

There are two main steps to complete registration and achieve compliance with Avetta which prequalifies you to work for Mornington Peninsula Shire.

- A) Register using the 3-step registration process outlined below**
- B) Complete all “Open” tasks in the Prequalification stage to achieve compliance.**

Suppliers and contractors are invited to go the Avetta website and click on the link “*Register Now*” button. After inputting basic company information and contact details you can register your company by following the 3-step process below: -

A) 3-step registration process

1. Add Client Sites

In the ‘*Add Client Sites*’ search field type in the client site “*Mornington Peninsula Shire*’ and then click on the green ‘*Save and Next*’ button.

2. Service Evaluation

At this point you are asked to select all services that your company provides (it is not uncommon to select more than one service).

The next stage of the service evaluation is to complete the ‘*Service Safety Evaluation*’ section. Answer all questions by selecting either a ‘*Yes*’ or ‘*No*’ to help Avetta determine your safety profile. Based on responses to certain sections, additional questions may appear. Once you are finished this section, click on the green ‘*save and next*’ button to continue.

3. Join

The last step in your registration process is finalising your membership plan. Pricing is determined by the *service evaluation* and *safety profile* that you completed in step 2. Avetta products and annual membership fees will be displayed along with the one time ‘*activation fee*’.

Complete the ‘*Billing Information*’ and select the green ‘*submit payment*’ button and your registration process is completed.

B) Prequalification Stage Process

Follow these simple steps below to ensure you become prequalified and “approved” with Avetta.

Complete the Prequalification Form (PQF). Once you have registered and aligned your company with Mornington Peninsula Shire Council you may begin the prequalification process by completing and submitting the PQF and client specific information online.

Step 1 – Upload Your Safety Program Documentation - Avetta collect all required documentation, data and information from your company required for prequalification. Even if you have previously provided Mornington Peninsula Shire with a copy of your safety system / program in the past, you are still required to answer all safety management system questions and upload all requested documentation into the Avetta website to fulfil this step. Examples of typical documentation requested might include such things as copies of SWMS, Risk Assessments, training records, qualification certificates and SDS’s etc. In addition, suppliers and contractors must meet specific Mornington Peninsula Shire requirements prior to achieving full compliance. Examples of MPS requirements include a commitment to wear ‘long-long’ UV resistant clothing when working outdoors, working in a smoke free environment, a drug and

alcohol-free workplace, animals in the work place along with other general safety, quality and environmental requirements. Please remember that for all stages, help, guidance, support and assistance is provided every step of the way on your Avetta compliance journey.

Step 2 – Verification stage – Avetta verify and audit all documentation supplied by your company. All documentation is reviewed by qualified auditing professionals after which the verification process will be completed. Please note, you may be required to respond to audit questions, however an Avetta representative will contact you to review your submission and provide you with any help and assistance required with your application. Your dedicated Avetta representative will work with you to collect any missing information to assist you in achieving green flag status for the Mornington Peninsula Shire Council.

Step 3 – Enhancement Stage – Avetta compliance specialists are available to help and guide your company to achieve client and Avetta prequalification requirement compliance. Compliance specialists also explain where to find answers and information if gaps exist in your safety, quality and environmental management systems.

Step 4 – Present - All verified documentation is presented to the client (MPSC) letting them know you are fully verified.

Step 5 - Connect - You are fully connected and good to go and able to connect to other client operators as well (if so desired).

Customer Support

Customer support is maintained for 24-hour telephone and on-line chat support, utilising UK and US offices after Australian Business Hours to provide after-hours support. If you have any questions for Mornington Peninsula Shire don't hesitate to contact us at avetta@mornpen.vic.gov.au and a member of the Safety & Service Quality unit will respond to your query. Alternatively contact Luke Sell – Project Implementation Manager for Avetta who is handling the Mornington Peninsula Shire account on 0432 276 027.