

## 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.

<p><b>Competence Verification &amp; Authorisation</b> MAC-STE-FRM-243 <span style="float: right;"><b>BHP</b></span></p> <p><b>Section 1 - Contractor Information</b></p> <p>Name: <input type="text"/></p> <p>Pegasus Number: <input type="text"/></p> <p>Contracting Comp: <input type="text"/></p> <p>MAC Site Contact: <input type="text"/></p>	<p><b>Section 1 – Contractor Information</b></p> <p>All fields are mandatory.</p>																																		
<p><b>Section 2 - Contractor Equipment Selection</b></p> <p><a href="#">Click here to Select Equipment</a></p> <p><b>Equipment types include:</b></p> <table border="1"> <tr><td>Articulated Haul Truck</td><td>Medium Vehicle – Fuel Truck</td></tr> <tr><td>Articulated Water Truck</td><td>Medium Vehicle – Hiab</td></tr> <tr><td>Backhoe</td><td>Medium Vehicle – No Attachments</td></tr> <tr><td>Blasthole Drill</td><td>Medium Vehicle – Stemming Truck</td></tr> <tr><td>Exploration Drill</td><td>Medium Vehicle - Tipper</td></tr> <tr><td>Excavator</td><td>Medium Vehicle – Water Truck</td></tr> <tr><td>Farm Tractor</td><td>Medium Vehicle – Mobile Mixing Unit</td></tr> <tr><td>Grader</td><td>Medium Vehicle – Bucket Truck</td></tr> <tr><td>Manitou <u>or</u> (Telehandler)</td><td>Medium Vehicle – Hiab</td></tr> <tr><td>Rigid Body Haul Truck</td><td>Medium Vehicle – No Attachments</td></tr> <tr><td>Roller/Compactor</td><td>Skid Steer with Attachments</td></tr> <tr><td>Scraper</td><td>Skid Steer – without Attachments</td></tr> <tr><td>Tracked Dozer</td><td>Elevated Work Platform</td></tr> <tr><td>Wheeled Dozer</td><td>Non Slewing Crane</td></tr> <tr><td>Wheeled Loader</td><td>Slewing Crane</td></tr> <tr><td>Crushing Plant</td><td>Chainsaw</td></tr> <tr><td>Concrete Boom Pump</td><td>Other – Equipment type not listed</td></tr> </table>	Articulated Haul Truck	Medium Vehicle – Fuel Truck	Articulated Water Truck	Medium Vehicle – Hiab	Backhoe	Medium Vehicle – No Attachments	Blasthole Drill	Medium Vehicle – Stemming Truck	Exploration Drill	Medium Vehicle - Tipper	Excavator	Medium Vehicle – Water Truck	Farm Tractor	Medium Vehicle – Mobile Mixing Unit	Grader	Medium Vehicle – Bucket Truck	Manitou <u>or</u> (Telehandler)	Medium Vehicle – Hiab	Rigid Body Haul Truck	Medium Vehicle – No Attachments	Roller/Compactor	Skid Steer with Attachments	Scraper	Skid Steer – without Attachments	Tracked Dozer	Elevated Work Platform	Wheeled Dozer	Non Slewing Crane	Wheeled Loader	Slewing Crane	Crushing Plant	Chainsaw	Concrete Boom Pump	Other – Equipment type not listed	<p><b>Section 2 – Contractor Equipment Selection</b></p> <p><b>When “Click here to Select Equipment” button is activated:</b></p> <p>A drop-down list will appear for equipment selection.</p> <p>Multiple items of equipment can be selected, using the [Ctrl] key during selection.</p>
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## 2. Steps to use the VoC Form (Contractor)

Step	Safety / Reference / Notes / Image
<b>Accessing VOC Form</b>	
<p>a. Select link:  <a href="http://nswecinductions.com.au/the-registration-process/">http://nswecinductions.com.au/the-registration-process/</a> – to open BHP Contractor Management webpage</p>	
<p>b. Browse to</p> <ul style="list-style-type: none"> <li>➢ The Registration Process</li> <li>➢ Stage 2 Worker Registration</li> <li>➢ Step 7 VOC</li> </ul> <p>Click the 2 links to download the VoC Form and the How to Guide.</p>	<p>Step 7 &gt; VoC (Verification of Competency) Process and Form</p> <p>The following form is completed by the contractor to verify their experience and knowledge by providing the following evidence:</p> <ul style="list-style-type: none"> <li>selecting equipment to be operated from a drop-down list,</li> <li>attaching evidence of use – as proof,</li> <li>working through a mandatory MAC reading list for compliance, and</li> <li>submitting a signed copy of the form to the MAC Trainer and Assessor team for validation</li> </ul> <p>Click on the following links to access the form and How to Guide:</p> <ul style="list-style-type: none"> <li>VoC Form (opens to new page where form can be downloaded)</li> <li>How to Guide</li> </ul>

