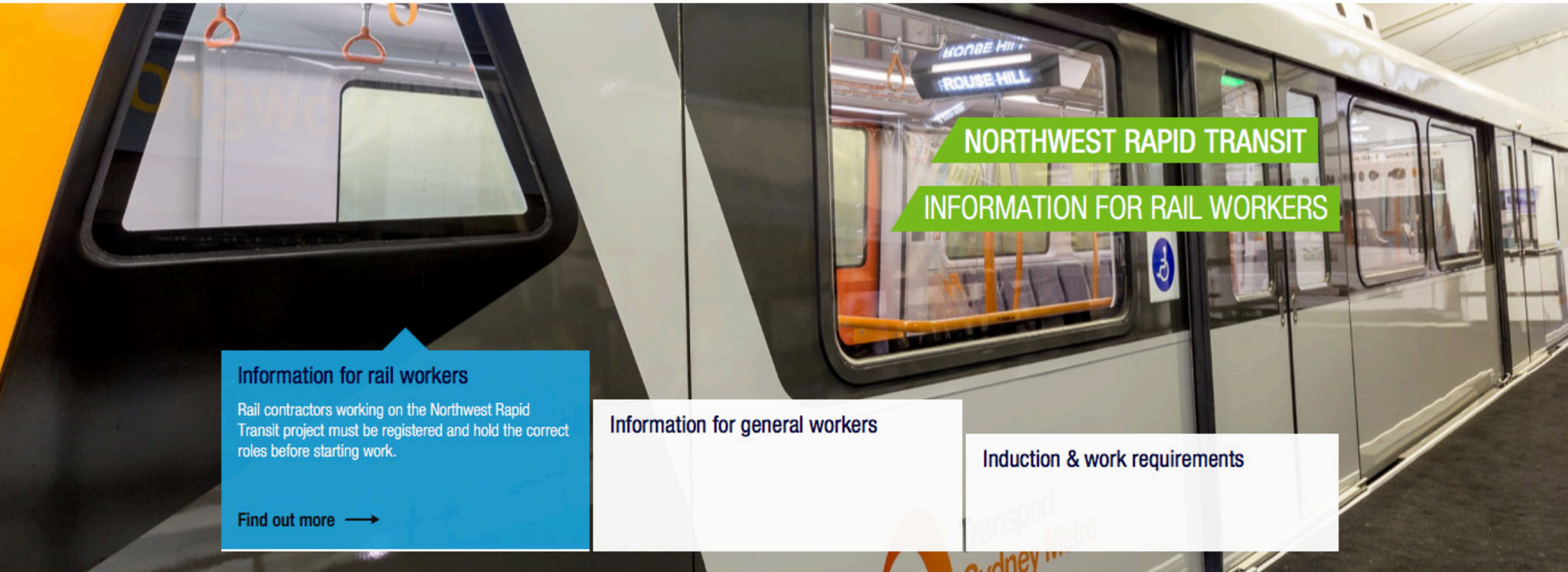


NRT Contractor Safety Management System Portal User Guide Existing NRT/RIW cardholder



REGISTER/LOGIN

MENU



NORTHWEST RAPID TRANSIT

INFORMATION FOR RAIL WORKERS

Information for rail workers

Rail contractors working on the Northwest Rapid Transit project must be registered and hold the correct roles before starting work.

Find out more →

Information for general workers

Induction & work requirements

[Home](#) | [Information for rail workers](#) | [Information for general workers](#) | [Induction & work requirements](#) | [Documents & information](#) | [Contact us](#)

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Logging into the NRT Contractor Safety Management System	4
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For questions or assistance please call
1300 309 566

or email:
nrt@pegasus.net.au

Contractor Information Site:
www.nrtcontractors.com.au

Overview

Information for Rail Workers:

Contractors must ensure their employees and subcontractors working on the Sydney Merto Northwest Project are competent and qualified to work on site.

NRT requires all rail workers (contractors and subcontractors) to hold a valid Rail Industry Worker card or a Northwest Rapid Transit card with the relevant NRT roles to work on the project.

