



Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

Contents

1. Purpose and Scope2

2. Responsibilities.....2

3. Description.....2

3.1. Avetta Contractor Management Solution2

3.2. Contact Details3

3.3. Workforce Management Process Overview3

3.4. Photo Identification.....4

3.5. Role Selection4

3.5.1. Additional Roles5

3.6. Training & Competency requirements for site access.....7

3.6.1. Documented Competencies.....7

3.6.2. Induction and other elearning8

3.6.3. Site Based Face to Face/Classroom Training8

3.7. Worker Compliance.....9

3.8. Electronic Access Cards9

3.8.1. Collection9

3.8.2. Return of EAC.....9

3.9. Contractor Safety Checklist.....10

3.10. Pre & Post TA Execution Window10

3.11. Mobilisation Checklist.....10

3.12. Records10

4. Definitions and Abbreviations10

5. References11

6. Appendices.....12

6.1. Avetta WFM Contractor Mobilisation Process Flow12



Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

1. Purpose and Scope

The purpose of this procedure is to outline the end-to-end mobilisation process for all contract workers requiring access to site for the 2026 Yara Pilbara Turnaround inclusive of the onboarding & compliance requirements within Yara’s Contractor Management Program.

The requirement of this procedure is applicable to all contractors, contracting companies, job owners, and all relevant site personnel involved in Turnaround mobilisation activities.

To avoid delays in application processing and mobilisation, all parties must follow every step outlined in this procedure and ensure full compliance with the specified requirements.

2. Responsibilities

Contracting Company	Responsible for completing onboarding, training enrolments and ensuring workers are compliant within the contractor management program prior to mobilising to site.
Yara Security	Controls physical access to site by management of electronic site access cards. Ensures only approved and compliant personnel enter site and SSAN areas.
Yara Job Owner	Responsible for coordinating of contracted workers under their scope. Ensure required training and checklist items are completed before work commences.
Yara Administrator	Manages documentation, forms, and record keeping. Supports job owners and contractors with administrative requirements.

3. Description

3.1. Avetta Contractor Management Solution

Yara Pilbara has partnered with Avetta to streamline onboarding and compliance activities within Yara’s Contractor Management Program. As part of this process, all Business Partner companies (contractor companies) are required to complete prequalification within the Avetta Connect platform. Once prequalified, the company’s nominated administrator can register and manage worker profiles through the Avetta Pegasus Workforce Management system.

For TA26 specifically, individual worker registration and management include:

- proof of identity
- provision and verification of training competencies and qualifications for the roles being performed on site
- enrolment and access to relevant online learning (such as inductions, permit to work training etc) and
- site access approval

The Avetta solutions are integrated with access to mobilise workers in the Workforce Management Solution (WFM) via Connect after successful prequalification; therefore, all companies requiring site access require to be Avetta Connect subscribed & prequalified.

The focus of this document will be the Avetta Workforce Management solution and the registration and mobilisation of individual workers. For more information on Avetta Connect prequalification process please see Yara Pilbara’s Contractor Safety Management [here](#).

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

3.2. Contact Details

Table 1: Contractor mobilisation contacts

Contact	When to use
Yara TA Administration YP_Turnaround@yara.com	Correspondence relating to worker onboarding. Avetta queries for both Avetta Connect and Workforce Management Worker company transfers
Yara Security yp_security@yara.com (08) 9183 4111	Physical site access including area access and access card management.
Avetta Connect 1800 502 142 Online chat here APACSupport@avetta.com	Queries or issues relating to company prequalification such as Variance requests, navigation and use of Connect, document ejections, billing enquiries etc.
Avetta Workforce Management 1300 175 307 yarapilbara@pegasus.net.au	Queries or issues relating to worker registrations, document rejections, system errors, billing enquiries, worker company transfers etc
Yara Pilbara's Contractor Safety Management	Self-service website with key information & guidance on the Avetta process

3.3. Workforce Management Process Overview

The Yara Pilbara TA Contractor Management process is completed in two stages:

- Stage 1: Business registration & prequalification within the Avetta Connect Solution.
- Stage 2: Individual Worker registration and prequalification within the Avetta/Pegasus Workforce Management Solution.

This procedure assumes stage 1 is complete. Once your company is registered and compliant your company administrator will then need to create work profiles for any workers (and sub-contracting workers) who will be accessing Yara Pilbara site(s) to perform work during our TA26 execution period.

We suggest you read through this procedure, associated reference material and attend a WFM orientation session before you start mobilizing workers, and allow yourself sufficient time to source and upload the information needed to register.

A nominated administrator from your business will be required to complete any WFM steps below.

