



Supplier Mobilisation to Site Procedure

Human Resources

1 Purpose and Scope

The purpose of the **Supplier Mobilisation to Site** Procedure is to outline the process of enabling a Supplier (Contractor) to mobilise their personnel and equipment to Roy Hill remote sites.

This Procedure is only applicable to “Supplier Personnel”. The Supplier personnel may also be referred to as the “Contractor Workforce” or “Non-embedded Contractor”.

This Procedure applies to all Contractors or Suppliers and sub-contractors involved in contracts requiring onsite (non-Perth based) work.

This Procedure applies to all contracts executed with Roy Hill and follow the application of the **Contract Pre-Award Procedure** and the Roy Hill Mobilisation Team’s **Workforce Mobilisation to Site Procedure**.

This Procedure does not apply to Roy Hill employees or embedded Contractors.

2 Procedure

2.1 Overview

This Procedure refers to the process of verifying that a Supplier and its personnel have satisfied the requirements for access to site. This Procedure is to be read in parallel with the associated Supplier Mobilisation process flow

2.2 Procedural Steps

2.2.1 Hold Kick-off meeting (KOM)

The Package Manager / Hiring Manager holds a KOM with the Supplier to discuss specific contract scope requirements. The KOM should be attended by the Supplier and its representative, Package Manager, Hiring Manager, Commercial Team and relevant functional leads including, but not limited to, Engineering Services, Travel and Accommodation, Health and Safety, Environment and Heritage, Quality, Project Controls, Employee/Industrial Relations and Document Control.

2.2.1.1 Advise Registered Manager

The Contracts and Procurement Team and Package Manager/Hiring Manager must consult the Registered Manager on Site to advise that a Supplier is mobilising to Site.

This is to ensure the Registered Manager is aware of the KOM, Scope of Work, who is responsible for the Contract, any risk assessments undertaken, and the flights and accommodation for that Supplier. The Registered Manager should be included as an approver on fights and accommodation beyond contractual requirements. The requirements for mobilisation are discussed at the KOM as per the **Kick off Meeting Agenda**.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Approver Signature	Issue Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv		01/12/2016	1 of 7

Supplier Mobilisation to Site Procedure

Human Resources

When the minutes of the KOM have been prepared and issued via Aconex to all attendees by the Package Manager / Hiring Manager, a copy should be saved in both Omnicom for the relevant package.

2.2.1.2 Generate Supplier Mobilisation to Site Checklist

Following the KOM the **Supplier Mobilisation to Site Checklist** is generated in Omnicom by the Commercial Team and this enables verification and sign-off to proceed with the mobilisation of the Supplier personnel to site.

This checklist should also align with the requirements and documentation provided as part of the **Supplier Pre-qualification Application** completed by the Supplier before the Contract was awarded.

2.2.2 Notify IT and Mobilisation Team of Supplier Personnel commencement details

Where specific Supplier personnel are working on Site and require access to the Roy Hill email and intranet / IT systems, the Package Manager / Hiring Manager or Department Administrator must notify the IT Team and Mobilisation Team, by email, of the Supplier Personnel start date and on-boarding details (with the relevant completed forms i.e. **New Contractor User Request**, as required).

The IT Team receives notification of the new starter i.e. the Supplier Personnel (via IT Service Desk Mailbox) and completes the IT applicable new starter tasks. To ensure the Supplier personnel are able to commence work on the planned start date, on a Roy Hill remote site, with the relevant hardware and software, the IT team will:

- Action IT New Contractor User Request;
- Setup Hardware/Equipment;
- Create Login and Password;
- Print Login and password details (sent to Hiring Manager);
- Setup email distribution list and groups;
- Update Phone listing; and
- Setup permissions, systems and applications as applicable;
 - DMS;
 - SAP; and
 - Intranet.

2.2.3 Fulfil requirements for Mobilisation

The Contracts and Procurement Team ensures that the Supplier provides all relevant mobilisation information by completing the **Supplier Mobilisation to Site Checklist**.

Suppliers must not mobilise to Site without the following being completed and confirmed:

- An executed Contract or Notice of Award;
- Receipt of financial securities (if applicable); and
- Certificates of Currency being sighted and any queries confirmed by the Insurance Manager.

If the Supplier has fulfilled the requirements, the Supplier profile is approved to be setup in the Supplier Mobilisation System (Enable).

