

1. Overview

For a contractor to use in order to successfully complete a VoC Form, add the mandatory evidence, complete the required reading list, sign and submit.

Understanding how the VoC Form works ...

The VoC form acts as a "Cover Sheet". Once completed the "Cover Sheet" will need to be signed and submitted with evidence to the Trainer Assessors for validation.

Competence Verification & Authorisation	BHP	Section 1 – Contractor Information
Section 1 - Contractor Information Name: Pegasus Number: Contracting Compe MAC Site Contact:		All fields are mandatory.
Section 2 - Contractor Equipment Selection		Section 2 – Contractor Equipment Selection When " <i>Click here to Select</i>
Equipment types include:		Equipment' button is activated:
Articulated Haul TruckArticulated Water TruckBackhoeBlasthole DrillExploration DrillExcavatorFarm TractorGraderManitou or (Telehandler)Rigid Body Haul TruckRoller/CompactorScraperTracked DozerWheeled DozerWheeled LoaderCrushing PlantConcrete Boom Pump	Medium Vehicle – Fuel TruckMedium Vehicle – HiabMedium Vehicle – No AttachmentsMedium Vehicle – Stemming TruckMedium Vehicle – TipperMedium Vehicle – Water TruckMedium Vehicle – Water TruckMedium Vehicle – Bucket TruckMedium Vehicle – Bucket TruckMedium Vehicle – HiabMedium Vehicle – HiabMedium Vehicle – No AttachmentsSkid Steer with AttachmentsSkid Steer – without AttachmentsElevated Work PlatformNon Slewing CraneSlewing CraneChainsawOther – Equipment type not listed	A drop-down list will appear for equipment selection. Multiple items of equipment can be selected, using the [Ctrl] key during selection.
Section 3 - Mandatory Evidence Mandatory Evidence - All attachments must be in .pdf format (Files added Mandatory Evidence - Supporting Evidence Attached - Assessment is to be mapped to relevant RII unit of Compet - Statement of Attainment currency is to align with MAC Res Employer Letter of Support	as attachments must be accessible when Email to Added sency assessment Time Frame for similar equipment Click Here To Insert Evidence	 Section 3 - Mandatory Evidence: Selection of equipment activates "Mandatory Evidence" list, All fields are mandatory (except "Other"), Ability to have a prompt to load evidence, keeping it structured within document.
Current Statement of Attainment or Competency Asse	ssment Click Here To Insert Evidence	NOTE : Mandatory Evidence list driven from Equipment Type.
BHP Asset Induction	Click Here To Insert Evidence	
MAC Site Induction	Click Here To Insert Evidence	
MAC Code of Conduct	Click Here To Insert Evidence	
Authorised Isolation	Click Here To Insert Evidence	
Licence to Perform High Risk Work	Click Here To Insert Evidence	
Other:	Click Here To Insert Evidence	



Mandatory Reading - Click 'Display Document' to display each manda	tory reading file. <u>Document Read</u>	 Mandatory Reading list is driver from the Equipment Type, Ability to link to document (PDF
Mandatory Reading		
MAC-STE-MTP-027 Traffic Management	Click Here For Link To Document	
MAC-STE-PRO-004 Emergency Procedure	Click Here For Link To Document	
MAC-ENC-PRO-029 Spill Response	Click Here For Link To Document	
MAC-STE-PRO-024 60 Seconds for safety and JHA procedures	Click Here For Link To Document	
MAC-PRD-PRO-079 In Pit Mobile Equipment Breakdown Procedure	Click Here For Link To Document	
MAC-PRD-PRO-051 Recovery Procedure For Mobile Plant	Click Here For Link To Document	
MAC-PRD-STD-003 Dump Standard	Click Here For Link To Document	
MAC-PRD-PRO-120 Procedure for Watering Haul Roads	Click Here For Link To Document	
MAC- STE-STD-149 Working Near Slopes and Crests	Click Here For Link To Document	
MAC-PRD-PRO-065 working near excavators	Click Here For Link To Document	
Section 5 - Contractor Sign-off CONTRACT EQUIPMENT OPERATOR I confirm that the details provided are an accurate reflection of my kn have provided all required evideore and have read all mandatory rea	ewledge and experience and that I ding decuments	Section 5 – Contractor Sign-Off
also acknowledge that where I am required to work in additional area ensure adequate training provisions have been met in accordance	as, I will consult my Line Supervisor with Site requirements.	Name, date and signature fields a mandatory.
teme	Date Signature	Note: No digital signatures accepte

