

Registering to be Contractor for Holcim AUS

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Date (if required)

Introduction

Holcim Australia and New Zealand has engaged Damstra Technology to electronically record contractor compliance. Damstra Technology's **Enterprise Protection Platform (EPP)** has been designed to effectively manage Holcim's workforce by:

- controlling who is allowed on site
- ensuring a compliant and competent workforce with requirements set by state/country
- storing documents securely; including, but not limited to licenses and qualifications

Not only does Damstra Technology manage compliance and safety for Holcim AUS, it also provides contractors with **EPP Company Portal Access**. You will get online, round-the-clock access to your employees' and company's information and records. With Damstra Technology's Company Portal you can:

- see what site your employees are on and keep track of work status onsite
- manage your employee's qualifications, compliance and skills online
- manage your company details, documents and compliances
- view upcoming information that will expire
- access this information free of charge

As an appointed contractor of Holcim AUS, you are required to register your company and your employees with Damstra Technology to ensure your Holcim AUS site access is not disrupted.

Registering to be a Contractor

There are **Two** main steps in registering your contractors:



- * **Existing Employees** - applicable for those employees with existing Damstra Profile.
- * **New Employee** - applicable for those employees without an existing Damstra Profile.

The following step-by-step guide will take you through what is required to be completed as pre-work requirements for Holcim AUS.

Step One – Register your Company

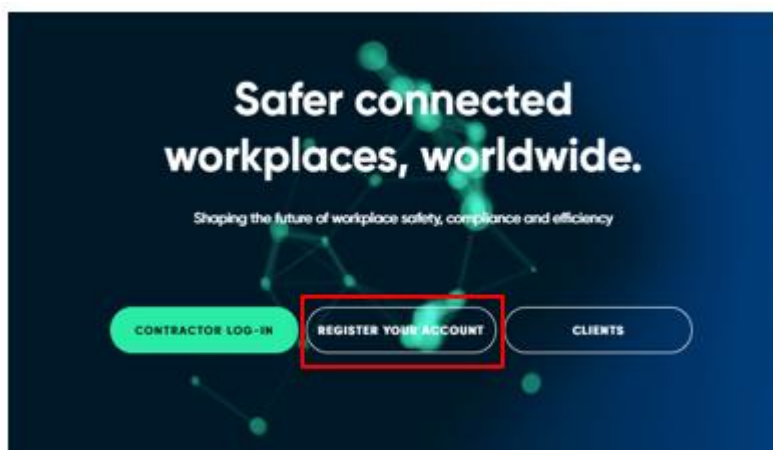
Note:



This step is only required if your Company hasn't registered with Damstra Technology before.

To complete this step, you will need:

- your company's ABN number
 - your company's registered and trading names
 - your company's contact details
1. Go to the Damstra Technology website (damstratechnology.com).
 2. Click **Register your account**.



3. Select the worksites your company will be registering/inducting employees for, then click **Next**

Worksite selection

Selecting the worksites that require you to register with Damstra Technology will determine which Company Portal you'll be registering for -

- AU/NZ
- UK
- US
- Or a combination of AU/NZ, UK and US regions.

Select worksites

Currently selected

- Holcim - NSW
- Holcim - QLD

You'll be registering for the AU/NZ Company Portal

Holcim Australia & New Zealand

- Holcim - ACT
- Holcim - NSW
- Holcim - NT
- Holcim - NZ
- Holcim - QLD
- Holcim - SA

4. Complete the online form to register your company with Damstra Technology.

Register Company with Damstra Technology

Register your company with Damstra Technology and receive a free Company Portal account

AU/NZ Company Portal registration

All fields must be answered, unless marked optional

Company details

Country company is registered in

Company contact details

Company phone number

Fax (optional)

Company's physical address

Country

Street address

Address line 2 (optional)

Suburb/town

Postal/zip code State/region

Note:



If you do not know your ABN, click on the 'Find your ABN' link which will take you to the Australian Business Register to search for it.

If you do not have an ABN, you will need to register for one for free at <https://business.gov.au/Registrations/Register-for-an-Australian-business-number-ABN>

Damstra Technology will now process your application within 48 hours and you will receive an email confirming you can now progress to the next step. This email will contain your username and password for your Company Portal account.

