



# Northwest Rapid Transit Contractor Management System

User Guide for Registering your Company and Purchasing Cards

# Overview

## **Information for Rail Workers:**

Contractors must ensure their employees and subcontractors working on the Sydney Metro 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 Metro Northwest Project must first register in the NRT Contractor Management System and hold an NRT card with the correct roles to work on the project.

For questions or assistance please call **1300 309 566** or email [nrt@pegasus.net.au](mailto:nrt@pegasus.net.au).

Contractor Information Site [nrtcontractors.com.au](http://nrtcontractors.com.au)

## Purchasing a RIW or NRT card

|                 | Rail Industry Worker Card  | Northwest Rapid Transit Card  |
|-----------------|--|---|
|                 |   |   |
| <b>Features</b> | <p>A Rail Industry Worker card with NRT roles is accepted on the Sydney Metro Northwest Project.</p> <ul style="list-style-type: none"> <li>• A rail industry card and can be used across many Australian rail projects.</li> <li>• 100 point ID check with Australia Post</li> <li>• Competencies and roles managed centrally and transferrable between projects</li> </ul> | <p>An NRT card with NRT roles is accepted on the Sydney Metro Northwest Project.</p> <ul style="list-style-type: none"> <li>• Can only be used on the Sydney Metro Northwest Project</li> <li>• Expires at the end of the Sydney Metro Northwest Project</li> <li>• Can be used by both rail workers and general workers.</li> <li>• Project specific ID check</li> </ul> |
| <b>Cost</b>     | <ul style="list-style-type: none"> <li>• \$100 ex GST for card and ID check</li> <li>• \$30 ex GST annual renewal and maintenance fee - covers the cost of ongoing changes and updating competencies in the system</li> </ul>  | <ul style="list-style-type: none"> <li>• \$50 ex GST upfront once only cost of card</li> </ul> <p>(Transferring to a RIW card incurs additional costs)</p>  |

Contractors must ensure their employees and subcontractors working on the Sydney Metro 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.

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.

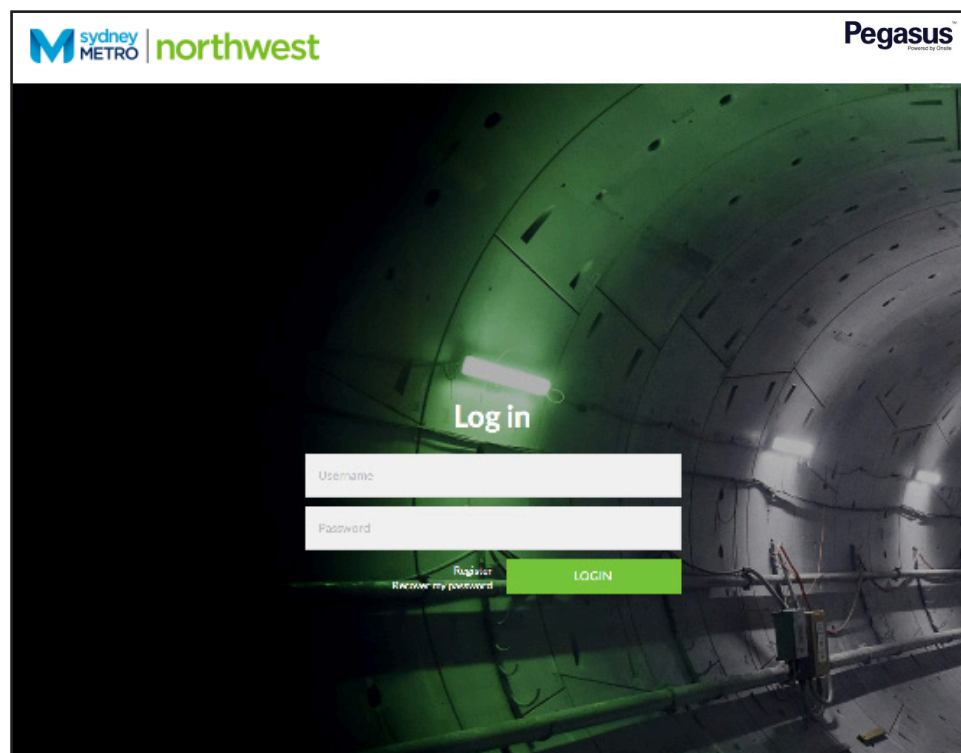
Once on the home page for the RIW Contractor Management Portal, click "Login." Login using your existing username and password.

Follow the directions in this user guide, noting that you are in the RIW portal instead of the NRT Contractor 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 Management System.

## Northwest Rapid Transit Contractor Management System

Please follow this step-by-step guide to register your business in the Northwest Rapid Transit Contractor Management System.



### Step 1

Please go to <http://www.nrtcontractors.com.au> and click on “Register/Login” in the top menu bar.

Once on the home page for the NRT Contractor Management System, click Register.”

If your company exists in the portal, but you need to purchase new cards, continue to **step 1 on page 8**.

If you know that you are an existing company, and your employees exist in the NRT Contractor Safety Management System, please see the **Existing cardholders portal user guide** that can be found on the Documents & information page of the Northwest Rapid Transit Contractor Information Page:

[www.nrtcontractors.com.au/documents-&-information/](http://www.nrtcontractors.com.au/documents-&-information/)

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

The screenshot shows the 'Business Details Registration' page. At the top, there are logos for 'sydney METRO | northwest' and 'Pegasus'. Below the logos, there is a 'Back to Login' link. The main heading is 'Business Details Registration'. Underneath, it says 'Select the country that your business operates in.' followed by a dropdown menu that is currently empty.

