

Contractor Company Registration

1.

To complete the Ingenia Contractor Registration Process, please follow the outlined steps.

Upon receiving the below email from an Ingenia representative, click on the 'Company Registration' link.

Tips

- Only one registration should be completed per business.
- Have all relevant scanned copies of the required documents available for uploading prior to starting.
- The person completing the registration should be the main contact person or administrator for the company.
- Use full personal and company names to avoid confusion and double ups (no nick names).
- If you forget your password please contact compliance@ingeniacommunities.com.au
- If you are a Sole Trader/ Owner Operator you will need to refer to the 'Sole Trader Guideline'.

Dear Contractor

You have been invited to register your business with Ingenia to enable you to provide your services as an Approved Contractor.

There is a simple 4 - 5 step process to become an approved Ingenia Contractor, in which the below relevant link will take you through.

1. Register your business
2. Comprehend Ingenia's Key WHS Policies
3. Comprehend Ingenia's Key Reference Documents
4. Provide bank details to Ingenia's Finance Department
5. Ingenia induction process (Sole Trader needs to complete)

To help with the registration process it is important you have access to electronic copies of your businesses;

- Business Insurance Certificate of Currency
- Public Liability
- Workers Compensation
- Any other insurances related to your business
- Trade Licenses and or Certifications (where relevant)

If your company will be conducting High Risk Work you will also be required to provide electronic copies of your businesses;

- Health and Safety Policy
- WHS Management Plan and Processes
- SWMS / JSAs,
- Training Records
- Subcontractor Management Processes
- Incident Management
- Maintenance and Equipment Records

To commence the registration process, please click on the relevant link below.

Company Registration:

<https://www.onlineinduction.com/ingeniacommunities/registercompany.php>

Sole Trader Registration:

<https://www.onlineinduction.com/ingeniacommunities/registersoletrader.php>

If you require any assistance with this process, please contact compliance@ingeniacommunities.com.au

2.

Complete all 'Company Registration' details (All fields are mandatory).

The following company representative is responsible for completing and maintaining the company registration profile including, company details, insurances and worker inductions.

First name:

 Last name:

 Company Trading Name:

 Your Email:
 (This will become your username)

 Confirm Email Address:

 Contact Phone Number:

 Choice of password:

 Password again:

Mandatory Fields

Your business is required to select all work types which is it capable of conducting. This information allows Ingenia to utilise all of your company services instead of services discussed at the initial engagement stage.

Please select the services that your company is capable of providing, select at least one.

- | | |
|---|--|
| <input type="checkbox"/> Modular / transportable house construction | <input type="checkbox"/> Landscape construction |
| <input type="checkbox"/> Insitu house construction | <input type="checkbox"/> Garden maintenance (lawns, plants, etc) |
| <input type="checkbox"/> Civil construction | <input type="checkbox"/> Tree lopping & removal |
| <input type="checkbox"/> Working at Heights (>2m) | <input type="checkbox"/> General building/facility maintenance |
| <input type="checkbox"/> Electrical installation, service and/or repair | <input type="checkbox"/> Floor/wall tiling |
| <input type="checkbox"/> Telecommunication/Internet installation, service and/or repair | <input type="checkbox"/> Plastering |
| <input type="checkbox"/> Construction and/or modification to load bearing structures | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Supply and operation of mobile plant and equipment | <input type="checkbox"/> Building/facility cleaning (domestic type) |
| <input type="checkbox"/> Supply and operation of cranes/powerd lifting equipment | <input type="checkbox"/> Industrial cleaning |
| <input type="checkbox"/> Transport, handling and/or use of hazardous substances | <input type="checkbox"/> Rubbish Removal (general & regulated waste, skip bins, etc) |
| <input type="checkbox"/> Window glazing | <input type="checkbox"/> Pest management |
| <input type="checkbox"/> Provide and erect scaffolding | <input type="checkbox"/> Pool & Spa repairs, servicing and cleaning |
| <input type="checkbox"/> Gas plumbing | <input type="checkbox"/> Installation of internal fittings (carpet, blinds, appliances, handrails) |
| <input type="checkbox"/> Water/waste water plumbing | <input type="checkbox"/> Mobile equipment and vehicle maintenance/repair (mowers, tractors, etc) |
| <input type="checkbox"/> Roof plumbing | <input type="checkbox"/> Fixed plant/equipment/appliance maintenance and/or repair |
| <input type="checkbox"/> Building/structure Demolition | <input type="checkbox"/> Onsite steel fabrication and welding |
| <input type="checkbox"/> Concreting & Paving | <input type="checkbox"/> Security services |
| <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Supply of manual labour |
| <input type="checkbox"/> Underground service locators | <input type="checkbox"/> Child entertainment/minding (Kids Club) |
| <input type="checkbox"/> General earthworks | <input type="checkbox"/> Event catering |