Step Two – Add a new employee and Mobilise and Induction

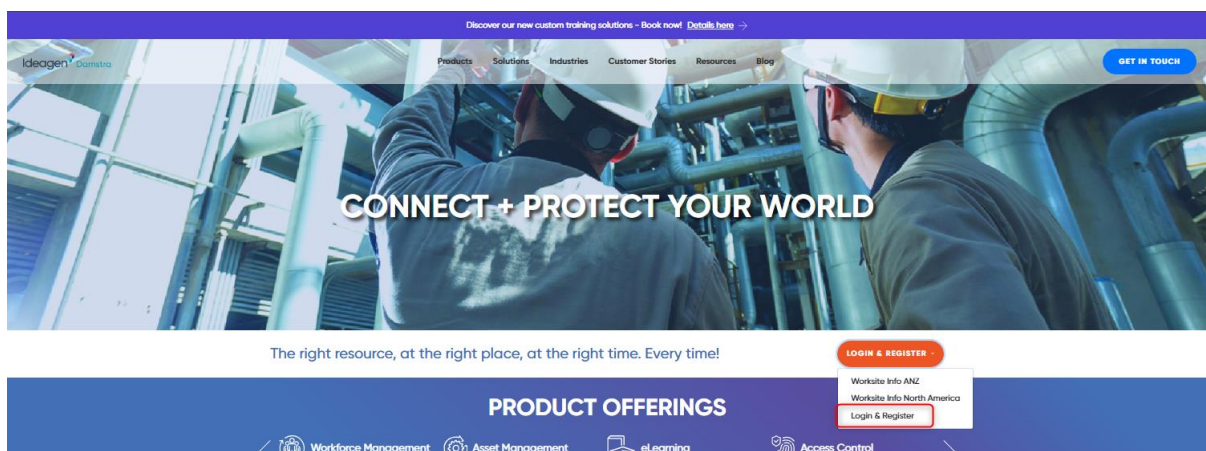
Note:

This step is only required if your Employees have not been added to your Company Portal account before.

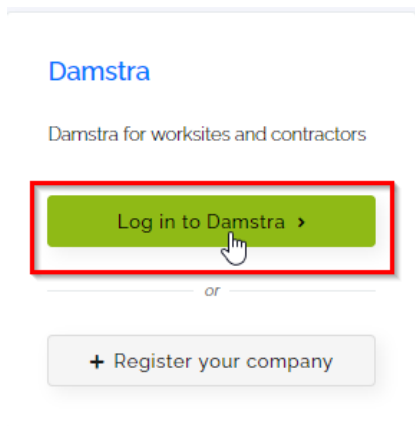
To complete this step, you will need:

- Each employee's contact details
- Each employee's emergency contact person's details
- A passport style photo per employee
- Electronic coloured photo & photo ID
- Copies of trade papers, qualifications, licences and certificates for your employee
- Copies of competencies and qualifications
- Public Liability (min \$10,000,000.00 value)/Sole Trader Insurance
- Workers Compensation
- A Credit Card or Purchase Order on-hand to complete payment of fees

1. Go to the Damstra Technology website (damstratechnology.com) > **Click Login and Register.**



2. Click **Login to Damstra**.



Damstra

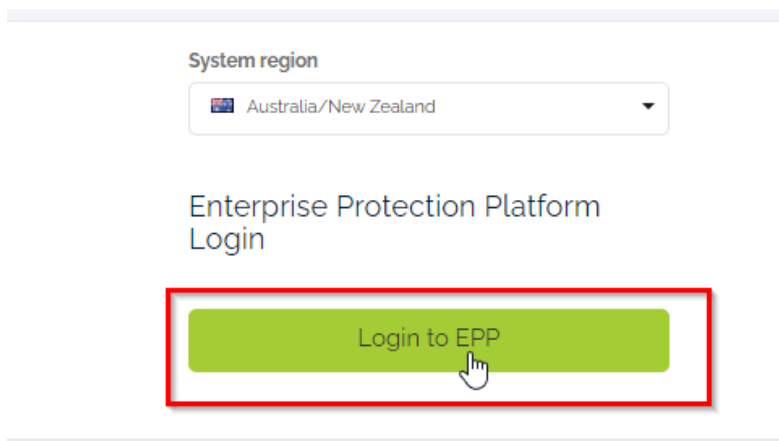
Damstra for worksites and contractors

Log in to Damstra >

or

+ Register your company

3. Click **Login to EPP** and enter your **Email** and **Password** provided to you in the email confirming your Company's registration with Damstra Technology.

