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TA2026

# Contractor Mobilisation

Ver 2.0 March 2026

Updated with additional information after webinar  
feedback/questions



# Agenda

1. Introduction
2. Process Overview
3. Q&A session
4. System Demonstration



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PROCEDURE

YARA PILBARA MANAGEMENT SYSTEM

## Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

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

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

### 3. Description

#### 3.1. Avetta Contractor Management Solution

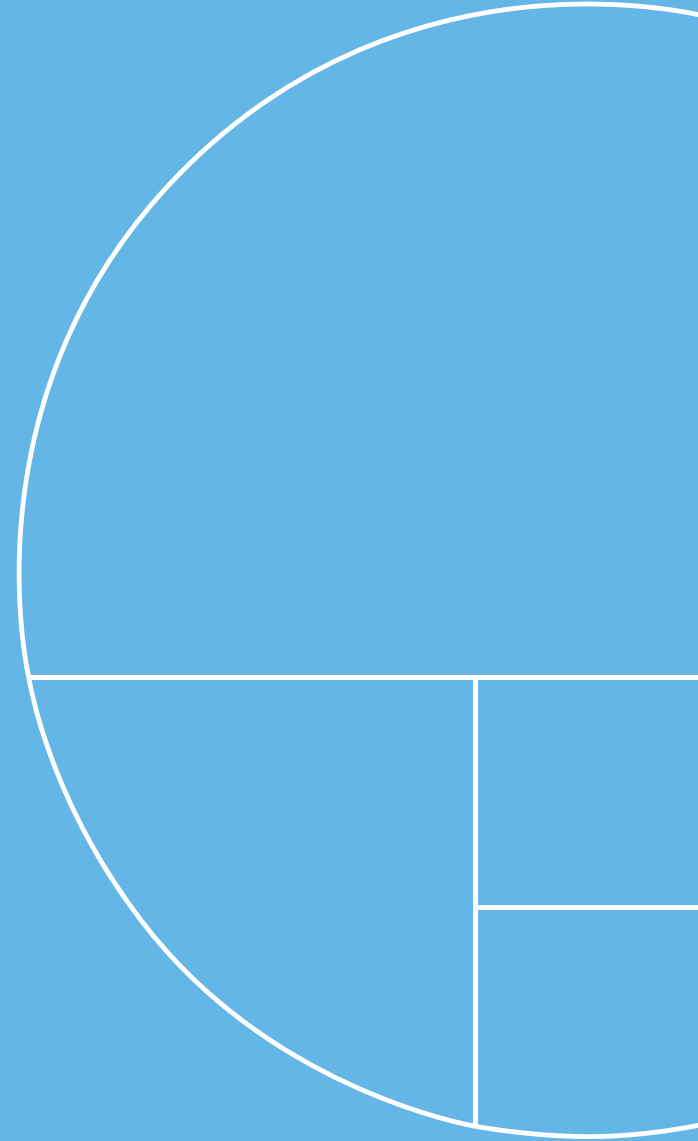
Yara Pilbara has partnered with Avetta to streamline onboarding and compliance activities within Yara's Contractor Management Program. As part of this process, all Business Partner companies (contractor companies) are required to complete prequalification within the Avetta Connect platform. Once prequalified, 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

## **Introduction**

- Safe by Choice & Yara Safety Principles**
- Avetta Connect & Avetta Workforce Management**
- Accessing Workforce Management**



# Safe by Choice

- The name Yara has given to its journey towards **Zero Harm**.
- It describes the culture that will make zero harm a real possibility.

Yara recognizes that partnering with the right suppliers is critical to our safe by choice journey



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## YARA SAFETY PRINCIPLES

- 1 - All injuries are preventable and safety is the common basis for our 'license to operate'.
- 2 - Managers (included supervisors) are responsible for:
  - 2.1 reducing risk to as low as reasonably practical.
  - 2.2 setting safety standards and goals, monitoring, auditing and completing agreed actions on time as well as reviewing performance to achieve operational discipline and continuous improvement in safety.
  - 2.3 developing employees to work safely.
- 3 - All employees and contractors are responsible for:
  - 3.1 having the appropriate competence for safe working.
  - 3.2 adhering to safety technical standards and rules at all times.
  - 3.3 addressing own and others 'at risk behaviors' and to reinforce 'safe' behaviors.
  - 3.4 taking immediate action to correct, report and follow up near misses and hazardous conditions.
- 4 - Working safely is everyone's responsibility and is a condition of employment.