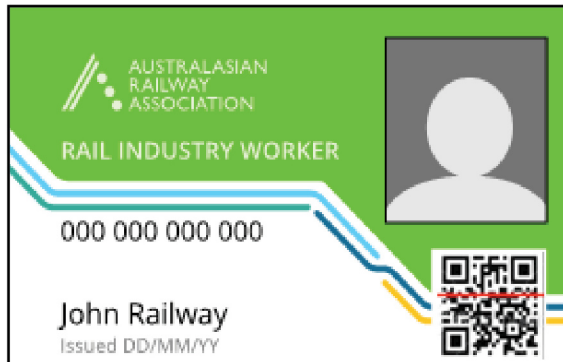
This section applies to workers deemed to be working in the rail corridor or “Red” zones (delineated live rail environments) who must comply with the Rail Safety Act and project specific requirements. If you are unsure if you are required to work in these areas, please contact your NRT representative.

Information for General Workers:

General workers (non-rail workers) who wish to work on the Sydney Merto Northwest Project must first register in the NRT Contractor Safety Management System and hold an NRT card with the correct roles to work on the project.

Purchasing a RIW or NRT card

Rail Industry Worker Card



A Rail Industry Worker card with NRT roles is accepted on the Sydney Metro Northwest Project.

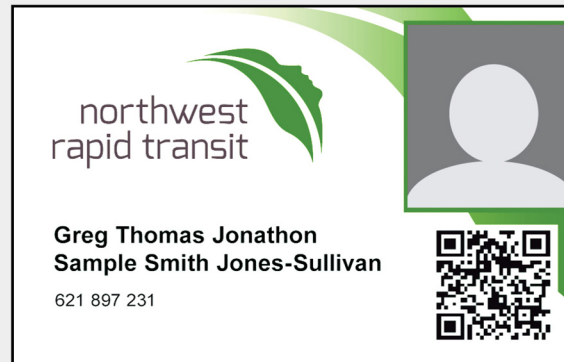
Features

- A rail industry card and can be used across many Australian rail projects.
- 100 point ID check with Australia Post
- Competencies and roles managed centrally and transferrable between projects

Cost

- \$100 ex GST for card and ID check
- \$30 ex GST annual renewal and maintenance fee - covers the cost of ongoing changes and updating competencies in the system

Northwest Rapid Transit Card



An NRT card with NRT roles is accepted on the Sydney Metro Northwest Project.

- Can only be used on the Sydney Metro Northwest Project
- Expires at the end of the Sydney Metro Northwest Project
- Can be used by both rail workers and general workers.
- Project specific ID check

- \$50 ex GST upfront once only cost of card

(Transferring to a RIW card incurs additional costs)

Contractors must ensure their employees and subcontractors working on the Sydney Metro Northwest are competent and qualified to work on site.

NRT requires all rail workers (contractors and subcontractors) to hold a valid Rail Industry Worker card or a Northwest Rapid Transit card with the relevant NRT roles to work on the project.

To update roles on a Rail Industry Worker card, please go to <http://www.railindustryworker.com.au> and click "REGISTER NOW" in the top menu bar. This will direct you to the RIW portal where you can add the required NRT roles to your RIW card.

Once on the home page for the RIW Contractor Safety Management Portal, click "Login." Login using your existing username and password. Follow the directions in this user guide, noting that you are in the RIW portal instead of the NRT Contractor Safety Management System.