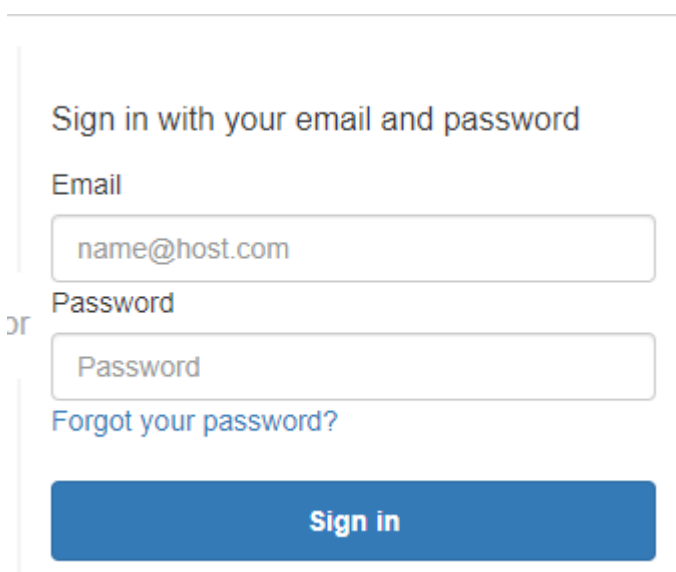


System region

Australia/New Zealand

Enterprise Protection Platform
Login

Login to EPP



Sign in with your email and password

Email

name@host.com

or

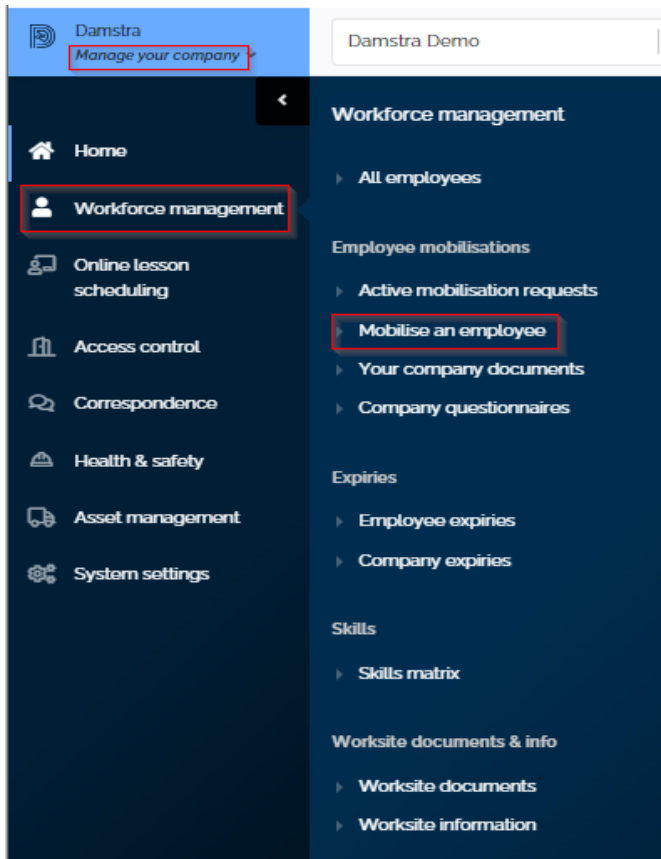
Password

Password

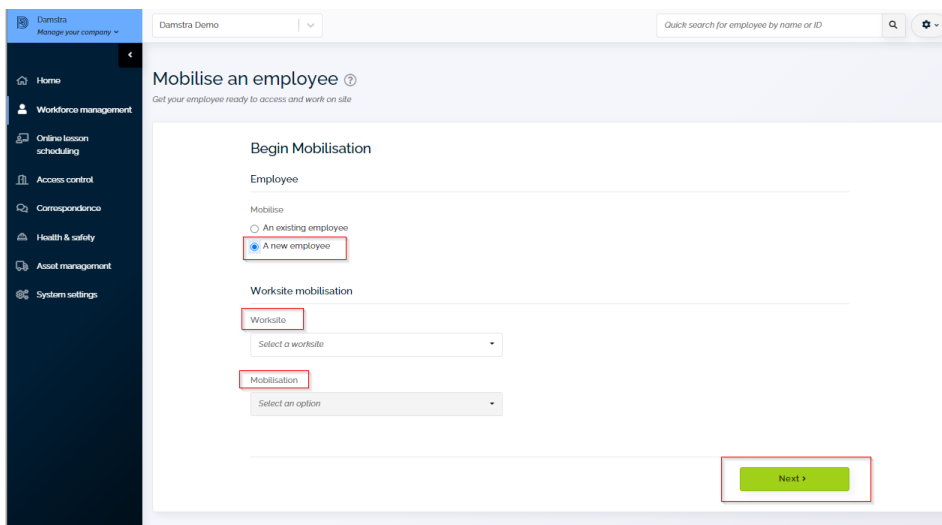
[Forgot your password?](#)

Sign in

4. Make sure your are under "Manage your Company", then click **Workforce Management** > **Click Mobilise an Employee**.



5. Select the **Add New Employee, Worksite and Mobilisation** then press **Next**.



6. Enter all details within the Add New Employee online form.

- Once all details has been provided, you may click **Complete** then **Pay & send for Verification** to proceed to the next step.

- Personal Details
- Contact Details
- Residential Address
- Emergency Contact (Next of Kin)

Employee details
[Forward](#)

Personal details

<small>First name</small>	<small>Middle initials (optional)</small>	<small>Date of birth</small>
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
<small>Last name</small>	<small>Gender</small>	
<input type="text"/>	<input type="text" value="Prefer not to say"/>	
<small>Preferred name (optional)</small>		
<input type="text"/>		

Contact details

Email

Mobile number

Home phone (optional) Work phone (optional)

