records into the new SitePass system to substantiate authorisation requests.

New contracting companies will be asked to follow the self-registration process for their employees and subcontractors.

Background

All Power and Water Corporation staff and contractors accessing specific equipment or sites are required to be authorised before completing the work. This also includes contractors not from Power and Water who may be working in the vicinity of Power and Water infrastructure.

Since 2012, Power and Water has followed the Access to Apparatus Rules (AAR), which sets out principles and responsibilities for safe access to all apparatus, confined spaces and for hot work in high risk areas owned, controlled or operated by Power and Water. In addition to AAR, Power and Water business units may also have specific authorisations' requirements.

Information for Contractors

Power and Water has implemented SitePass, an online contractor management tool which allows us to monitor a contractors' compliance to the authorisation rules. Contractors are asked to provide evidence that they have the appropriate skills, qualifications, licences and have completed relevant Power and Water authorisation training before undertaking any work.

SitePass Workflow

SitePass works through a four stage approach:

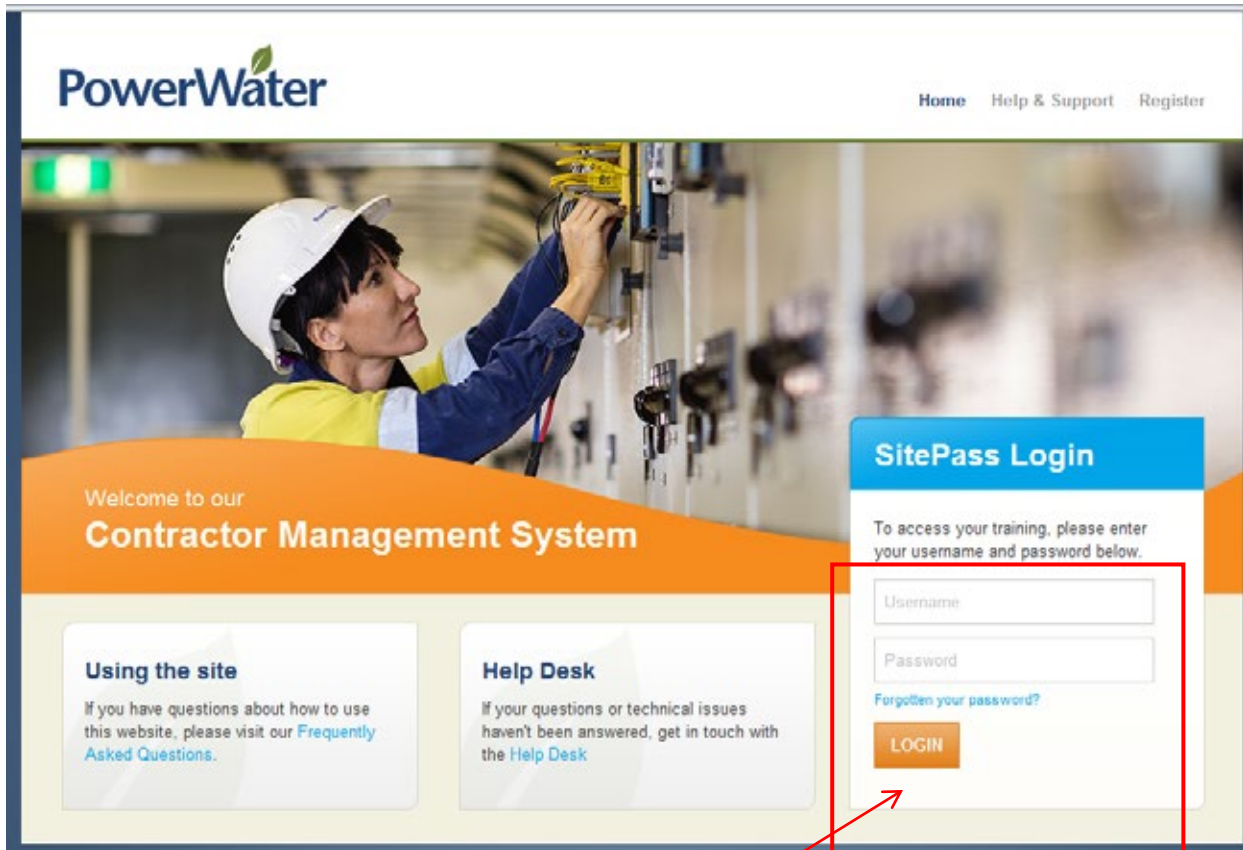
1. **Register**- Contractors register their business to access the SitePass interface. Contractors then register their employees.
2. **Upload** - Contractors upload from the computer any relevant licences and qualifications for their employees.
3. **Train** - Contractors and their employees complete the Power and Water Corporation online or external training.
4. **Verify** - The information provided by contractors is verified prior to issuing the contractor and their employee's authorisation card.

