

The background of the cover is a photograph of the Adelaide Airport terminal at dusk. The terminal's distinctive white, angular, and sculptural roof structure is prominent. In the foreground, there is a wide, paved pedestrian area with a zebra crossing. Several people are walking across the area, some carrying luggage. To the left, a multi-level parking structure is visible. The sky is a deep blue with some light clouds. Overlaid on the left side of the image is a vertical column of teal and blue circles of varying sizes. A large, semi-transparent circle in the center of the image contains the title and subtitle text.

# AAL SitePass User Guide

Induction / WHS Prequalification /  
Insurance Verification

# SitePass User Guide

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# SitePass User Guide

## 1. About SitePass

SitePass is a web hosted software solution which is used to manage the compliance and verification requirements for a contracting business and its individual employees who work on site. Adelaide Airport Limited (AAL) uses SitePass to manage and provide interactive inductions, assign training courses, contractor Work Health Safety (WHS) pre-qualification and insurance verification.

### How it works?

A business administrator for each business self-registers into SitePass and populates information about their organisation through assigned forms defined as workflow steps. System administrators from AAL then review the information collected about each business in the workflow steps, and undertake a process of verification.

When all of the workflow steps have been completed for each business and each employee, the main status for each account is automatically changed to '**Approved**'. If workflow steps are incomplete or require verification from AAL system administrators the status will show '**In Progress**' or '**Submitted for Approval**'. When verifying a workflow step, system administrators can assign a variety of status types to that step, depending on the information and the next actions required.

The screenshot displays the SitePass Verification Dashboard. On the left is a sidebar with the Adelaide Airport logo and a list of businesses. The main area is titled 'Verification Dashboard' and includes a 'Filter Dashboard' section with dropdowns for 'AAL Relationship Admin' (set to 'All') and 'Business' (set to 'ALL'). Below this are two tables: 'Businesses' and 'Workers'. Both tables show counts for various status types: Not Started, In Progress, Submitted for Approval, Pending, Declined, Approved, Approved (Conditional), Expired, No Status, and Total.

Step	Not Started	In Progress	Submitted for Approval	Pending	Declined	Approved	Approved (Conditional)	Expired	No Status	Total
<b>Businesses</b>	0	0	0	0	0	670	0	0	0	670
Business Details	0	0	0	0	0	670	0	0	0	670
Contact Details	0	0	0	0	0	670	0	0	0	670
Insurances	0	0	0	0	0	1	0	0	0	1
WHS Pre-Qualification	0	0	0	0	0	1	0	0	0	1

Step	Not Started	In Progress	Submitted for Approval	Pending	Declined	Approved	Approved (Conditional)	Expired	No Status	Total
<b>Workers</b>	0	1103	0	0	0	4804	0	0	0	5907

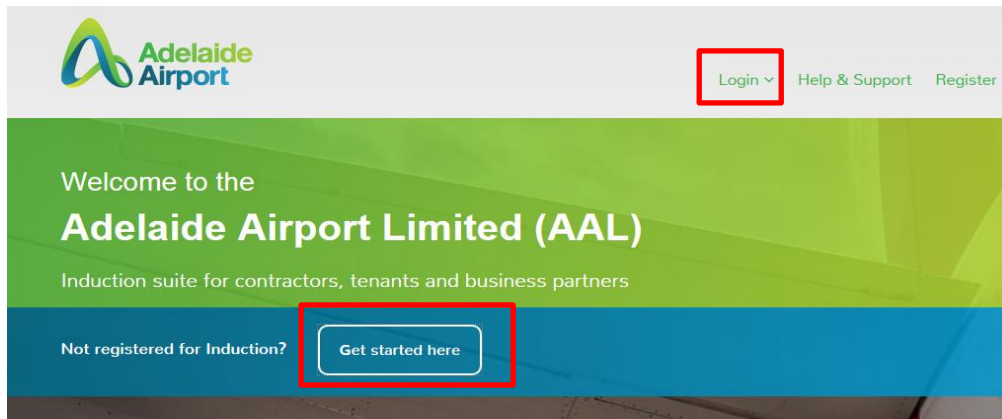
# SitePass User Guide

## 2. Registration

The SitePass portal can be accessed at <http://aal.e3learning.com.au/> or via the Adelaide Airport website at <http://www.adelaideairport.com.au/corporate/>

Once logged on you need to register by clicking on the **Get started here** button.

Already registered? Click on **Login** and enter your user name and password.





### To Register

A **Business** must be registered prior to their **Workers** registering.

As part of an individual **Worker** registration, workers are required to select which business they work for - if your business isn't in the system your workers won't be able to register.