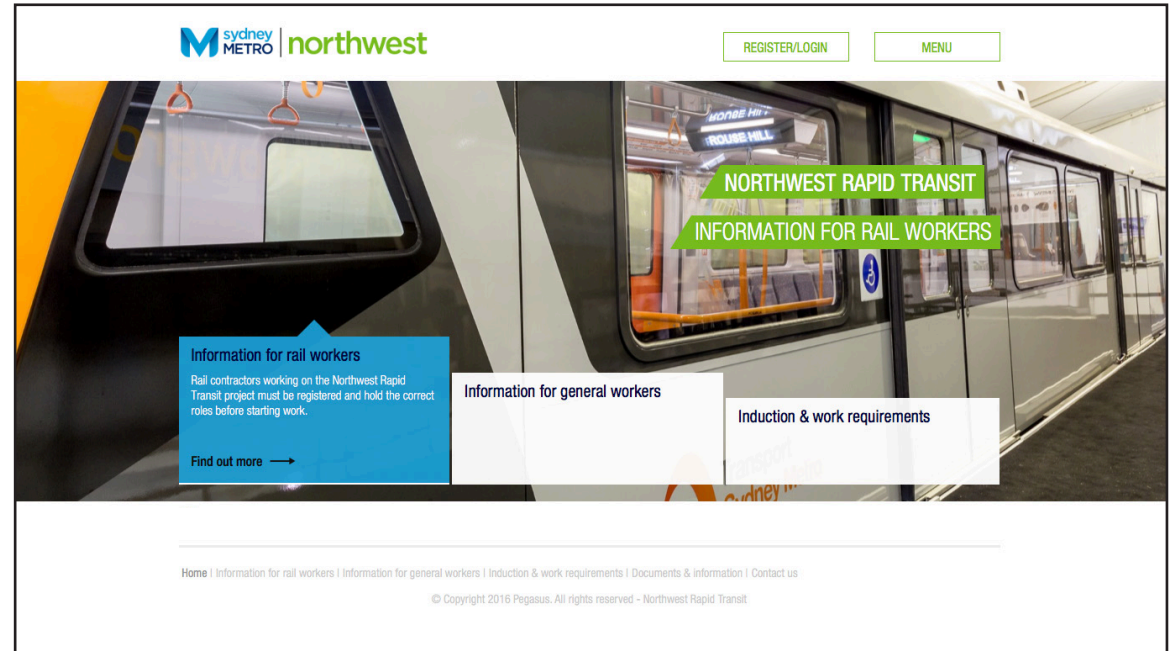
To update roles on a NRT card, continue to the next page to follow the user guide for adding roles to an existing NRT card in the NRT Contractor Safety Management System.

Logging into the NRT Contractor Safety Management System

NRT Contractor Safety Management System

Please follow this step-by-step guide to registering your company and ordering cards in the NRT Contractor Safety Management System.

Start in the system here >



Step 1>

Please go to <http://www.nrtcontractors.com.au> and click "REGISTER/LOGIN" in the top menu bar.

Once on the home page for the NRT Contractor Safety Management System, click "Login."

Updating your RIW/NRT card

The screenshot shows the login page of the Contractor Safety Management System. At the top left is the logo for Sydney Metro Northwest. To the right of the logo is the text "Contractor Safety Management System". Below the logo and text is a green navigation bar with "Home" on the left and "Help | Terms & Conditions | Privacy" on the right. On the left side of the page, there is a sidebar with the text "app104" and "14-Jul-2016 15:03". The main content area is titled "Login" and contains the instruction "Enter your username and password to login now." Below this instruction are two input fields: "Username:" and "Password:". Below the input fields is a green "Login" button.

Step 1>

To login, enter your username and password.

The screenshot shows the dashboard of the Contractor Safety Management System after a successful login. At the top left is the logo for Sydney Metro Northwest. To the right of the logo is the text "Contractor Safety Management System". Below the logo and text is a green navigation bar with "Home" on the left and "Logout | User Settings | Help | Terms & Conditions | Privacy" on the right. On the left side of the page, there is a sidebar with the text "app104", "14-Jul-2016 15:02", "T Test", and "Flying Pegasus". In the top right corner of the main content area, there is a "Shopping Cart" button with a cart icon and the text "Total Cost: empty". The main content area is titled "Welcome to your company's login area" and contains the instruction "From here you can manage employee roles and Company Relationships." Below this instruction are three green buttons: "Manage Employee Data" with the description "Register employees, maintain roles and order cards.", "View Employees" with the description "View details of your employees and their data.", and "Company Relationships" with the description "Your company relationships on sites in this portal."