Please select at least one

3.

The next section of the registration process requires information and supporting documentation required for company accounts and insurances. All fields are mandatory and must be completed in full.

Please supply the required documentation and licenses below
Please supply the required documentation and licenses below

All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below. Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety document control.

All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

Company ABN:	<input type="text"/>
Trading Name as it appears on invoice:	<input type="text"/>
Entity Name:	<input type="text"/>
Registered for GST:	Please Select <input type="button" value="v"/>
Postal Address:	<input type="text"/>
Suburb:	<input type="text"/>
Post Code:	<input type="text"/>

← Mandatory Fields

State:	<input type="text"/>
Phone:	<input type="text"/>
Email address for remittance:	<input type="text"/>
Contact Name Accounts:	<input type="text"/>
Email Address Accounts:	<input type="text"/>
By clicking this Checkbox you understand Trading Terms of 30 Days Unless by Prior Approval from CFO:	<input type="checkbox"/> I agree

← Mandatory Fields

Please note – All accounts have a fixed **30 day account** unless prior approval is issued by Ingenia's Chief Financial Officer (CFO).

4.

Upload all required insurances – All documents must be legible, and PDF/ JPG format is required when uploading.

Upload Relevant Certificate of Currency Copies			
Public Liability min \$10m OR \$20m for all Home Builders and Civil Works Contractors:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Workers Compensation:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Employee Insurance:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Contract Works \$500000 min:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Marine Cargo \$500000 min:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Professional Indemnity:	Expiry <input type="text"/>	Certificate <input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Mandatory Field

Please note – A minimum of \$10,000,000 Public Liability Insurance is required for all contractors.

Home Builders and Civil Works Contractors must provide a minimum of \$20,000,000 Public Liability.

5.

Primary Site Selection – The Company is required to select a 'Primary Ingenia Site' which they will be providing services to. This site will be the primary contact for the Contractor should follow up be required regarding insurances and inductions.

Please provide a summary of services your company are providing	
Name of Primary Site Your Business will be Providing Services:	<input type="text" value="Please Select"/>
Signed Scope of Works Requested or Principle Contractor Appointment Form:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Signed Contract - when issued by the Development Team:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
High Risk Subcontractors You Will Engage:	<input type="text"/>
Does your business perform any of the following High Risk Activities:	<input type="checkbox"/> Supply and erection of manufactured homes or dwellings <input type="checkbox"/> Construction of any load bearing structure <input type="checkbox"/> Working at Heights (>2m) <input type="checkbox"/> Any Electrical Work (repair maintenance testing and installation) <input type="checkbox"/> Mobile Plant Operation (bobcats excavators forklifts trucks etc) <input type="checkbox"/> Crane Lifting Loading Unloading <input type="checkbox"/> Transport Handling Use of Industrial Hazardous Substances (non-domestic) <input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Building or structure demolition
No I will not be performing any of these activities:	<input type="checkbox"/>

Mandatory Field

Please note – If a Company does not perform any of the listed activities, they will not be required to complete the 'Prequalification Assessment'.

5a.

If the Company is not required to complete the 'Prequalification Assessment' the application will be submitted to the Ingenia Compliance Department for review.

Once your business has been issued a contract from Ingenia upload the signed document into the section 'Signed Contract'.

Once the application is approved the company will receive an email providing login details to the 'Ingenia Safety Portal'. **Please refer to step 7a for further guidance.**

If the Company application is rejected an email will be provided outlining why the application has been rejected and actions which need to be completed within specific timeframes.



Thank you for completing the first section of the Ingenia Contractor Registration process.