2. Steps to use the VoC Form (Contractor)

	Step	Safety / Reference / Notes / Image
Ac	cessing VOC Form	
a.	Select link: http://nswecinductions.com.au/t he-registration-process/ open BHP Contractor Management w ebpage	HP Mt Arthur Coal Contra ×
b.	Brow se to > The Registration Process > Stage 2 Worker Registration > Step 7 VOC Click the 2 links to dow nload the VoC Form and the How to Guide.	 Step 7 > VoC (Verification of Competency) Process and Form The following form is completed by the contractor to verify their experience and knowledge by providing the following evidence: selecting equipment to be operated from a drop-down list, attaching evidence of use – as proof, working through a mandatory MAC reading list for compliance, and submitting a signed copy of the form to the MAC Trainer and Assessor team for validation Click on the following links to access the form and How to Guide: VoC Form (opens to new page where form can be downloaded) How to Guide



	To enable means of them form			
C.	To enable macros – when form	נידי שניים די שניים ש File Home Insert PageLavout For	lar Data Bandanii View Developer Acrobat Pl DataLink	Contractor VO PI Builder PDF-XChange
		SECURITY WARNING Macros have been disabled.	Enable Content	
		BR10 - : × - &		
	Click on "Enable Content".	AO AP AQ AR AS AT AU AV AW AX	AY AZ B BB BC BD BE BF BG B	H BI BJ BK BL BM BN
		Competence Verification & Autho	risation	BHP Reset Form Data
		2 Section 1 - Contractor Information (Always)	- use/download latest form from https://sft.bhpbilliton.com/)	Admin Only
		3 Name:		
		4 Pegasus Number: 5 Contracting Company:		
		6 MAC Site Contact:		
		8 Section 2 - Contractor Equipment Selection		
		Click here to Select		
		11 Section 3 - Mandatory Evidence Mandatory Evidence		
		All attachments must be in .pdf format (Files ad Maximum size of email and attachments is not	lded as attachments must be accessible when Email to MAC is generated) to exceed 25MB	
		13 33	1	T Added
		34 Section 4 - Mandatory Reading	direlay and mandatory randing file	
		35 Wandatory Reading - Citok Display Document to	uispiliey each manuatory reading me.	ent Read
		72 Section 5 - Contractor Sign-off		
		74 CONTRACT EQUIPMENT OPERATOR I confirm that the details provided are an accurat	te reflection of my knowledge and experience and that I have provided all require	ed
		evidence and have read all mandatory reading do	ocuments.	
		I also acknowledge that where I am required to w provisions have been met in accordance with Site	vork in additional areas, I will consult my Line Supervisor to ensure adequate tra requirements.	ining
		76 Name	Date Signature	
		77		
		79 Print Cover Sheet and Sign	Attach Signed Cover Sheet Generate & Display	Email
		80		
Ч	Complete Section 1 -	Competence Verification &	Authorisation	DUD
u.	"Contractor Information"	MAC-STE-FRM-243		BHP
		Section 1 - Contractor Information		
		Name: John Smith		
		Contracting Company: JS Construction		
		MAC Site Contact: Barry Jones		
	Oliale an "Oliale have Sala at			
e.	Click on "Click here Select	Section 2 - Contractor Equ	ipment Selection	
	Equipment.	Click here to		
		Select Equipment		
f.	From the drop-down list	Contractor Equipment Selection	Tip: To select	ment Selection
	i. Select equipment type(s)	Hold the Ctrl key down to	multiple items at	old the Ctrl key down to lect multiple equipment
	you have used / worked —	from the list below.	the same time	from the list below.
	with, <i>then</i>	- Calart Equipment Rem/c)	Select Equipm	nent Item(s)
	ii. Click on " OK ".	Articulated Haul Touck	Hold down [Ctrl] Articulated	Haul Truck WaterTruck
		Articulated WaterTruck	key, while Bast Hole	Drill
	Note: Once you select the	Blast Hole Drill Excavator	selecting items	n Dril
	equipment the mandatory	Exploration Drill	of equipment.	ehide - Fuel Truck
	equipment the manuatory	Grader Medium Vehicle - Fuel Truck	Medium Ve Medium Ve	hide - Hab shide - No attachments
	appear on the "Contractor VoC	Medium Vehicle - Hiab Medium Vehicle - No attachments	Medium Ve Medium Ve	hide - Stemming Truck hide - Toper hide - Water Truck
	Eorm"	Medium Vehicle - Stemming Truck Medium Vehicle - Tipper	Medium Ve Rigid Body	thicle - Mobile Mixing Unit
	FOITI .	Medium Vehicle - Water Truck Medium Vehicle - Mobile Mixing Unit	Roller Com Scraper	apacter
		Rigid Body Haul Truck Roller Compacter	Sku Steer Sku Steer Tracked D	(Without Attachments) ozer
		Skid Steer (With Attachments)	Water Tru Wheeled D	ck Dozer
		Tracked Dozer	Wheeed L Other - Eq	oader uipment Type Not Listed Above
		Wheeled Dozer Wheeled Lozer		
		Other - Equipment Type Not Listed Above		
				Cancel
		2		
		OK Cancel		



