



# Northwest Rapid Transit Contractor Management System

User Guide for Existing NRT/RIW Cardholder

# 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.

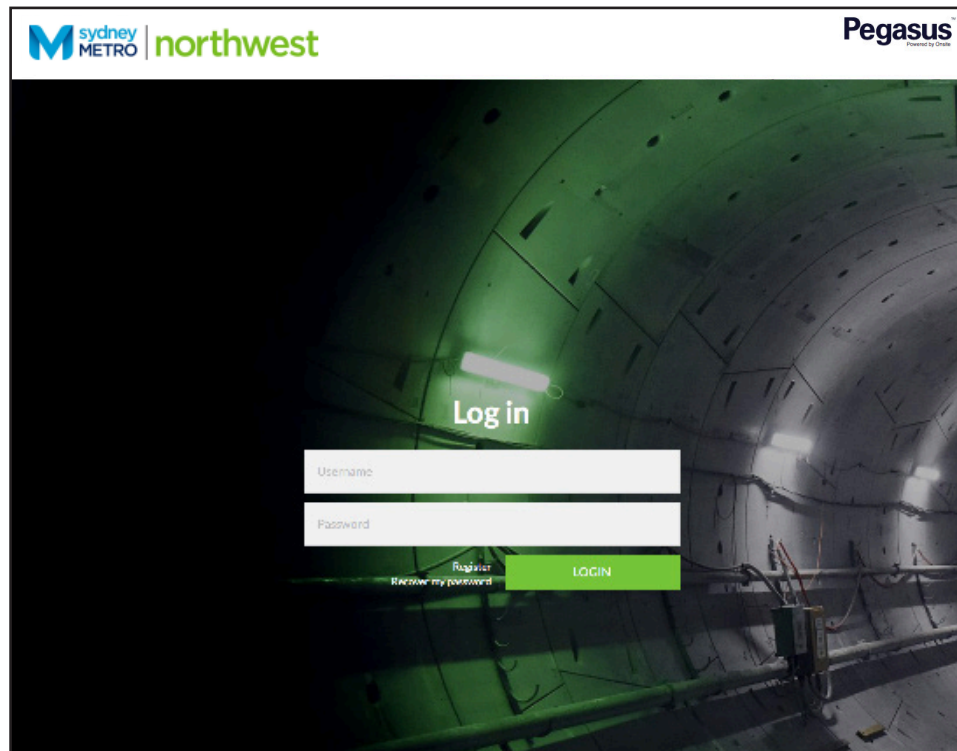
Once on the home page for the RIW Contractor Management Portal, click "Login." Login using your existing username and password.

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

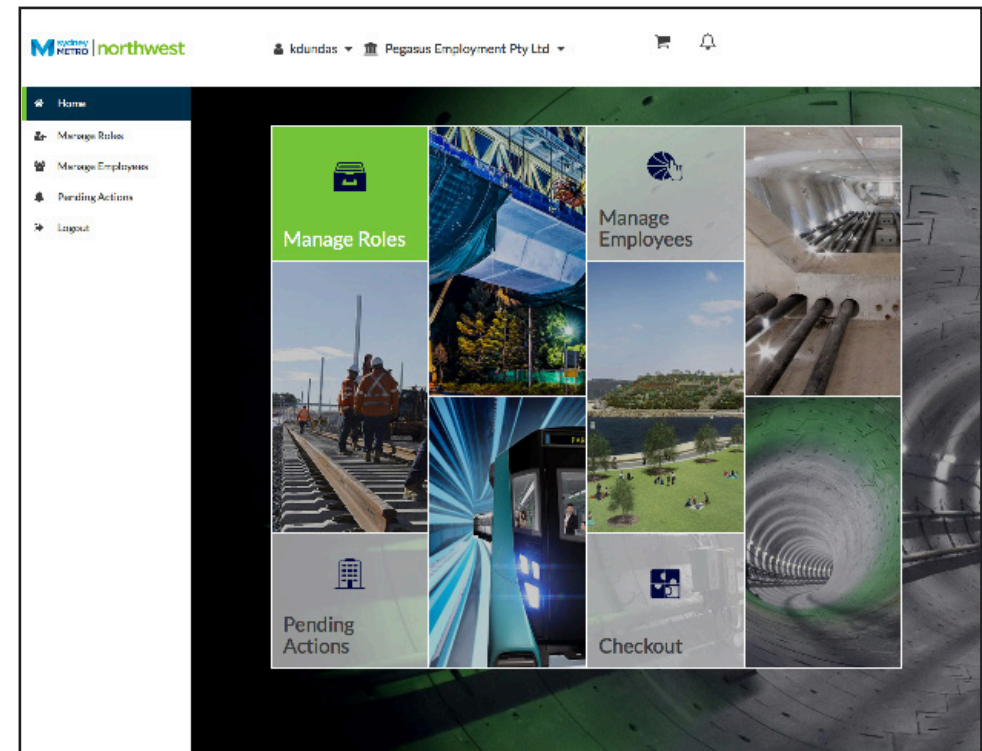
Please follow this step-by-step guide to updating your existing RIW/NRT card in the Northwest Rapid Transit Contractor Management System.