**Avetta Connect  
Company  
Prequalification**

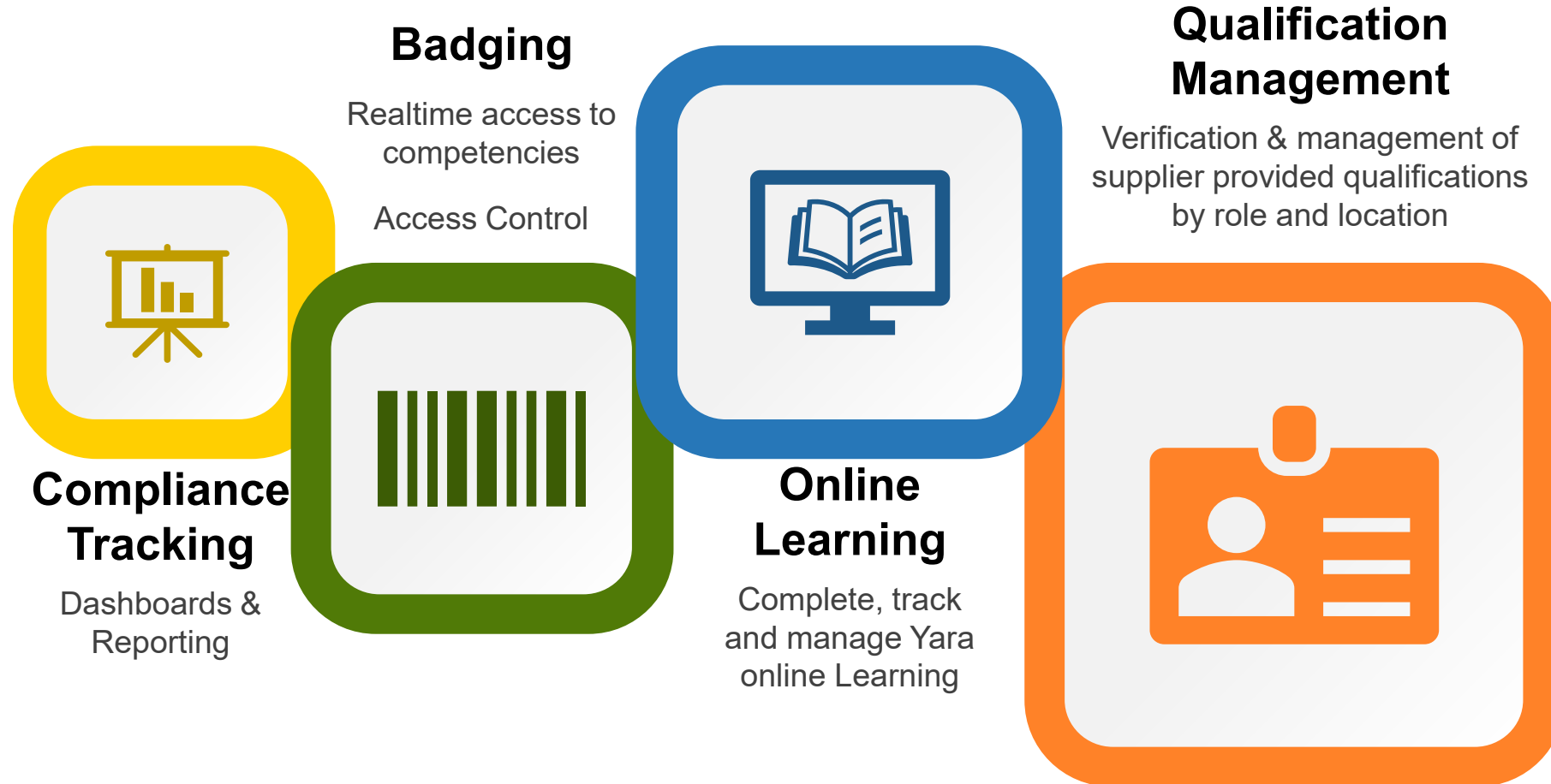
**Stage 1  
Register Business**



**Stage 2  
Register Workers**

# Workforce Management – what is it?

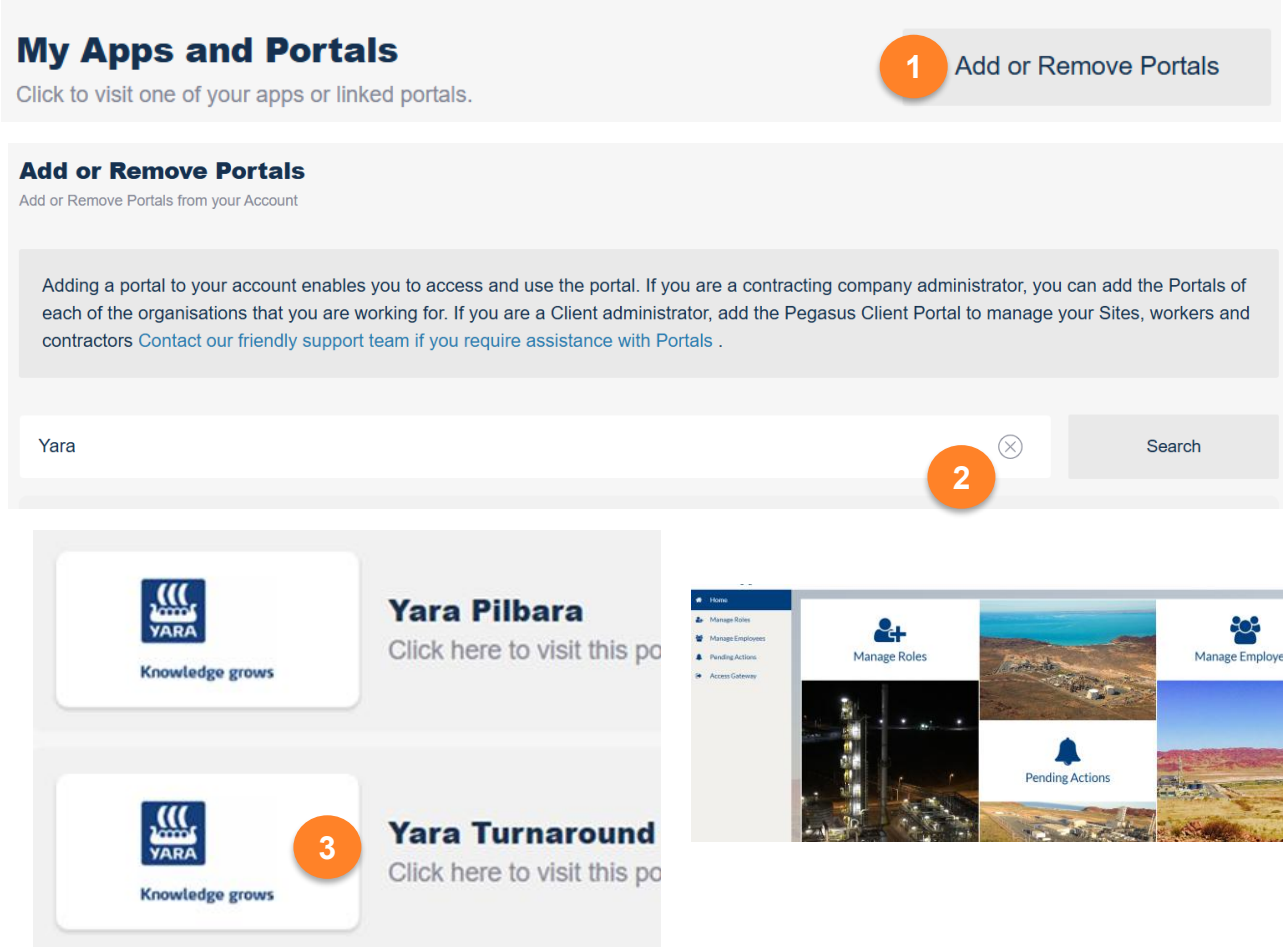
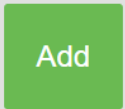
Learning Management System to collect and verify worker qualifications & training, ensuring the competency and safety of contracted workforce accessing our site



# Access & Adding the TA Portal

- Access is granted by supplier (your) company **not** Yara
- [Video here](#) for how to access including granting permissions
- There is a Turnaround specific Portal to be used

1. Select Add or Remove Portals
2. Search 'Yara'
3. Find Yara Turnaround portal and



**My Apps and Portals** 1 Add or Remove Portals

Click to visit one of your apps or linked portals.

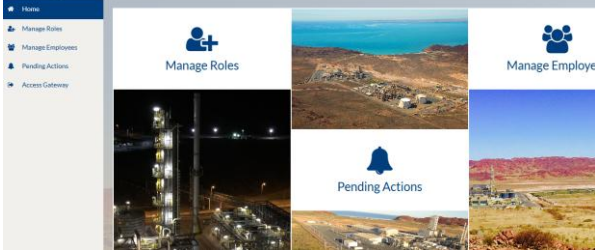
**Add or Remove Portals**  
Add or Remove Portals from your Account

Adding a portal to your account enables you to access and use the portal. If you are a contracting company administrator, you can add the Portals of each of the organisations that you are working for. If you are a Client administrator, add the Pegasus Client Portal to manage your Sites, workers and contractors [Contact our friendly support team if you require assistance with Portals](#) .

