APPENDIX B

This is instruction on how to submit a Northern Star online site entry request when the person accessing site has NOT been cleared for site entry e.g.: visitors, delivery drivers, shut down, short term and long-term workers.

How to submit an online site entry request – Mobilisation

1.	Navigate to URL: https://inx-process.nsrltd.com/ +Process dashboard displays ▪ Click 'Mobilisation' in the 'Create a Workflow Request' section of the dashboard	
2.	▪ Enter last name in 'Search For' field ▪ Click 'Search' button **IMPORTANT NOTES** ▪ The '**Include Inactive Profiles'** box is ticked by default, as this ensures that ALL profiles in the system are searched, which then reduces the opportunity to create a duplicate profile in the system ▪ **Cancel Request** button will cancel the request and can be selected at any time until the request has been approved ▪ **Save** button will save the details without moving the request to the next screen ▪ Click **'My Draft'** from the Dashboard 'In Tray' to access a request that has been initiated but is not in the status of approved or committed	
3.	Profiles matching the search will display ▪ Confirm it is the correct profile by checking: o Full name o Employer o Date of Birth If it is the correct profile: ▪ Double click on Lookup Name in the search results ▪ Go to step 4 **Note**: Inactive profiles will display with 'Inactive' next to the name, however, can still be selected. They will be reactivated as part of the mobilisation process. If no matching profile displays: ▪ Ensure the spelling is correct in the 'Search' field o If there was an error; correct and search again; click on Lookup Name in search results and continue to step 4 o If there was no error and no search results; then: ▪ Click 'Create Profile' button **Note:** The 'Create Profile' button won't be able to be selected until after a profile has been searched for. This is to ensure that a duplicate profile isn't created.	 If the profile does not open and 'Insufficient Security' is displayed, you will need to contact your Site Administrator to place the profile into a specific site transfer group. If you receive error message 'Lookup Name must be unique' this means, there is already a name in the system with the same naming convention of the profile you are trying to create. Cancel the request and search for the person's name again.
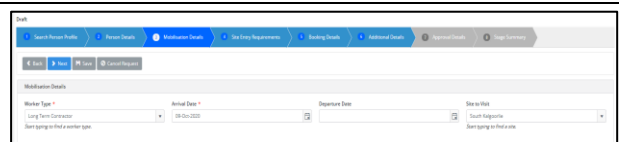
How to submit an online site entry request – Mobilisation

4.	Person Details screen displays with details from an existing INX person profile (or blank if creating a new profile)
	
	▪ Review information / add information, ensure mandatory fields are populated
	▪ Select Workgroup (if known)
	  o If workgroup is unknown select the 'Transfer' workgroup of the site you are **going to:**
	    ▪ Transfer to Bronzewing (BWG)
	    ▪ Transfer to Carosue Dam (CDO)
	    ▪ Transfer to Central Tanami Project (CTP)
	    ▪ Transfer to HEMI (HEMI)
	    ▪ Transfer to Jundee (JUN)
	    ▪ Transfer to Kanowna Belle (KB)
	    ▪ Transfer to KCGM (KCGM)
	    ▪ Transfer to KCGM Growth Project (KCGM GP)
	    ▪ Transfer to NSR Discovery (EXP)
	    ▪ Transfer to Perth (PER)
	    ▪ Transfer to Pogo (PGO)
	    ▪ Transfer to South Kalgoorlie Operations (SKO)
	    ▪ Transfer to Thunderbox (TBO)
	▪ Click 'Next' button
	
	Note: Mandatory fields have a red asterisk
	If a mandatory field is not populated then an error message will display, 'Unable to submit the page as one or more validation errors occurred'.
	The mandatory field requiring data, will display with a message, e.g.: 'Please select a Supervisor'.	

5.	'Mobilisation Details' screen displays ▪ Select 'Worker Type' – Long Term Contractor, Short Term Contractor, Shutdown Worker, Delivery Driver etc. ▪ Select 'Arrival Date' – date travelling to site ▪ Select 'Departure Date' – if only on site for one day then this date is not required ▪ Select 'Site to Visit' – which site is being visited ▪ Click 'Next' button	 **Note:** Worker Type should match the Employment Class on the Personal Details page

6.	'Site Entry Requirements' screen displays
	Requirements are dependent on the worker type selected.
	
