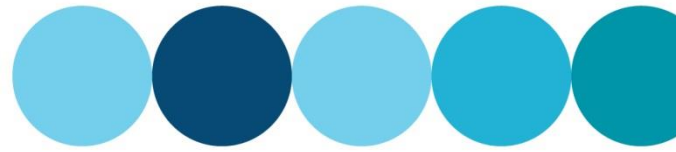


How to Requalify

Supplier Portal – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) demonstrates how to change and update your Health Safety and Environment (HSE) information, add categories you wish to be requalified for, or requalify due to expiration of existing prequalification status.

Things You Need To Know

- You will need to have the relevant documents complete before you start your requalification.
- Adding new service categories may require further documentation.

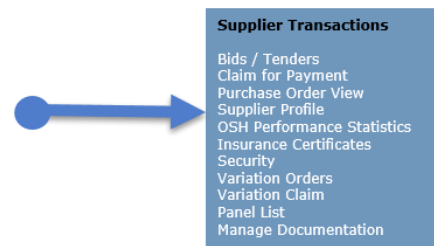
Features Covered

- Access company details
- Complete application to requalify
- Attach documents
- Submit requested further information documents

Access company details

The **Supplier Profile** transaction shows your current HSE Prequalification Information.

1. Click **Supplier Profile**.



Complete application to requalify

In this scenario the supplier HSE expiry date is approaching therefore a new application needs to be submitted.

To requalify:

2. Click the **Review/Submit Re-qualification** button.

Name	Email	Phone	User ID
Alex Binadd	Alex.Binadd@DBM.com	08 9420 7910	ABIN001
Matt Bond	Matt.Bond@DBM.com	08 9420 7904	MBON001
Holmer Kay	Holmer.Kay@DBM.com	08 9420 7907	HRAY001

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The **HSE Re-qualification** form appears in display mode and you can scroll down to view existing categories and information.

3. Click **Edit**.

The form becomes active.

4. In the additional information section, tick the relevant checkbox if you have attained the listed certification(s).

Note: This will update the Required documents section (below) where you will be requested to attach a copy of the certificate(s).

In the Services you provide section:

5. Select the prequalification requirements you perform or materials you supply.

Note: You can make multiple selections and these will determine the HSE requalification requirements.

6. Scroll down to the required documents section.

Based on the previous selections you are required to provide all documents listed in this section.

Note: There are a number of templates available and you may need to use the scroll bar to view all the listed documents.

When applying for a requalification, documents from a previous application may exist and can be replaced with a more current version.

Attach required documents

Replace existing document

7. Select the next to the document to be replaced.

8. Click **Replace Attachment**.

HSE Re-qualification

[Edit](#) [Back](#)

If you have pre-qualified before, your information will be displayed below. You can edit this information and submit a re-qualification request that may lead to a change to your HSE tier, grade, status and expiration date. The documentation you will need to provide will be determined on the selections you made in the "Services you provide" section. Some categories such website.

Additional information

Answers to the following questions will help us determine your eligibility for certain work categories.

Is your company's safety management system certified to ISO 45001, AS/NZS 4801 or OHSAS 18001? Tick for 'Yes'

Is your company's environmental management system certified to ISO 14001? Tick for 'Yes'

Services you provide

Select the services you perform or materials you supply. You can make multiple selections and these will determine the HSE prequalification requirements.