NOTE: All requirements must be uploaded to avoid delay in granting authorisation.

4 Accessing SitePass: Existing contracting companies

Existing Contracting Companies will be emailed their SitePass Username and Password, on 1 July 2015, when the changes to Contractor Management take effect.

Login to SitePass : <https://pwc-SitePass.e3learning.com.au>

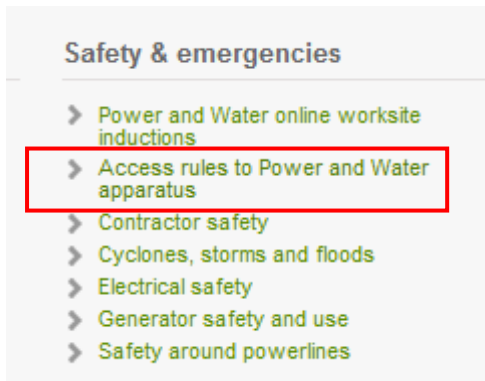


Enter your Contracting Company's Username and Password, and Click LOGIN.

Your Company details will have been created in SitePass, with information we have pre-populated. Please refer to **Step 8** of this document for the steps in reviewing and updating your company's details.

5 Accessing SitePass: New contracting companies

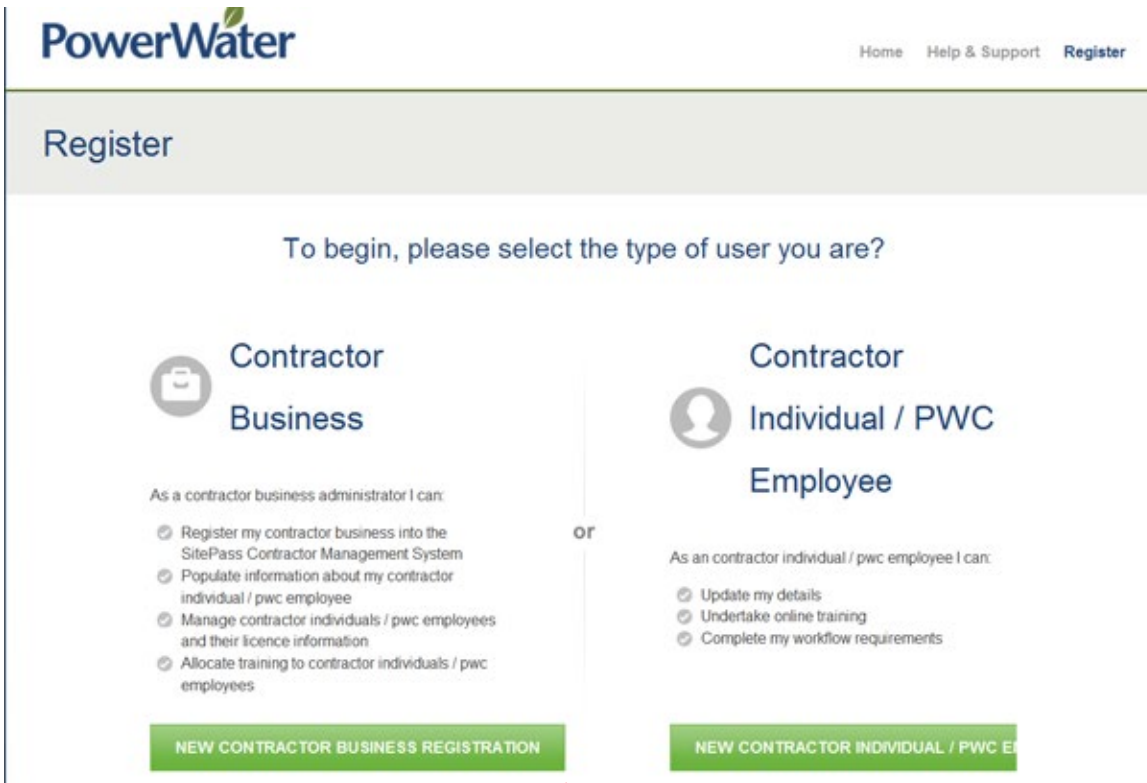
- Log on to the Internet
- Go to Power Water Home page <http://www.powerwater.com.au/>
- From the 'Safety and Emergencies' section at the bottom of the Home Page, choose Access Rules to Power and Water apparatus