### Step 2

Select the country that your business operates in.

The screenshot shows the 'Business Details Registration' page with more content. It includes the same logos and 'Back to Login' link as Step 2. The country dropdown menu now shows 'Australia'. Below this, it says 'Please enter the ABN of your business (without spaces), and click "Search".' followed by two bullet points: '• If your business is listed in the results, click "Register with this business"' and '• If your business is not listed in the results, click "Add this business"'. There is a light blue button that says 'Don't know your ABN? Find it here.' Below this is a white box titled 'Australian Business Number' containing an input field labeled 'ABN' and a green 'Search' button with a magnifying glass icon.

### Step 3

Enter your ABN and select “Search.”

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

[Back to Login](#)

### Business Details Registration

Select the country that your business operates in.

Australia

Please enter the ABN of your business (without spaces) and click 'Search':

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

[Don't know your ABN? Find it here.](#)

#### Australian Business Number

84010831419 [Search](#)

Registered Entity Name: Pegasus Designs Pty Ltd  
ABN: 84010831419

#### Select Preferred Business Name

|                          |                          |
|--------------------------|--------------------------|
| Pegasus Designs Pty Ltd  | <a href="#">Register</a> |
| Pegasus Designs Pty Ltd. | <a href="#">Register</a> |

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### Step 4

Select "Register" for your preferred business name from the returned results.

[Back](#)

### Business Details Registration

Please complete the business details form below.

#### Business Details

|                   |                         |
|-------------------|-------------------------|
| Country *         | Australia               |
| Business Number * | 84010831419             |
| Registered Name * | Pegasus Designs Pty Ltd |

#### Contact Details

|              |            |
|--------------|------------|
| First Name * | First Name |
| Last Name *  | Last Name  |
| Email *      | Email      |

#### Physical Address

|                  |           |
|------------------|-----------|
| Address *        | Address   |
| Town/City *      | Town/City |
| State/Province * |           |

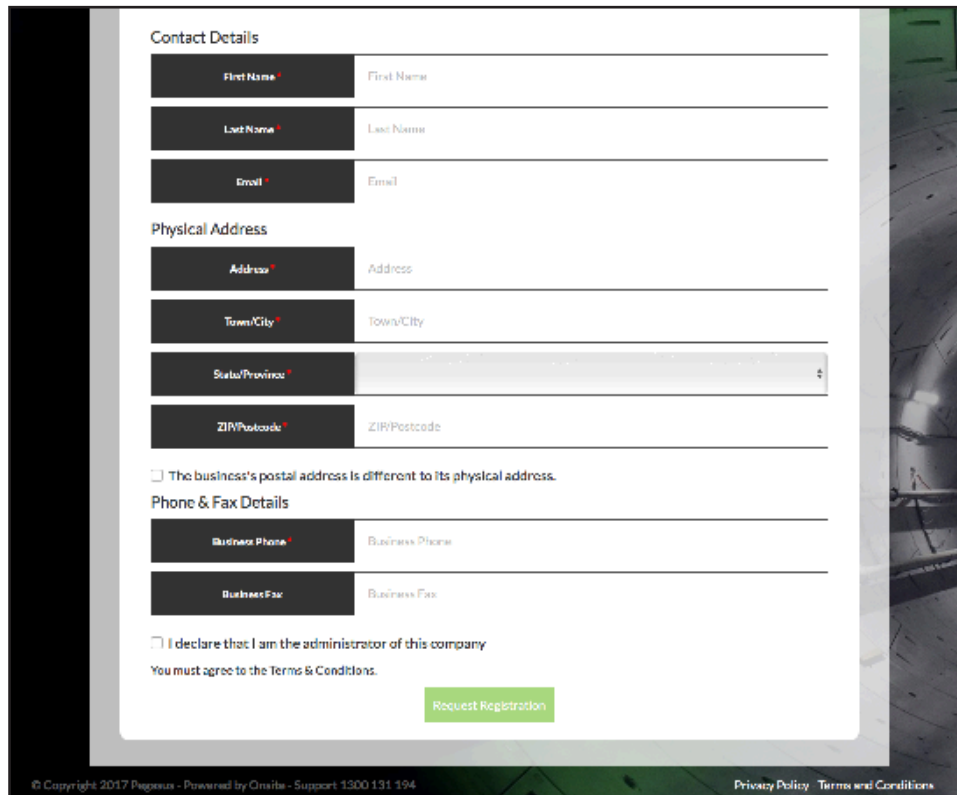
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### Step 5

Enter all business details.



## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS



The screenshot shows a registration form titled "Business Details Registration". The form is divided into several sections: "Contact Details" with fields for First Name, Last Name, and Email; "Physical Address" with fields for Address, Town/City, State/Province (a dropdown menu), and ZIP/Postcode; a checkbox for "The business's postal address is different to its physical address."; "Phone & Fax Details" with fields for Business Phone and Business Fax; a checkbox for "I declare that I am the administrator of this company"; a note "You must agree to the Terms & Conditions."; and a green "Request Registration" button. The footer includes copyright information and links to Privacy Policy and Terms and Conditions.

Contact Details

First Name \* First Name

Last Name \* Last Name

Email \* Email

Physical Address

Address \* Address

Town/City \* Town/City

State/Province \* State/Province

ZIP/Postcode \* ZIP/Postcode

☐ The business's postal address is different to its physical address.