Table 2 provides a brief overview of the process and is supported by a process flow in Appendix 1. The process is further supported by the:

- Yara Pilbara TA2026 Contractor Training Matrix
- Yara Pilbara TA2026 Portal WFM guide
- FAQ & troubleshooting tools
- Webinars / onboarding sessions

Document ID: YMSPilbara-329755810-1914

Version: 1.0

Approval Date: 04.02.2026

Document Owner:

Approved by:

Next Review Date:

Ashlina Cox

Ajoy Singh

11.01.2027

PRINTED COPY IS AN UNCONTROLLED VERSION OF THE DOCUMENT

Page 3 of 13

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

Table 2: Contractor mobilisation process

Step	Task	Responsible	Required information
1	Create workers profile within the Yara Turnaround Portal & subscribe Worker	Contracting Company WFM Administrator	<ul style="list-style-type: none"> Full Name DOB Mobile number Email address Passport style photo identification (s3.4)
			Subscription Fee is \$55 per worker Payment method is by Credit Card or Paypal only.
2	Manage Roles & submit the role application: Select the worker roles, upload requested evidence to prove IF & competency and enrol workers in online training	Contracting Company WFM Administrator	<ul style="list-style-type: none"> Workers primary/trade/task-based role Any additional roles reflecting job functions as needed Copies of workers licences/qualifications to demonstrate competency that meets Yaras business rule requirements Approved Training Exemption forms if needed
3	Worker to complete training	Worker	<ul style="list-style-type: none"> Workers will require access to their email associated with the profile to activate their accounts and complete online training & site access module
4	Verification of workers profile	Yara & Avetta	If all requirements are met the workers profile will be approved and they will reach 'compliant' status
5	Electronic Access Cards prepared & collected	Yara Security Contracting Company	Refer section 3.8
6	Worker access site	Worker	
7	Worker completes Contractor Safety Checklist	Worker (with Yara)	Refer section 3.9
8	Any site-based classroom training completed	Worker	

3.4. Photo Identification

Contracting company shall provide a photo when creating a workers profile (step 1). This photo will be used to validate the workers training profile and issue of electronic access card (EAC). The photo must be a recent and genuine profile image of the worker that meets Yara's acceptable [business rule](#) requirements. The image must be a JPEG or PNG no more than 5MB in size.

3.5. Role Selection

As part of Step 2 the WFM administrator is required to ensure the appropriate 'roles' are applied to each worker's profile commensurate with the location, work type being conducted and Yara's prescribed requirements.

The role selections will determine the competency documents (licences, cards and qualifications) you'll upload in the system to prove your worker is adequately trained and qualified to perform the selected role(s). Role selection will also enable you to enrol workers in required site inductions and any other required elearning.

Roles that are available for selection in the portal are provided in the Yara Pilbara TA2026 Contractor Training Matrix.

Document ID: YMSPilbara-329755810-1914

Version: 1.0

Approval Date: 04.02.2026

Document Owner:

Approved by:

Next Review Date:

Ashlina Cox

Ajoy Singh

11.01.2027

PRINTED COPY IS AN UNCONTROLLED VERSION OF THE DOCUMENT

Page 4 of 13

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

Each worker must have:

- **The 'TA - Yara Pilbara Turnaround Site Role 2026' (Mandatory)**

This is automatically added.

Please do not remove this from a worker profile as it is a mandatory requirement. Your worker will not be able to achieve compliance and will not be granted site access if this role is not displayed and complete.

- **At least one Primary Working Role (Trade or Task based) (Mandatory)**

When selecting primary working roles select the role which represents the trade or tasks the worker will be performing on site.

This Primary working role is important! Your worker will not be able to achieve compliance and will not be granted site access if this role is not displayed and compliant.

If you are unsure of what primary working role to select, please liaise with your Yara responsible Person who can help you select the right role.

- **Any Additional Roles requires (Optional but recommended)**

You may add multiple roles including any 'Additional roles' as needed (refer to s3.5.1 below).

3.5.1. Additional Roles

'Additional Roles' reflect specific job functions or location specific requirements and must be selected and the role compliant for the worker to perform the job function on site.

For example: a Boiler Maker/Welder who does not have a compliant additional role for work at heights "TA - Work at Heights Worker (Additional Role)" on their profile will not be permitted to perform the job function work at heights.

These additional roles are indicated within the WFM solution & may only be selected in conjunction with at least one primary role which also requires acknowledgement by the WFM administrator.

Table 3 outlines available additional roles and when they need to be applied.