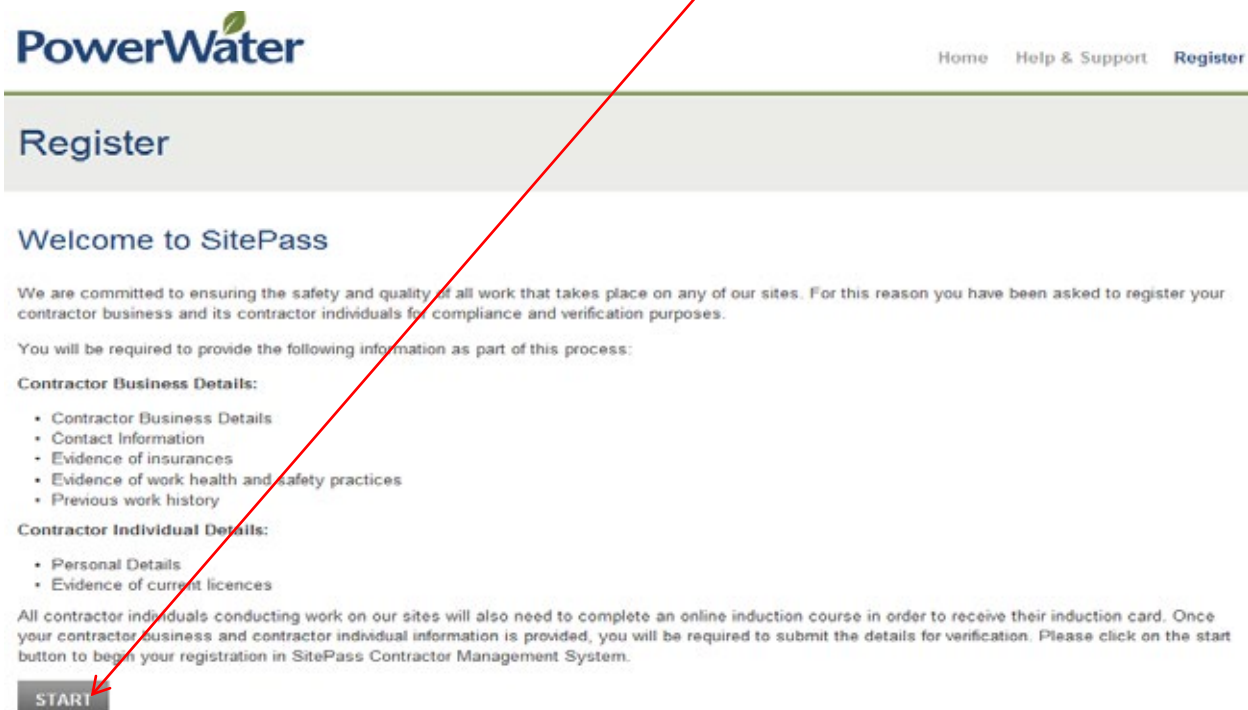
- Alternatively, Click on the following link to access the site on the Internet http://www.powerwater.com.au/safety_and_emergencies/access_rules_to_power_and_water_apparatus
- Scroll down the page to the 'Access Rules Training' heading, and click on the 'Contractors Registration' link

Underneath the heading 'Information for Contractors' you will find a link to SitePass.