Step 2>

Select "Manage Employee Data."

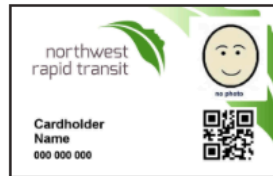
Employee Compliance



Shopping Cart
Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

Description:	Northwest Rapid Transit Personal Compliance Roles and Card
Requirements:	<ul style="list-style-type: none"> • Subscription (included in Initial Registration) • Role selection • Photo upload • File uploads • Information requests • Mandatory North West Rapid Transit Card (if no previous issue)
Registration:	\$50.00 (plus \$5.00 GST) for initial registration and subscription
Card Cost:	\$30.00 (plus \$3.00 GST) per Card
Subscription:	60 months duration \$0.01 (plus \$0.00 GST) per Subscription Renewal on expiry
Recognition:	<p>The following subscriptions and cards are recognised by this portal:</p> <ul style="list-style-type: none"> • Rail Industry Worker (subscriptions and cards) <p><i>Recognised subscriptions and cards are treated as equivalent to Northwest Rapid Transit subscription and cards. If a cardholder's subscription or card is recognised they will not be required to purchase Northwest Rapid Transit ones.</i></p>



Back

EMPLOYEES LIST

Search

Enter a name fragment (blank for all) and click **search** to list your employees

You can also select employees that have not yet been entered. Please click **search first** to make sure the person is not already in your employees list. Then an **Add Employee** button will be provided.

Employee Compliance



Shopping Cart
Total Cost: *empty*

PLEASE NOTE: Just because a card is shown here does not mean you may order it. Please ensure the person is entitled to a card before you order it. You may not qualify for a refund if your order is rejected. If you're unsure about any card order please contact the portal administrator (see details on the help menu).

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Back

EMPLOYEES LIST

Enter a name fragment (blank for all) and click **search** to list your employees

Found 1 match

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
<input checked="" type="checkbox"/>	<input type="checkbox"/> Tick for card					Rail Industry Worker: 08 Aug 2015	

Step 3>

Enter your employee's name, then select "Search."

Step 4>

You will be able to see the cards that your employee holds in the Card History column of the table. If your employee holds a NRT card it will say NRT and the date it was printed (eg, 08 Aug 2015). If your employee holds a RIW card it will say Rail Industry Worker and the date it was printed (eg, 08 Aug 2015).

Select your employee from the employees shown buy ticking their name as shown to the left.

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	Trampenau	Jeremy	✘				\$0.00	INCOMPLETE	N/A

✔ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered

Click link to view role data requirements:

[Role Data Lookup](#)

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** and **Information selections**.

Back

Step 5>
Select "Process."

Roles



Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	no	Stevenson	Aaron	✘				\$0.00	INCOMPLETE	N/A

✔ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered

Click link to view role data requirements:

[Role Data Lookup](#)

PROCESSING: AARON STEVENSON
(Roles)

Back

Submit

Terminate

GENERAL*

Roles

Select Roles

Mandatory; Requires valid selection

Roles: NRT - Administration, NRT - Information Technology

Previous Roles: NRT - Administration, NRT - Information Technology

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

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

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

Save

Step 8>
Click "Select Roles."

From the pop up window, select the relevant roles. Once all of your employee's roles have been selected, scroll to the bottom of the window, then select "Apply."

To continue, close the window, by clicking the exit cross in the top corner.

epe.onsitetrackeasy.com.au

Northwest Rapid Transit Portal Work Roles

Class:

Tick all required roles and click Apply button at the bottom

- NRT - Administration
- NRT - Alcohol and Other Drugs Tester
- NRT - Apprentice
- NRT - Architectural
- NRT - Around the Track Personnel (Construction)
- NRT - Around the Track Personnel (Non Construction/Maintenance)
- NRT - Assessor
- NRT - Assistant Signal Designer
- NRT - Assistant Signal Sectioner
- NRT - Auditor
- NRT - Auto Electrician
- NRT - Backhoe Operator
- NRT - Ballast Unloader
- NRT - BCA Certifier
- NRT - Bobcat/Skid Steer Operator
- NRT - Boilermaker
- NRT - Bricklayer
- NRT - Buildings/Stations - Design Verifier/Approver
- NRT - Buildings/Stations - Designer
- NRT - Carpenter