If the Supplier fails to fulfil the requirements, the Contracts and Procurement Team notify the Supplier of the additional documentation requirements and delays the Supplier profile setup until all required Supplier information is provided.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	2 of 7

Supplier Mobilisation to Site Procedure

Human Resources

2.2.4 Complete a request for new Supplier profile setup

The Contracts and Procurement Team must submit a request to the Mobilisation Team using the **New Contract Setup Form** to setup a new Supplier profile in Enable. The mobilisation of the Supplier / Supplier personnel to Site may only commence once this form has been submitted and setup completed in Enable.

2.2.5 Set up Supplier profile

The Mobilisation Team reviews the completeness of the Supplier profile, and:

- If the Supplier profile information is complete, the Mobilisation Team sets up a Supplier profile in Enable;
- If the Supplier profile information is incomplete, the Mobilisation Team requests the Contracts and Procurement Team provide the required information.

2.2.5.1 Personnel Mobilisation to Site

The Mobilisation Team will complete the Mobilisation of the of the Suppliers personnel to Roy Hill Remote site as per the **Workforce Mobilisation to Site Procedure**. This includes, but is not limited to, the completion of onsite mobilisation and onsite training induction.

2.2.5.2 Complete onsite Mobilisation

A full travel itinerary is forwarded to the Travel Administrator / Supplier Administrator for the approved Supplier personnel and they may now travel to site and complete site specific onsite training and inductions before commencing work.

2.2.5.3 Onsite training and inductions

Once on Site, the Supplier personnel must complete all onsite induction and training requirements applicable to the Site. This includes mandatory Contract Site Inductions (i.e. Port or Rail). Once these are completed, the personnel may begin work.

The Supplier's personnel will be required to do the VOCs and a Site specific induction and training as required by that Site. If work is to be undertaken on separate Contractor's Site, then the appropriate inductions are required to ensure access.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	3 of 7

Supplier Mobilisation to Site Procedure

Human Resources

3 Accountabilities

This section indicates which parties and business units are responsible for carrying out the requirements set by the procedure.

R = Responsible, A = Accountable, I = Informed, C = Consulted.

Roles Responsibility	Supplier / Contractor	Contracts & Procurement	Mobilisation Team (RH/Supplier)	Package Manager / Hiring Manager	Mobilisation Administrator	Registered Manager
Hold kick-off meeting	I/C	I/C		A/R	I/C	C
Notify IT and Mobilisation Team of Supplier Personnel commencement details (if required)	I/C	I/C		A/R	I/C	
Fulfil requirements for Mobilisation		R	I/C	A	I/C	
Complete a request for new Supplier profile setup		R		A	I/C	
Set up Supplier profile		I/C	R	A	I/C	
Supplier Personnel mobilised to site	R	I/C	I/C	I/C	A	I/C

Table 1 – Accountabilities

4 Definitions

Please refer to document **Commercial Procedures Definitions** for all definitions pertaining to this Procedure.

5 Abbreviations

Term	Definition
DOTS	Dynamic Online Training System
KOM	Kick Off Meeting
VOC	Verification of Competency

Table 2 – Abbreviations

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	4 of 7

Supplier Mobilisation to Site Procedure

Human Resources

6 References

Document Number	Document Name
CO-LST-00001	Commercial Procedures Definitions
CO-CHK-00009	Supplier Mobilisation to Site Checklist
CO-FRM00038	RH Contract Set Up Form - Mobilisation RH003 - Form (provided by Bright People Technologies)
CO-PRO-000	Contract Pre-Award Procedure
CO-PRO-00031	Supplier Pre-Qualification Procedure
CO-FRM-00031	Supplier Pre-qualification Application Short Form Pre-qualification Application
CO-FRM-00030	Supplier Pre-qualification Application Indigenous Pre-Qualification Application Form
CO-TEM-00026	Kick off Meeting Agenda
100RH-0000-PM-PRO-2034	Workforce Mobilisation Procedure (Enable)
N/A	New Contractor User Request Form (IT)
N/A	Onboarding and Induction of RH Employees and Embedded Contractor Procedure

Table 3 – References

7 Review

Reviews are to examine the appropriateness of the procedure, taking into consideration corporate, system and compliance requirements and legislative changes since the last review was undertaken.