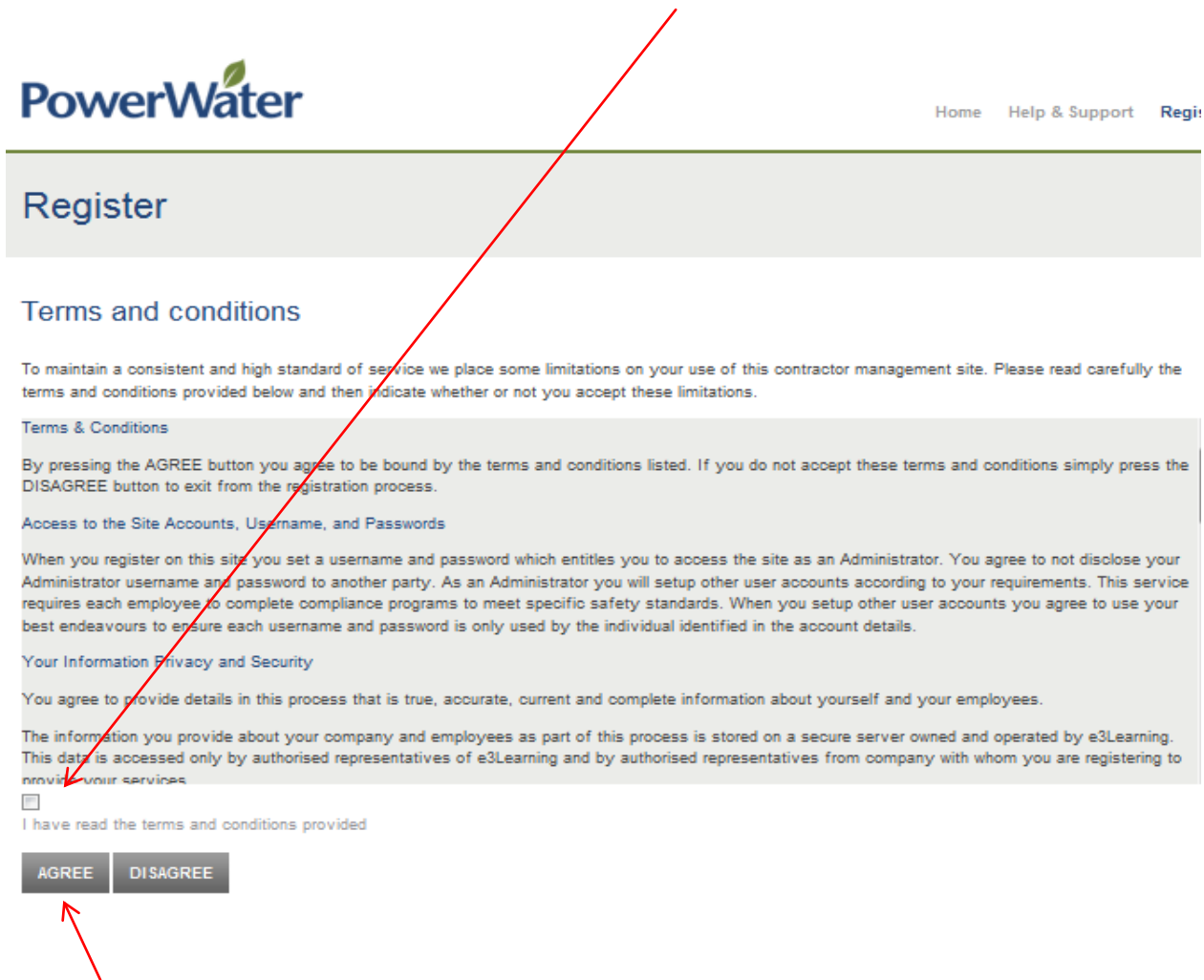
You will see the Register screen



- Click on 'New Contractor Business Registration' (this includes Sole Traders).
- Ensure you have all the relevant information required below as part of the process readily available, then Click on Start, to begin the registration process.



- After reading the Terms and Conditions, please tick 'I have read the terms and conditions provided'.



- Click Agree to proceed.

6 Completing your registration

Please complete all the details on the following screens.

NOTE: Fields with a ● must be completed.

The screenshot shows the 'Register your Contractor Business' page on the PowerWater website. The page has a header with the PowerWater logo and navigation links for Home, Help & Support, and Register. Below the header is a grey bar with the word 'Register'. The main heading is 'Register your Contractor Business'. A paragraph explains that users need to create an account for their contractor business in SitePass. The form is divided into two sections: 'Contractor Business Account' and 'Contractor Business Information'. The 'Contractor Business Account' section includes fields for 'Contractor Business Username' (with a note 'needs to be at least 6 characters'), 'Password', and 'Confirm Password'. The 'Contractor Business Information' section includes a dropdown for 'Contractor Business Number Type' (with a note 'Remove all spaces from the Contractor Business number'), text boxes for 'Trading Name' and 'Legal Contractor Business Name', and a dropdown for 'Contractor Business Structure'. A red arrow points from the 'NOTE' below to the 'Password' field.

Contractor Business Account

Contractor Business Username ●
needs to be at least 6 characters

Password ●

Confirm Password ●

Contractor Business Information

Contractor Business Number Type ●
Remove all spaces from the Contractor Business number

Trading Name ●

Legal Contractor Business Name ●

Contractor Business Structure ●

NOTE: Password selected must be a minimum of six characters.

- Enter the business contact details.

NOTE: Please ensure you use your business email address.

Contact Details

Contact First Name	•	<input type="text"/>
Contact Surname	•	<input type="text"/>
Contact Phone/Mobile	•	<input type="text"/>
Email	•	<input type="text"/>
Confirm Email	•	<input type="text"/>

Contractor Business Address

Street Address	•	<input type="text"/>
City / Suburb / Locality	•	<input type="text"/>
State / County / Region	•	<input type="text" value="▼"/>
Postcode / ZIP	•	<input type="text"/>
Country	•	<input data-bbox="454 1102 726 1153" type="text" value="Australia"/>
Time Zone	•	<input type="text" value="▼"/>

- Enter the business mailing address details.

Mailing Address Details

Same as Contractor Business Address

Street Address / PO Box No

City / Suburb / Locality

State / County / Region

Postcode / ZIP

Country

SitePass Relationship

Select a Relationship

When all mandatory fields are completed, click the next button to progress through the registration to finalise your account setup in SitePass.

- Please choose your Site Contact from the drop down box.

NOTE: This is the person who is your Contract Manager at Power and Water, or the person who has engaged you to undertake this particular job.