<p><b>c.</b> <i>To enable macros– when form opens ...</i></p> <p>Click on “Enable Content”.</p>	
<p><b>d.</b> Complete Section 1 - “Contractor Information”</p>	
<p><b>e.</b> Click on “Click here Select Equipment”.</p>	
<p><b>f.</b> <i>From the drop-down list ...</i></p> <ol style="list-style-type: none"> <li>Select equipment type(s) you have used / worked with, then</li> <li>Click on “OK”.</li> </ol> <p><b>Note:</b> Once you select the equipment the mandatory evidence and reading will appear on the “Contractor VoC Form”.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> <p><b>Tip: To select multiple items at the same time ...</b></p> <p><b>Hold down [Ctrl] key, while selecting items of equipment.</b></p> </div> </div>

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.

Section 3 - Mandatory Evidence	
<b>Mandatory Evidence</b>	
-All attachments must be in .pdf format (Files added as attachments must be accessible when Email to MAC is generated)	
	# Added
Employer Letter of Support	0
Current Statement of Attainment or Competency Assessment	0
BHP Asset Induction	0
MAC Site Induction	0
MAC Code of Conduct	0
Isolator.Qualified.Level1 - Basic Isolation	0
Work Area Familiarisation	0

**For example:** To add the “Employer Letter of Support” item of evidence ...

- Read the **“Business Rules for Attachment”**, then
- Click on **“Attach Letter of Support”**.

**Letter of Support Evidence**

Return To Contractor Input | **Attach Letter of Support** | Remove Selected Document | Display Selected Document

**Attached Documents For Evidence**

**Business Rules for Attachments:**

- Ensure letter of support is on a company letterhead
- Ensure letter of support is signed by company official
- Ensure letter of support clearly states equipment and years experience
- Ensure attached evidence is clear and legible

*Failure to comply with the above business rules may result in submission being rejected*

Smith Earthmoving Pty Ltd  
 ABN 62 800 430 929  
 120 Old Maitland Road  
 Muswellbrook NSW 2330  
 PO Box 857  
 Muswellbrook NSW 2330  
 Phone: 02 6544 5681

1 April 2018  
 Attention: To Whom It May Concern  
 Re: Certificate of Competency

Smith Earthmoving hereby advise that the following employee has been deemed competent by both internal and external providers, has training and certificates to support their level of competency and has also undergone all required WHS training to fulfil their intended duties.

John Smith – Construction Worker/Operator      DOB 19/04/1950

- h. **Add the evidence ....**
- Navigate to find selected evidence, then
  - Click on **“Open”**.
  - Check to ensure **evidence has been attached**
  - Click on **“Display Selected Document”**.

Select Attachment File

C:\Temp\VOCC\VOCC Testing\Example Evidence.pdf

File name: Example Evidence

PDF files

Open

**Letter of Support Evidence**

Return To Contractor Input | Attach Letter of Support | Remove Selected Document | **Display Selected Document**

**Attached Documents For Evidence**

C:\Users\smitsb\Desktop\Temp\VOCC\VOCC Testing\Example Evidence.pdf

**Business Rules for Attachments:**

- Ensure letter of support is on a company letterhead
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- Ensure letter of support clearly states equipment and years experience
- Ensure attached evidence is clear and legible

**Note:** Multiple items of evidence can be attached ...

**Letter of Support Evidence**

Return To Contractor Input | Attach Letter of Support | Remove Selected Document | Display Selected Document

**Attached Documents For Evidence**

C:\Users\smitsb\Desktop\Temp\VOCC\VOCC Testing\Example Evidence.pdf  
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**Business Rules for Attachments:**

- Ensure letter of support is on a company letterhead
- Ensure letter of support is signed by company official

