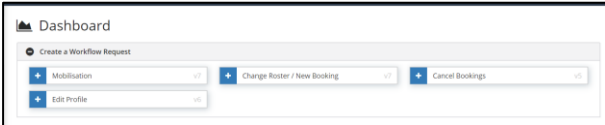
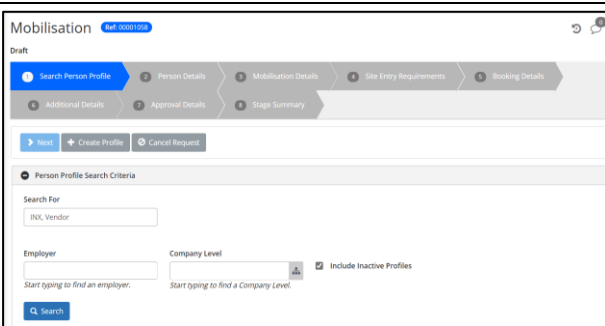
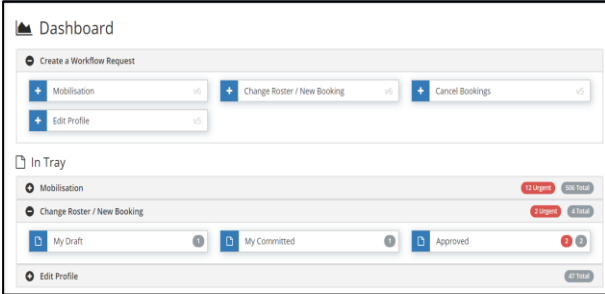
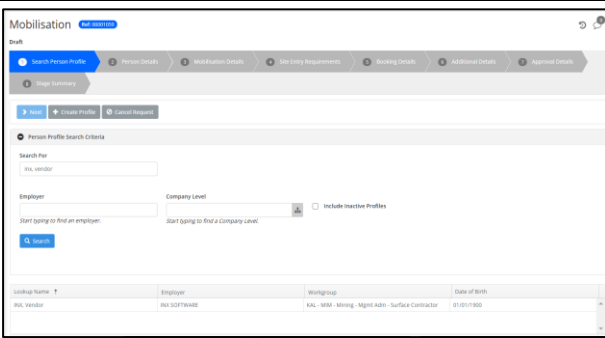


APPENDIX B

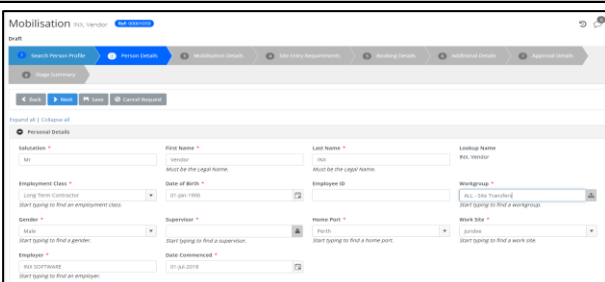
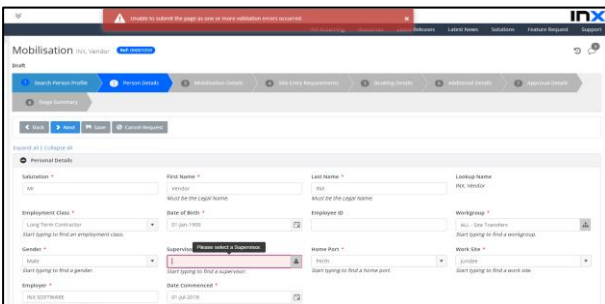
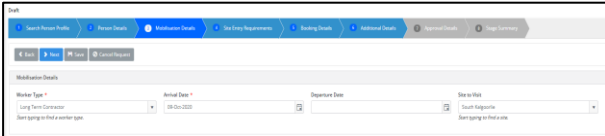
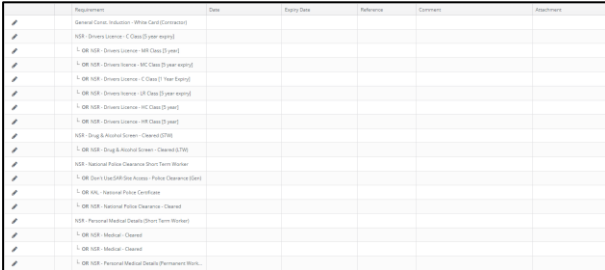
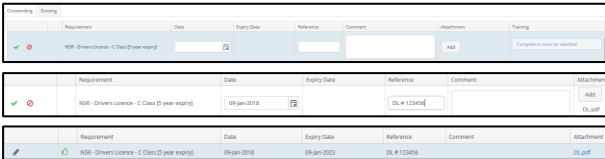