Residential address

Country

Street address

Suburb/city

Post Code State/region

Next of kin ?

Name Relationship

Next of kin residential address
 Same as employee
 Different address

Phone number

Country

Street address

Suburb/city

Post Code State/region

Employment details

Department

Unique Student Identifier (optional)

Complete

7. You may upload the **Photo and Proof of Identification**, then click **Pay & send for Verification** to proceed to the next step.

Test (n/a) Testonly
 183200 - WAH - Contractor Registration

Photo & ID Expanded all records

Employer photo (similar to a passport photo)

Upload photo

Photo ID Expanded

Type of photo ID

- Drivers License (Australian)
- Drivers License (rest of the world)
- Other Australian Photo ID
- Passport
- Photo Card ID

Pay & send for verification

8. Select ALL relevant job titles, then click **Pay & send for Verification** to proceed to the next step.

9. Within the Employee Requirement phase, several items of documentation will need to be provided per employee.

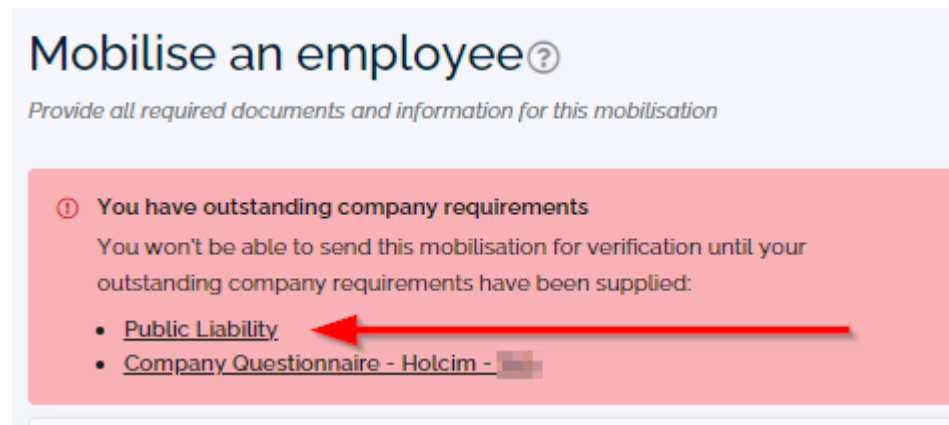
Note: These requirements are both general Holcim AUS requirements and job role specific requirements as set by Holcim AUS, such as evidence of Qualifications/Training or Experience.