Phone & Fax Details

Business Phone \* Business Phone

Business Fax \* Business Fax

☐ I declare that I am the administrator of this company

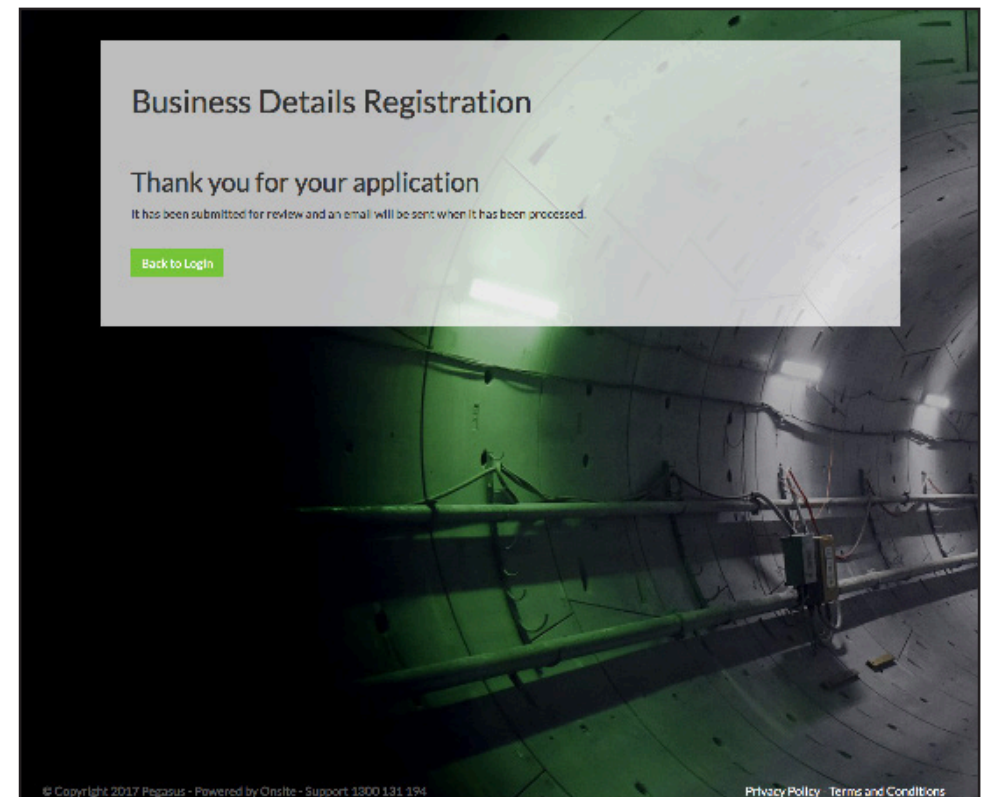
You must agree to the Terms & Conditions.

Request Registration

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### Step 6

Once you have entered all of your business details, agree to the declaration, then select "Request Registration."



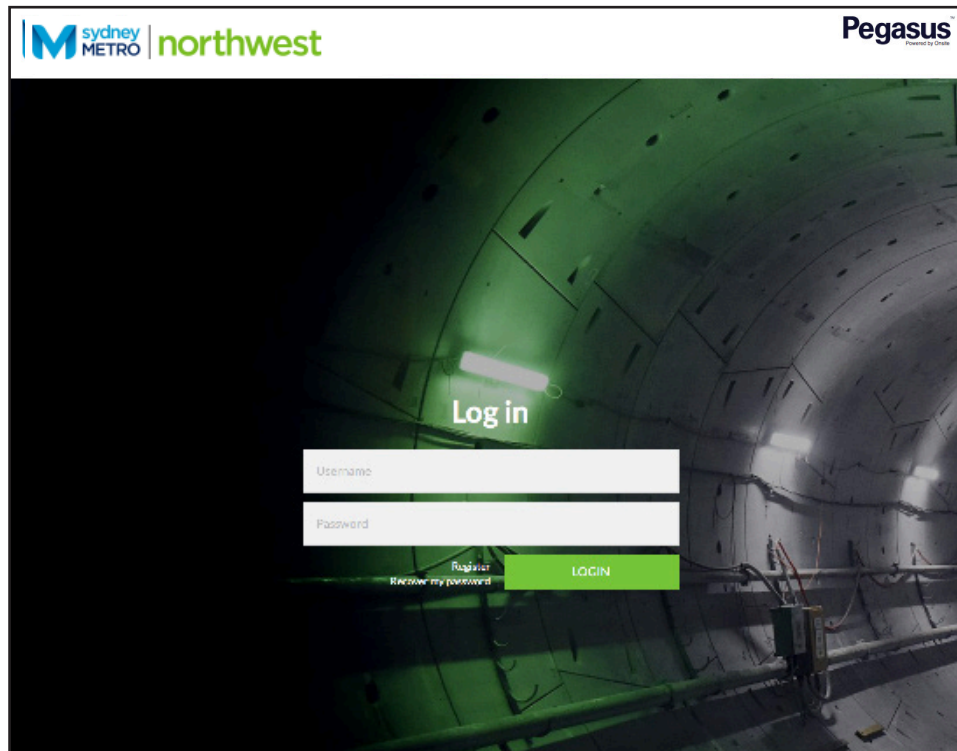
### Step 7

Your business registration application has now been submitted for review. Once your application has been processed, you will receive an email with your login details. Return to the system and use these details to login.