Selected Roles
NRT - Administration

Apply

Roles Shopping Cart
Total Cost: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing ▶	no			✘				\$0.00	INCOMPLETE	N/A

✓ = Entered ✘ = Mandatory Not Entered ✘ = Optional Not Entered [Click link to view role data requirements: Role Data Lookup](#)

PROCESSING: Back Submit Terminate

GENERAL*

Roles

Select Roles Mandatory; Requires valid selection

Roles: NRT - Administration, NRT - Information Technology

Previous Roles: NRT - Administration, NRT - Information Technology

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

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

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

Step 9>
Tick the declaration, before selecting “Save.”

GENERAL* show general +

FILE hide files -

File1: * **NRT 100 Point ID Check Form**

✘ Identity.Form.100 Points of Identification (private)

Mandatory for Roles: NRT - Administration

If you hold an existing Rail Industry Worker Card, please upload a copy of this card.
If you are applying for a new NRT Card please:

1. Download the NRT - 100 Point ID Form by clicking the below PDF Icon
2. Complete the form
3. Scan and upload the file.

Refer to the form for requirements

Downloadable Document: NRT - 100 point ID form [click icon to download](#)

Please upload a single file

Upload

File2: * **Photo**

✘ **Mandatory Cardholder Photo**

Head and shoulders well lit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

Please upload a photo of this employee

Upload

Step 10>
Select “Upload” to upload any required files and documents.

Upload File for Chris Test

Verified doc

The file you upload here is classified as a *Verified doc*, which means:



- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description: **Resume/CV (private)**

Maximum Size: 2 Mb

Privacy Note: This file will be marked as **private** and access will be restricted.

Requirement: **Please upload a copy of your Resume/CV**

File to Upload: * no file selected

Browse to select file for upload

Name: *

Friendly name for this file after upload

Issue Date: *blank if none (must match upload file)*

Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: *blank if none (must match upload file)*

Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► Permitted File Types

Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.

► Maximum File Size

Only files up to 2 Mb in size will be accepted for upload.

► Private Files

Files marked as private can only be accessed by a limited number of users who deal with private data. For more information regarding private data see the Terms & Conditions menu.

Step 11>

Upload your document by selecting "Browse." Then select click "Upload."

TRAINING hide training

Requirements

The following table lists the training required for this employee's role selections. All **Auto-Booked** training will automatically be booked and added to the shopping cart when you submit this persons application.

Site	Course	Status	Access	Cost	GST	Required By Roles	History	Reason Unavailable	Data
NRT	NRT Infrastructure Project & Worksite InductionV10	COMPLETE	Approved	\$0.00	\$0.00	<input type="text" value="1"/>	Training Completed (Non Expiring)		
NRT	NRT Tunnel Induction	OPTIONAL	Approved	\$0.00	\$0.00	<input type="text" value="1"/>			Book

Required By Roles Legend

- 1 NRT - Administration
- 2 NRT - Information Technology

Online Training Email

Please enter a valid employee email address. It will be used to provide access to online training for the employee. An invalid address will result in the employee not being able to complete the training requirements for this selection.

Email: *copy from* *Employee*

Training Declaration

- I agree to purchase any outstanding training listed above for this employee and that they will undertake this training within a reasonable time frame.

Step 10>

Depending on the role you have selected, you may need to book training for your employee. Select "Book" next to the training that you would like to book your employee into.

Please note>

If your company is not yet associated to the site, you will need to apply for association before being able to book into training. To do this, select "Apply."

Once your association to site has been approved, you will be sent an email. Log back into the portal and view your Action items on the home page to continue your card update.