Upload each requirement and follow the prompts to ensure evidence is provided to meet each requirement. Once all document requirements have been uploaded, click **Pay & send for Verification** to proceed to the next step.

10. Upload Company Documents and Complete Company Questionnaire.

Note: Once company documents has been verified by Damstra, you will NOT need to re-upload the document for any further employee registration completed, other than when the document passes its expiry date or requires renewal.

You will need to click the underlined "Public Liability" to direct you the page where you can upload the company document.

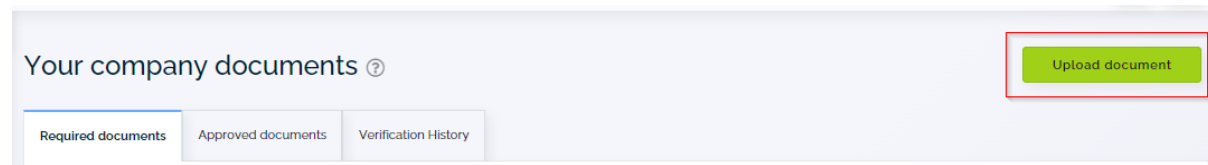


Mobilise an employee?
Provide all required documents and information for this mobilisation

ⓘ You have outstanding company requirements
You won't be able to send this mobilisation for verification until your outstanding company requirements have been supplied:

- Public Liability
- Company Questionnaire - Holcim - [REDACTED]

Then Select Upload Document



Your company documents?

Required documents | Approved documents | Verification History

Upload document

- Complete the following;
- Document Type
- Value
- Expiry Date
- Email
- Upload the document

Then click Send for Verification.

Upload document ✕

Document type

Public Liability

If you are a Sole Trader please upload Personal Injury or Loss of Income Insurance Policy.

Value

Select an amount

Expiry date

dd/mm/yyyy

Email

name@example.com

File upload

Drop file here or click to upload

Send for verification

- To complete the **Company Questionnaire**, click the underlined "Company Questionnaire - Holcim".

Mobilise an employee?

Provide all required documents and information for this mobilisation

ⓘ You have outstanding company requirements

You won't be able to send this mobilisation for verification until your outstanding company requirements have been supplied:

- Public Liability
- Company Questionnaire - Holcim

Then it will direct you to the page snip below;

Company questionnaires ?

Required questionnaires

These questionnaires are required by specific worksites to provide them with the further information about your company

Questionnaire required by Holcim Australia & New Zealand

Holcim Australia & New Zealand company questionnaire
<p>Complete questionnaire</p> <p>106 questions</p>

11. Once all required mobilisation requirement sections are marked as:

- ✓ Complete, verification required
- ✓ Complete, no verification required

- Click [✓ Pay & send for verification](#) to complete the mobilisation request.

- Complete payment details and confirm you agree to the terms and conditions.

Pay & send for verification ✕

Employee	Worksite & induction, registration or training	Details of payment	Amount
Sweettooth, Gus	Demonstration Site 3 Underground Induction	Fee Testing - until 25 Jun 2025	AUD \$ 1.00
GST		AUD \$ 0.10	
Total to pay		AUD \$ 1.10	

Select a payment method

Credit Card
 Purchase order

Confirmation

You agree that everything that you have uploaded is, to the full extent of your knowledge, true & correct in regards to what is indicated. Where applicable, you confirm that you have discussed the possible collection of biometric data with your employees. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment. You have read and accepted Damstra Technology's [terms & conditions](#) and [privacy policy](#).

- **Email Notification** - this is an additional email address for notification for this request if you want the employee or anybody within your company to be notified regarding this request. This is **optional**.