# REGISTERING EMPLOYEES AND PURCHASING NEW CARDS

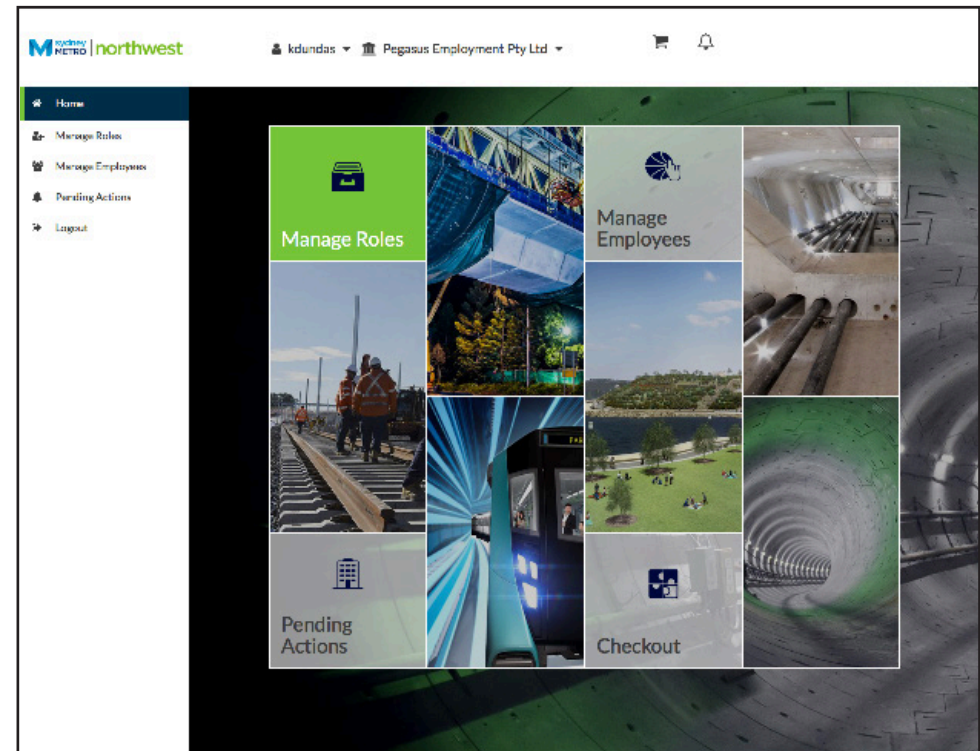


## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS



### Step 1

To login, enter your username and password that you created during registration.



### Step 2

Select "Manage Roles."

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS








Dashboard / Employees

### Employees

Select an employee to view

Search

**ADD NEW EMPLOYEE** +

-  >
-  >
-  >
-  >
-  >
-  >
-  >

### Manage Employee

Manage a selected employee

Please select an employee to manage

### Step 3








Select "Add New Employee."

### Employees Available

Select employees to add to action list

Search

**ADD NEW EMPLOYEE** +

-  Annis-Bro, Christopher >
-  Atkins, Luke >
-  Atkinson, Michael >
-  Austin, Bruce >
-  Avery, Mark >
-  Avis, William >
-  Bagnell, Clinton >

### Personal Details

Create a new employee

Person

|              |                 |
|--------------|-----------------|
| First Name * | First Name      |
| Middle Name  | Middle Name     |
| Last Name *  | Last Name       |
| Gender       |                 |
| DOB *        | dd/mm/yyyy      |
| Phone        | e.g. 0412341234 |
| Email        | Email           |
| Address      | Address         |
| Town/City    | Town/City       |
| State *      |                 |

[Back to List Employees](#) **SAVE & CLOSE**

### Step 4

Enter all of the employee's details.

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS








Dashboard / Employees / New Employee

### Employees

Select an employee to view

Search

[ADD NEW EMPLOYEE](#) +

-  Andrew, Timothy >
-  Annis-Bro, Christopher >
-  Atkins, Luke >
-  Atkinson, Michael >
-  Austin, Bruce >
-  Avery, Mark >
-  Avis, William >

### Personal Details

Create a new employee

State

Postcode

Country

### Licence Information

Licence Class

Licence Number

Licence State

Licence Expiry

Next of kin

Relationship

☐ Contractor

☐ ☒ Agree to [Terms and Conditions](#)


[Back to Employees](#) [SAVE & CLOSE](#)

### Step 5

Select if they are a contractor, agree to the terms and conditions, then select “Save and Close.”

### Manage Employee

Manage a selected employee



**Floss, Fairy**  
ID# 1419798  
Approved

#### Personal Details

Gender: Female  
DOB: 01/02/2000  
Name: Fairy Floss  
Address 236 King Street, Newcastle, NSW 2300 AU  
Phone: 0299999999  
Email: aaronstevo+9937437@gmail.com

Subscription Not Issued - Add To Cart >

Work Roles 0 0 0 >

### Step 6

Select “Work Roles.”

### Roles for Fairy Floss

Search

Back to Manage Employees

MANAGE ROLES

### Step 7

Select "Manage Roles."

### Personal Information

Card Shipping Address

Type: Personal  
Communicate to: Fairy Floss  
236 King Street, Newcastle, NSW 2300 AU  
0299999999

#### Edit Card Shipping Address

|                |                 |         |
|----------------|-----------------|---------|
| Attention to * | Fairy Floss     | PERSON  |
| Address *      | 236 King Street | COMPANY |
| Town/City *    | Newcastle       | CLEAR   |
| State *        | NSW             |         |
| Postcode *     | 2300            |         |
| Country *      | Australia       |         |
| Method         | Email & SMS     |         |

### Step 8

Verify where you would like the card to be sent to, by either selecting "Company" or "Person," check the details are correct, then select "Next."

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

### Personal Information

Card Shipping Address

Type: Personal  
Communicate to: Fairy Floss  
236 King Street, Newcastle, NSW 2300 AU  
0299999999

CANCEL

CONFIRM

### Step 9

Select "Confirm."