	▪ Click 'Edit' icon (pencil) on requirement
	▪ Select Date of requirement:
	  ➢ General Construction Induction – White Card (Contractor) = date on the card
	  ➢ Driver's Licence = five years prior to expiry date
	  ➢ Police Clearance / Background Check = date on the clearance
	  ➢ Medical / Drug and Alcohol Screen Results = date medical / drug and alcohol screen was completed	

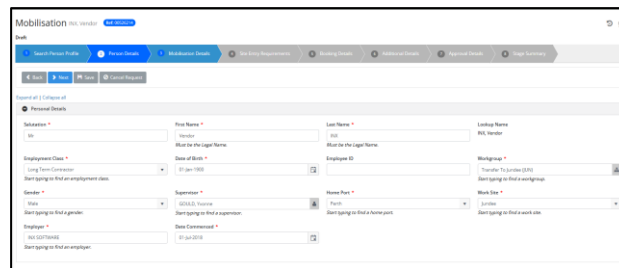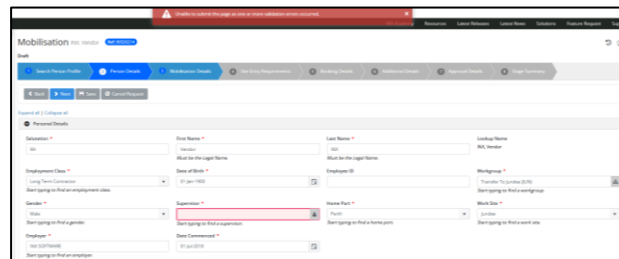| Prepared by:	Alisha Devlin	Document Status:	Controlled		Document No:	NSR-OHS-022E-GUI
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	➢ Personal Medical Details Form = date form completed ▪ Enter reference: ➢ Driver's Licence = driver's licence number ➢ National Police Clearance / Background Check = certificate number ▪ Click 'Add' button to attach the relevant document. If you do not have an attachment, then add a comment, why. ▪ Click the 'green tick' icon to save the record **Note:** Selecting the 'Save' button will not save the information in the table. Ensure that each line is being saved by selecting the green tick against each updated line. ▪ Repeat until all requirements have a 'green thumb'. ▪ Click 'Next' button	 **Note:** Only one type of driver's licence needs to be met. Above message displays if not all requirements are met
7.	'Booking Details' - 'Roster Preview' section displays ▪ Click 'Add Short Term' button - 'Travel' screen displays	

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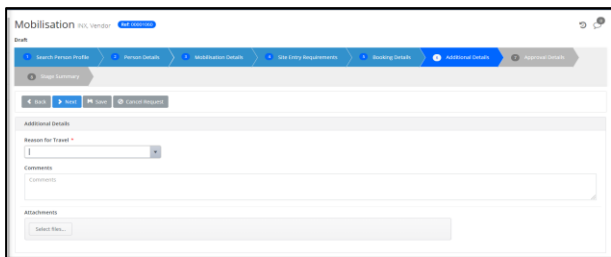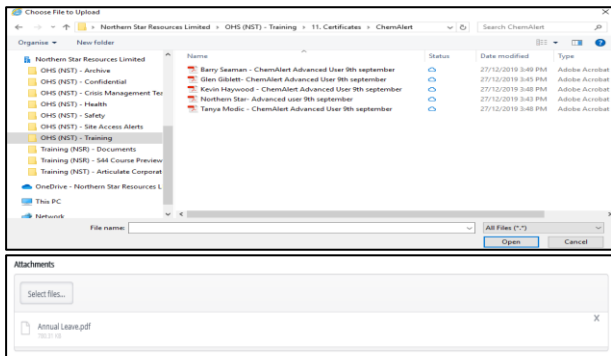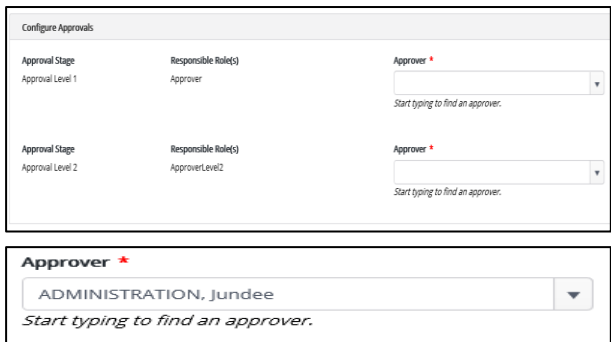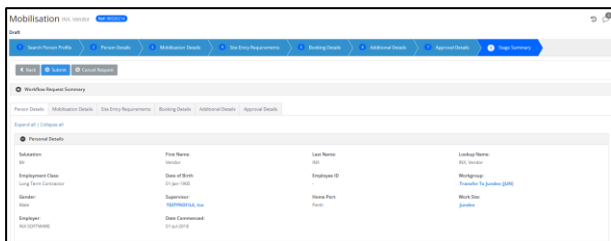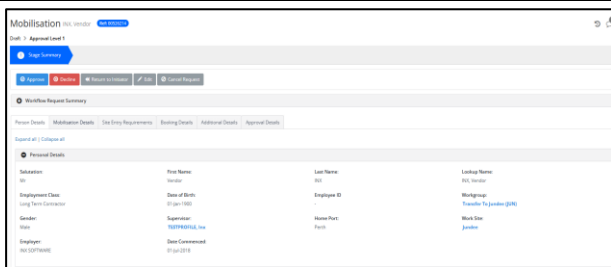
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8.	**Travel event 1:** ▪ Select 'From Date' – the date you will be travelling to site ▪ Select 'Travel In/Out Work Status' - drive in / drive out status code or fly in / fly out status code ▪ Select 'From Port' – Perth ▪ Select 'To Port' – site that you are visiting ▪ Select 'Work Site' – site being visited	
9.	**Intervening Work Status:** When on site for more than a day ▪ Select a work status code, eg Dayshift – 12, Dayshift – 10, Visitor Short Term – 2.00, etc	
10.	**Travel event 2:** ▪ Select 'To Date' – the date you will be travelling from site ▪ Select 'Travel In/Out Work Status' - drive in / drive out status code or fly in / fly out status code	
11.	Proposed travel details display ▪ Click 'Save Travel' button, 'Booking Details' screen displays	