If you are not able to see the name of your Power and Water Contract Manager, please contact the SitePass Administration team on 8924 5156 or email AuthorisationsAdministrator.PWC@powerwater.com.au.

SitePass Home About SitePass **Register** Help & Support Contact us [Get Started](#)

Register

Employee Registration Authorisation

To complete the registration of your employment you will be required to enter an authorisation code. If you have already registered, an email would have been sent to the email address you provided at the time of registration. This email will contain the authorisation code.

If you have not registered yet, [sign-up here](#)

Enter your authorisation code

Auth No

Didn't receive an email with the authorization code ?

Enter your username into the text field below.

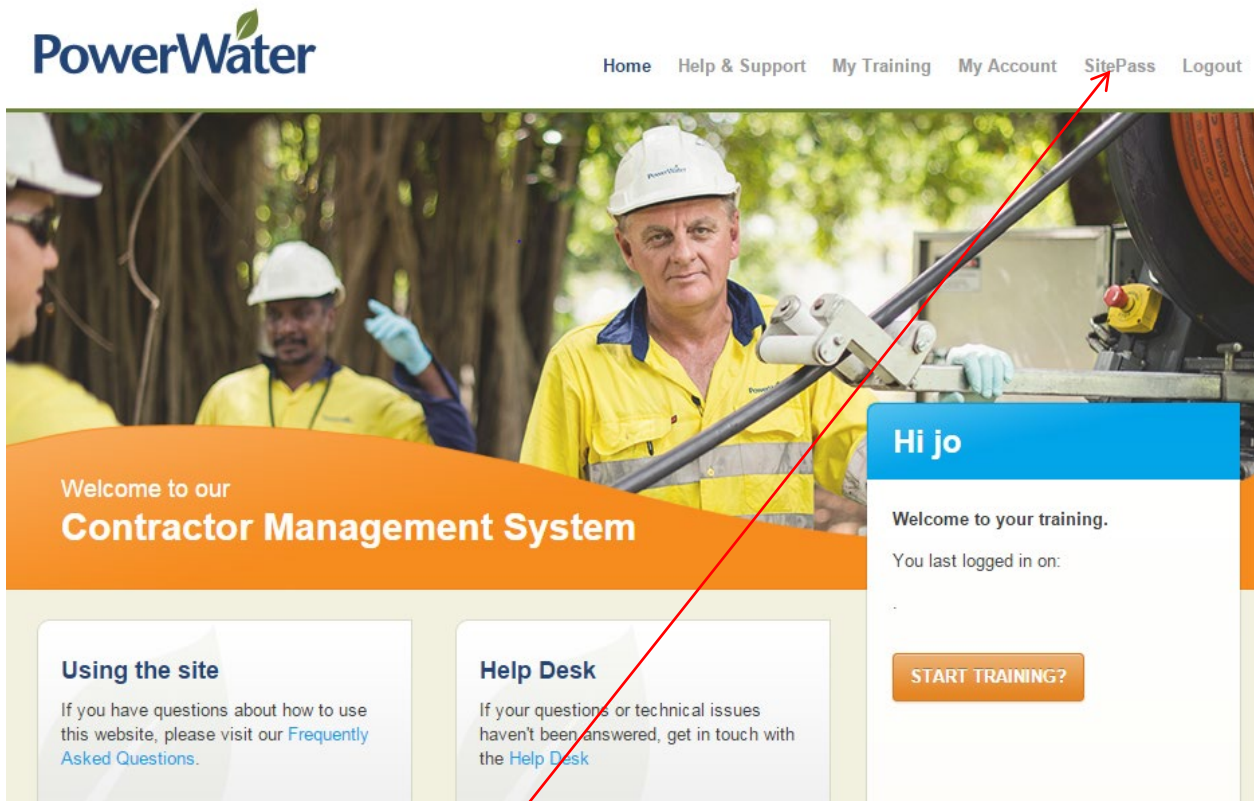
Username

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Account Authorisation

When the self registration is completed, you will receive an email with the authorisation code. Please copy and paste into the form.