Yara 2

**Yara Pilbara**  
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Click here to visit this po

**Yara Turnaround**  
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Click here to visit this po





# Process Overview



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PROCEDURE

YARA PILBARA MANAGEMENT SYSTEM

## Turnaround Contractor Mobilisation Procedure - 4.09.020

Process Domain: Plant Reliability, Engineering and Maintenance

TA-YPF-PRO-354-03

Table 2: Contractor mobilisation process

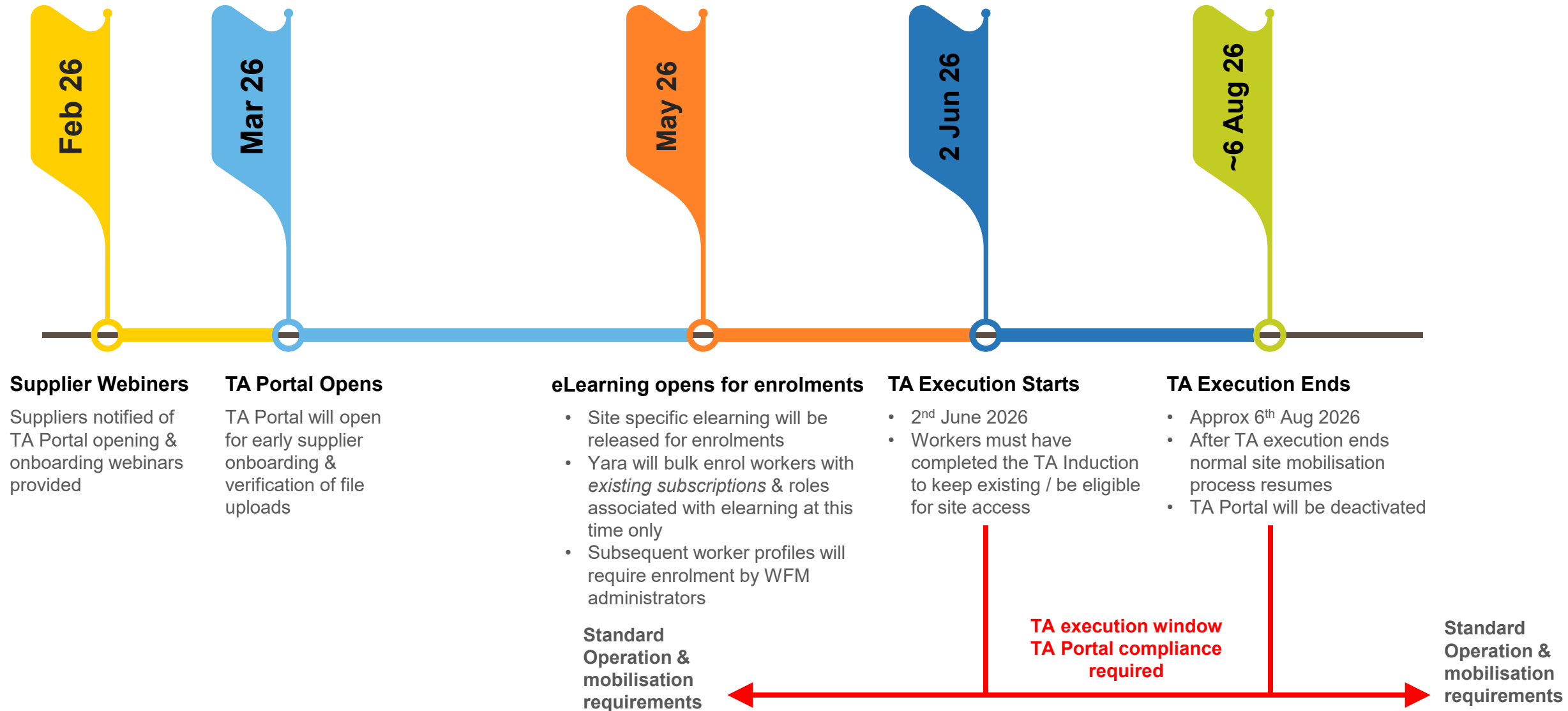
| Step | Task                                                                                                                                                            | Responsible                           | Required information                                                                                                                                                                                                                                                                                                                                   |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Create workers profile within the <a href="#">Yara Turnaround Portal</a> & subscribe Worker                                                                     | Contracting Company WFM Administrator | <ul style="list-style-type: none"> <li>Full Name</li> <li>DOB</li> <li>Mobile number</li> <li>Email address</li> <li>Passport style photo identification (s3.4)</li> </ul> <p>Subscription Fee is \$55 per worker<br/>Payment method is by Credit Card or Paypal only.</p>                                                                             |
| 2    | Manage Roles & submit the role application:<br>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"> <li>Workers primary/trade/task-based role</li> <li>Any additional roles reflecting job functions as needed</li> <li>Copies of workers licences/qualifications to demonstrate competency that meets Yaras <a href="#">business rule</a> requirements</li> <li>Approved Training Exemption forms if needed</li> </ul> |
| 3    | Worker to complete training                                                                                                                                     | Worker                                | <ul style="list-style-type: none"> <li>Workers will require access to their email associated with the profile to activate their accounts and complete online training &amp; site access module</li> </ul>                                                                                                                                              |
| 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                                |                                                                                                                                                                                                                                                                                                                                                        |



# Who needs to be mobilised in the TA Portal?

- **All workers entering site for any work within TA execution window** must have profiles within the Turnaround Portal
  - TA execution window ~dates: 2<sup>nd</sup> July to 6<sup>th</sup> August 2026 (or until confirmed complete)
- You must also **ensure any sub-contracted workforce are mobilised**
  - If you are mobilising sub-contracted workers, we recommend that you clearly communicate the mobilisation requirements for their onboarding asap.
  - You may even wish to provide your subcontractor companies with access to your WFM Accounts to mobilise workers if that is more convenient.

# Timeline of Key Events



# Creating Profile

## 01 Create Worker Profile

Existing workers in your employee list will already display.

### To add new worker

1. Under **Manage Roles**
2. Select **Add New Employee**
3. Upload a headshot photo of worker.  
**Must** meet business rule requirements.  
Will be **used for site access card** and verification of identity
4. Add mandatory (\*) information.  
**Must** be unique to the worker.
5. Agree to the *end user agreement*
6. Save and close

The screenshot shows the 'Employees Available' dashboard with a sidebar containing 'Home', 'Manage Roles' (1), 'Manage Employees', 'Pending Actions', and 'Access Gateway'. The main content area has a search bar and an 'ADD NEW EMPLOYEE' button (2). The 'Personal Details' form for creating a new employee includes a 'Photo Upload' section (3) with a note: 'Please supply a recent and genuine profile image of the worker. Note: Image must be a JPEG or PNG no more than 5MB in size.' Below this are fields for 'First Name', 'Middle Name', 'Last Name', 'Gender' (4), 'DOB' (Day Month Year), 'Phone' (61 - e.g. 0412341234), 'Email', and 'Locale' (No preference). At the bottom, there is a 'Back to List Employees' button and a red 'SAVE & CLOSE' button (6).



**Accurate data entry here is critical. Most issues relating to workers accessing elearning & apps is due to incorrect details entered here.**

# Subscribing workers

## 01 Create Worker Profile

7. You will then be prompted to pay for the worker subscription
  - **Payment fee is \$55 per worker.**
  - Payment is via Credit Card or Paypal
  - Checking out is simply like online shopping
  - Email invoice will be sent

Once the worker is subscribed you will be able to move onto 'manage' the workers profile.