Your information will now be reviewed for completeness and you will receive a confirmation email in the next 5 working days. When approved, you will be required to complete Steps 2 – 5 of the registration process. If you require any further information at this stage, please contact your Ingenia representative

Please note – Companies which are required to complete the 'Prequalification Assessment' will need to continue with the 'Contractor Registration Process' prior to receiving approval.

Please refer to step 7a for further guidance.

5b.

If the Company 'Prequalification Assessment' is to be complete please continue with the following guideline. All documents must be legible, and PDF/ JPG format is required when uploading.

Prequalification Assessment

Do you have an Health and Safety Policy: Please Select ▼

If YES please upload: Browse... Upload

Do you have a documented Health and Safety Management System: Please Select ▼

If YES please upload: Browse... Upload

Does your company have Health and Safety Targets: Please Select ▼

In the last 5 years have you had a workplace fatality: Please Select ▼

If YES please provide a brief discription: ↑ ↓

In the last 5 years have you been convited of an Health and Safety breach or been issued with a breach notice by the state regulator: Please Select ▼

If YES please provide brief discription: ↑ ↓

Manditory Fields

In the lat 5 years have you had a safety incident that is notifiable to the state regulator: Please Select ▼

If YES please provide a brief discription: ↑ ↓

Do you have an Environmental Management Policy: Please Select ▼

If YES please upload: Browse... Upload

In the last 5 years have you been convicted of an environmental breach or been issued with a breach notice by the state regulator: Please Select ▼

If Yes please provide a brief discription: ↑ ↓

In the last 5 years have you had an environmental incident that is notifiable to the state regulator: Please Select ▼

If YES please provide a brief discription: ↑ ↓

Manditory Fields

(Continued)

List the number of the last 3 years LTIs lost time injuries:	<input type="text"/>
Are the roles and responsibilities of supervisors employees and subcontractors defined:	<input type="text" value="Please Select"/>
If YES upload a brief on each role:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company maintain training records for employees:	<input type="text" value="Please Select"/>
Does your company verify employee skills and knowledge prior to commencing work - if yes please upload examples:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company provide Health and Safety inductions for all your employees:	<input type="text" value="Please Select"/>
If YES upload examples:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company provide a full time supervisor while conducting activities on site:	<input type="text" value="Please Select"/>
If YES please provide their name:	<input type="text"/>

6.

All required SWMS and JSA's must be provided for work being carried out by the Company on an Ingenia site, upload examples of these documents that will relate to the work you will be carrying out on site.

Safe Work Method Statements (SWMS) Job Safety Analysis (JSA) other Safety Docs	
Does your company have documented SWMS for High Risk construction activities covering the scope of work to be performed:	<input type="text" value="Please Select"/>
If YES please upload :	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company provide Job Safety Analysis for all other activities to deliver the scope of works:	<input type="text" value="Please Select"/>
If YES please upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company hold toolboxprestart meetings:	<input type="text" value="Please Select"/>
If YES please upload examples:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company have procedures for reporting investigation follow up for WHS nonconformance incidents injuries:	<input type="text" value="Please Select"/>
If YES please upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Mandatory Fields

(Continued)

Plant/Equipment/Tools	
Does your company conduct hazard assessments/inspections of plant/equipment/tools used/installed or operated by your company:	<input type="text" value="Please Select"/>
If YES please upload latest records:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company have procedures for the safe operation/use of the plant/equipment and tools:	<input type="text" value="Please Select"/>
If YES please upload :	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Subcontractors	
Will you be using subcontractors to perform any part of your scope of works on Ingenia controlled assets:	<input type="text" value="Please Select"/>
If yes do you accept full accountability and responsibility for any subcontractor engaged to perform any work on our behalf This includes all required licenses insurances safe work method statements and site inductions:	<input type="text" value="Please Select"/>
Does your company have minimum Health and Safety expectations of your subcontractors - if yes please provide:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Does your company have a formal process to evaluate your subcontractors Health and Safety capabilities and systems of work before engaging their services:	<input type="text" value="Please Select"/>
If YES please upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
What arrangements does your company have for supervision/monitoring/reviewing your subcontractor performance when working on your site(s) - upload procedure:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Tips

- All documents must be legible, and PDF/ JPG format is required when uploading.
- All fields are mandatory and must be completed before submitting application.
- Only one scanned document can be uploaded at a time in each upload field, if multiple documents require uploading a zip file will be required.