### 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 Management System, click “Login.”



### Step 2

Select “Manage Roles.”

## EXISTING NRT/RIW CARDHOLDER








Dashboard / Employees

### Employees Available

Select employees to add to action list

Search


ADD NEW EMPLOYEE +

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

### Employees Selected

These are the employees you will action

Search

 Michael Crompton  
Select CONTINUE

### Step 3

Select the employee from your list of employees.

### Roles for Michael Crompton

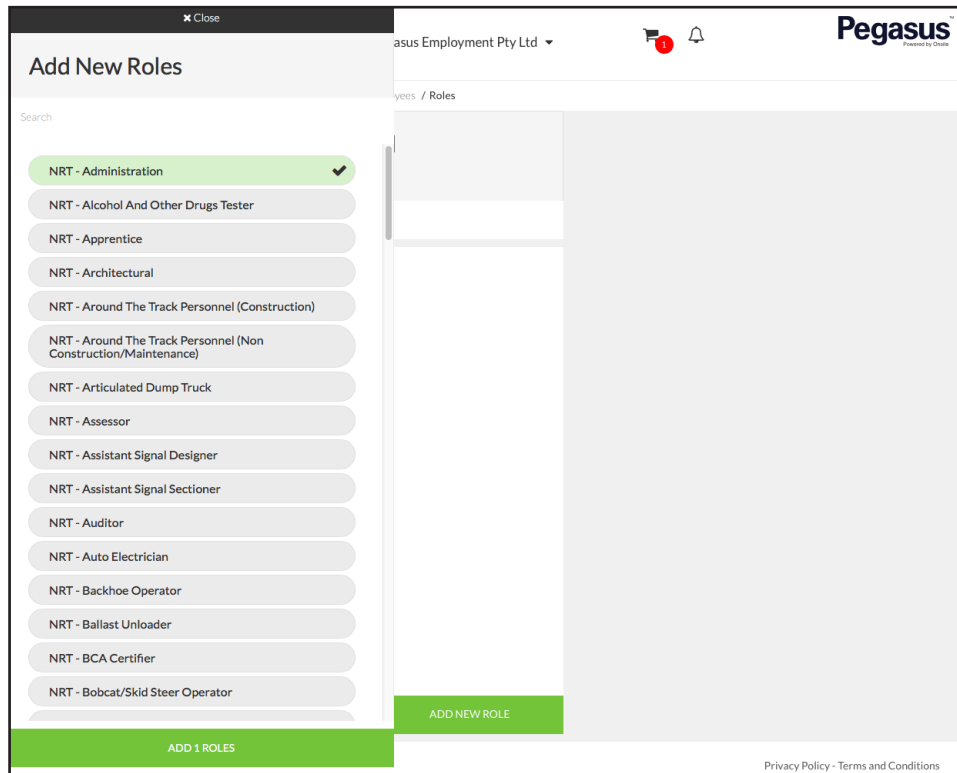
Search

Back to Selected Employees ADD NEW ROLE

### Step 4

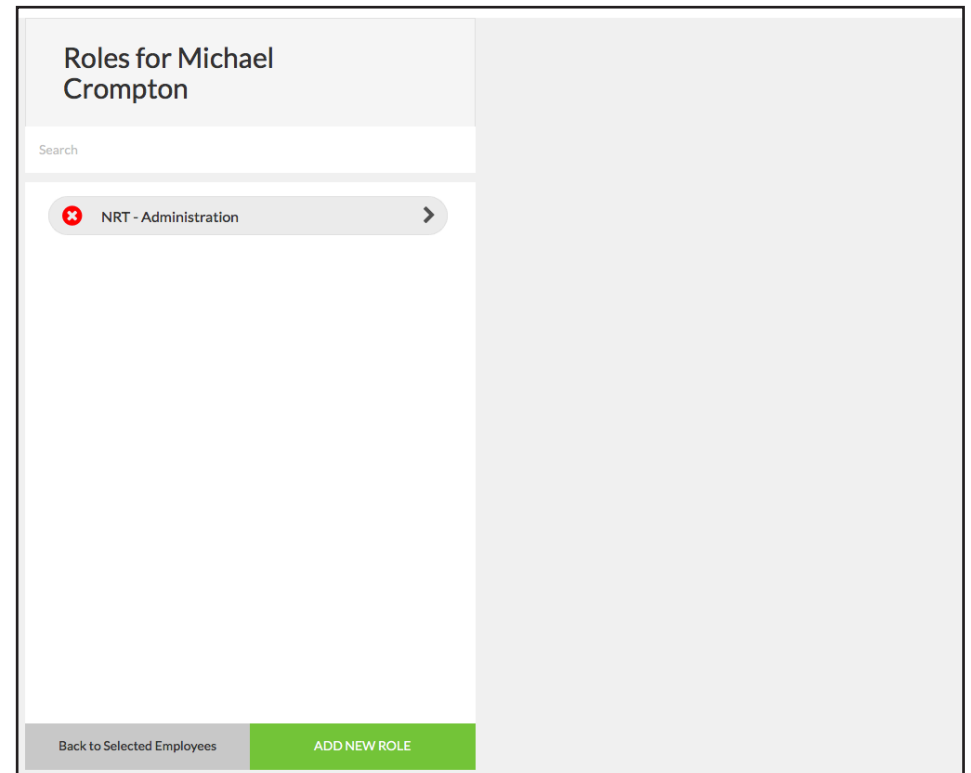
Select "Add New Role."

## EXISTING NRT/RIW CARDHOLDER



### Step 5

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 6

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

## EXISTING NRT/RIW CARDHOLDER

**Roles for Michael Crompton**

Search

**NRT - Administration**

**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 ...
- If you are an employer is this a new position created for this project (i.e. has this person been employed by your company)

Back to Selected Employees ADD NEW ROLE

### Step 7

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

**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 ...
- If you are an employer is this a new position created for this project (i.e. has this person been employed by your company)

Back to Employee Roles

**Competency**  
Identity.Form.100 Points of Identification

Download Template  
Business Rules

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