The screenshot displays the Avetta interface for worker subscription. At the top, a blue bar contains the text "Contractor" with a checkmark. Below it, a consent form states: "To the extent that the materials I've submitted to Avetta contain any personal data (including sensitive personal data), I acknowledge and confirm that I have provided all necessary notices and obtained all necessary consents from the respective data subjects. I have also satisfied other requirements under applicable data protection laws, including the requirements to: transfer the personal data to Avetta, and permit Avetta to process personal data in various jurisdictions (including certain third-party processors) to provide the subscriber service." A green arrow points from this text to a notification box titled "Added to cart" which says "The employee does not have a valid card subscription" and features a "7 PAY NOW" button. Below the notification, a "CHECKOUT" button is visible. In the foreground, an "Employees Selected" modal is open, showing a search bar and a list with one entry: "Melissa Runners Select" with an "ADDED TO CART" button next to it. A hand cursor icon is pointing at the "CHECKOUT" button.



Can process payment individually or in bulk after creating multiple accounts/selecting multiple workers.

## Will other Suppliers be able to see my employees and their qualifications?

- Each worker will have one profile (one unique Pegasus ID) and this can be linked to more than one company. Only employers linked to their profile can view information pertaining to that person

## My worker already has a profile with a different company, can they work for multiple suppliers?

- Yes. If an individual is already connected to a company, you may receive an error when creating their profile.

## I have received an error “This email address or phone already exists” when trying to create a profile, what do I do now?

- A generic email address (such as admin@xxx.com) may have been supplied. Retry using the individuals unique email address or;
- The worker may already have a profile and need to be linked to your company. Contact Avetta Support or Yara to connect their profile to your company.
- Will need to supply their full name and dob so that we can find and verify the worker before connecting

|                                               |                     |            |
|-----------------------------------------------|---------------------|------------|
| Phone *                                       | 61                  | 0467986679 |
| This phone already exists, please use another |                     |            |
| Email *                                       | carly.mott@yara.com |            |
| This email already exists, please use another |                     |            |

# Select your worker

1. Starting at **Manage Roles** again, find and select the relevant workers profile from your available employee list. Select continue.

The screenshot illustrates the 'Manage Roles' workflow. On the left, a navigation menu includes 'Home', 'Manage Roles' (highlighted), 'Manage Employees', 'Pending Actions', and 'Access'. The main content area is divided into two panels:

- Employees Available:** This panel is titled 'Employees Available' with the subtitle 'Select employees to add to action list'. It features a search bar, an 'ADD NEW EMPLOYEE +' button, and a list of employees. One employee, 'AATESTPERSON, TEST', is shown with a profile picture and a green 'Subscribed' button.
- Employees Selected:** This panel is titled 'Employees Selected' with the subtitle 'These are the employees you will action'. It also has a search bar and shows the selected employee 'TEST AATESTPERSON' with a 'Select' link and a blue 'CONTINUE' button. A hand icon is pointing at the 'CONTINUE' button.

# Add Turnaround Site

2. Assign the Turnaround Site by selecting the **'Add Site'** button
3. Select the **Yara Pilbara Turnaround** site then the **'Add 1 Site'** button.

The Yara Pilbara Turnaround site should display against the workers associated sites

Sites/roles for TEST  
Select all roles for TEST or the site they are working on

TEST must have a minimum of a single site before they can proceed. Select ADD SITE to continue.

Back to Selected Employees

ADD SITE

2

Add site associations

Search

Yara Pilbara Turnaround +1 Roles ✓

ADD 1 SITE

3

Sites/roles for TEST  
Select all roles for TEST or the site they are working on

All Roles >

Yara Pilbara Turnaround

# Add Roles

4. Select **All Roles** to display workers role profile. The “TA – Yara Pilbara Turnaround Site Role 2026” will be auto-assigned.
5. Select the ‘**Add New Role**’ button to find and select the primary working / trade / task-based role which reflect the work being performed on site.
6. Select min 1 x primary role & any required Additional Roles then ‘Add x Roles’ to the workers profile

All roles for TEST AATESTPERSON

Search

TA - Yara Pilbara Turnaround Site Role 2026 Not Compliant

Back to Sites **5** ADD NEW ROLE

Add New Roles

scaff

TA - Scaffolders (Advanced)

TA - Scaffolders (Intermediate) ✓

TA - Supervisor - Scaffolding

**6** ADD 2 ROLES




## Minimum Roles required are

- 1 x Turnaround Site Role 2026
- 1 x Primary Working/Trade/Task based role

# Additional Roles

- 'Additional Roles' reflect specific job functions or location specific requirements
  - E.g. Work in Confined spaces will require the TA – Confined Space Worker (Additional Role)” on the workers profiles
- Additional roles may only be selected in conjunction with a primary working role – *can't have just an additional role on a worker's profile.*
- Yara Job Owners will verify workers additional roles prior to use
- Yara will perform real time field checks on qualifications during inspections and WOCs



**PROCEDURE** **YARA PILBARA MANAGEMENT SYSTEM**

**Turnaround Contractor Mobilisation Procedure - 4.09.020**

**Process Domain: Plant Reliability, Engineering and Maintenance**

**TA-YPF-PRO-354-03**

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**Table 3: Additional roles and their application**

| Additional Role                                                  | When to apply                                                                    |
|------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Role Functions</b>                                            |                                                                                  |
| TA - Work at Heights Worker (Additional Role)                    | Worker will be required to perform Working at Heights Procedure                  |
| TA - Confined Space Worker (Additional Role)                     | Worker will be required to perform Yaras Confined Space Entry Pr                 |
| TA - Electrical work in Hazardous Areas (Additional Role)        | Electrical worker will be working Area as per Yara's Hazardous [PSM-YP-PRO-034]. |
| TA - Rope Access Technician Level 1 or Level 2 (Additional Role) | Worker will be performing rope technician                                        |
| TA - Rope Access Technician Level 3 (Additional Role)            | Worker will be performing rope                                                   |
| TA - Job Owner (Additional Role)                                 | Worker will be nominated as a Note: Additional training & auth                   |

**Add New Roles**

Additional

- TA - Ammonia Pipeline Corridor Access (Additional Role)
- TA - Confined Space Entry Worker Or CSE Watcher (Additional Role)
- TA - Elevated Work Platform (EWP) Operator/Worker (Additional Role)
- TA - Forklift Driver (Additional Role)
- TA - Job Owner (Additional Role)
- TA - Permit Holder (Additional Role)
- TA - Pilbara Port (BLB) Access (Additional Role)
- TA - Rope Access Technician Level 1 Or Level 2 (Additional Role)
- TA - Rope Access Technician Level 3 (Additional Role)
- TA - Supervised SSAN Access (Additional Role)
- TA - Telehandler Driver (Additional Role)
- TA - Unsupervised SSAN Access (Additional Role)
- TA - Work At Heights Worker (Additional Role)