Dashboard / Employees / Selected Employees / Roles

Roles for Michael Crompton

Search

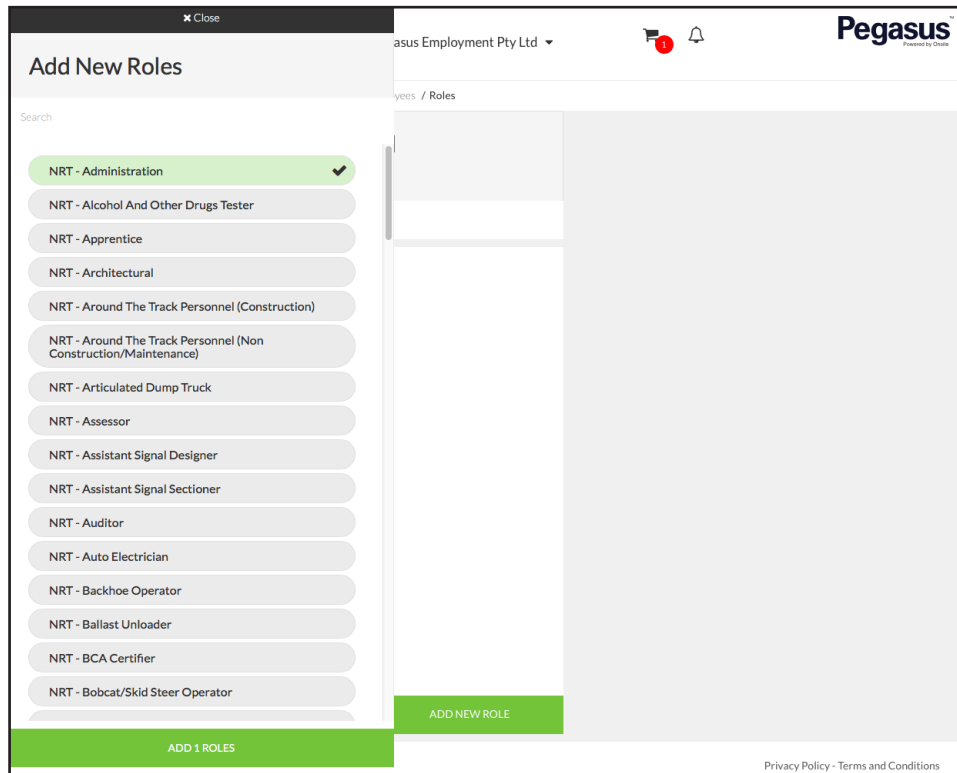
Back to Selected Employees

ADD NEW ROLE

### Step 10

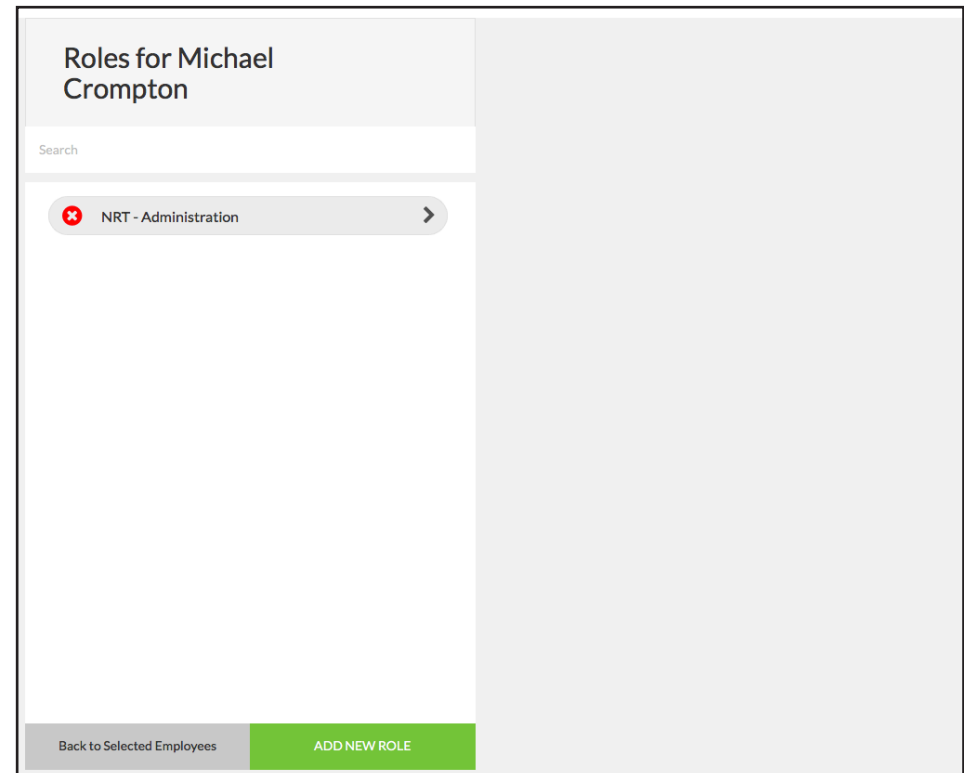
Select "Add New Role."

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS



### Step 11

Select the roles you wish to add to this employee by clicking on the role. Once all of the roles have been selected, click “Add # Roles.”



### Step 12

You will now be required to upload mandatory documentation for the role/s you are adding.

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

Roles for Michael Crompton

Competencies for Michael Crompton  
Role NRT - Administration

Search

Expand All | Collapse All

MANDATORY 0/9

- Identity..Photo ID
- Identity.Form.100 Points of Identification
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...