<input type="checkbox"/> Access chamber construction	<input type="checkbox"/> Agency staff	<input type="checkbox"/> Animal control (including mustering)
<input type="checkbox"/> Asbestos removal	<input checked="" type="checkbox"/> Building and/or construction	<input type="checkbox"/> Cathodic protection installation
<input type="checkbox"/> Cleaning domestic and commercial (eg. kitchen, office, ablutions)	<input type="checkbox"/> Cleaning industrial (eg. plant and equipment)	<input type="checkbox"/> Clearing
<input type="checkbox"/> Concrete cutting	<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Consultant (field based)
<input type="checkbox"/> Consultant (office based)	<input type="checkbox"/> Controlled waste	<input type="checkbox"/> Corrosion control
<input type="checkbox"/> Dangerous goods	<input type="checkbox"/> Demolition	<input type="checkbox"/> Drilling vertical
<input type="checkbox"/> Excavation to a depth of less than 1.5m	<input checked="" type="checkbox"/> Excavation to a depth of more than 1.5m	<input type="checkbox"/> Explosives
<input type="checkbox"/> Fencing (not controlled security)	<input type="checkbox"/> Fencing security rated including electrical	<input type="checkbox"/> Firebreaks
<input type="checkbox"/> Freight and/or transport of water	<input type="checkbox"/> General waste and/or recyclables	<input type="checkbox"/> Geotechnical works
<input type="checkbox"/> Hot tapping water mains	<input type="checkbox"/> Landscaping and/or gardening (excluding plant or people hire)	<input checked="" type="checkbox"/> Lifting operations
<input type="checkbox"/> Materials requiring supplier provided equipment to unload (eg. hiab)	<input checked="" type="checkbox"/> Materials with installer	<input type="checkbox"/> Materials without installation
<input type="checkbox"/> Occupational diving	<input type="checkbox"/> Painting domestic and commercial	<input type="checkbox"/> Pest control
<input type="checkbox"/> Pipe laying, replacement and repairs	<input checked="" type="checkbox"/> Pipe refurbishment	<input type="checkbox"/> Plant and equipment hire with operator
<input type="checkbox"/> Plant and equipment hire without operator	<input type="checkbox"/> Plastic welding	<input type="checkbox"/> Process control (eg. SCADA)
<input type="checkbox"/> Property maintenance	<input type="checkbox"/> Property management services	<input type="checkbox"/> Roofing
<input checked="" type="checkbox"/> Scaffolding with erection service	<input type="checkbox"/> Security installation of controlled devices	<input type="checkbox"/> Security lock and door installation
<input type="checkbox"/> Security patrols, alarm and response services	<input type="checkbox"/> Service and maintenance of plant	<input type="checkbox"/> Services other
<input type="checkbox"/> Surface reinstatement (bitumen, concrete, vegetation)	<input type="checkbox"/> Tilt up and/or precast concrete	<input type="checkbox"/> Trades licenced
<input type="checkbox"/> Trades qualified and/or certified	<input type="checkbox"/> Traffic management	<input type="checkbox"/> Trenchless technology and tunnelling
<input type="checkbox"/> Welding	<input type="checkbox"/> Working at heights	

Required documents

Based on your previous selections you are required to provide the documents listed below.

File Name	Template URL
AS14001_AUDIT	
AS14001_CERTIFICATE	
AS4801_AUDIT	
AS4801_CERTIFICATE	
COMPANY_LICENCE	
COMPANY_PROFILE	Template
HEALTH_SAFETY_ENVIRONMENT_MANAGEMENT_PLAN	Template
HSE_QUESTIONNAIRE	Template

Upload required documents

Please upload required set of documents by clicking the 'Add Attachment' button.

[Add Attachment](#) [Replace Attachment](#)

File Name	Description	Date
<input checked="" type="checkbox"/> COMPANY_PROFILE	C:\Users\Desktop\Temporary Documents\PO 4	04.09.2017

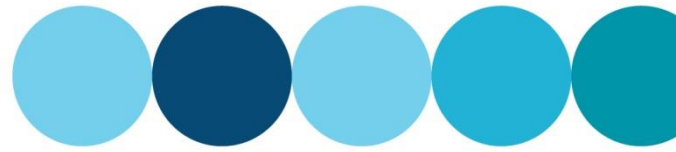
Please upload required set of documents by clicking the 'Add Attachment' button.

[Add Attachment](#) [Replace Attachment](#)

File Name	Description	Date
<input checked="" type="checkbox"/> COMPANY_PROFILE	C:\Users\HERBSTD\Desktop\Temporary Documents\PO 4	04.09.2017

How to Requalify

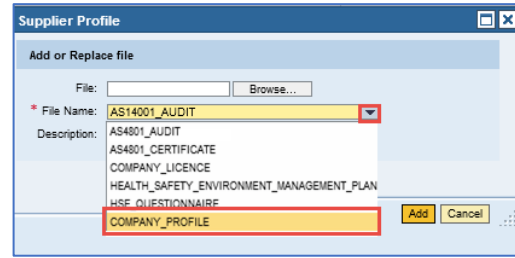
Supplier Portal – Quick Reference Sheet



The **Supplier Profile** window appears.