**Refer to Table 3 of the Turnaround Contractor Mobilisation Procedure for additional roles and when to apply them**

# Yara Job Owner and Permit Holder Additional Roles



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## PROCEDURE YARA PILBARA MANAGEMENT SYSTEM

### Permit to Work Procedure

Process Domain: Permit to Work

HESQ-YP-PRO-062

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <ul style="list-style-type: none"> <li>○ a clear chain of leadership for the job</li> <li>○ any additional supervision requirements</li> <li>○ any potential fitness for work issues</li> </ul> <p>Note: - A formal change of Job Owner may occur an unspecified number of times per Permit, if an alternate Job Owner Form is completed and witnessed by the permit officer. The current job owner does not need to fill out the Alternate Job Owner Form, but all subsequent alternate job owners shall.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Permit Holder | <p>The Permit Holder shall be a worker under a Permit to Work and will be responsible for the work being undertaken while holding the Permit. A Permit Holder shall be a Yara Pilbara employee or a fully inducted Contractor who has proven competency under the PTW training. The Permit Holder can only "hold" one (1) Permit to Work at any time.</p> <p><b>i</b> <b>Note:</b> A trainee, graduate or apprentice shall not be allocated the role of Permit Holder.</p> <p>Competency required:</p> <ul style="list-style-type: none"> <li>• Pre-requisites: Permit Worker,</li> <li>• Passed the competency assessment for Permit Holder,</li> <li>• Specific skills, qualifications and experience related to the work being performed (e.g. High Voltage, Radiation, Hot Work, Confined Space Entry etc.) or proven experience to Supervise such activities, and</li> <li>• Knowledge of hazard control requirements for the Clearances that will apply to the work (e.g. gas testing, fire watch etc.).</li> </ul> <p>The Permit Holder is responsible for:</p> |



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## PROCEDURE YARA PILBARA MANAGEMENT SYSTEM

### Permit to Work Procedure




Process Domain: Permit to Work

HESQ-YP-PRO-062

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Owner | <p>The Job Owner is a Yara Employee responsible for authorising and managing activities being undertaken on a Yara site and acts as a resource for the Permit Holder in respect to the PTW system. Nothing precludes a Job Owner also being a Permit Holder. A Job Owner has received both site and operation induction training and has:</p> <ul style="list-style-type: none"> <li>• Been trained in Permit to Work to the correct level / competency; and</li> <li>• An in-depth knowledge of the activity and the associated risks.</li> </ul> <p><b>i</b> <b>Note:</b> a concession may be applied for to enable a Contractor to be authorised as Job Owner provided the individual meets the Job Owner requirements. The Contractor Job Owner authorisation shall be in writing and shall be approved by the Maintenance Manager.</p> |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

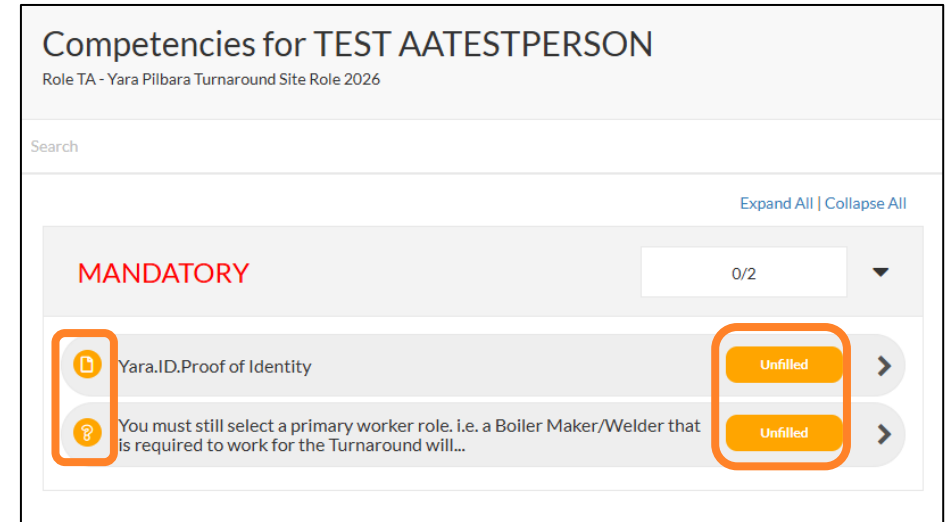
# Fill Role Requirements

You will then need to **complete (fill) the competency requirements** listed for each role. Requirements will be either be:

-  Data capturing – answer a question or acknowledgement
-  Documented competencies – file upload certificate/licence etc
-  Online Learning – requirement to enrol worker by selecting the 'Select Training' button

Empty or unfilled competencies are shown in orange and indicate as unfilled 

Unfilled **mandatory** competencies will prevent you from submitting the role application



**Business rules outline the minimum standard of acceptable evidence for documented competencies. Use business rule links to access.**




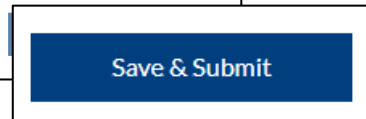
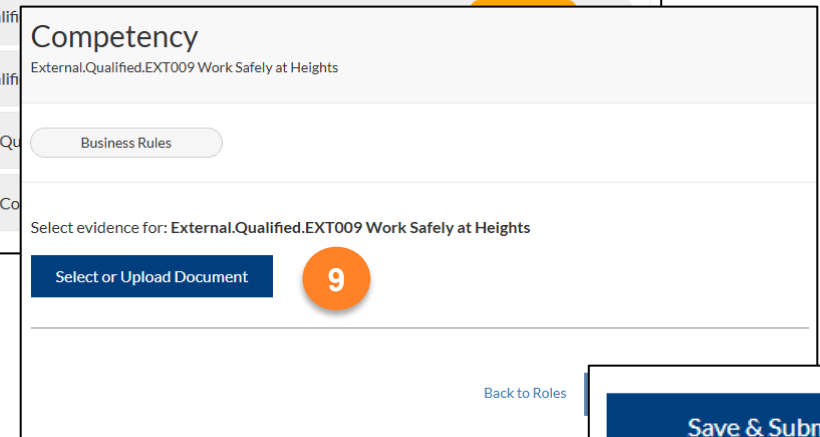
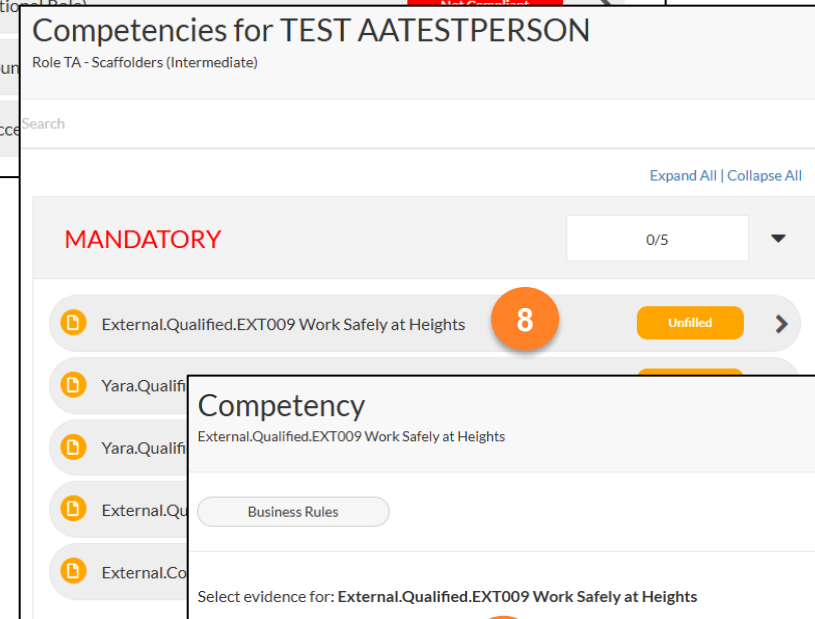
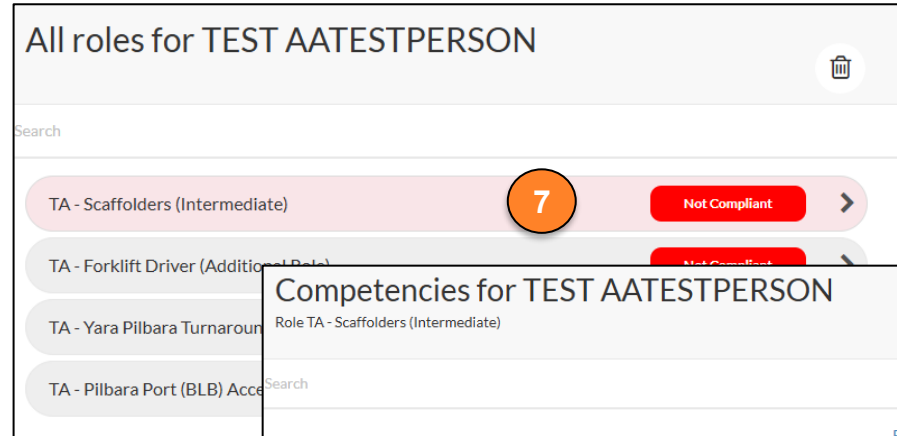
**All roles must be complete before you are able to submit the role application i.e. unfilled requirements will stop you progressing**