g.	To complete "Mandatory Evidence" section Click on "Add / Remove / View Attachments" for EACH item of evidence. Note: All fields / items of evidence need to be populated. For example: To add the "Employer Letter of Support" item of evidence i. Read the "Business Rules for Attachment"	Section 3 - Mandatory Evidence Mandatory Evidence - All attachments must be in .pdf format (files added as attachments must be accessible when Email to MAC is generated) Employer Letter of Support Current Statement of Attainment or Competency Assessment BHP Asset Induction MAC Site Induction MAC Code of Conduct Isolater. Qualified Level 1 - Basic Isolation Work Area Familiarisation B Letter of Support Evidence Return To Contractor Input Attached Documents For Evidence - Attached Documents For Evidence
	ii. Click on "Attach Letter of Support".	Example there of support is on a company letterhead Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support carly states equipment and years experience Ensure letter of support is on a company officion Similar Ensurement and experiment and years experience Ensure letter of support is on a company of the state information of the state inf
h.	 Add the evidence i. Navigate to find selected evidence, then ii. Click on "Open". 	Image: series Image: series Image: series I
	 iii. Check to ensure evidence has been attached iv. Click on "Display Selected Document". 	Attach Attach Letter of Remove Selected Document Operation Support Document Document Document Attach Attach Contractor input Attach Document Attach Contractor input Document Document Document Attach Contractor input Attach Document Document
	Note: Multiple items of evidence can be attached	Return To Artach Letter of Support Evidence Contraction Input Artach Letter of Support Matched Decement See Technical Deprint Selected Charached Decement See Technical Decement Matched Decement See Technical Decement Charached Decement See Technical Decement Matched Decement Decement Decement Charached Decement See Technical Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decement Decem