7. *Once the application is lodged the Ingenia Compliance Department for review, once the application has been approved the Company will receive an email advising of the next steps to complete, prior to conducting work onsite.*

Once the application is approved the company will receive an email providing login details to the 'Ingenia Safety Portal'.

If the Company application is rejected an email will be provided outlining why the application has been rejected and actions which need to be completed within specific timeframes.



Thank you for completing the first section of the Ingenia Contractor Registration process.

Your information will now be reviewed for completeness and you will receive a confirmation email in the next 5 working days. When approved, you will be required to complete Steps 2 – 5 of the registration process. If you require any further information at this stage, please contact your Ingenia representative

7a.

The below email will be received by the Company once their 'Contractor Registration' application has been approved. **HIGHLIGHT <http://www.onlineinduction.com/ingeniacommunities/> TO SEND TO EMPLOYEES. ONLY AFTER RECEIVING APPROVED EMAIL, CONTRACTOR TO SEND TO EMPLOYEES.**

From: info@onlineinduction.com [mailto:info@onlineinduction.com]
Sent: Thursday, December 22, 2016 8:57 AM
To: Kirstie Moore <KMoore@ingeniacommunities.com.au>
Subject: Ingenia Contractor Registration

Company approved for registering inductees

Company: Tester
 Email: kmoore@ingeniacommunities.com.au

Step 1 of the Ingenia Contractor Registration has been approved for your company. Please log back in [HERE](#) to complete the remaining registration and worker induction processes.

Your username is: jsmith@gmail.com

Password: Password123

Please send the following link to your staff and contractors who are working with us for them to self register to complete the online induction:
<http://www.onlineinduction.com/ingeniacommunities/>

7b.

If the Contractors application is rejected they will receive the an email outlining why their application has been rejected and actions and timeframes required.

From: Microsoft Exchange
 To: jsmith@gmail.com
 Cc:
 Subject: Online Induction Material Rejected

The following items have been rejected from your Online Induction with Ingenia

What can you do?

- Log back in below and provide the correct / updated version of this item
- Contact Ingenia Communities direct to seek further clarification
- Please log in with your username and password to the Online Induction

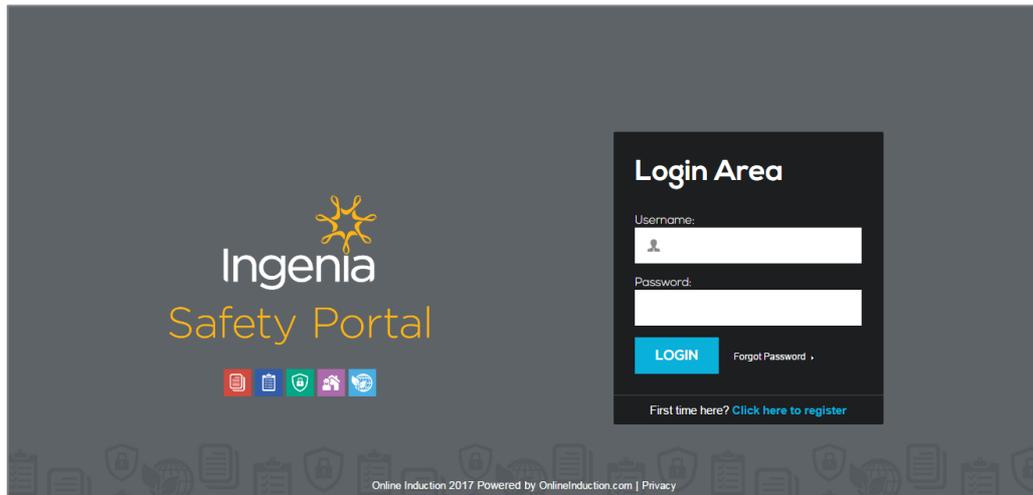
www.onlineinduction.com/ingeniacommunities

Contractor Company Registration Process – Finalise Process

How to finalise your registration process. (No induction)