# Fill Role Requirements

- 7. To fill requirements select the role to display the competencies
- 8. Select each competency
- 9. For file uploads select the 'upload document' button & select the workers certificate to upload. **Enter the required details** associated with the certificate and then 'Save and Submit'.

The file will then be **sent to Avetta for verification** against the Business Rules

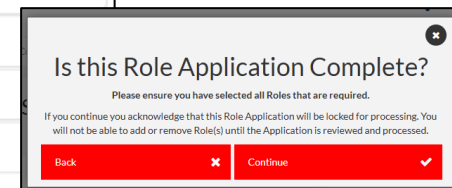
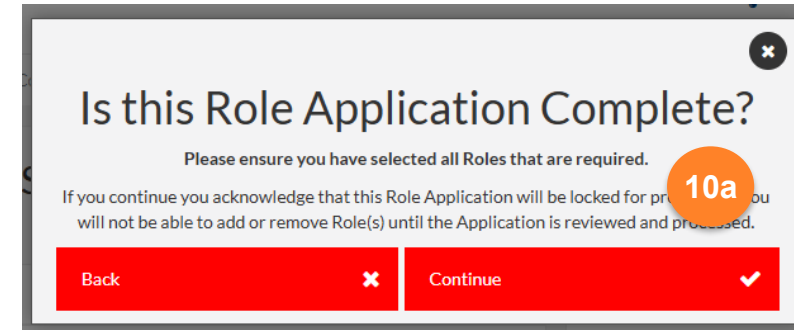
-  Repeat for each competency requirement for each role



# Submit the Role

10. Once all competency requirements have been filled you will be able to submit the role application.
- a) When this occurs, if there **is no associated online learning**, a pop-up window will ask if the role application is complete – if yes, select continue to submit.
  - b) When this occurs, if there **is online learning** required, the save and submit button will change to ‘save and course selector’. Select this and you will see a new screen which outlines which courses a worker has been enrolled into. Select Submit.

Upon submission of the role the online training enrolment is triggered and the worker will receive invitations to commence online learning







# Verification of Competencies

The file uploads you have submitted will be **verified** by **Avetta** on Yara's behalf.


Verification is **against Yara's Business Rules**.


Competency status indicated as:

- Unfilled 
- Pending approval 
- Valid 
- Rejected 

If a competency is **rejected**, the administrator will receive an email notification, it will be reflected in the portal itself & registered in the pending actions.

A Competency for Melissa Runners has been Returned for Action by GlobalCo Worker Management

 Onsite Track Easy <do\_not\_reply@onsitetrackeasy.com.au>  
To: Damien Challen

 Pegasus Workforce

A Competency has been Returned for GlobalCo - \*Global. Please see reason below and action accordingly.

**Person** : Melissa Runners  
**Competency** : Electrical.Govt Licence/Authority.Electrical Contractor  
**Reason** : Wrong Name on Certificate submitted. Please submit the correct one.  
**Rejected by** : Damien Challen  
**Rejected on** : 20 Jun 23 at 15:00

**Action Now** Please go to Pending Actions

For further assistance please contact us on


**Email** : [info@pegasus.net.au](mailto:info@pegasus.net.au)  
**Phone** : 1300441433

The GlobalCo Worker Management System

**Portal Website** : <https://GlobalCo.com.au>

## Competency (Returned)

Yara.Site Authorisation.INT004 Permit Holder

 Document has expired. Please provide current certificate

[Business Rules](#)

Home | Manage Roles | Manage Employees | **Pending Actions** | Access Gateway

### Pending Actions

Please review and complete any outstanding items

- Returned Applications >
- Returned Competencies >**
- Continuing Applications >
- Returned Employees >
- Book Training >

### Returned Competencies

Search for Employee

Search for Competency Name

|                |                                                          |               |                  |                      |
|----------------|----------------------------------------------------------|---------------|------------------|----------------------|
| Employee Name: | TEST AATESTPERSON                                        | Comment Date: | 21 February 2026 | <b>REJECTED</b>      |
| Competency:    | Yara.Site Authorisation.INT004 Permit Holder             |               |                  | <b>CONTINUE &gt;</b> |
| Comments:      | Document has expired. Please provide current certificate |               |                  |                      |

# FAQ – Role Application

02

Manage & Submit Roles

## What Roles should I select for my worker?

- You need to select the primary working role that best reflects the workers role/task on site. 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.
- Additional roles need to be selected as needed. Workers will not be permitted to perform work tasks/functions if they do not have relevant roles *i.e. your worker will NOT be permitted to perform work at height if they do not have a compliant “TA - Work at Heights Worker (Additional Role)” on their profile.*

## What is the ‘Turnaround Site Role 2026’ and where is the Turnaround Induction?

- The Turnaround Site Role is a base mandatory role linked directly to site access. Please do not remove this from your workers profile and your worker will not be authorised for site access if they do not have this role.
- When open for enrolment, the Turnaround induction will be linked to this role.

## How long does it take to verify documents?

- If the documents match our set business rules and there are no anomalies, compliance outcome will be notified/visible within 48 hours (max) and generally within the same business day.

## What if my worker doesn't have a mandatory qualification?

- If your worker does not hold a competency as listed in the training matrix or that meets Yara's Business Rule then they *may* be eligible for an exemption. Please use the **Training Competency and Exemption Form** to request this exemption. Send this to your Yara Responsible Person for approval. If approved, you may load this approved form to the portal in lieu of the competency itself. Refer to slide 24 on how to correctly fill this form out to avoid delays.