I.	To check if evidence has	Section 3 - Mandatory Evidence	
	been successfully attached	Mandatory Evidence - All attachments must be in .pdf format (Files added as attachments must be accessible when Email to MAC is generated)	
	i. Check that the mandatory	#Added Employed Later of Support Add / Remove / View Attachments	
	evidence cell is "green",	Current Statement of Attainment or Competency Assessment Add / Remove / View Attachments 0	
	then	BHP Asset Induction Add / Remove / View Attachments 0 Add / Remove / View Attachments 0 Add / Remove / View Attachments 0	
	II. Repeat steps above for ALL mandatory evidence	MAC Site Induction Add / Remove / View Attachments 0 MAC Code of Conduct 0	
	fields.	Isolator.Qualified.Level 1 - Basic Isolation 0	
		Work Area Familiarisation 0	
m.	 If the wrong item of evidence is attached i. Select attached evidence, then ii. Click on "Remove Selected Document", then iii. Click on "Return to Contractor Input" – to add correct evidence. 	Letter of Support Evidence Ontractor Inpu Ontractor Inpu Output Input Output	
n.	Once ALL evidence has	Section 3 - Mandatory Evidence	
	been added Chack to see all fields are	- All attachments must be in .pdf format (Files added as attachments must be accessible when Email to MAC is generated)	
	"green".	Add / Remove / View Attachments 1	
		Employer Letter of Support Current Statement of Attainment or Competency Assessment Add / Remove / View Attachments 1	
		BHP Asset Induction Add / Remove / View Attachments	
		MAC Site Induction Add / Remove / View Attachments 1 Add / Remove / View Attachments 1 Add / Remove / View Attachments 1	
		MAL Lode of Londuct Isolator. Qualified Level1 - Basic Isolation Add / Remove / View Attachments 1	
		Work Area Familiarisation Add / Remove / View Attachments	
0.	To complete "Mandatory	Section 4 - Mandatory Reading	
	Reading Section	Mandatory Reading - Circk 'Display Document' to display each mandatory reading file. Document Read	
	Click on "Go To Document" –	MAC-STE-MTP-027 Traffic Management Go To Document No	
	for relevant reading file.	MAC-STE-PRD-004 Emergency Procedure No MAC-ENC-PRD-029 Soill Bestionse Go To Document No	
		MAC-STE-PRD-024 60 Sceonds for safety and JSA procedures Go To Document No	
		MAC-PRD-PR0-079 In Pit Mobile Equipment Breakdown Prcedures Go To Document No	
		MAC-PRD-PRD-051 Recovery Procedure For Mobile Plant Recovery Plant Recovery Procedure For Mobile Plant Recovery Plant Re	
		MAC-STE-PRD-031 Fatigue Risk Management Procedure Go To Document No	
	Uiskissen te onon		
p.	i. Click icon to open document, <i>then</i> ii. Read the document, <i>then</i>	Mandatory Reading - MAC-STE-MTP-027 Surface Transport Management Plan	
	After reading the document	W.SEIPTUStralaparlagaet.kpf	
	iii. Click on " Yes, Return to		
	OR Click on "No, Return to Contractor Input" button – if	I have read and understood this document Yes, Return to Contractor Input	



q.	If you clicked on "Yes…",	Section 4 - Mandatory Reading	74	
-	the reading field will appear	Mandatory Reading - Click 'Display Document' to display each mandatory reading file.		
" areen ". then		Document Bead		
	Repeat the steps above for	MAC-STE-MTP-027 Traffic Management	Go To Document Yes	
	all mandatory reading fields	MAC-STE-PRD-004 Emergency Procedure	Go To Document No	
	all manuatory reading ricids.	MAC-ENC-PRD-029 Spill Response	Go To Document No	
		MAC-STE-PRD-024 60 Sceonds for safety and JSA procedures	Go To Document No	
		MAC-PRD-PRD-079 In Pit Mobile Equipment Breakdown Prcedures	Go To Document No	
		MAC-PRD-PRD-051 Recovery Procedure For Mobile Plant	Go To Document No	
		MAC-STE-STD-149 Working Near Slopes and Crests	Go To Document No	
		MAC-STE-PRD-031 Fatigue Risk Management Procedure	Go To Document No	
r.	Once all mandatory reading is complete Chack to see if all fields are	Section 4 - Mandatory Reading Mandatory Reading - Click 'Display Document' to display each mandatory reading file.	Decument Read	
			Go To Document	
	green	MAC-STE-PRD-004 Emergency Procedure	Go To Document Yes	
		MAC-ENC-PRO-029 Spill Response	Go To Document Yes	
		MAC-STE-PRD-024 60 Sceonds for safety and JSA procedures	Go To Document Yes	
		MAC-PRD-PRO-079 In Pit Mobile Equipment Breakdown Prcedures	Go To Document Yes	
		MAC-PRD-PRO-051 Recovery Procedure For Mobile Plant	Go To Document Yes	
		MAC-STE-STD-149 Working Near Slopes and Crests	Go To Document Yes	
		MAC-STE-PRO-031 Fatigue Risk Management Procedure	Go To Document Yes	