This is instruction on how to submit a Northern Star online site entry request when the person accessing site has NOT been cleared for site entry e.g.: visitors, delivery drivers, shut down, short term and long-term workers.

How to submit an online site entry request – Mobilisation

1.	<p>Navigate to URL: https://inx-process.nsr ltd.com/ +Process dashboard displays</p> <ul style="list-style-type: none"> Click 'Mobilisation' in the 'Create a Workflow Request' section of the dashboard 	
2.	<ul style="list-style-type: none"> Enter last name in 'Search For' field Tick check box 'Include Inactive Profiles' Click 'Search' button <p style="text-align: center;">IMPORTANT NOTES</p> <ul style="list-style-type: none"> Ticking the 'Include Inactive Profiles' box, ensures that ALL profiles are searched, and 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.	<p>Profiles matching the search will display</p> <ul style="list-style-type: none"> Confirm it is the correct profile Double click on lookup name <p>If no matching profile displays</p> <ul style="list-style-type: none"> Click 'Create Profile' button (<i>it is usually best to check with the Site Administrator before creating new profiles as that user may have a profile in a different site that you don't have access to view</i>) <p>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.</p>	 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Search Insufficient security </div> <p>If the profile does not open and 'Insufficient Security' is displayed, you will need to contact your Site Administrator to place the profile into 'All - Site Transfers'.</p>

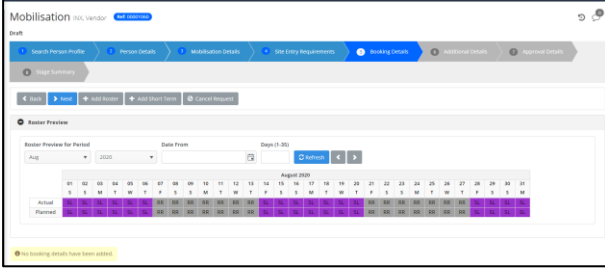
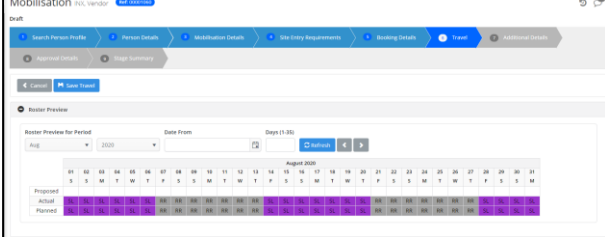
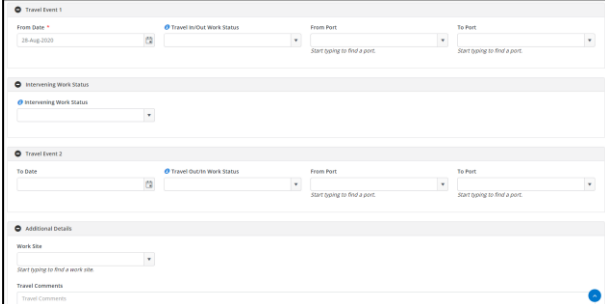