## I uploaded a document and its been rejected. Why?

- This means the evidence does not meet our "Business Rules"; the guiding document for qualification acceptance.
- In most cases, the decision is correct and will be upheld. The rejection email will explain why it has been rejected.
- In special circumstances, it may be amended. Only Yara may accept non-standard evidence and queries should be sent to Yara or escalated to Yara via Avetta

## My worker already has competencies in Yara Pilbara portal – will they transfer to the TA Portal?

- Yes for the most part. When you add a role in the TA portal any existing verified competencies should transfer over too.
- There are however a few 'TA specific' competencies that may require you to re-upload the files.

# Training Exemption Application Form



For Fillable PDF click [here](#)

This form shall be used to grant an exemption to a training and competency requirement listed in Yara Pilbara learning management system and site training matrix. Exemption shall be granted at the discretion of the relevant approver:

- Line Leader/Department Manager for Employees; and
- Yara Responsible Person for Contractors

| Application Fields                | Content                                                                                                                                        |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Requestor Name</b>             | Your worker needs to complete the form<br>Must be the workers name. Must match the Avetta workers profile. <i>e.g. John Doe</i>                |
| <b>Employment Role</b>            | Must be the role title from Avetta that the competency is linked to . <i>e.g TA – Scaffolder (Advanced)</i>                                    |
| <b>Employment Type</b>            | Select Contractor                                                                                                                              |
| <b>Company</b>                    | Enter your companies name. <i>e.g Angela Pegasus Company</i>                                                                                   |
| <b>Competency Course Title(s)</b> | Enter the Avetta competency titles you are requesting the exemption for<br><i>e.g. Yara.Qualified.EXT007 Enter and Work in Confined Spaces</i> |
| <b>Reason for Exemption</b>       | Select suitable option. If selecting other, please provide supplementary information.                                                          |
| <b>Conditions</b>                 | Please enter any conditions the worker may use in support of the application<br><i>e.g. I will not enter or work in confined spaces</i>        |
| <b>Applicants Signature</b>       | This is the workers signature                                                                                                                  |

## Yara Review & Approvals

1. Send the form to your Yara Job Owner/Responsible person for approval. Note: If you do not know who this is then please send to YP\_Turnaround@yara.com with details of your company and scope of works.
2. If approved they will return to you. Note: All fields must be completed for Avetta to validate.
3. You may then load the approved form to Avetta in lieu of the competency evidence.

### Example (Scenario):

Your company, Angela Pegasus Company, is mobilising a worker John Doe as a TA – Scaffolder (Advanced) who does not have a confined space entry qualification that meets Yara’s requirements and would like to apply for an exemption as it is not required for his scope.

| Application Details                             |                                                                                                                                                                                                                                                                  |                 |  |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--|
| <b>Requestor Name</b>                           |                                                                                                                                                                                                                                                                  | <b>Date</b>     |  |
| <b>Employment Role</b>                          |                                                                                                                                                                                                                                                                  |                 |  |
| <b>Employment Type</b>                          | <input type="checkbox"/> Yara employee                                                                                                                                                                                                                           |                 |  |
|                                                 | <input type="checkbox"/> Contractor                                                                                                                                                                                                                              | <b>Company:</b> |  |
| <b>Competency Course Title(s) for Exemption</b> |                                                                                                                                                                                                                                                                  |                 |  |
| <b>Reason for Exemption</b>                     | <input type="checkbox"/> Competency not required for all tasks being performed - for the full duration of access to Yara’s sites                                                                                                                                 |                 |  |
|                                                 | <input type="checkbox"/> Yara approved recognition of prior learning / experience.<br>Note: Supporting evidence to validate this must be attached to this application to be considered for exemption. Subject to review and approval by the Training Department. |                 |  |
|                                                 | <input type="checkbox"/> Other, please specify:<br><br>                                                                                                                                                                                                          |                 |  |
| <b>Conditions</b>                               | <i>e.g. Shall not enter or work in confined space</i>                                                                                                                                                                                                            |                 |  |
| <b>Declaration</b>                              | I (requestor) agree that I shall not undertake any work task that I am excluded from or breach any conditions listed above or below.                                                                                                                             |                 |  |
| <b>Applicant Signature</b>                      |                                                                                                                                                                                                                                                                  |                 |  |

**Note:** For Contractors only **APPROVED** forms to will be validated in the Avetta LMS.

| Review and Approvals              |  |                                    |                  |
|-----------------------------------|--|------------------------------------|------------------|
| <input type="checkbox"/> Approved |  | <input type="checkbox"/> Declined  |                  |
| <b>Approval Date</b>              |  | <b>Expiration Date (max 12mth)</b> |                  |
| <b>Role</b>                       |  | <b>Name</b>                        | <b>Signature</b> |
|                                   |  |                                    |                  |



# Worker Access & Complete Online Training

03

Worker Completes Online Training

- All workers will need to complete the Turnaround Induction (& any other online training) **prior** to accessing site.
- When enrolled the worker will **receive 1 or 2 emails**
  - Use **Email 1** to activate their account & create a password only.
    - Don't proceed to sign in any further – rather use email 2 to access the training.
    - Only workers who are new and do not already have an Avetta Learning account will receive email 1
  - Use **Email 2** to access the online learning.
    - Simply select the link to the training course, log in with credentials set using email 1 and launch and complete the training
- WFM Admins will receive a copy of email 2 only.

**1**

Join Pegasus Workforce

Set Pegasus Workforce Password

Account Setup Complete

Once your password is set, your Account is now setup. You DO NOT need to continue to sign in at this point, from this page.

**2**

Yara Pilbara Invitation

Yara Turnaround Induction

Completion Steps

About This Course

Upon successful completion & verification of the workers profile the online training status for the induction will change from enrolled to valid.



# FAQ - Worker Completes Training

03

Worker Completes  
Online Training

## My worker didn't receive their enrolment emails

- Firstly, there are multiple emails which come from different addresses. Please have your workers check their junk / spam folders and check their own/your company security settings.
- Please check that the information you entered when creating their profile is correct; if the wrong email address is entered at account creation the worker will not be able to receive emails.
- Verify that they are indeed enrolled in the training – the status of the competency will say 'enrolled'. If it says pending and the role status is 'Awaiting Submission' then you need to submit the role to trigger the training.
- Under 'Manage Employees' you can select to resend training enrolment emails to the worker.
- If after this they still don't get the emails, then please report to Avetta.

## My worker's email address is wrong / has changed but they are already enrolled and now can't access training...

- In this instance you need to contact Avetta and request the email be updated.
- You cannot just update the workers email address – it must be manually updated in the learning system and only Avetta has access to do this.

