



GUIDELINES FOR BLUESCOPE AND ASMS INDUCTIONS **AND PROXY CARD RENEWALS**

1. Applications

Contractor Companies may apply to ASMS to complete the following BlueScope and ASMS Inductions.

1.1 Transport Companies (Truck Drivers)

- BlueScope Truck Driver Induction and BlueScope Road and Rail E-Learning Induction
- ASMS General Induction

ASMS Sales team member must approve contractor application

1.2 Contractors (Service Providers)

- BlueScope General Refresher E-Learning Induction
- BlueScope Road and Rail Refresher E-Learning Induction
- ASMS General Induction

ASMS Supervisor must approve contractor application

2. Contact

For all bookings or enquiries contact the Training Coordinator on [4255 1191](tel:42551191) or email inductions@asms.com.au

Authorised companies will be given an ID Number and Password for access to the induction packages on the ASMS internet site.

The cost for the *E-learning* BlueScope inductions is \$40.00 each and the ASMS Induction is \$40.00.

Notes

Payment of all inductions is required prior to the commencement of the induction process.

*For applicants that require an **initial BlueScope induction** contact Serco (4275 3734).*

*For applicants that require an **initial ASMS induction** attendance at a classroom session at ASMS is mandatory.*

3. Truck Driver Induction E-Learning Training

3.1 Complete the BlueScope Standard Requirements for Truck Drivers E-Learning induction – DS.MA.DIV-OHS-14-02.05.

Note This includes the BlueScope Illawarra Road & Rail Induction - MA-DIV-GGM-07-01.02

3.2 Print out the BlueScope Certificate.

3.3 Complete the e-learning ASMS General Induction and assessment.

3.4 Print out the ASMS Certificate.

3.5 Complete the BlueScope Steel Illawarra induction Refresher Training or Approved Contractors form.



Sample BlueScope Certificate



A BlueScope Steel Illawarra - Induction Refresher Training for Approved Contractors form. The form includes sections for 'EMPLOYEE' and 'EMPLOYER', each with a signature line, date, print name, and company. It also includes a 'BlueScope Steel Passport number' field and a 'Contact Phone Number or email' field. The form is titled 'BlueScope Steel Illawarra - Induction Refresher Training for Approved Contractors'.

BlueScope Approved Contractors Form

4. Contractors - Service Provider Induction E-Learning Training

Instructions

4.1 Complete the BlueScope Illawarra e-learning Refresher Induction– DS.MA.DIV-OHS-14-02.04.

4.2 Complete the BlueScope Illawarra e-learning Road & Rail Induction - MA-DIV-GGM-07-01.02.

4.3 Print out the 2 BlueScope Certificates.

4.4 Complete the e-learning ASMS General Induction and assessment. (Note initial induction must be completed on site at ASMS).

4.5 Print out the ASMS Certificate.

4.6 Complete the BSL Steel Illawarra induction Refresher Training for Approved Contractors form.

Note The applicant must have a BSL passport and proxy card.

5. Vehicle Access to 21 Area (proxy card and vehicle stickers)

5.1 Complete the BlueScope Access Application 2012.

5.2 Select access requirement either vehicle permit (sticker) or access card (proxy).

5.3 Ensure you fill in the applicant's personal and company details.

5.4 Circle Area(s) Access required.

5.5 **Initial** the permit condition agreement boxes



5.7 Applicants Signature and date

Note

This application requires approval from both an ASMS and BSL Manager. Approval may take some time. During this period a temporary entry pass may be issued by contacting 4255 1191.

6. Passport Applications for Truck Drivers

- 6.1 Complete the BlueScope/Serco New Passport & Induction Day Application Form
- 6.2 The Approved Site Contractor Sponsor is ASMS (return form to the Training Coordinator)
- 6.2 There is no cost for a BlueScope Truck Driver Passport .

7. Checklist

Mail the following documents to Inductions ASMS 21 Area, Springhill Road, Port Kembla, NSW, 2502.

- BSL and ASMS Induction Certificates
- BSL Induction Refresher Training for Approved Contractors form
- BSL Access Application form (proxy and sticker)
- Copy of current drivers licence
- Copy of current vehicle registration
- Current BlueScope Passport No.
- BlueScope/Serco passport application *(Transport only)*
- Maximum gross for vehicle and associated permits *(Transport only)*

ASMS shall process the documentation and contact the Contractor Company when documentation is ready for pick up. Applicants shall book a suitable time with ASMS on 4255 1191 to complete the induction process.

Applicants must bring their passport and drivers licence to ASMS for verification purposes.

Payment of all inductions is required prior to commencement of the induction process.

Under no circumstances will access to the e-learning documentation be released before payment.

Payment by cheque or proof of direct deposit to Commonwealth Bank is required:

Commonwealth Bank Wollongong
Account Name Australian Steel Mill Services Pty
Description ASMS Inductions
BSB 062696
Account No. 28007189