Email notifications

Employee	Worksite & mobilisation	Additional email address for notifications for this request (optional)
Sweettooth, Gus ID:	Demonstration Site 3 Underground Induction	<input type="text" value="name@example.com"/>

- Click button once all is complete.
- The Mobilisation request will be reviewed and verified and this process will be **completed within 24 hours** at the most, but often it will be less.

The Portal will also give you the option to make **payment in Bulk** if you have another request that has **not yet been sent for approval** or **begin a new request** with the **same worksite and the same tax region**.

Bulk payment
✕

ⓘ No other requests are ready to pay & send for verification at this time
 If there are additional requests you'd like to pay for at the same time as this one, either resume those requests if they are [yet to send](#) or [begin a new request](#).
Note, you will only be able to bulk pay for requests if they are for the same worksite and the same sales tax region.

Next >

To learn more about Bulk Payment, please [click here](#).

Bulk payment
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Next >

Damstra Technology will now verify the new employee submission/s within 24 hours .

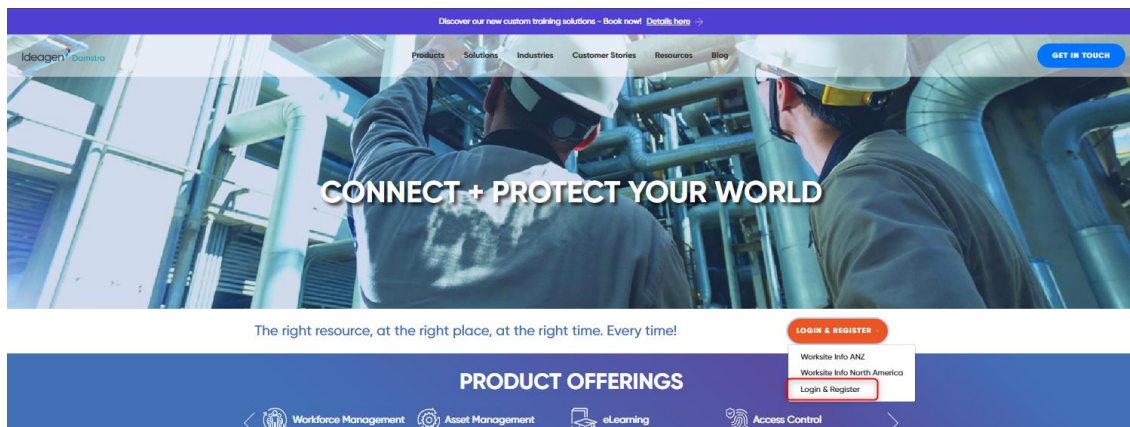
Provided all details have been entered correctly for each employee, you will receive an email confirming the employee has been successfully verified and is now ready to be registered to work at Holcim AUS sites.

Step Two – Mobilise an Existing Employee for an Induction

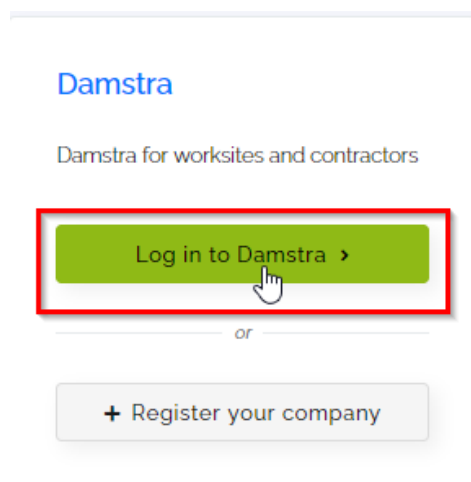
To complete this step, you will need:

- Electronic coloured photo & photo ID
- Copies of trade papers, qualifications, licences and certificates for your employee
- Copies of competencies and qualifications
- Public Liability (min \$10,000,000.00 value)/Sole Trader Insurance (*applicable only when the document has expired and requires renewal*)
- Workers Compensation (*applicable only when the document has expired and requires renewal*)
- A Credit Card or Purchase Order on-hand to complete payment of fees