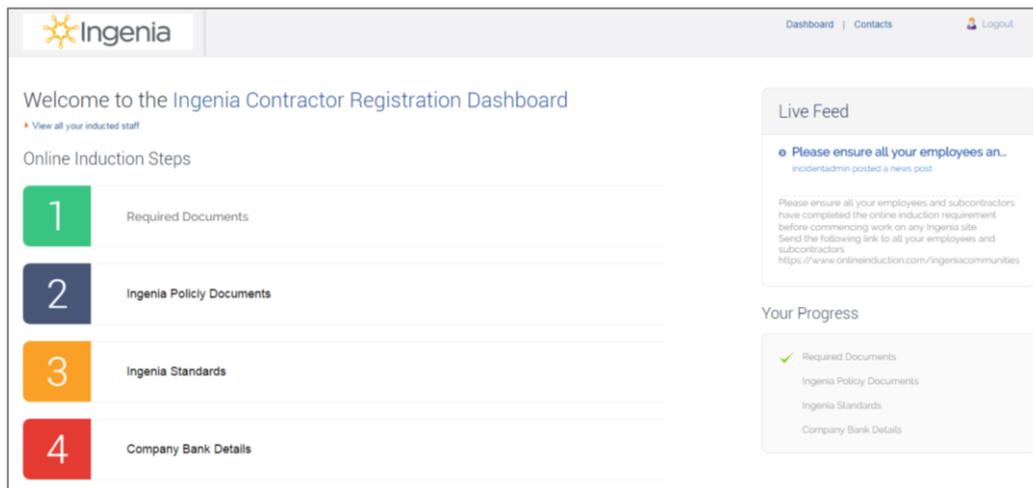
1.

Login to the Ingenia Safety Portal with the login details provided in the approval email.



DO NOT REGISTER NEW – USE LOGIN DETAILS

Complete steps 1-4 to complete the Company Registration Process.



Confirm all details and documents provided in step one. (Check System)



Read, understand and acknowledge all Ingenia Company Policies in step two.

2 Ingenia Policy Documents

Ingenia Company Policies	
<input type="checkbox"/> Ingenia Work Health Safety Policy	View Document
<input type="checkbox"/> General Site Evacuation	View Document
<input type="checkbox"/> Ingenia Privacy Policy	View Document

By checking the boxes you acknowledge that you have read and understood the documents

Read, understand and acknowledge all Ingenia Company Standards in step three.

3 Ingenia Standards

Please open and read the following Policy documents	
<input type="checkbox"/> Ingenia Risk Management Standard	View Document
<input type="checkbox"/> Ingenia HSE Control Standard	View Document
<input type="checkbox"/> Ingenia Contractor Management Standard	View Document

By checking the boxes you acknowledge that you have read and understood the documents

Complete the account information requested in the populated email and provide a scanned copy of a bank deposit slip or statement. This email will automatically be sent to the Ingenia Accounts Department.

4 Company Bank Details

From	Microsoft Exchange
To	AP Query
Cc	
Subject	Contractor Accounts Setup

Dear Contractor,

To finalise your account, we require your bank account details for all future payments.

Can you please provide your bank account details in the table below:-

Company Name (as appears on invoice):

BSB:

Account Number:

To verify the details are correct, please provide a scanned copy of a bank deposit slip or statement.

Kind regards,

Megan Fazekas

Accounts Payable APQuery@ingeniacommunities.com.au

Once all 4 steps have been completed the dashboard will show all green ticks.