7 Accessing SitePass

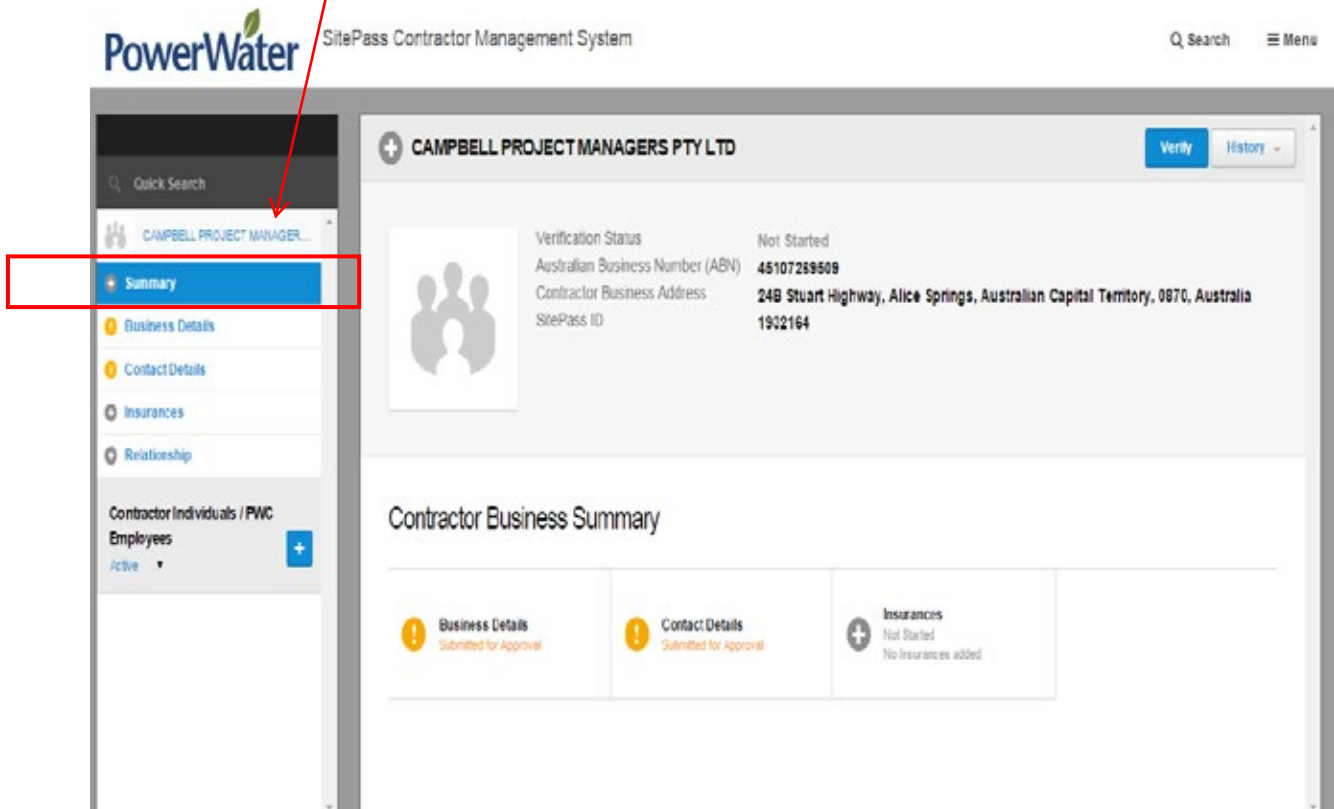


Once you are re-directed back to the home page, click on SitePass.