Back to Selected Employees ADD NEW ROLE

### Step 13

To view the mandatory documentation required for each role, click on the role.

Competencies for Michael Crompton  
Role NRT - Administration

Competency  
Identity.Form.100 Points of Identification

Search

Expand All | Collapse All

MANDATORY 0/9

- Identity..Photo ID
- Identity.Form.100 Points of Identification
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...

Back to Employee Roles

Download Template  
Business Rules

Select evidence for: Identity.Form.100 Points of Identification

Select or Upload Document

Save & Next

### Step 14

Upload each mandatory document by clicking on the name of the required document. Click "Select or Upload Document" to add the document.

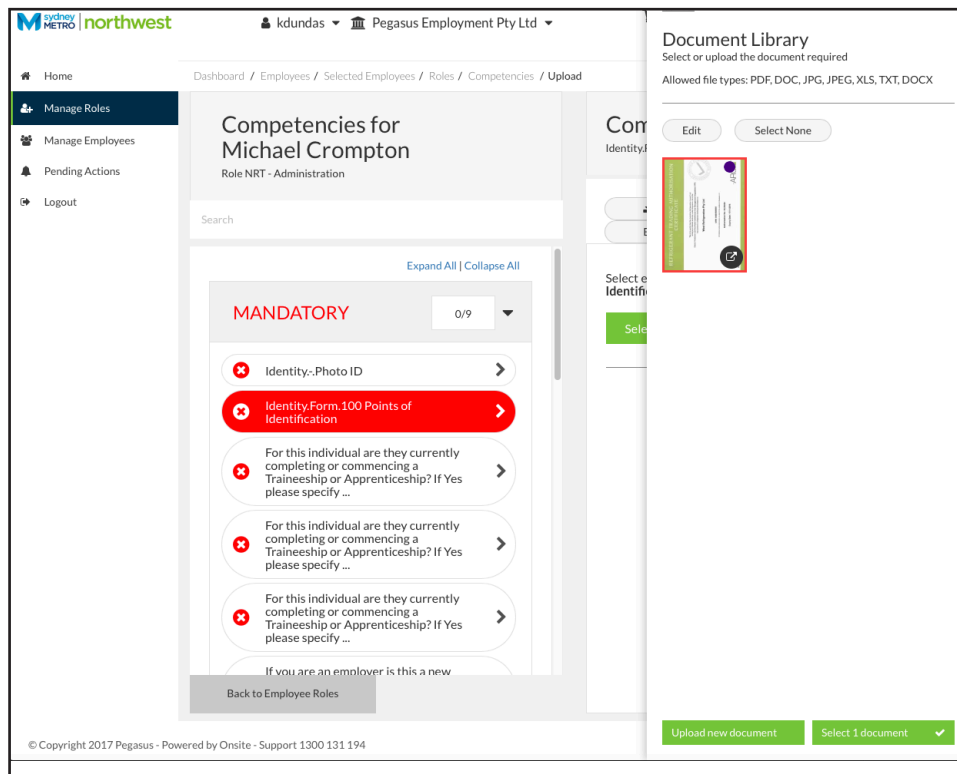
### Business Rules

Every competency and file upload will have a related business rule. These business rules explain what evidence is required and will be accepted by NRT. Providing documentation which is compliant with the required business rules will speed up your approval of the related documents. If the document you upload does not meet the business rules it will be returned to you to resubmit and will delay your application.

To view the business rules for the document you are uploading, select "Business Rules."



## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS



Document Library  
Select or upload the document required  
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Competencies for Michael Crompton  
Role NRT - Administration

MANDATORY 0/9

- Identity:Photo ID
- Identity.Form.100 Points of Identification
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...

Back to Employee Roles

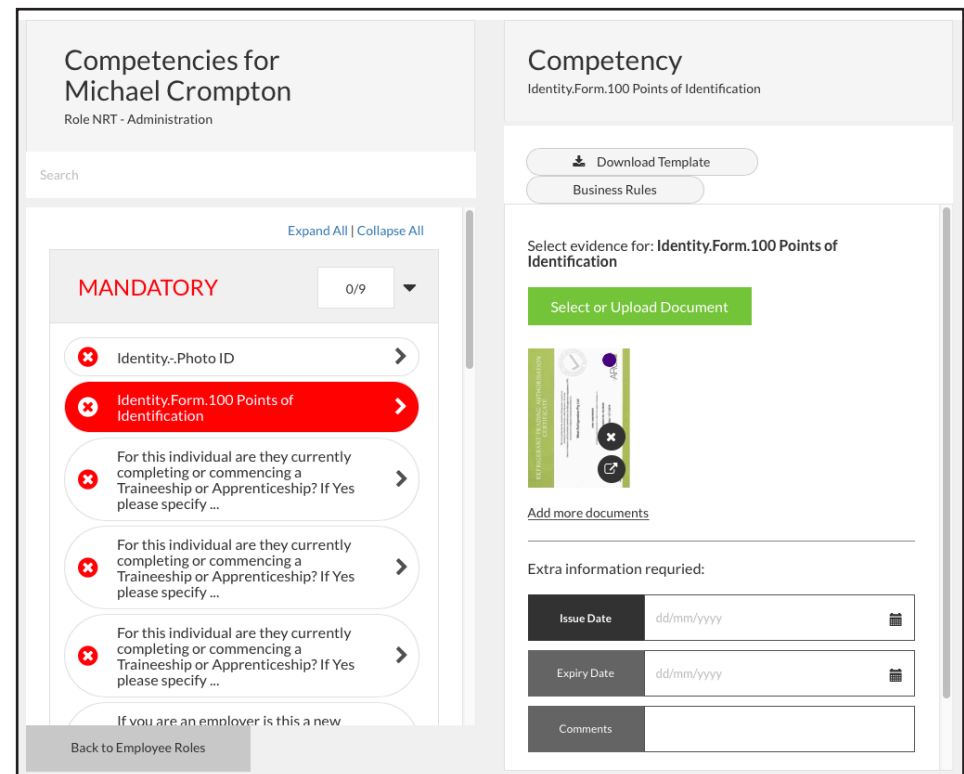
Upload new document Select 1 document

### Step 15

Upload documents to the document library by selecting “Upload New Document.” Select the document from your computer that you wish to add to the library.