1. Go to the Damstra Technology website (damstratechnology.com) > Click **Login and Register**.

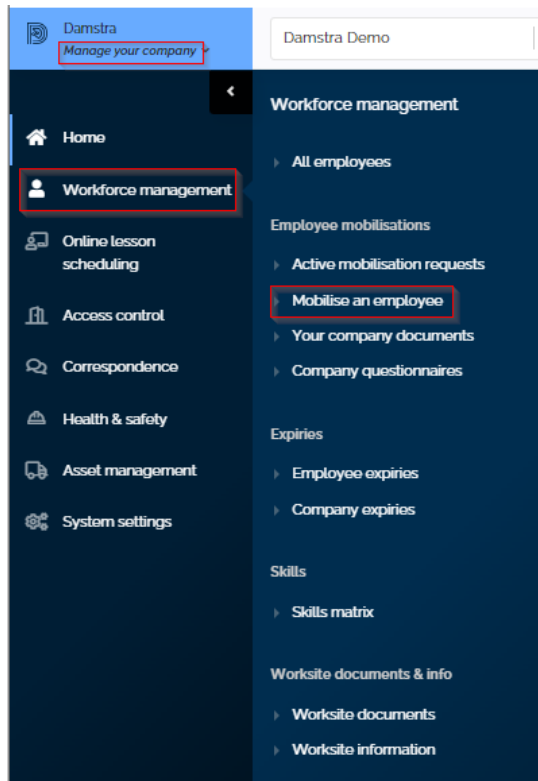


2. Click **Login to Damstra**.



3. Click **Login to EPP** and enter your **Email** and **Password** provided to you in the email confirming your Company's registration with Damstra Technology.

4. Make sure you are viewing "Manage your Company", then click **Workforce Management**
> **Click Mobilise an Employee**.



5. Select the **An Existing Employee, Worksite and Mobilisation** then press **Next**.

The screenshot shows the 'Mobilise an employee' form. The title is 'Mobilise an employee' with a help icon. Below the title is the subtitle 'Get your employee ready to access and work on site'. The form is divided into three sections: 'Employee', 'Worksite mobilisation', and 'Mobilisation'. In the 'Employee' section, the 'Mobilise' radio button is set to 'An existing employee'. Below this is a dropdown menu labeled 'Employee' with the placeholder text 'Select an employee'. In the 'Worksite mobilisation' section, there is a dropdown menu labeled 'Worksite' with the placeholder text 'Select a worksite'. In the 'Mobilisation' section, there is a dropdown menu labeled 'Mobilisation' with the placeholder text 'Select an option'. A green 'Next >' button is located at the bottom right of the form.

6. Select ALL relevant job titles, then click **Pay & send for Verification** to proceed to the next step.

Active mobilisation requests

Mobilise an employee

Provide all required documents and information for this mobilisation

Configuration: Mobilisation 52968920000

Holcim - WA - Contractor Registration

Auto-saved **Pay & send for verification**

- Employee's details
- Job titles, roles & tasks**
- Employee requirements
- Employee online training

Job titles, roles & tasks

Holcim - WA needs to know what type of work and roles this employee will be performing while on site, as well as any relevant qualifications they hold

Can't find what you're looking for?
Selecting the correct job titles/roles is important. If you can't find what you're looking for email service@damstratechnology.com for assistance

Job titles, roles & tasks for Holcim - WA Contractor Registration

Select ALL that apply

Labourer/Trades Assistant

Select ALL relevant job titles, roles, tasks and related qualifications
e.g. Working at Heights, Confined Space, Hot Work (MDG2S), all High Risk Licence Classes such as Forklift Operator, Rigging, Dogging and Crane Operation

7. Within the Employee Requirement phase, several items of documentation will need to be provided per employee.

Note: These requirements are both general Holcim AUS requirements and job role specific requirements as set by Holcim AUS, such as evidence of Qualifications/Training or Experience.

Upload each requirement and follow the prompts to ensure evidence is provided to meet each requirement. Once all document requirements have been uploaded, click **Pay & send for Verification** to proceed to the next step.