For example: An electrician will be required to perform work at heights within Yaras hazardous area zone. The workers' profile should have the following roles:

- TA - Yara Pilbara Turnaround Site Role 2026 (base role)
- TA – Electrician (trade / task-based role)
- TA - Work at Heights Worker (Additional Role)
- TA - Electrical work in Hazardous Areas (Additional Role)

**Turnaround Contractor Mobilisation Procedure - 4.09.020****Process Domain: Plant Reliability, Engineering and Maintenance**

Knowledge grows

TA-YPF-PRO-354-03**Table 3: Additional roles and their application**

Additional Role	When to apply
Role Functions	
TA - Work at Heights Worker (Additional Role)	Worker will be required to perform work at height as per Yaras Working at Heights Procedure [HESQ-YP-PRO-060]
TA - Confined Space Worker (Additional Role)	Worker will be required to perform work in a confined space as per Yaras Confined Space Entry Procedure [HESQ-YP-PRO-049]
TA - Electrical work in Hazardous Areas (Additional Role)	Electrical worker will be working on plant within Yara's Hazardous Area as per Yara's Hazardous Areas Management Procedure [PSM-YP-PRO-034].
TA - Rope Access Technician Level 1 or Level 2 (Additional Role)	Worker will be performing rope access works as level 1 or 2 technician
TA - Rope Access Technician Level 3 (Additional Role)	Worker will be performing rope access works as level 3 technician
TA - Job Owner (Additional Role)	Worker will be nominated as a Job Owner Note: Additional training & authorisation is required by Yara
TA - Permit Holder (Additional Role)	Worker will be nominated as a Permit Holder
TA - Forklift Driver (Additional Role)	Worker will be driving a forklift on site
TA - Telehandler Driver (Additional Role)	Worker will be driving a telehandler on site
TA - Elevated Work Platform (EWP) Operator/Worker (Additional Role)	Worker will be operating an EWP / Mobile platform on site
TA – Respiratory Fit Testing (Additional Role)	Worker is required to use specific respiratory breathing apparatus for scope of work. You will be prompted to select the type of apparatus and provide evidence of fit testing for the select apparatus
TA – ASME PCC-2 (Additional Role)	Workers who are required to hold ASME PCC2 qualifications as per contract.
Location Specific	
TA – Supervised SSAN Access (Additional Role)	Worker requires access to any area where SSAN (Security Sensitive Ammonia Nitrate) is stored and worker does NOT HOLD a government issued security clearance (DGSC)
TA – Unsupervised SSAN Access (Additional Role)	Worker requires access to any area where SSAN (Security Sensitive Ammonia Nitrate) is stored and worker DOES HOLD a government issued security clearance (DGSC)
TA - Ammonia Pipeline Corridor Access (Additional Role)	Worker requires access to Yara's Pipeline corridor
TA - Pilbara Port (BLB) Access (Additional Role)	Worker requires access to Yara's BLB Jetty facilities

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

3.6. Training & Competency requirements for site access

Yara Pilbara has determined the minimum training, competency and qualifications required for people performing standard work/trade/task based roles during our TA26. These are outlined in the Yara Pilbara TA2026 Contractor Training Matrix and have been configured within the Avetta WFM solution.

Competencies can be categorised into:

- Documented competencies; formal records of certified training qualifications/licences etc
- eLearning; online learning modules such as inductions etc
- Site specific classroom training: face to face site-based training sessions

3.6.1. Documented Competencies

Contracting company will be required to provide copies of any mandated document worker qualifications, competencies or licenses as part of the worker mobilisation process. Evidence of competencies will be validated against Yara's acceptable [business rule](#) requirements by Avetta on Yara's behalf.

Competencies must be validated by Avetta as meeting Yara's requirements before the roles and workers profiles can reach compliant status.

For example: For the role 'Advanced Scaffolder' the company/worker must provide evidence of workers:

- *valid HRWL showing class SA*
- *valid working at heights competency obtained or refreshed within the last 2 years*
- *valid Enter and Work in Confined Spaces competency obtained or refreshed within the last 2 years*
- *valid Construction White Card (or equivalent)*

3.6.1.1. Proof of Identity

Contracting company shall provide proof of workers identity which will be used to validate the workers training profile and issue of electronic access card (EAC). Proof of identify must meet Yara's acceptable [business rule](#) requirements. Proof of identification will be submitted within the Workforce Management Solution and validated by Avetta on Yara's behalf. Yara will also conduct periodic identification checks as part of our validation and inspection process.

There shall be no exemptions for proof of identity competency.

3.6.1.2. SSAN Access

Workers who require access to any area where SSAN (Security Sensitive Ammonia Nitrate) is stored must have as compliant on their profile.