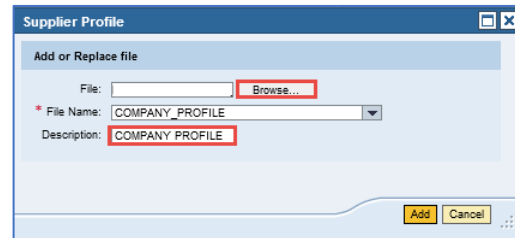
- Click  in the File Name.
- Select the document from the dropdown list.

Note: Each time a document is selected the dropdown list reduces and displays only the remaining documents to be uploaded.

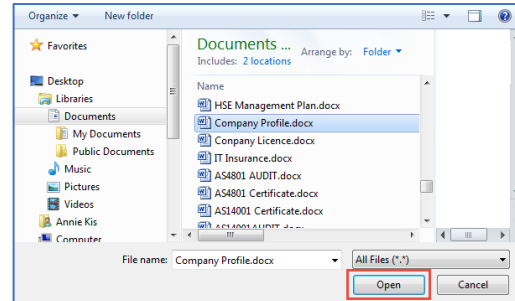


The **File name** displays the document to be uploaded.

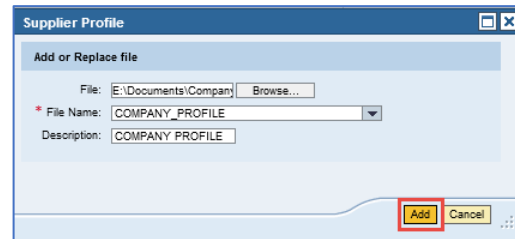
- In the **Description** field **type** the document name.
- Click **Browse**.



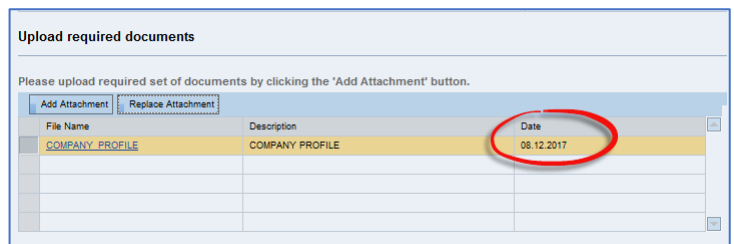
- Locate and select the document.
- Click **Open**.



- Click **Add**.

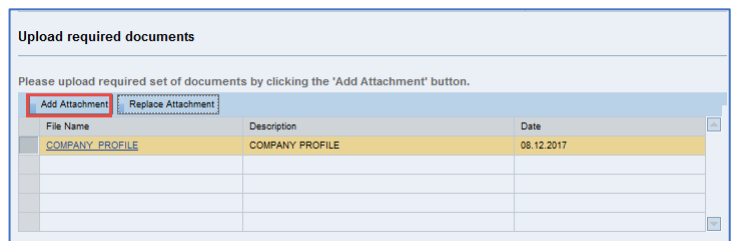


The original document has been updated.



Add a new document

- Click **Add Attachment**.



How to Requalify

Supplier Portal – Quick Reference Sheet

- Click  in the File Name.
- Select the document from the dropdown list.

Note: Each time a document is selected the dropdown list reduces and displays only the remaining documents to be uploaded.

The **File name** displays the document to be uploaded.

- In the **Description** field **type** the document name.
- Click **Browse**.


- Locate and select the document.
- Click **Open**.