Select or Upload Document

Save & Next

### Step 8

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

## EXISTING NRT/RIW CARDHOLDER

**Competencies for Michael Crompton**  
Role NRT - Administration

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

MANDATORY 0/9

- Identity-.Photo ID
- IdentityForm.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 9

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.

**Competencies for Michael Crompton**  
Role NRT - Administration

Search

Expand All | Collapse All

MANDATORY 0/9

- Identity-.Photo ID
- IdentityForm.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

Competency  
IdentityForm.100 Points of Identification

Download Template  
Business Rules

Select evidence for: IdentityForm.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 10

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

Continue uploading all mandatory documentation for each competency.



**Competencies for Aaron Stevenson**  
Role NRT - Administration

Search

**MANDATORY** 2/2

- Photo
- IdentityForm, 100 Points of Identification**

**CONDITIONAL** 1/2

- Rail.Qualified.Safely access the rail corridor or RISI qualifications
- OH&S-WHS.Induction.Work safely in construction industry

**OPTIONAL** 4/5

- Operator.Work Experience.CV/Resume

Back to Employee Roles

**Competency**  
IdentityForm, 100 Points of Identification

Download Template Business Rules

Renew document Download document (175.8 kb)

Aaron Stevenson  
NRT Admin  
Check.pdf

Extra information required:

Issue Date 26/04/2016

Expiry Date dd/mm/yyyy

Comments verified doc.