Compliant SSAN Access (Additional Role) will require the following documented competencies

- Complete SSAN Access Form approved by Yara's Qualified Officer.
The form must be fully completed by the worker, including all required acknowledgements and consent declarations.
- Either a valid Dangerous Goods Security Card or approved exemption (on the SSAN Access form)

Completion of the SSAN Access Form is an additional requirement and must be submitted in conjunction with all other onboarding and induction processes. Access to SSAN storage areas will not be granted until approval has been confirmed and all documentation has been verified

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

3.6.1.3. Exemptions to documented competencies (training exemptions)

If your worker does not hold a mandatory competency required for the role they *may* be eligible for an exemption.

Please use the Training Competency and Exemption Form to request this exemption [[TRG-YP-FRM-125-09](#)].

The request will be reviewed through the appropriate approval channels, and the outcome will be communicated to the requestor. If the exemption is approved, the completed Training Exemption Form must be uploaded to Avetta in place of the qualification or licence. The competency will remain non-compliant until the approved exemption form has been uploaded.

3.6.2. Induction and other elearning**3.6.2.1. ELE034.Turnaround Induction 2026**

All workers entering site within the TA26 execution period shall complete the online ELE034 Turnaround Induction 2026 with no exceptions or exemptions.

The workers will be enrolled in and complete the induction via the Avetta WFM solution. Yara Pilbara will make the induction available for enrolment within ~6 weeks of the execution window. At this time Yara Pilbara will enrol any workers with existing profiles. For any new workers, the Contracting Companies WFM administrator will be required to enrol the worker when processing their profiles.

3.6.2.2. ELE035.Turnaround 2026 Site Access Request Module

Upon successful completion of ELE034 Turnaround Induction 2026 workers will be required to complete the ELE035 Turnaround 2026 Site Access Request Module. This module will capture site access requirements & information as was previously done via the Site Access Request Form.

Successful completion of this module is mandatory for site access and will be approved by Yara designated personnel. This process will be followed for turnaround works only and does not form part of standard operational site access.

3.6.2.3. Other elearning (online training)

Depending upon the roles applied to the workers profile, they may be required to complete additional elearning within the Avetta WFM solution. The Contracting Companies WFM administrator will be required to enrol the worker when processing their profiles with no exceptions or exemptions.

3.6.3. Site Based Face to Face/Classroom Training

There are some roles which require additional face to face site specific training such as

- Permit Holder
- Job Owner
- Practical Assessment for Flange Management

All requests for this role-specific training must be initiated by the supervisor and submitted to the relevant Yara Job Owner. The Yara Job Owner in conjunction with Yara Pilbara's training team is responsible for scheduling enrolment and communicating requirements to contract company / workers.

Once the training is completed their competency will be uploaded & validated to the worker's Avetta profile **by Yara**.

**Turnaround Contractor Mobilisation Procedure - 4.09.020****Process Domain: Plant Reliability, Engineering and Maintenance**

Knowledge grows

TA-YPF-PRO-354-03**3.7. Worker Compliance**

Workers must be compliant for **all roles** listed on their workers profiles before their profiles will be approved.

Compliance requires all competencies associated with the roles to be compliant (documents verified/elearning training completed).

A typical compliant role profile will have the following:

- TA - Yara Pilbara Turnaround Site Role 2026 (base role)
- At least one Primary Working Role (Trade or Task based)
- Additional Roles as required

For example: An electrician will be required to perform work at heights within Yaras hazardous area zone. The workers profile should have the following roles:

- TA - Yara Pilbara Turnaround Site Role 2026 (base role)
- TA – Electrician (trade / task based role)
- TA - Work at Heights Worker (Additional Role)
- TA - Electrical work in Hazardous Areas (Additional Role)

Non-compliant workers will not be granted access to site.

Yara will review all worker profiles for compliance before approving the site access module.

Upon approval of the site access module the workers profile 'access key' for TA26 will become compliant and Yara Security will commence process for electronic access card.

3.8. Electronic Access Cards

All persons accessing site shall be issued with an Electronic Access Card (EAC).

EACs will be readied by Yara Security Team once the workers WFM profile is compliant and approved by Yara.

Details on EAC requirements including display, use or lost cards can be found in Yara Pilbara's Site Access Procedure HESQ-YP-PRO-092.

3.8.1. Collection

All Site Access Cards must be collected before a worker's first day on-site.

Each contracting company must nominate a representative who will be responsible for collecting the EACs for their workforce.

Contracting companies are required to provide Yara with the representative's name, position and contact details **prior** to collection. The nominated representative must then present valid proof of identity that matches the details provided when collecting the cards from the Security Gatehouse.

