Yancoal

Contractor Management System

User Guide for Updating Employee Documents

Yancoal Contractor Management System

Please follow this step-by-step guide to update your employee's documents in the Yancoal Contractor Management System.

Step 1
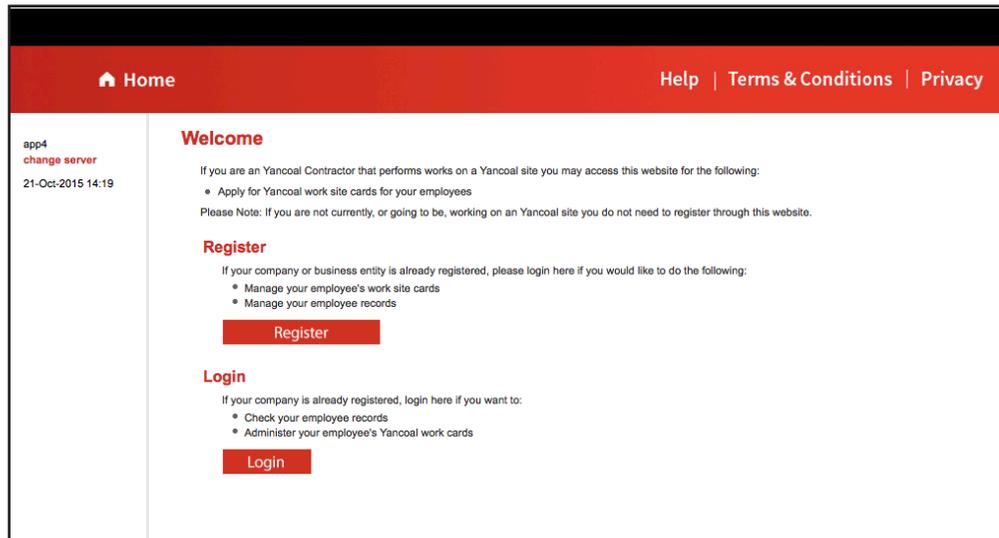
Please go to http://www.yancoalcontractors.com.au and click on "Register Now" in the top menu bar.

Once on the home page for the Yancoal Contractor Safety Management System, click "Login."
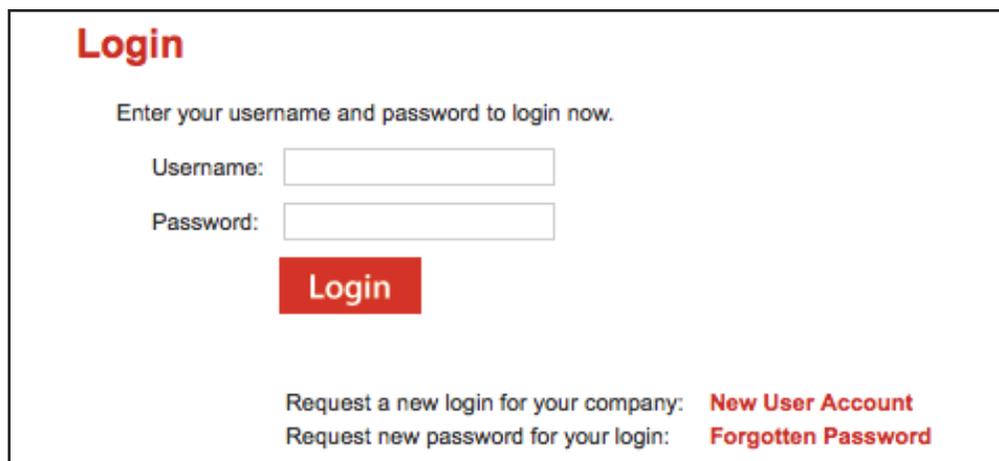
Step 2

Enter your username and password, then select "Login."

Step 3

To renew your employee documents, select "Manage Employee Data."

Step 4

Enter a fragment of your employee's name in the search field and click "Search."

Submit	Tick one or more of the **Select** and **Card Required** boxes, then click the **Submit** button to proceed with this selection				Add Employee		

Select	Card Required?	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
☑	☐ Tick for card			Contractor - Donaldson Underground (incl. Surface)		08 Jul 2013 07 Jun 2013 29 Feb 2012	

Step 5

Click the tickbox in the select column in line with the Employee's name, then select "Submit."

Employee Compliance

Shopping Cart
Total Cost: *empty*

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Process	no			✖				$0.00	INCOMPLETE	N/A

✔ = Entered ✖ = Mandatory Not Entered ✖ = Optional Not Entered

Action: Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart. Each person requires **General entries**, then **File uploads**.

Click link to view role data requirements:
Role Data Lookup

Step 6

Select "Process."

Roles

Select Roles — **Mandatory; Requires valid selection**

Roles: (none)

Previous Roles: Contractor - Donaldson Underground (incl. Surface)

Communicate To: [   ] *Name of person*

Communicate By: Email ▼

Email: [   ]

Mobile: [   ] in Australia ▼

Declaration: ☐ I agree with the Terms & Conditions and Privacy menus

Save

You must save these entries before you can proceed with the next step

Step 7

Tick the Declaration stating "I agree with the Terms & Conditions and Privacy menus."

Next select "Save."

File3: ✱ **Mechanical Trade Qualifications**

✓ 📜 **(GRP) Mechanical.-.Trade Qualification**

Existing Verified

Mandatory for Roles: Austar Surface - Mechanical Tradesperson

Submit all evidence assessed by an RTO that is relevant to this unit (must be current). Evidence can be linked to unit of competency listed or like
Please note; the certified document that has been issued by the authorised RTO (Registered Training Organisation) must meet the following requirements to be approved.
- identifies the RTO by its national provider number from the National Training Information Service
- includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.

Uploaded File:

Name (Type)	Issue	Expiry	Comment	Open	Renew
Craft Certificate - B Dobson (Generic.Certificate.Trade)	08 Jan 1995		Pre-existing current verified doc.	PDF Adobe	**Renew**

Step 8

To renew a document, scroll to find the file. Next select "Renew" next to the document you would like to renew.

Step 9

To upload the document from your computer, select "Browse. Once the file has uploaded, select "Upload."

Step 10

Select "Submit."

The document/s will now be submitted to the Pegasus Data Administration team for processing.

Pegasus
Powered by Onsite ™

For questions or assistance please call 1300 663 816
or email yancoalsafetycompliance@pegasus.net.au