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

Rev	Document Number	Author	Approver / BFO	Issue Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	5 of 7

8 Appendices

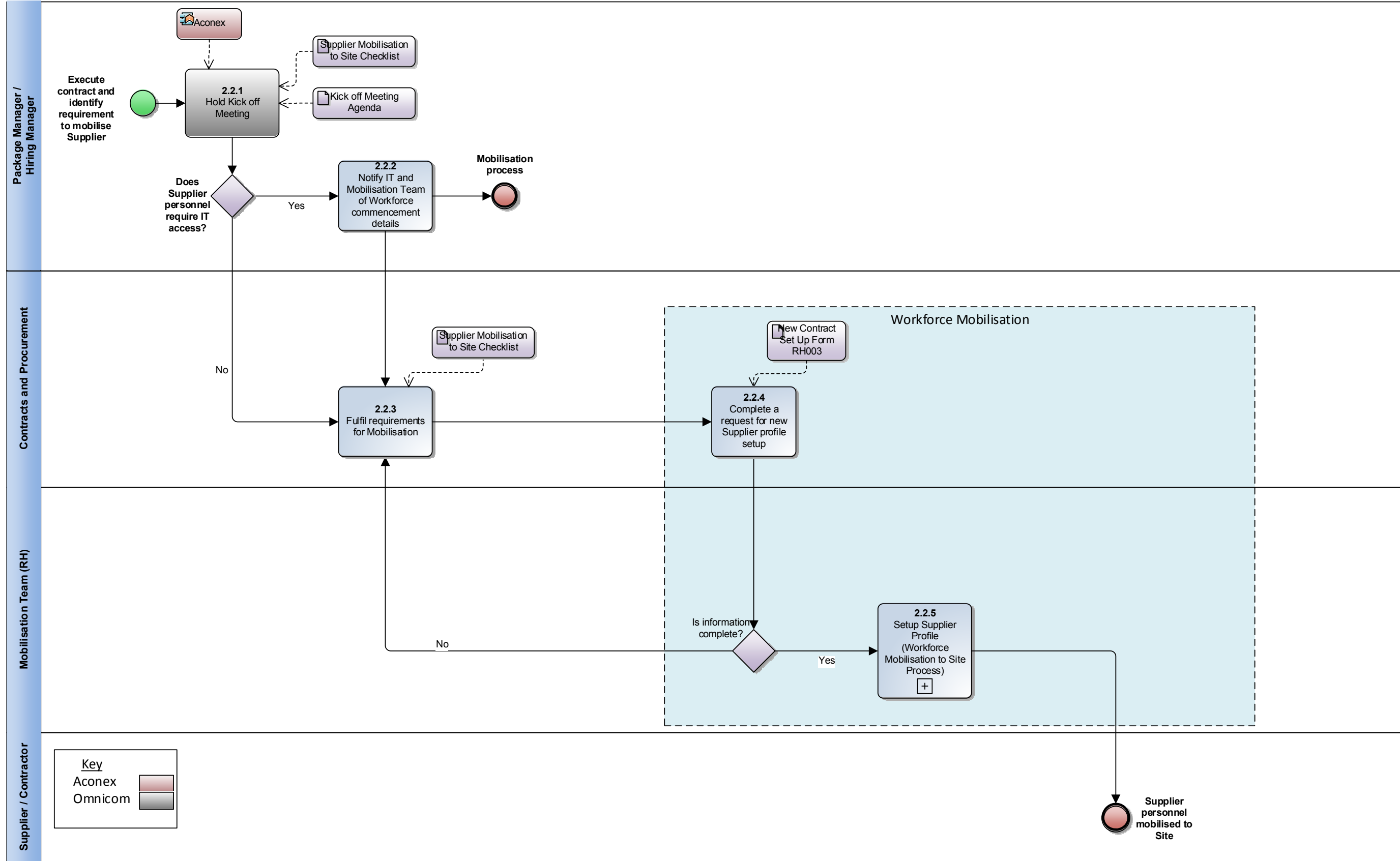
Appendix 1 – Supplier Mobilisation to Site Process Map

Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	01/12/2017	6 of 7

Supplier Mobilisation to Site Procedure

Human Resources

Supplier Mobilisation to Site



Rev	Document Number	Author	Approver / BFO	Issue Date	Review Date	Page
1	HR-PRO-00048	Organisational Effectiveness	Superintendent People Systems & Ops Serv	01/12/2016	01/12/2017	7 of 7