<p><b>l. To check if evidence has been successfully attached...</b></p> <p>i. <b>Check</b> that the mandatory evidence cell is “green”, then</p> <p>ii. <b>Repeat steps</b> above for ALL mandatory evidence fields.</p>	
<p><b>m. If the wrong item of evidence is attached ...</b></p> <p>i. Select attached evidence, then</p> <p>ii. Click on “<b>Remove Selected Document</b>”, then ...</p> <p>iii. Click on “<b>Return to Contractor Input</b>” – to add correct evidence.</p>	
<p><b>n. Once ALL evidence has been added ...</b></p> <p>Check to see all fields are “green”.</p>	
<p><b>o. To complete “Mandatory Reading” section ...</b></p> <p>Click on “<b>Go To Document</b>” – for relevant reading file.</p>	
<p><b>p. i. Click icon to open document, then</b></p> <p><b>ii. Read the document, then</b></p> <p>After reading the document...</p> <p><b>iii. Click on “Yes, Return to Contractor Input”.</b></p> <p><b>OR</b></p> <p><b>Click on “No, Return to Contractor Input” button – if you don’t understand, then Contact your MAC site contact to seek clarification regarding the “document” prior to completing this form.</b></p>	<p><b>Mandatory Reading - MAC-STE-MTP-027 Surface Transport Management Plan</b></p> <p><b>I have read and understood this document</b></p> <p>Yes, Return to Contractor Input</p> <p>No, Return to Contractor Input</p>

<p>q.</p>	<p><b>If you clicked on “Yes...”,</b> the reading field will appear “green”, then <b>Repeat the steps above</b> for all mandatory reading fields.</p>	<p>Section 4 - Mandatory Reading</p> <p>Mandatory Reading - Click 'Display Document' to display each mandatory reading file.</p> <table border="1"> <thead> <tr> <th></th> <th>Go To Document</th> <th>Document Read</th> </tr> </thead> <tbody> <tr> <td>MAC-STE-MTP-027 Traffic Management</td> <td>Go To Document</td> <td>Yes</td> </tr> <tr> <td>MAC-STE-PRD-004 Emergency Procedure</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-ENC-PRD-029 Spill Response</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-STE-PRD-024 60 Seconds for safety and JSA procedures</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-PRD-PRD-079 In Pit Mobile Equipment Breakdown Procedures</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-PRD-PRD-051 Recovery Procedure For Mobile Plant</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-STE-STD-149 Working Near Slopes and Crests</td> <td>Go To Document</td> <td>No</td> </tr> <tr> <td>MAC-STE-PRD-031 Fatigue Risk Management Procedure</td> <td>Go To Document</td> <td>No</td> </tr> </tbody> </table>		Go To Document	Document Read	MAC-STE-MTP-027 Traffic Management	Go To Document	Yes	MAC-STE-PRD-004 Emergency Procedure	Go To Document	No	MAC-ENC-PRD-029 Spill Response	Go To Document	No	MAC-STE-PRD-024 60 Seconds for safety and JSA procedures	Go To Document	No	MAC-PRD-PRD-079 In Pit Mobile Equipment Breakdown Procedures	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
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### 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.

**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 have been met in accordance with Site requirements.

Name	Date	Signature
John Smith	13/11/18	

<p><b>c. Click on “Attach Signed Cover Sheet”.</b></p> <p><b>Note:</b> This document needs to be top-scanned later as evidence.</p>	<p><b>Section 5 - Contractor Sign-off</b></p> <p><b>CONTRACT EQUIPMENT OPERATOR</b>  <i>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></p> <p><i>I also acknowledge that where I am required to work in additional areas, I will consult my Line Supervisor to ensure adequate training provisions have been met in accordance with Site requirements.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Name</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">Signature</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Print Cover Sheet and Sign"/> <input style="border: 2px solid red;" type="button" value="Attach Signed Cover Sheet"/> <input type="button" value="Generate &amp; Display Email"/> </p>	Name	Date	Signature			
Name	Date	Signature					

## 8.2.7 Attach All Evidence to Signed Cover Sheet

<p><b>a. Click on “Attach Cover Sheet”.</b></p>	
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<p><b>b. i. Navigate to find signed cover sheet, then ii. Click on “Open”.</b></p>	
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<p><b>c. i. Check “Cover Letter” has been attached, then ... ii. Click on “Return to Contractor Input”.</b></p>	
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<p>d. <b>Check VoC Form is showing ALL “green” cells</b></p>	
<p>e. <b>Click on “Generate &amp; Display Email”.</b></p>	
<p>f. <b>Click on “Send”.</b>  <b>Note: Do Not Change the subject line in this email.</b></p>	

## 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

<p><b>Tyson Smith</b> – Site Systems Specialist</p>	<p><b>Phone:</b> 02 6544 5681</p>	<p><b>Email:</b> Tyson.smith2@bhpbilliton.com</p>
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