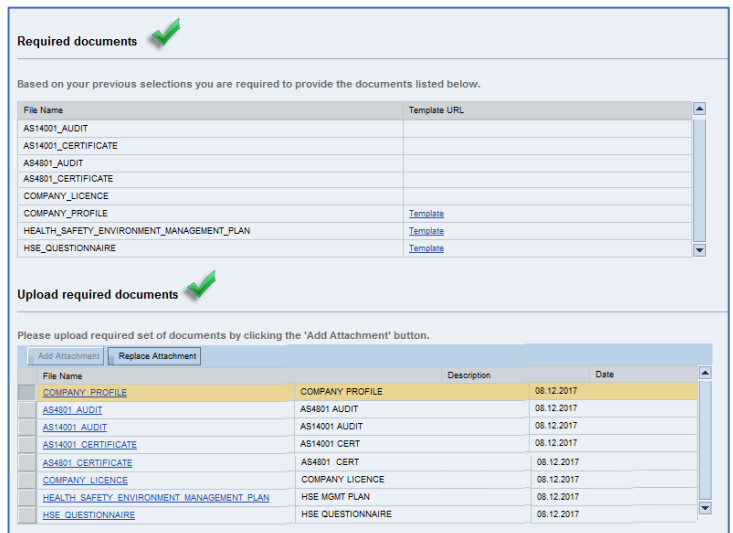
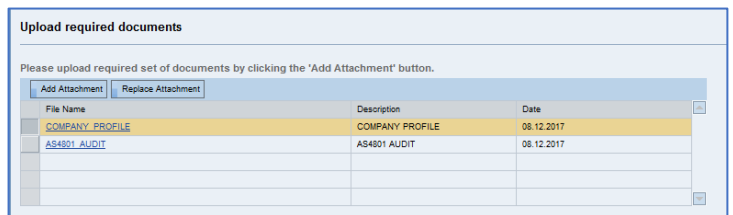
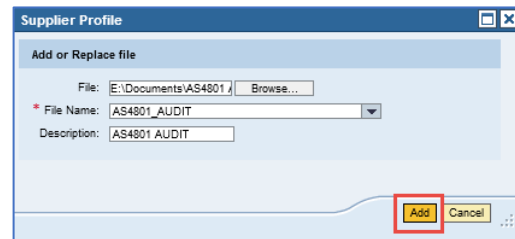
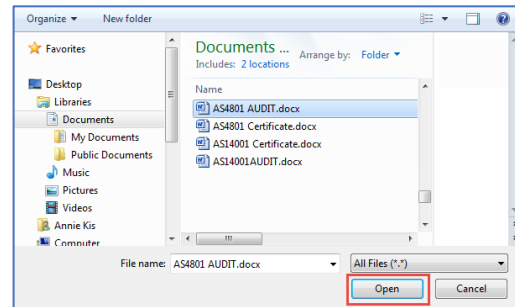
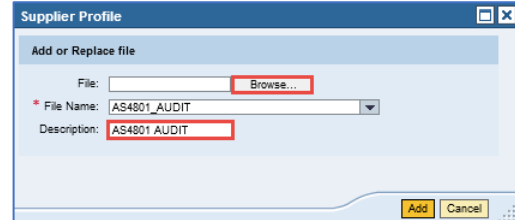
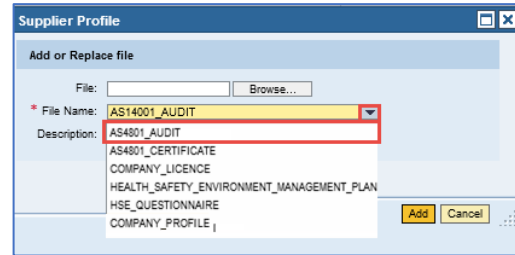
- Click **Add**.

The new document has now been added.

- Repeat the process until all documents have been uploaded.

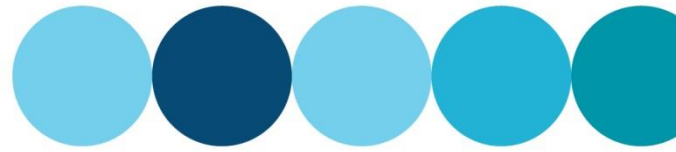
Note: Remember to utilise the dropdown feature to assist with tracking which documents still require uploading.

* File Name: 
Description:



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Submit HSE requalification

The final step is to add any comments if required and submit the application.

25. Add any **notes or comments** in support of your application.
26. Click **Submit for Requalification**.

ADD ANY FURTHER COMMENTS TO SUPPORT THE APPLICATION

Supplier Note:

Submit for Re-qualification

as Consultant - office based do not require pre-qualification. For more information please visit the supplier portal page on our

A **Success** message appears.

In the Supplier profile, only the HSE Status will change to **SUBMITTED**.

Once the application has been assessed, the other details will be updated.