8.2.6 Complete Section 5 – Sign-off					
a.	Once Sections 1, 2, 3 and 4 are complete and all mandatory evidence and reading is complete Click on "Print Cover Sheet and Sign".				
b.	When the Cover Sheet has printed i. Print your name, ii. Date, then iii. Sign the document, then iv. Click on "Attach Signed Cover Sheet". Note: This document is to be hand-signed – digital signatures are not accepted.	Competence Verification & Authorisation Image: Compatibility of Compatibility o			
		MAC STE SUE-STM manning Near Super and Costs Ves MAC STE-PRO-031 faiture Mick Management Procedure Ves Section 5 - Contractor Sign-off Contractor Sign			



C.	Click on "Attach Signed Cover Sheet". Note: This document needs to	Section 5 - Contractor Sign-off CONTRACT EQUIPMENT OPERATOR I confirm that the details provided are an accurate reflection of my knowledge and experience and that I have provided all required evidence and have read all mandatory reading documents. I also acknowledge that where I am required to work in additional areas, I will consult my Line Supervisor to ensure adequate training provisions	
	be top-scanned later as evidence.	have been met in accordance with Site requirements. Name Date Signature	
		Print Cover Sheet Generate & Display Email	
8.2	.7 Attach All Evidence t	o Signed Cover Sheet	
a.	Click on "Attach Cover Sheet"	Cover Sheet Attachment	
	Sheet .	Return To Contractor Input Attach Cover Sheet Document Display Selected Document	
		Attached Documents For Evidence 🔹	
		Business Rules for Attachments: Ensure all fields in Section 1 are completed Ensure all mandatory evidence is attached only from Section 2 Ensure all mandatory evidence is attached in Section 3 Ensure all mandatory evidence is attached in Section 4 Ensure all mandatory evidence is attached in Section 4 Ensure cover sheet is spected and dated in Section 5 (Note: No digital signatures accepted, cover sheet to be printed and signed by contractor) Ensure cover sheet is specified and dated in Section 5 (Note: No digital signatures accepted, cover sheet to be printed and signed by contractor) Ensure cover sheet is specified and dated in Section 5 (Note: No digital signatures accepted, cover sheet to be printed and signed by contractor) Ensure attached evidence is clear and legible Failure to comply with the above business rules may result in submission being rejected Section 1: Costarts information Section 2: Costarts information Section 3: Costarts information Section 4: Costarts information Section 5: Costarts information Section 5: Costarts information Section 5: Costarts information	
b.	 i. Navigate to find signed cover sheet, then ii. Click on "Open". 	Second Attachment Name Image: A long of C to 100 therapy Origin: Consume Origin: Consume Oncomment Oncomment <	
с.	 i. Check "Cover Letter" has been attached, then ii. Click on "Return to Contractor Input". 	Cover Sheet Attachment Display Selected Document Display Selected Document Matched Documents For Evidence Cubsers unitable for Evidence Cubsers unitable for Attachmente Matched Documents For Evidence Cubsers unitable for Attachmente Matched Document is elected any from Section 2 Four all mandatory reading has been read in Section 3 Four all mandatory reading has been read in Section 3 Four all mandatory reading has been read in Section 3 Four a attached evidence is clear and legible Follower attached evidence is clear and legible Follower to comply with the above business rules may result in submission being rejected	





8 Troubleshooting

8.1 Emergency Workaround for Errors

- 1. Manually print the forms, complete and submit paper copies through the review / approval process.
- 2. Manually scan files and load into Learning Management System against contractor with relevant naming convention.

8.2 Contact

Tyson Smith – Site Systems SpecialistPhone: 02 6544 5681Email: Tyson.smith2@bhpbilliton.com	Tyson Smith – Site Systems Specialist	Phone: 02 6544 5681	Email: Tyson.smith2@bhpbilliton.com
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