# Compliance Verification & Site Access Approval

04

Verification of worker profile

- Upon successful completion of the Yara Induction and Site Access Module, **Yara will verify your workers profile** has the following **before authorising the induction & site access.**
  - TA - Yara Pilbara Turnaround Site Role 2026
  - At least 1 x compliant primary working role; &
  - Any additional roles are compliant
- After which the workers 'TA site access key' in Avetta will become compliant and our security team will begin electronic access card (EAC) creation



**The Site Access Module will replace the Site Access Request Form for the Turnaround 2026. It will be digitally approved by Yara**




**All workers roles must be compliant for verification & site access approval**

# Electronic Access Cards (EAC)

- All workers must have a unique Yara issued EAC for site access
- It may take up to 48 hours for your workers EAC to be available for collection
- EACs can be collected by your companies nominated representative prior to arrival at site.
- You must nominate for representative using the Yara Turnaround Electronic Access Card Collection Authorisation Form.
- Yara will notify the representatives when there are EACs available for collection
- Yara will verify the person collecting is indeed the nominee

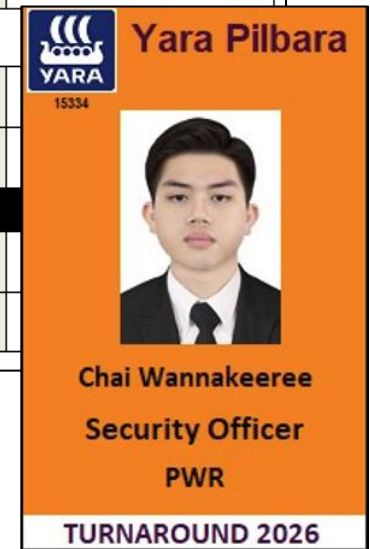
**05** EAC prepared & collected

**06** Worker may access site

 **Turnaround Electronic Access Card (EAC) Collection Authorisation Form** 1/1  
Ver1.0

Completion of this form allows authorisation for a contracting company representative to collect electronic access cards on behalf of other employee(s) within their company. Please complete the below information and send the signed form through to YP\_Turnaround@yara.com.

| Application Details (contracting company to complete) |  |                 |
|-------------------------------------------------------|--|-----------------|
| Requestor Name:                                       |  | Position Title: |
| Company Name:                                         |  |                 |
| Email Address:                                        |  | Contact Number: |
| Applicant Signature                                   |  | Date:           |
| Company Authorisation Details:                        |  |                 |
| Company Authorisation Name:                           |  | Position Title: |
| Signature:                                            |  | Date:           |



# On Site Forms & Training

07 Contractor Safety Checklist

08 On Site Training

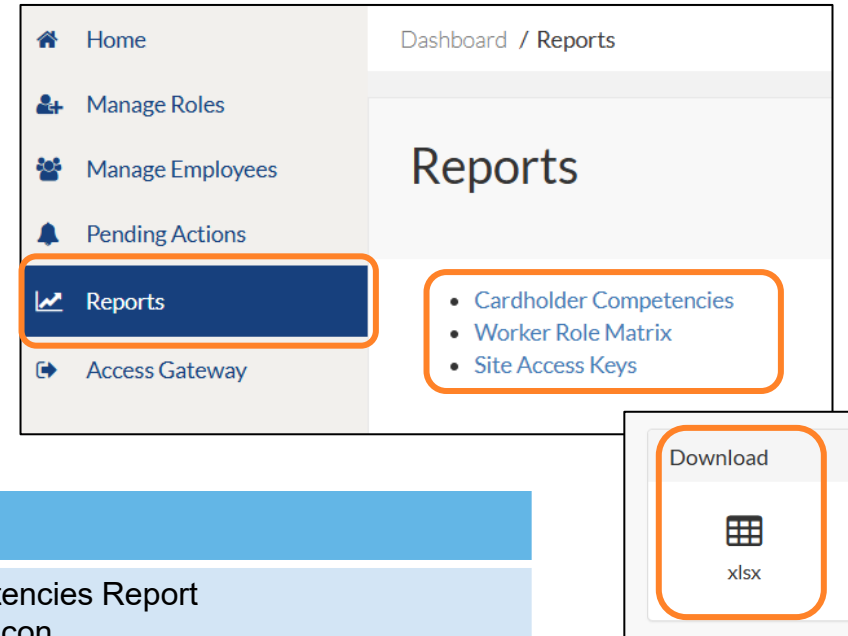
- All workers attending site must complete a Contractor Safety Checklist. The checklist must be completed prior to commencing work and within the first two days of arriving onsite.
  - Checklists are completed in conjunction with Yara Job Owners. Group sessions will be scheduled begin prior to TA execution start date and will continue throughout the turnaround.
  - Yara will upload the completed forms against your workers profiles
- Permit Holders, Job Owners & flange management workers (fitters etc) will be required to complete 'On Site Training'.
  - Yara will upload the completed forms against your workers profiles



**Training schedules & how to book your workers in for these 'on site' training sessions will be shared closer to the TA execution window**

# Reporting Function

- Limited reporting function is available for suppliers under the **Reports** tab
- To run reports, simply open the Report tab & select the relevant report & download the file...



| Report Name             | Report Content                                                                                                                      | How to Run & interpret                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cardholder Competencies | Excel download showing all workers and their submitted competencies including the status and any dates of issue/expiry              | <ol style="list-style-type: none"> <li>1. Select Cardholder Competencies Report</li> <li>2. Select the download xlsx icon</li> </ol> Report will appear in your downloads                                                                                                                                                                                                      |
| Worker Role Matrix      | Excel download by individual role to show workers who have the submitted role and the status of each competency listed in that role | <ol style="list-style-type: none"> <li>1. Select the Worker Role Matrix report</li> <li>2. Select the role you wish to report on</li> <li>3. Select the download xlsx icon</li> </ol> Report will appear in your downloads<br><i>The Report Key is explained in next slide</i>                                                                                                 |
| Site Access Keys        | CSV download showing all workers associated with the TA site and the status of their 'Site Access Key'                              | <ol style="list-style-type: none"> <li>1. Select Site Access Key Report</li> <li>2. Select the download CSV icon</li> <li>3. Open with or import to excel.</li> </ol> Report will appear in your downloads.<br>Column H will display the currency of the 'key'<br>Current = Yes = Yara approved for site access<br>Current = No = Yara has not approved worker for site access |



# Contacts

| Contact                                                                                                                                         | When to use                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yara TA Administration</b><br>YP_Turnaround@yara.com                                                                                         | Correspondence relating to worker onboarding.<br>Avetta queries for both Avetta Connect and Workforce Management<br>Worker company transfers                |
| <b>Yara Security</b><br><a href="mailto:yp_security@yara.com">yp_security@yara.com</a><br>(08) 9183 4111                                        | Physical site access including area access and access card management.                                                                                      |
| <b>Avetta Connect</b><br>1800 502 142<br>Online chat <a href="#">here</a><br><a href="mailto:APACSupport@avetta.com">APACSupport@avetta.com</a> | Queries or issues relating to company prequalification such as Variance requests, navigation and use of Connect, document ejections, billing enquiries etc. |
| <b>Avetta Workforce Management</b><br>1300 175 307<br><a href="mailto:yarapilbara@pegasus.net.au">yarapilbara@pegasus.net.au</a>                | Queries or issues relating to worker registrations, document rejections, system errors, billing enquiries, worker company transfers etc                     |

# Q&A







**Knowledge grows**