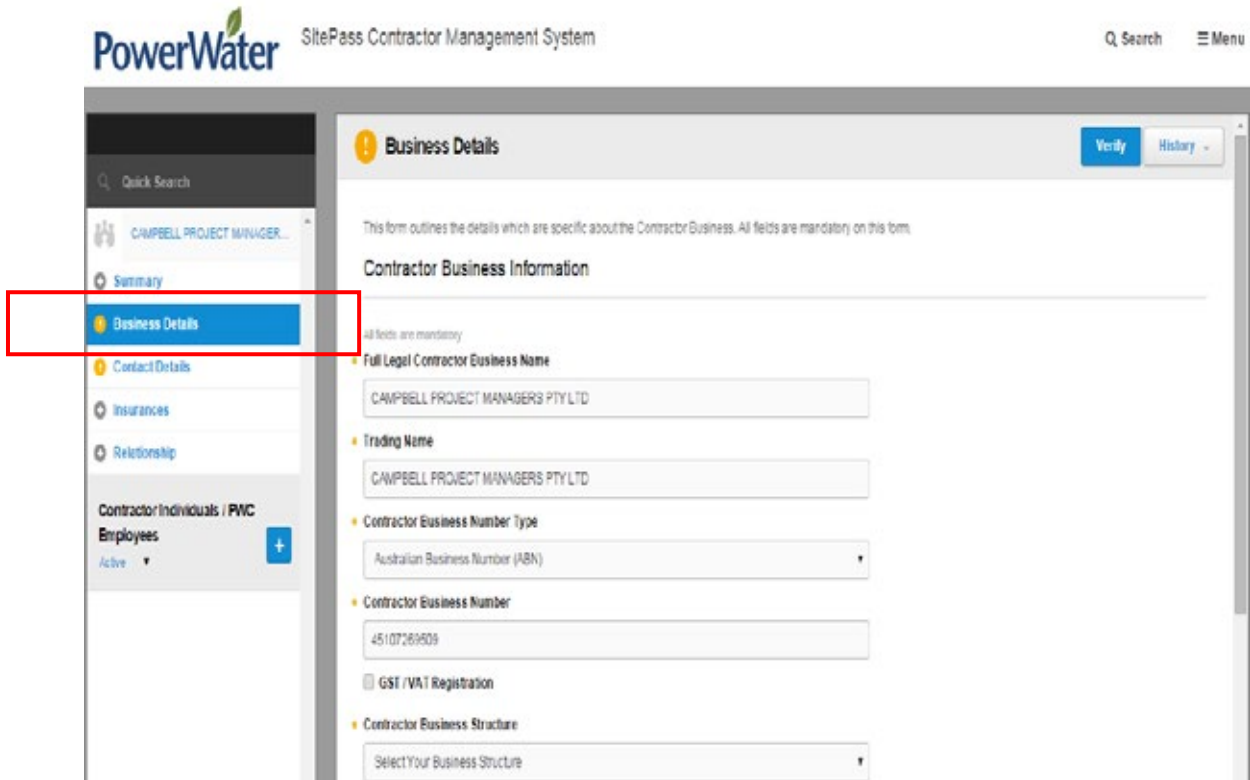
8 Updating your business profile

Once you have completed the screens above, you will be taken to your business summary page. You can view your **Summary** page at any time by selecting it from the Navigation Pane.

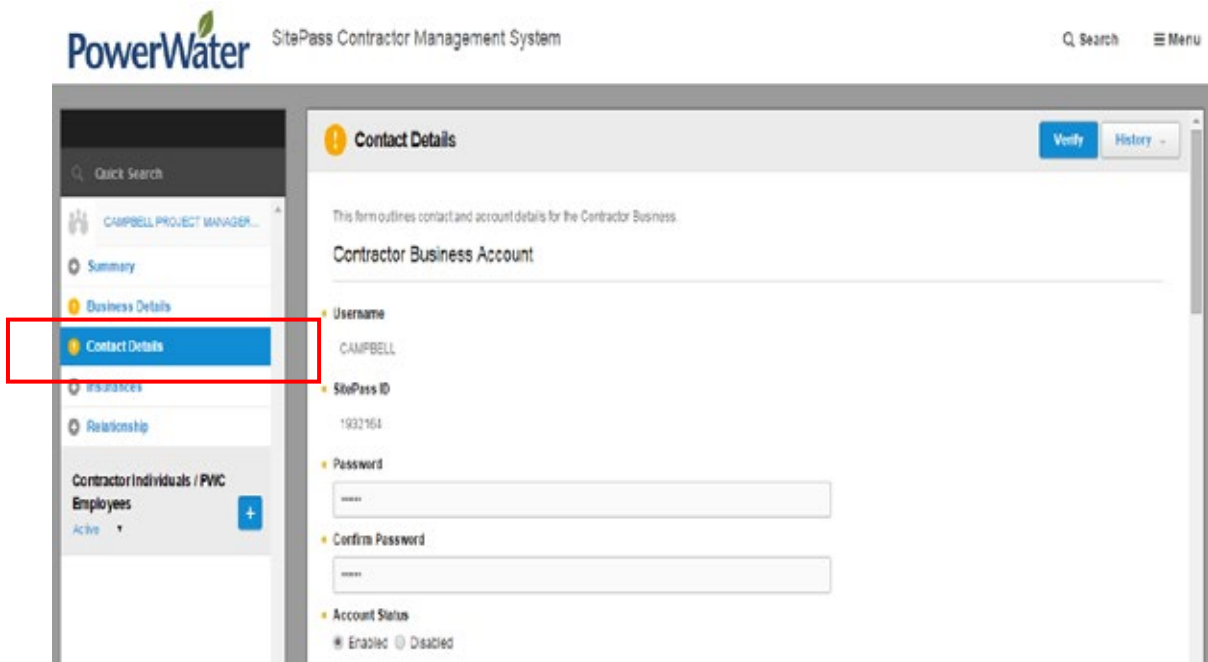
Navigation Pane



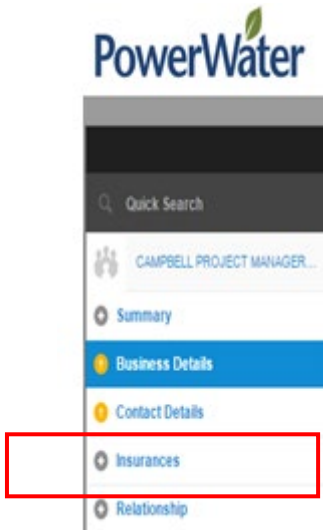
- Please click on **Business Details** from the Navigation Pane and ensure all the information is completed, and correct.