Once you have documents in your library, click “Select # Document” to upload the document/s against a competency.

If you upload a PDF with multiple pages, you can select which page to upload to the competency you have selected.



Competency for Michael Crompton  
Identity.Form.100 Points of Identification

MANDATORY 0/9

- Identity:Photo ID
- Identity.Form.100 Points of Identification
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...
- For this individual are they currently completing or commencing a Traineeship or Apprenticeship? If Yes please specify ...

Back to Employee Roles

Download Template Business Rules

Select evidence for: Identity.Form.100 Points of Identification

Select or Upload Document

Add more documents

Extra information required:

Issue Date dd/mm/yyyy

Expiry Date dd/mm/yyyy

Comments

### Step 16

For each document, enter all information, then select “Save & Next.”

Continue uploading all mandatory documentation for each competency.

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

Competencies for Michael Crompton

Role NRT - Administration

Search

CONDITIONAL

0/2

✖

OH&S-WHS.Induction.Work safely in construction industry

>

✖

Rail.Qualified.Safely access the rail corridor or RISI qualifications

>

OPTIONAL

3/9

✖

Operator.Work Experience.CV/Resume

>

✖

For this individual do they identify as Aboriginal or Torres strait Islander? Note: This question is optional to answer...

>

✖

For this individual do they identify as someone with a disability? Note: This question is optional to answer.

>

Back to Employee Roles

Competency

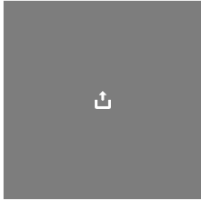



Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Upload 

Save & Next

### Step 17

When uploading the photo for your employee, select “Upload,” then choose the photo from your document library or your computer.

Competencies for Michael Crompton

Role NRT - Administration

Search

CONDITIONAL

0/2

✖

OH&S-WHS.Induction.Work safely in construction industry

>

✖

Rail.Qualified.Safely access the rail corridor or RISI qualifications

>

OPTIONAL

3/9

✖

Operator.Work Experience.CV/Resume

>

✖

For this individual do they identify as Aboriginal or Torres strait Islander? Note: This question is optional to answer...

>

✖

For this individual do they identify as someone with a disability? Note: This question is optional to answer.

>

Back to Employee Roles

Competency






Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Upload 

Crop 

### Step 18

Select “Crop.”

Competencies for Michael Crompton

Role NRT - Administration

Search

CONDITIONAL

0/2

OH&S-WHS.Induction.Work safely in construction industry

Rail.Qualified.Safely access the rail corridor or RISI qualifications

OPTIONAL

3/9

Operator.Work Experience.CV/Resume

For this individual do they identify as Aboriginal or Torres strait Islander? Note: This question is optional to answer...

For this individual do they identify as someone with a disability? Note: This question is optional to answer.

Back to Employee Roles

Competency

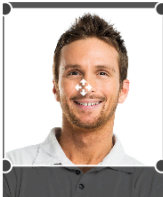


Photo Editing & Uploading

Upload a photo and edit it here, with the tools below.

Done ✓

Cancel

Save

Save & Next

### Step 19

Use the crop box to crop the photo. Once finished, select “Done” and then “Save & Next.”

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

The screenshot shows a web interface for selecting competencies. The left panel, titled 'Competencies for Aaron LastName' with the role 'Role NRT - Alcohol and Other Drugs Tester', contains a search bar and a list of mandatory inductions. The list is headed 'MANDATORY' and shows 6 items, with the 6th item, 'Project.Induction.J/V Project Inductions', selected and highlighted in blue. The right panel, titled 'Competency' for 'Project.Induction.J/V Project Inductions', contains instructions: 'Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.' Below this is a checkbox labeled 'Enroll in required courses for competency?' which is checked. At the bottom of the right panel are 'Next' and 'Checkout' buttons.

### Step 20

#### Mandatory Inductions

The combined NRT project and worksite and Rail Corridor induction will be mandatory for all new people applying for a NRT role (accept “Administration” and “Hassell Design” roles). This course will be automatically selected for you.

#### Optional Inductions

If you need to enrol into the Tunnel or Rail Corridor Induction (Only) select “Next” or scroll down to the optional section and proceed to step 20.

If you do not need to complete the Rail or tunnel induction, select “Checkout” button.