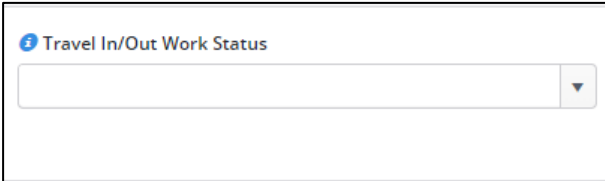
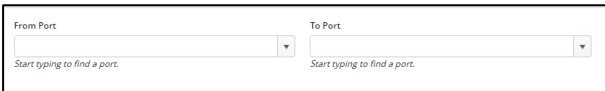
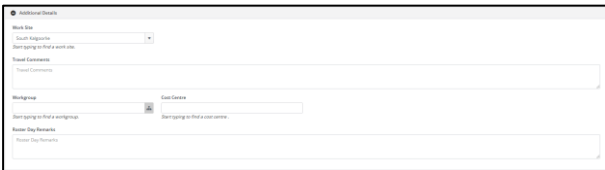

Prepared by:	Yvonne Gould	Document Status:	Controlled
Approved by:	General Manager – Health & Safety	Review Date:	01/05/2025
		Approver's Signature:	Melissa Collins

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How to submit an online site entry request – Mobilisation	
<p>4. Person Details screen displays with details from INX person profile</p> <ul style="list-style-type: none"> ▪ Review information / add information, ensure mandatory fields are populated ▪ Select Workgroup – ‘All – Site Transfers’ ▪ Click ‘Next’ button <p>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’.</p>	 
<p>5. ‘Mobilisation Details’ screen displays</p> <ul style="list-style-type: none"> ▪ Select ‘Worker Type’ – Long Term Contractor, Short Term Contractor, Shutdown Worker, Delivery Driver ▪ 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 	
<p>6. ‘Site Entry Requirements’ screen displays Requirements are dependent on the worker type selected.</p> <ul style="list-style-type: none"> ▪ Click ‘Edit’ icon (pencil) on requirement ▪ Select Date of requirement: <ul style="list-style-type: none"> ➢ 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 ➢ Personal Medical Details Form = date form completed ▪ Enter reference: <ul style="list-style-type: none"> ➢ 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 ▪ Repeat until all requirements have a ‘green thumb’. ▪ Click ‘Next’ button 	   <p>Note: Only one type of driver’s licence needs to be met.</p> <div style="border: 1px solid red; background-color: #ffe6e6; padding: 5px; margin-top: 5px;"> <p>⚠ Please ensure all outstanding competencies and compliances are met.</p> </div> <p>Above message displays if not all requirements are met</p>