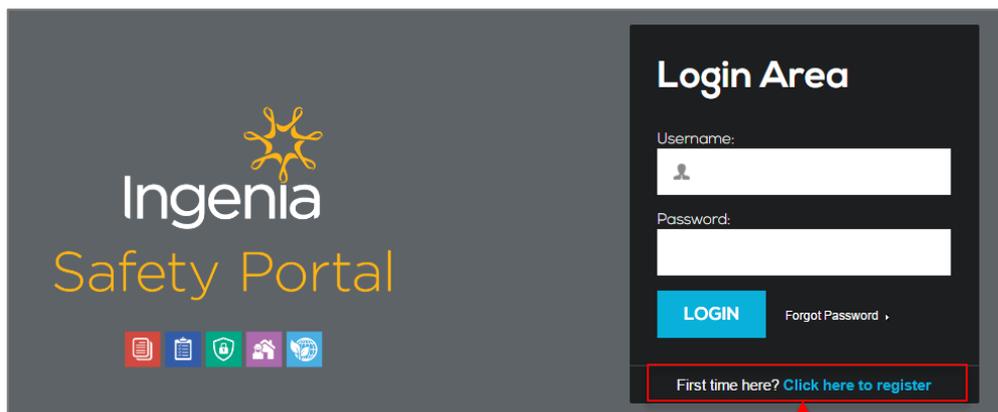
Your Progress

- ✓ Required Documents
- ✓ Ingenia Policy Documents
- ✓ Ingenia Standards
- ✓ Company Bank Details

Completed registration

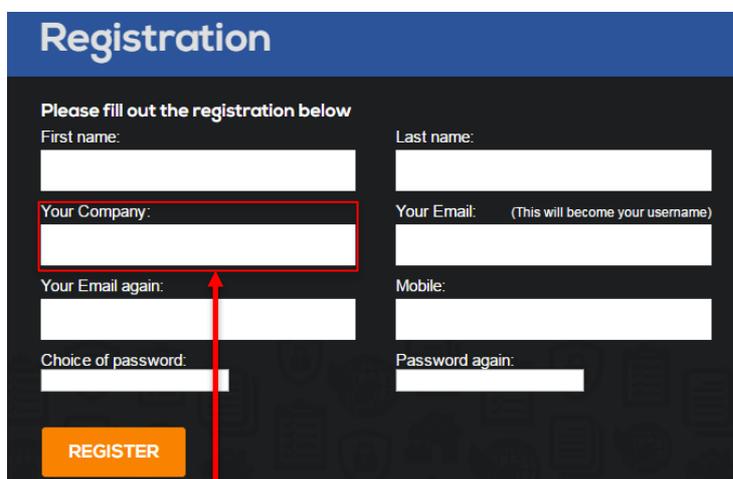
Company registration complete – next step induct employees.

All employees and/or subcontractors will be required to complete the 'Ingenia Online Induction' prior to attending site. <http://www.onlineinduction.com/ingeniacommunities/>



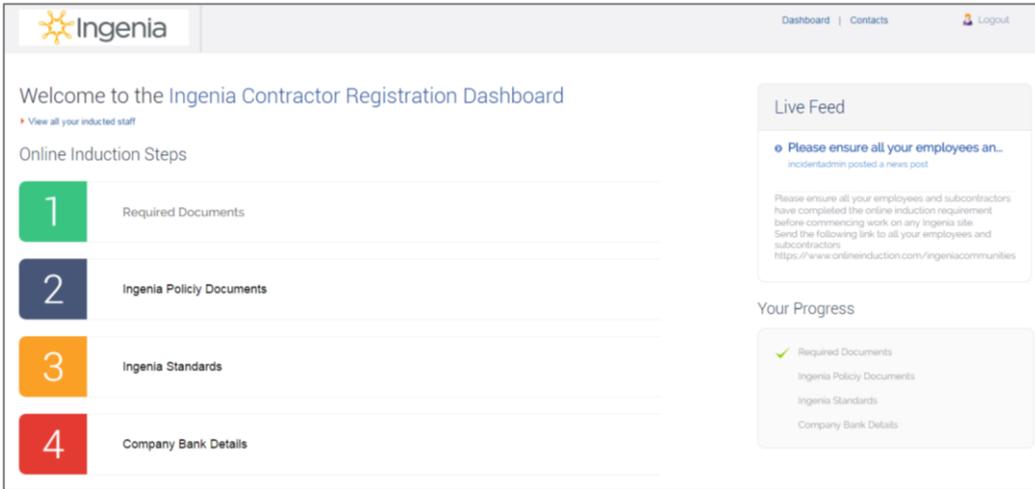
Please note – Employees and/or sub-contractors who have not completed the training before will be required to create an account by clicking 'Click here to register'.

Complete all information as requested on the 'Induction Registration Form'.



Please note – Employees and/or sub-contractors will need to provide the ‘Trading Name’ of the company they will be working for whilst on an Ingenia site.

Complete steps 1-4 to complete the Company Registration Process.