There are 2 optional inductions that you may need to enrol into depending on where the individual is working:

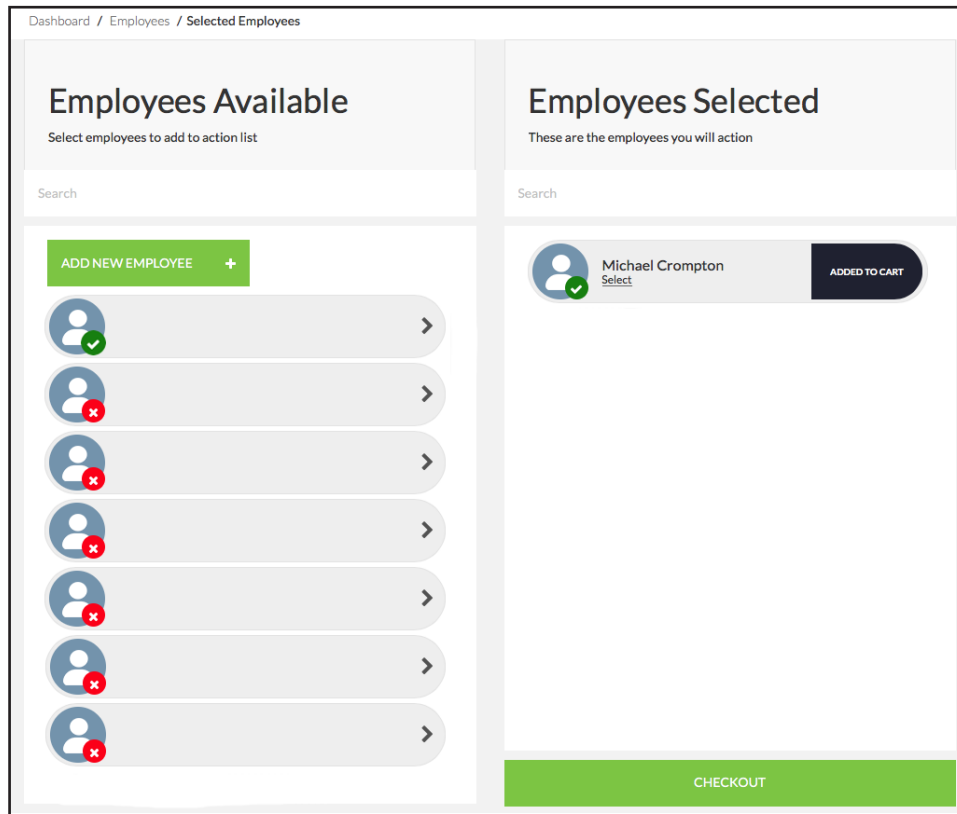
1. Project.Induction.Rail Corridor
  - a. To be selected if working in the “Red Zone” live rail corridor
2. Project.Induction.Tunnel
  - a. To be selected if working in the Tunnel

Within the optional section select the relevant induction, and tick “Enrol in required courses for this competency” and select “Save”.

If you need to enrol into both inductions do not press “Save & Checkout” until you have selected both of them.

**Once you submit this will lock the person’s profile until Pegasus verify the changes made and documents uploaded. If you accidentally press submit, then contact Pegasus to have your application returned.**

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS



### Step 21

Your employee's application and subscription will be added to the cart.

Select "Checkout" to proceed to payment.

## REGISTERING YOUR COMPANY AND PURCHASING NEW CARDS

Dashboard / Checkout

### Shopping Cart

| Item No. | Item  | Details              | Quantity | Price/unit | Total                  |
|----------|---|----------------------|----------|------------|------------------------|
| CAR007   | Card Purchase                                   |                      | 1        | \$50.00    | \$50.00                |
| CAR007   | Registration, Roles, Card for Michael Crompton. | <a href="#">Edit</a> | 1        | \$50.00    | <a href="#">Remove</a> |

|               |                |
|---------------|----------------|
| Subtotal:     | \$50.00        |
| Tax (10%):    | \$5.00         |
| <b>Total:</b> | <b>\$55.00</b> |

[Dummy](#)
[Dummy PO](#)
[PayPal / Credit Card](#)
[Checkout \\$](#)

[Purchase Order](#)

[Back](#)

### Step 22

Choose your payment method, then select “Checkout.”

kydney METRO | northwest

kdundas Pegasus Employment Pty Ltd

Pegasus

### Checkout Successful!

**Company**  
Pegasus Employment Pty Ltd  
PO Box 478, Singleton  
NSW, 2330 AU  
Contact: David Cook

**Tax Invoice**  
Invoice Number: 356446  
Date: 05 Jun 2017  
Onsite Track Easy Pty Limited  
ABN 84 098 220 743  
426 King Street  
Newcastle NSW 2300  
1300 441 433  
accounts@pegasus.net.au

| Item No. | Item  | Quantity | Price/unit | Total   |
|----------|---|----------|------------|---------|
| CAR007   | Card Purchase                                   | 1        | \$50.00    | \$50.00 |
| CAR007   | Registration, Roles, Card for Michael Crompton. | 1        | \$50.00    |         |

|               |                |
|---------------|----------------|
| Subtotal:     | \$50.00        |
| Tax (10%):    | \$5.00         |
| <b>Total:</b> | <b>\$55.00</b> |

[Download Invoice](#)
[Continue Processing Employees](#)

### Step 23

On successful payment you will be emailed a copy of the related invoice. Select “Download Your Invoice,” or “Continue Processing Employees.”

You now have successfully completed your role application and induction booking. The individual will receive an email with the link to complete their online induction and your documents will be sent to Pegasus for verification and approval.

### **Work Requirements**

Before starting work on the Sydney Metro Northwest Project, contractors must have:

1. their competencies verified (allow Pegasus three business days to verify your documents in the system), and
2. inductions completed

Only after both of these steps are complete can you access site.

For more information about site access requirements please visit <http://nrtcontractors.com.au/induction-work-requirements/>





For questions or assistance please call 1300 309 566  
or email [nrt@pegasus.net.au](mailto:nrt@pegasus.net.au)