Next Submit

### Step 11

If you wish to enroll into any inductions DO NOT press “Submit,” instead press the blue “next” or scroll down to the optional section and select the relevant induction.

If there are no induction bookings then press “Submit.”

Note: once you select “Submit the employee’s profile will be locked until Pegasus verify the application and documents.

If you accidentally press submit, contact Pegasus to have your application returned to you.

**Competencies for Aaron Stevenson**  
Role NRT - Information Technology

Search

**CONDITIONAL** 1/2

- Rail.Qualified.Safely access the rail corridor or RISI qualifications
- OH&S-WHS.Induction.Work safely in construction industry**

**OPTIONAL** 3/4

- Operator.Work Experience.CV/Resume
- Project.Induction.IJV Project Inductions
- Project.Induction.IJV Worksite Inductions
- Project.Induction.Tunnel**

Back to Employee Roles

**Competency**  
Project.Induction.Tunnel

About Training: NRT Tunnel Induction

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Next Course Selector

### Step 12

There will be four induction competencies listed within the “Operational” section:

- Project.induction.IJV Project Induction
- Project.induction.IJV Worksite Induction
- Project.induction.NRT Rail Corridor
- Project.induction.Tunnel

Select the required induction competency.

Tick the enroll declaration box in the right hand side column then click “Course Selector” to enroll into the corresponding induction.

## EXISTING NRT/RIW CARDHOLDER

Dashboard / Employees / Selected Employees / Roles / Course Selector

### Course Selector

Please go through the list and confirm the dates for the classroom courses

**NRT Project, Worksite And Rail Corridor Induction**

Competencies Covered

- Project.Induction.IJV Project Inductions
- Project.Induction.IJV Worksite Inductions
- Project.Induction.NRT Rail Corridor

Online Course >

Back to Employee Roles CHECKOUT

### Step 13

Select "Checkout" to add the training to your shopping cart.

northwest | Onsite Track Easy Pty Limited | Pegasus

Dashboard / Checkout

### Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total	
130907	Training Enrollments		1	\$0.00	\$0.00	✕
130907	All workers who work in the tunnels on the North West Rapid Transit project will be required to complete this Tunnel Induction, for Test Newperson	Edit	1	\$0.00	\$0.00	✕ Remove
130909	Training Enrollments		1	\$0.00	\$0.00	✕
130909	All workers on the North West Rapid Transit project will be required to complete this Project and Worksite Induction, for Test Newperson	Edit	1	\$0.00	\$0.00	✕ Remove
				Subtotal:	\$0.00	
				Tax (00%):	\$0.00	
				Total:	\$0.00	

Dummy Dummy PO PayPal / Credit Card Checkout \$

Back

### Step 14

Please ensure you only press "Save & Checkout" once you have selected all required training modules.


You will be presented with a list of courses you have been enrolled in based on your previous selections.

Press "Checkout" to complete the application. All training will be listed as free.

**Company**  
 Onsite Track Easy Pty Limited  
 426 King Street, Newcastle  
 NSW, 2330 AU  
 Contact: Ben Satchell

**Tax Invoice**  
 Invoice Number: 356495  
 Date: 08 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	
I30907	Training Enrollments	1	\$0.00	\$0.00	*
I30907	All workers who work in the tunnels on the North West Rapid Transit project will be required to complete this Tunnel Induction, for Test Newperson	1	\$0.00		
I30909	Training Enrollments	1	\$0.00	\$0.00	*
I30909	All workers on the North West Rapid Transit project will be required to complete this Project and Worksite Induction, for Test Newperson	1	\$0.00		
Subtotal:				\$0.00	
Tax (10%):				\$0.00	
<b>Total:</b>				<b>\$0.00</b>	

Download Invoice 

Continue Processing Employees

## Step 15

Select “Download Your Invoice,” or “Continue Processing Employees.”



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