- Please click on **Contact Details** from the Navigation Pane and ensure all the boxes are completed and correct.



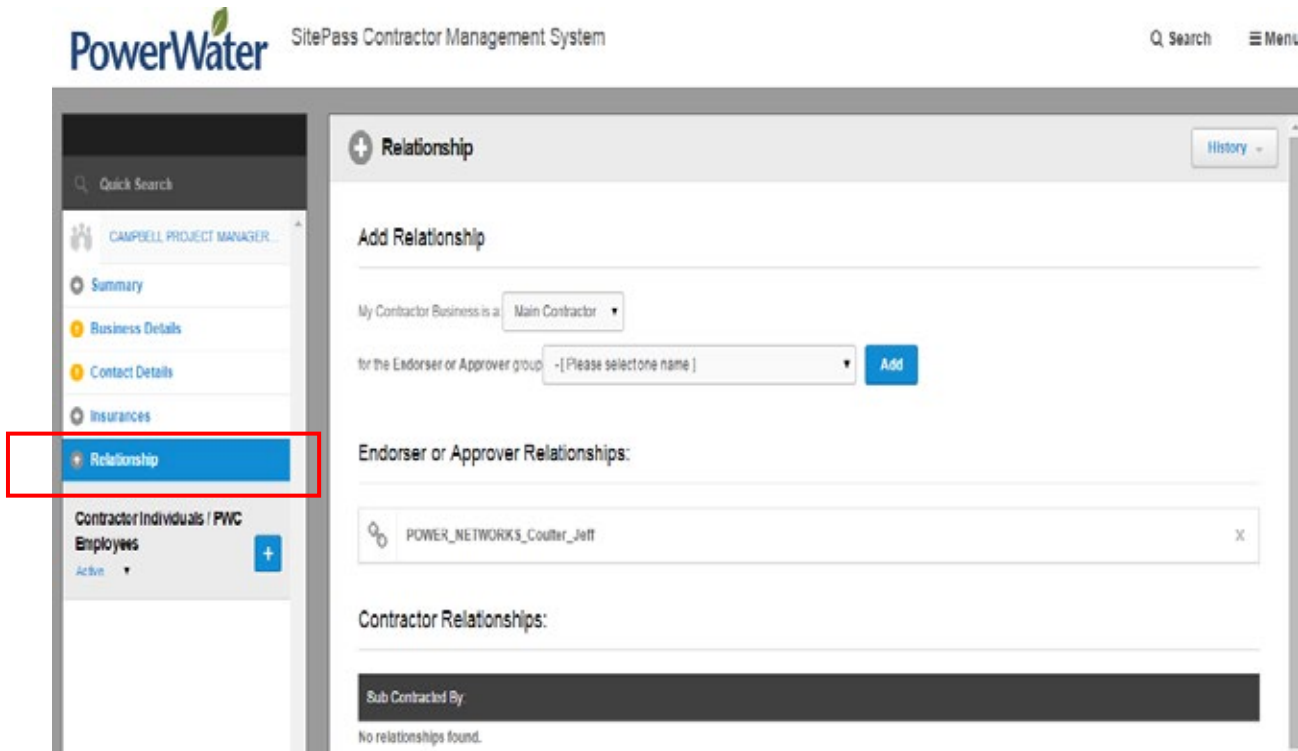
- Please click on **Insurances** from the Navigation Pane and ensure all the boxes are completed and correct.



The screenshot shows the 'Insurances' form page. At the top left of the page is a header with a plus sign and the word 'Insurances'. To the right of this header are two buttons: 'Verify' and 'History'. Below the header, there is a sub-header 'Broker Details' and a section with two checkboxes: 'Do you place your insurance through a broker?' and 'I do not have a valid insurance to submit for verification.'. Below this is another sub-header 'Insurances' followed by a table with the following columns: 'Insurance Type', 'Insurer', 'Policy Number', 'Coverage Currency', 'Coverage Amount', 'Expiry Date', 'Exclusions', 'Coverage Details', and 'Uploads'. The table currently contains the text 'No insurances added'. At the bottom of the form are three buttons: 'Add Insurance', 'Save and Submit for Approval', and 'Print'.

- Please click on **Relationships** from the Navigation Pane and select your Power and Water Contract manager.

NOTE: If you are doing work for multiple Business Units, you will be required to select your Contract Manager for each business unit e.g. Power Networks, Water Services, System Control etc.



At the completion of this screen, and if all previous screens have been completed correctly, the SitePass system will auto-generate an email to the company, advising that changes have been made.

CONGRATULATIONS, you have now successfully created/edited your Contracting Company.

The next step in the process is to add employees to your business.

NOTE: The steps for **Adding Employees to a Contracting Business** are contained in a separate User Guide.

This must be completed to ensure Authorisations can be granted.