INFORMATION hide information

Info1: * For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify the following; Date commenced Traineeship or Apprenticeship
 Mandatory for Roles: NRT - Administration Please enter this information

Info2: * For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify the following; Date due to complete Traineeship or Apprenticeship
 Mandatory for Roles: NRT - Administration Please enter this information

Info3: * For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify the following; Type of Traineeship or Apprenticeship being undertaken:
 Mandatory for Roles: NRT - Administration Please enter this information

Info4: * If you are an employer for this person is this position intended to be working on this project for 26 weeks or more (working a minimum of 15 hours per week)?
 Mandatory for Roles: NRT - Administration Please enter this information

Info5: * If you are an employer is this a new position created for this project (i.e. has this person been employed by your company in the previous six months)?
 Mandatory for Roles: NRT - Administration Please enter this information

Info6: * Please provide your current Post Code:
 Mandatory for Roles: NRT - Administration Please enter this information

Info7: For this individual are they the sole parent or guardian of a child under eight years old? Note: This question is optional to answer.
 Optional for Roles: NRT - Administration Optional information

Info8: For this individual do they identify as Aboriginal or Torres strait Islander? Note: This question is optional to answer.
 Optional for Roles: NRT - Administration Optional information

Info9: For this individual do they identify as someone with a disability? Note: This question is optional to answer.
 Optional for Roles: NRT - Administration Optional information

Info10: For this individual have they in the previous 12 months been long-term unemployed (i.e. unemployed for a period of 6 months or more)? Note: This question is optional to answer.
 Optional for Roles: NRT - Administration Optional information


Info11: For this individual would they identify as a member of a racial, ethnic minority group or as a person from a Cultural and Linguistically Diverse Background (CALD)? If yes, please specify.
 Optional for Roles: NRT - Administration Optional information

Edit





Step 11>

To answer the information section, scroll to the bottom and select “Edit.” Answer the mandatory questions and any optional questions you would like to answer, then select “Save.”

Roles

 **Shopping Cart**
Total Cost: *empty*

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment
Processing 	no	Trampenau	Jeremy		NRT - Administration	3 of 3 	6 of 6 	\$0.00	COMPLETE	N/A

= Entered
 = Mandatory Not Entered
 = Optional Not Entered

Click link to view role data requirements:
[Role Data Lookup](#)

PROCESSING: JEREMY TRAMPENAU (Roles)

Back
Submit
Terminate

All mandatory entries are complete. This application may now be submitted.
 If you intend to provide any more optional file uploads or information, please do that first.

Step 12>

Scroll to the top of the page, then select “Submit” to complete your card update.

If you have selected to book training, you will be directed to the next step. If you did not book training, you have completed the card update process and will be redirected to the home page of the NRT Contractor Safety Management System.



Checkout Shopping Cart

Company:	Onsite Track Easy Pty Limited
User:	Lauren Chock

Purchase Successful

- 1 person has been **booked into training**.

Tax Invoice/Receipt

- Thank you for your purchase. Below is the Tax Invoice/Receipt.
- A copy of this has been emailed to you. Click the **Download** button to access it now.

Invoice Number	Total (inc GST)	Method	Details
262685	\$0.00	FREE	Download

[Logout](#)

[Continue](#)

Step 13>

To finalise your training booking and card update, select “Continue.”

For questions or assistance:

1300 609 566
nrt@pegasus.net.au

Contractor Information Site:
www.nrtcontractors.com.au



Contractor Safety Management System

[Home](#)

[Help](#) | [Terms & Conditions](#) | [Privacy](#)

app104

12-Jul-2016 10:41

Welcome

If you are an Northwest Rapid Transit Contractor that performs works on a Northwest Rapid Transit site you may access this website for the following:

- Apply for Northwest Rapid Transit work site cards for your employees

Please Note: If you are not currently, or going to be, working on an Northwest Rapid Transit site you do not need to register through this website.

Register

If your company or business entity is already registered, please login here if you would like to do the following:

- Manage your employee's work site cards
- Manage your employee records

[Register](#)

Login

If your company is already registered, login here if you want to:

- Check your employee records
- Administer your employee's Northwest Rapid Transit work cards

[Login](#)