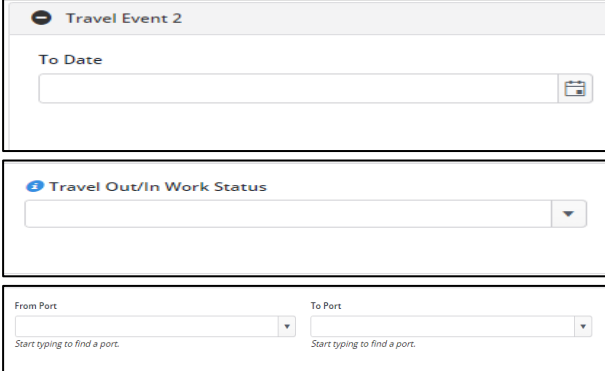
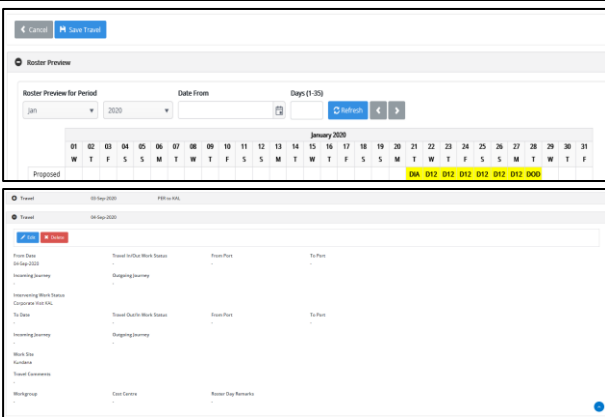
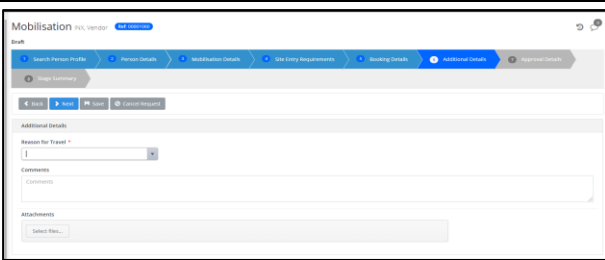
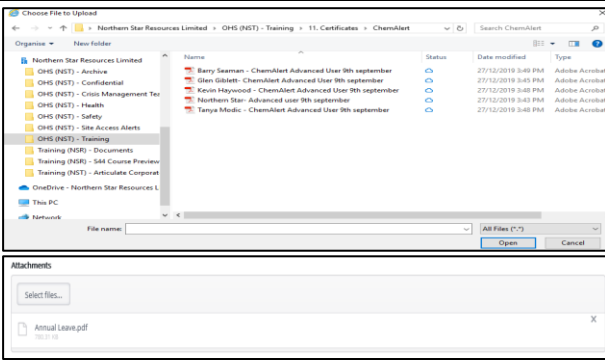
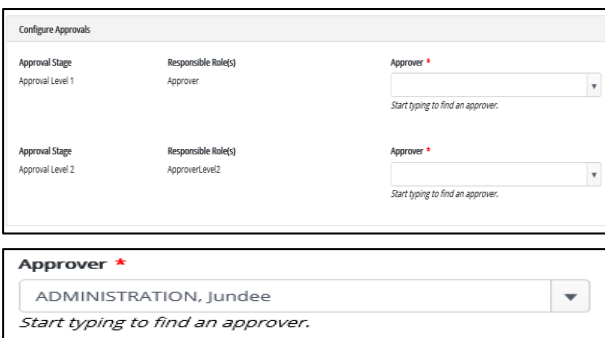
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		Review Date:	01/05/2025
Approved by:	General Manager – Health & Safety	Approver’s Signature:	Melissa Collins

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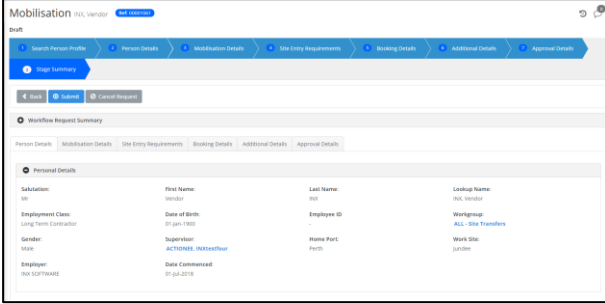
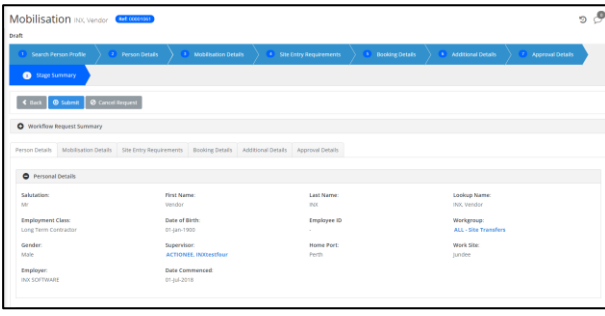
How to submit an online site entry request – Mobilisation		
7.	<p>'Booking Details' - 'Roster Preview' section displays</p> <ul style="list-style-type: none"> Click 'Add Short Term' button - 'Travel' screen displays 	  
8.	<p>Travel event 1:</p> <ul style="list-style-type: none"> Select 'From Date' – 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.	<p>Intervening Work Status:</p> <p>When on site for more than a day</p> <ul style="list-style-type: none"> Select a work status code, eg Dayshift – 12, Dayshift – 10, Visitor Short Term – 2.00, etc 	