Yara will notify the nominated representative once the access cards are ready for collection. Upon arrival at the Gatehouse, the representative must sign the collection form listing all cards collected on that date.

The representative is then responsible for distributing the access cards to the approved workers.

3.8.2. Return of EAC

EACs shall be returned to the Site Security office upon final exit from site. They may be returned directly by the worker or by the company representative.

EAC's remain the property of Yara and must not be retained once employment or site engagement ends. Companies may be charged for the replacement cost of any cards that are lost, damaged, or not returned.

Document ID: YMSPilbara-329755810-1914**Version:** 1.0**Approval Date:** 04.02.2026**Document Owner:****Approved by:****Next Review Date:**

Ashlina Cox

Ajoy Singh

11.01.2027

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

3.9. Contractor Safety Checklist

All workers attending site must complete a Contractor Safety Checklist. The checklist must be completed prior to commencing work and within the first two days of arriving onsite.

Checklists are completed in conjunction with Yara Job Owners. Group sessions will be scheduled beginning one week prior to TA execution start date and will continue throughout the turnaround. Worker Supervisors should contact their respective job owner to confirm the session schedule and availability.

Once completed a copy of the Contractor Safety Checklist will be uploaded to the worker's Avetta profile **by Yara** as part of site compliance process. EACs & site access may be deactivated for non-compliant workers.

3.10. Pre & Post TA Execution Window

Workers who require access to Yara Pilbara site before and/or after the TA execution window will be required to be mobilised and compliant within Avetta WFM Yara Pilbara Portal as per normal operations *in addition to* being mobilised within the Avetta WFM Yara Turnaround Portal.

These workers must complete normal site inductions and training requirements and also the turnaround inductions and site access requirements.

3.11. Mobilisation Checklist

A Turnaround Mobilisation Checklist [TA-YPF-FRM-354-03-01] is available for use by contracting companies to check that they have met the site mobilisation requirements for the Turnaround.

The mobilisation checklist is a support tool provided to contracting personnel & does not need to be received by Yara.

3.12. Records

All onboarding documentation will be maintained within the Avetta WFM solution; this includes training & competency records, site access approvals, contractor checklists etc.

4. Definitions and Abbreviations

Refer to the [Site Glossary](#) for other general terms, abbreviations and definitions

Avetta/Pegasus Workforce Management (WFM)	Yara Pilbara's nominated third-party Contract Worker mobilisation solution used to register and process compliance for individual workers. The solution is integrated with the Avetta Connect solution.
Avetta Connect	Yara Pilbara's nominated third-party Contract Prequalification solution used for the prequalification of the contract companies. The solution is integrated with the Avetta WFM solution.
Business Rules	Minimum standard of acceptance set by Yara for documented competencies. Each competency will have an associated business rule.
TA26	Turnaround 2026
Yara Pilbara Portal	WFM portal for mobilisation of all workers in normal operations who will be on site pre& post execution window
Yara Turnaround Portal	WFM portal for mobilisation of all workers who will be on site during the TA26 execution window

Document ID: YMSPilbara-329755810-1914

Version: 1.0

Approval Date: 04.02.2026

Document Owner:

Approved by:

Next Review Date:

Ashlina Cox

Ajoy Singh

11.01.2027

PRINTED COPY IS AN UNCONTROLLED VERSION OF THE DOCUMENT

Page 10 of 13

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

5. References**Procedures**

HESQ-YP-PRO-092	Site Access Procedure
HESQ-YP-PRO-060	Working at Heights
HESQ-YP-PRO-049	Confined Space Procedure
PSM-YP-PRO-034	Hazardous Areas Management Procedure

Forms

TRG-YP-FRM-125-09	Training Competency and Exemption Form
HESQ-YP-FRM-062-08	Contractor Job Owner Authorisation
TA-YPF-FRM-354-03-01	Turnaround Mobilisation Checklist
HESQ-YP-FRM-077-01	Contractor Safety Checklist

Supporting Information

Attachment	Yara Pilbara TA2026 Contractor Training Matrix
<i>Under development</i>	Yara Pilbara TA2026 Turnaround Portal WFM user guide
<i>Under development</i>	TA2026 Yara Turnaround FAQ Sheet
	Yaras business rule library



Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

TA-YPF-PRO-354-03

Knowledge grows

6. Appendices

6.1. Avetta WFM Contractor Mobilisation Process Flow



Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

Knowledge grows

TA-YPF-PRO-354-03

Yara Pilbara TA2026 Contractor Mobilisation

Workforce Management Solution