The screenshot shows the 'Ingenia Contractor Registration Dashboard'. It features a navigation bar with 'Dashboard' and 'Contacts' links, and a 'Logout' button. The main content area is titled 'Welcome to the Ingenia Contractor Registration Dashboard' and includes a link to 'View all your inducted staff'. Below this is a section for 'Online Induction Steps' with four numbered steps: 1. Required Documents (green), 2. Ingenia Policy Documents (dark blue), 3. Ingenia Standards (orange), and 4. Company Bank Details (red). To the right, there is a 'Live Feed' section with a news post and a 'Your Progress' section showing a checklist of the four steps, with the first step 'Required Documents' marked as complete with a green checkmark.

Provide information requested in all fields and upload relevant and legible documentation.



A green banner with the number '1' and the text 'Required Documents'.

Please supply the required documentation and licenses below

All these documents can be scanned and uploaded to the Induction portal using the browse, and attachment buttons below. Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety document control.

All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

Emergency Contact:

Emergency Contact Phone:

Describe Your Role:

← Mandatory Fields

Certifications			
Earthmoving Equipment License:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Forklift:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Asbestos Removal:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Demolition:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Cranes / Rigging / Dogging:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Scaffold:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Construction Industry Induction Training:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Other Trade License:	Expiry <input type="text" value="dd/mm/yyyy"/>	Certificate <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Upload copy of Photo Identification (eg drivers license passport proof of age card)			
Upload Your Photo ID:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Mandatory Fields
Upload Ingenia Site Induction (once completed):	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	

Read, understand and acknowledge all Ingenia Company Policies in step two.

2
Ingenia Policy Documents

Ingenia Company Policies	
<input type="checkbox"/> Ingenia Work Health Safety Policy	View Document
<input type="checkbox"/> General Site Evacuation	View Document
<input type="checkbox"/> Ingenia Privacy Policy	View Document

By checking the boxes you acknowledge that you have read and understood the documents

Read, understand and acknowledge all Ingenia Company Standards in step three.

3
Ingenia Standards

Please open and read the following Policy documents	
<input type="checkbox"/> Ingenia Risk Management Standard	View Document
<input type="checkbox"/> Ingenia HSE Control Standard	View Document
<input type="checkbox"/> Ingenia Contractor Management Standard	View Document

By checking the boxes you acknowledge that you have read and understood the documents

Complete all elements of the induction

4

Induction

INTRODUCTION

Welcome to the Ingenia Communities Group

Health and Safety Contractor Induction

The health and safety (H&S) of all people engaged by Ingenia is business critical. We are committed to providing a working environment, plant and systems of work that are free, as far as practicable, from risk of injury or disease for all our employees, residents, visitors and contractors, while also protecting our environment.

Ingenia is committed to providing a high standard of H&S performance based on best practice principles and the continual improvement of performance. The ultimate objective of our H&S Management System is to reduce and, if possible, eliminate injury and illness and prevent harm to the environment on all Ingenia sites.

We are committed to working with, encouraging and monitoring our suppliers and contractors to conduct business with us in a safe and environmentally responsible manner at all times.

About the induction

You will need to allocate about **15-20 minutes** to complete this induction.

At the end of the program there will be a short quiz to test your understanding of the material presented. You must achieve a 100% pass to complete the induction.

At the end of the induction you will be issued with a Induction Card with a QR code attached, you will provide this as evidence of completing this induction before you will be allowed entry onto any Ingenia owned or managed work site.

Note: You can use your mobile device to capture and store the card or you can print a hard copy of the

Site Induction Card on completion of the induction.

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

Please sign in acknowledgement and click further below to download card/certificate

*By clicking you agree to the above

You have successfully completed the online induction. You will automatically receive a Reminder notification to be refreshed on the induction in 1 year.

Download certificate.



Contractor - Worker Subcontractor Card: ID #154

This is to certify that k k
From k

Has successfully completed the Online Site Induction

Expiry Date 28/03/2018

Your Progress

- ✓ Required Documents
- ✓ Ingenia Policy Documents
- ✓ Ingenia Standards
- ✓ Induction
- ✓

IT IS YOUR RESPONSIBILITY TO UPDATE YOUR PROFILE AND KEEP ALL RECORDS UP TO DATE.