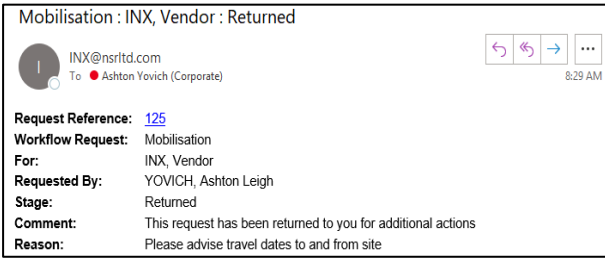
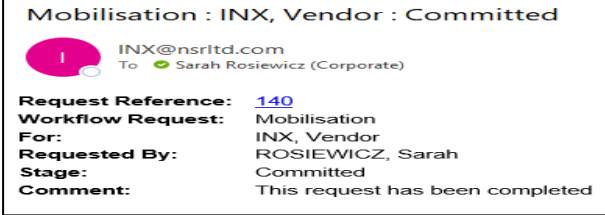
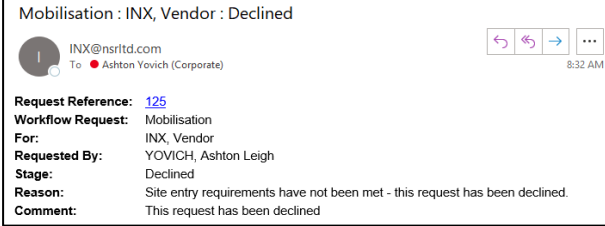
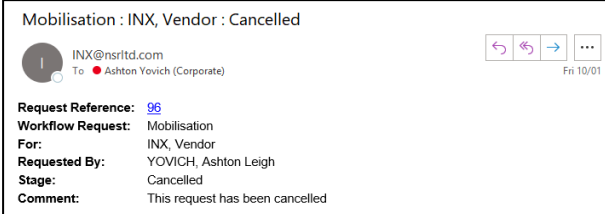
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10.	<p>Travel event 2:</p> <ul style="list-style-type: none"> Select 'To Date' – the date you will be travelling from site Select 'Travel In/Out Work Status' - drive in / drive out status code or fly in / fly out status code 	
11.	<p>Proposed travel details display</p> <ul style="list-style-type: none"> Click 'Save Travel' button, 'Booking Details' screen displays 	
12.	<p>'Additional Details' screen displays</p> <ul style="list-style-type: none"> Select travel reason, eg working onsite, meeting, visitor, delivery driver Enter additional comments for the Site Administrator, if necessary Click 'Save' button 	
13.	<ul style="list-style-type: none"> 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.	<p>'Approval details' screen displays</p> <ul style="list-style-type: none"> 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 <p>Note: ADMINISTRATION-KAL-Multisite is not to be used as an approver</p>	

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How to submit an online site entry request – Mobilisation	
15.	<p>Stage summary screen displays</p> <ul style="list-style-type: none"> Click on each tab to review the details If changes need to be made, click 'Back' button <p>Note: All changes / amendments to the profile will be highlighted in blue.</p>
	
16.	<ul style="list-style-type: none"> Click 'Submit' button <p>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).</p> <ul style="list-style-type: none"> Click 'Dashboard' in the navigation menu to exit the request.
	

Approval Notifications:	
17.	<p>Returned for Editing:</p> <p>If the mobilisation request has been returned the following email notification will be sent.</p> <p>Within the email refer to the comments and the reason behind the return.</p> <p>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.</p>
	
18.	<p>Committed:</p> <p>If the mobilisation request has been approved and site entry has been cleared the following email notification will be sent.</p> <p>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.</p>
	
19.	<p>Declined or Cancelled:</p> <p>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.</p> <p>For further information regarding the decline or cancel please see your site contact.</p>
	 

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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.



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