Data successfully submitted for Re-Qualification

Supplier Company Details

DMS ENGINEERING PTY LTD Supplier No: 57329

Street Address: 37 VIRGINIA STREET PO Box Address: MORLEY WA 6062 Australia

ABN: 7700444402

Phone: 08 9420 3726 Fax: 08 9420 2727 Email: sales@DMS.com

Australian Bank Details

BSB No: 033026 Account No: 3776654 Account Holder: DMS ENGINEERING PTY LTD

HSE Details

HSE Status: **SUBMITTED** HSE Tier: 01 Score: 0.000

HSE Grade: A HSE Expiry Date: 25.03.2018

Review / Submit Re-qualification

Users

Name	Email	Phone	User ID
Alex Binadd	Alex.Binadd@DMS.com	08 9420 7910	ABN0001
Matt Bond	Matt.Bond@DMS.com	08 9420 7904	MBO0001
Holmer Ray	Holmer.Ray@DMS.com	08 9420 7907	HRAY001

Delete Contact Person

Change Data Submit Cancel

Submit requested further information documents

Additional information may be requested by HSE prequalification assessors. These documents need to be added to a zip file to enable uploading.

Further Information requested

27. Create a zip file with all the requested documents including the company profile.

Warning: The company profile document must be included in the zip file.

28. In the **Upload required documents**, click next to the current company profile.

29. Click **Replace Attachment**.

Upload required documents

Please upload required set of documents by clicking the 'Add Attachment' button.

Add Attachment Replace Attachment

File Name	Description	Date
AS14001_CERTIFICATE		13.02.2017
AS4801_AUDIT		13.02.2017
AS4801_CERTIFICATE		13.02.2017
HSE_QUESTIONNAIRE		13.02.2017
COMPANY_PROFILE		07.06.2017

The **Supplier Profile** window appears.

30. Type the description **Further Information**.

31. Click **Browse**.

Supplier Profile

Add or Replace file

File: Browse...

* File Name: COMPANY_PROFI

Description: FURTHER INFORMATI

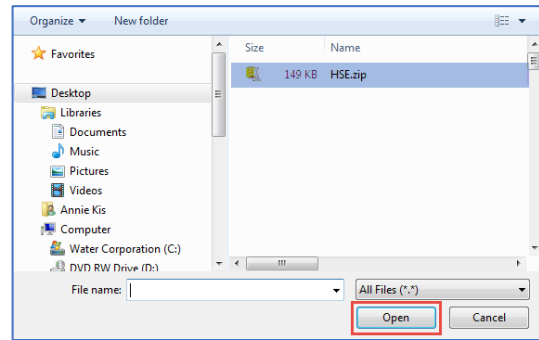
Add Cancel

How to Requalify

Supplier Portal – Quick Reference Sheet

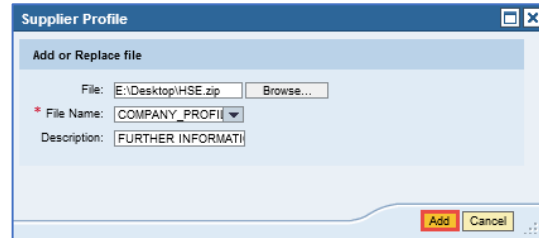
32. Locate and select the **Zip** file.

33. Click **Open**.

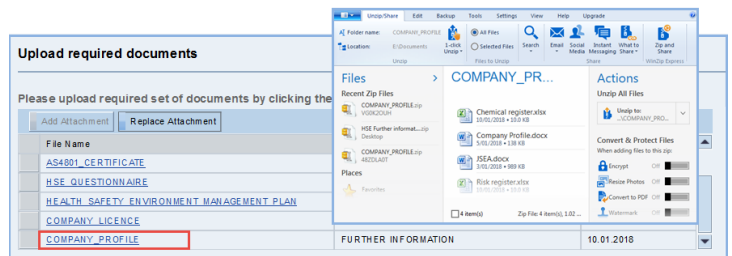


The zip file displays in the **File** field.

34. Click **Add**.

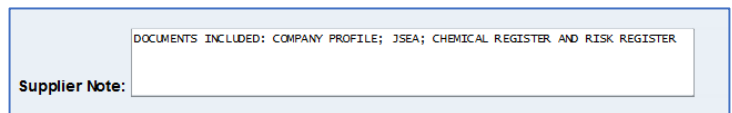


Note: Selecting the file name will display the contents.



35. In **Supplier Note:** at the bottom of the page, list what documents have been included, e.g.:

- Company profile (mandatory).
- JSEA.
- Chemical register.
- Risk register.



36. Click **Submit for Re-qualification**.