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12.	'Additional Details' screen displays ▪ Select travel reason, eg working onsite, meeting, visitor, delivery driver ▪ Enter additional comments for the Site Administrator, if necessary ▪ Click 'Save' button	
13.	▪ Upload additional documents, if required ▪ Click 'Select files' ▪ Select document, repeat until all required documents attached ▪ Click 'Save' button, after each document attached ▪ Click 'Next' button	
14.	'Approval details' screen displays ▪ Select the relevant Site Administration in **both** 'Approver' fields, e.g.: ADMINISTRATION, CDO, ADMINISTRATION, Jundee, ADMINISTRATION, SKO, ADMINISTRATION, ADMINISTRATION, TBO, or ADMINISTRATION, KCGM (as applicable) ▪ Click 'Next' button **Note:** ADMINISTRATION-KAL-Multisite is not to be used as an approver	
15.	Stage summary screen displays ▪ Click on each tab to review the details ▪ If changes need to be made, click 'Back' button **Note**: All changes / amendments to the profile will be highlighted in blue.	
16.	▪ Click 'Submit' button **Note:** An automated email notification will then be sent to the email address associated with the 'Approver Level 1' selected. When approved, a further automated email notification will go to 'Approver Level 2' selected advising of the request (Site Admin). They would then *Approve and Commit* or *Decline/Cancel* the request (you would receive a notification when this occurs). ▪ Click 'Dashboard' in the navigation menu to exit the request.	

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Approval Notifications:

17.	**Returned for Editing:**

If the mobilisation request has been returned the following email notification will be sent.

Within the email refer to the comments and the reason behind the return.

You will need to go back into the request, (click on the request reference number to open the profile), edit the profile as requested and then re-submit for approval.

Mobilisation : INX, Vendor : Returned

INX@nsrltd.com
To ● Ashton Yovich (Corporate)   8:29 AM

Request Reference:	125
Workflow Request:	Mobilisation
For:	INX, Vendor
Requested By:	YOVICH, Ashton Leigh
Stage:	Returned
Comment:	This request has been returned to you for additional actions
Reason:	Please advise travel dates to and from site

18.	**Committed:**

If the mobilisation request has been approved and site entry has been cleared the following email notification will be sent.

All site requirements have uploaded into INX and the person coming to site is cleared for entry and no further action is required for this request.

Mobilisation : INX, Vendor : Committed

INX@nsrltd.com
To ● Sarah Rosiewicz (Corporate)

Request Reference:	140
Workflow Request:	Mobilisation
For:	INX, Vendor
Requested By:	ROSIEWICZ, Sarah
Stage:	Committed
Comment:	This request has been completed

19.	**Declined or Cancelled:**

If the mobilisation request has been declined or cancelled the following email notifications will be sent and the request will then be closed in the system and will not upload to INX.

For further information regarding the decline or cancel please see your site contact.

Mobilisation : INX, Vendor : Declined

INX@nsrltd.com
To ● Ashton Yovich (Corporate)   8:32 AM

Request Reference:	125
Workflow Request:	Mobilisation
For:	INX, Vendor
Requested By:	YOVICH, Ashton Leigh
Stage:	Declined
Reason:	Site entry requirements have not been met - this request has been declined.
Comment:	This request has been declined

Mobilisation : INX, Vendor : Cancelled

INX@nsrltd.com
To ● Ashton Yovich (Corporate)   Fri 10/01

Request Reference:	96
Workflow Request:	Mobilisation
For:	INX, Vendor
Requested By:	YOVICH, Ashton Leigh
Stage:	Cancelled
Comment:	This request has been cancelled

Messaging Site Administrator:

At any stage you would like to communicate or leave a message for the Site Administrator you are able to insert a comment within the request.

At the top right-hand corner of the profile there is a speech bubble that will show all communication / comments.

Once a comment has been added to the system it cannot be deleted and will remain within the profile where both the Site Administrator and Initiator will be able to view.

Note: Email notifications will not occur for internal comments. Once a comment has been added, to view the person must click on the speech bubble icon within the request.

Notifications for comments will only occur via email when the profile has been declined or returned to the Initiator.

To create a new comment, click on the speech bubble and a notification drop down box will appear, click on the blue + button to add a new comment. Once a comment has been added click on the blue tick to save or on the red cross to delete.

Comments for this request (0)

Comments for this request (0)

Please book vendor on the AM charter flight to site.

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