Mobilise an employee

Provide all required documents and information for this mobilisation

Configuration: Mobilisation 52968920000

Holcim - WA - Contractor Registration

Auto-saved **Pay & send for verification**

- Employee's details
- Job titles, roles & tasks
- Employee requirements**
- Employee online training

Employee requirements

These are the documents and information required by Holcim - WA to prove employees are competent in their job/role

Employee photo (similar to a passport photo)
Required by Holcim - WA

Employee has a photo on their profile

Letter of Competency/Experience
Required by Holcim - WA for Labourer/Trades Assistant job title

Option

Select an option

Tips to help with approval

- Employee name on document is Placeholder 529689
- Configuration for shortening or rotation will be accepted
- Uploaded file matches the qualification title
- If this document is a card or scans, ensure both front and back of the card is supplied
- Ensure files are high quality and clearly legible

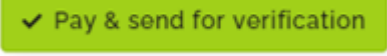
Why is this required?

Upload

Provide Feedback



8. Once all required mobilisation requirement sections are marked as:

- ✓ Complete, verification required
- ✓ Complete, no verification required

- Click  to complete the mobilisation request.
- Complete payment details and confirm you agree to the terms and conditions.

Pay & send for verification ×			
Employee	Worksite & induction, registration or training	Details of payment	Amount
Sweettooth, Gus	Demonstration Site 3 Underground Induction	Fee Testing - until 25 Jun 2025	AUD \$ 100
	GST	AUD \$ 0.10	
	Total to pay	AUD \$ 1.10	

Select a payment method

 Credit Card
 Purchase order

Confirmation

You agree that everything that you have uploaded is, to the full extent of your knowledge, true & correct in regards to what is indicated. Where applicable, you confirm that you have discussed the possible collection of biometric data with your employees. They understand that biometric data will be collected for the purposes of positively identifying them at their place of work and that this will be used for, but not limited to, collecting their entry and exit times from their place of work, verifying them for the purposes of breath alcohol analysis and other purposes related to their employment. You have read and accepted Damstra Technology's [terms & conditions](#) and [privacy policy](#).

- **Email Notification** - this is an additional email address for notification for this request if you want the employee or anybody within your company to be notified regarding

this request. This is **optional**.

Email notifications

Employee	Worksite & mobilisation	Additional email address for notifications for this request (optional)
Sweettooth, Gus ID:	Demonstration Site 3 Underground Induction	<input type="text" value="name@example.com"/>

✓ Pay & send for verification

✓ Pay & send for verification

- Click **Pay & send for verification** button once all is complete.
- The Mobilisation request will be reviewed and verified and this process will be **completed within 24 hours** at the most, but often it will be less.

The Portal will also give you the option to make **payment in Bulk** if you have another request that has **not yet been sent for approval** or **begin a new request** with the **same worksite and the same tax region**.

Bulk payment ✕

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Damstra Technology will now verify the new employee submission/s within 24 hours .

Provided all details have been entered correctly for each employee, you will receive an email confirming the employee has been successfully verified and is now ready to be registered to work at Holcim AUS sites.

Holcim	(Excl. GST)
Holcim 1 Year EPP Licence Fee	\$121.00
Holcim 2 Year EPP Licence Fee	\$242.00
Holcim NZ 1 Year EPP Licence Fee	\$133.10
Holcim NZ 2 Year EPP Licence Fee	\$266.20

What happens next?

- Damstra Technology reviews and either approves your employee's registrations or requests further information. This is to ensure all documentation has been provided as per requirements set by Holcim AUS. If the registration is incomplete, an email notification will be sent outlining the reasons. This **verification process will be completed within a 24-hour period** at the most, but often it will be less.
- Once all documentation is approved, your company contact will receive an email notification advising the employee now needs to **complete their 'Holcim General Induction' Online Training**. The email contains the link and code to the course. This will need to be forwarded to the employee to complete before they will be granted Holcim AUS worksite access. The online training usually takes about 30 minutes and includes an assessment which requires a minimum of **75% passing percentage**.
- Once the employee has completed the Holcim Online Training and the registration has been verified by Damstra Technology, you will **receive a Registration Confirmation email** which includes your employees' **Damstra ID Number/s** which can be used as **Interim Site Access** until you receive your employees' Damstra Access Cards. Your Damstra Access Cards will be printed and posted to the address listed on your company profile.

Need help?

If you are unsure of what to do or simply need a helping hand through this process, reach out to one of Damstra Technology's friendly team at service@damstratechnology.com or phone **1300 722 801**.