**To begin, please select the type of user you are:**

<div> <b>Business</b></div> <p>As a business administrator I can:</p> <ul style="list-style-type: none"><li>✓ Register my business into the SitePass Contractor Management System</li><li>✓ Populate information about my worker</li><li>✓ Manage workers and their licence information</li><li>✓ Allocate training to workers</li></ul> <div><input type="button" value="New Business Registration"/></div>	or	<div> <b>Worker</b></div> <p>As an worker I can:</p> <ul style="list-style-type: none"><li>✓ Update my details</li><li>✓ Undertake online training</li><li>✓ Complete my workflow requirements</li></ul> <div><input type="button" value="New Worker Registration"/></div>
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Click on the buttons to register as either a **Business** or **Worker** and fill out all fields in the registration form

*Please note - only letters, numbers and the following symbols are allowed for usernames: ' . - \_ @*  
**Usernames cannot have spaces**



# SitePass User Guide

## Worker Categories

**Workers** must ensure that they fill out the **Worker** categories section with both the **Employment Type** and **Employment Role** specified.

**Worker Categories**

• **EMPLOYMENT TYPE**

Contractor Worker ☒

PLEASE SELECT YOUR EMPLOYMENT TYPE

• **EMPLOYMENT ROLE**

Select options

☒ Check all ☒ Uncheck all

EMPLOYMENT ROLE
<input type="checkbox"/> Accountant
<input type="checkbox"/> Air Conditioning Mechanic
<input type="checkbox"/> Air Quality Testing
<input type="checkbox"/> Air Receiver Inspector
<input type="checkbox"/> Asbestos Removal

ed, click the next button to progress through the registration to finalise your account setup in SitePass.

Annotations:

- Select your employment type from the drop down box
- Once your Employment Role is selected click the + button

## Business Categories

**Business administrators** must ensure that they fill out the **Business** categories section with both the **Business Type** and **Business Role** specified.

**Business Categories**

• **BUSINESS TYPE**

Contractor Business ☒

PLEASE SELECT YOUR BUSINESS TYPE

• **BUSINESS ROLE**

Select options

☒ Check all ☒ Uncheck all

<input type="checkbox"/> General Contractor
<input type="checkbox"/> Principle Building or Construction contractor engaged by Adelaide Airport Limited (AAL)
<input type="checkbox"/> Principle Maintenance or Service contractor engaged by Adelaide Airport Limited (AAL)
<input type="checkbox"/> Professional consultant

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Annotations:

- Select your Business Type from the drop down box
- One your Business Type is selected, click the Add button to select your Business Role

**Please note\*** If you are a **Principal Building, Construction, Maintenance or Service Contractor directly engaged by Adelaide Airport Limited** you will be required to undergo WHS pre-qualification and insurance verification.

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## Registration Authorisation

Once all fields in the registration form are complete you will need to enter your authorisation code which will be sent to the email address you provided. If you don't receive this email ensure you check your Junk folder. You will also be able to access your email from the PC's in AAL's Pass Issue Office.

Register

## Employee Registration Authorisation

To complete the registration of your employment you will be required to enter an authorisation code. If you have already registered, an email would have been sent to the email address you provided at the time of registration. This email will contain the authorisation code.

If you have not registered yet, [sign-up here](#)

Enter your authorisation code

Auth No

Activate

Enter your authorisation code here and click Activate

Once you have entered your authorisation code you will be redirected to the induction portal login page where you will need to click the login tab and enter your Username and Password to log on.

Welcome to the  
**Adelaide Airport Limited (AAL)**  
Induction suite for contractors, tenants and business partners

Enter your username and password into the fields below and click the 'Login' button.

Username

Password

Login

Enter your Username and Password here

For system issues and enquires, the e3 Learning help desk can be contacted on 1300 303 318 or by email on [support@e3learning.com.au](mailto:support@e3learning.com.au).

For all other enquires contact your AAL Nominated Officer or the AAL Pass Issue Office.

# SitePass User Guide

## 3. Inductions

Adelaide Airport has 4 different induction modules available depending on the location of works and/or the type of work being carried out. The 4 induction modules consist of:

- **General Induction** – for all workers/tenants/contractors working on site at Adelaide Airport
- **Working Airside** – for all workers/tenants/contractors that are required to work airside at Adelaide Airport. Please note that the CASA Drug and alcohol management plan induction is still required in addition to AAL's induction for anyone entering airside more than once in 90 days.
- **Driving Airside** – for all workers/tenants/contractors that are required to drive airside at Adelaide Airport (broken down depending on the category of Authority to Drive Airside required)
- **Parafield Airport Induction** – for all workers/tenants/contractors that work at Parafield airport in both airside and landside areas

### Getting Started

Log in with your username and password and click on **My Inductions** to get started –



To ensure you complete the right inductions for the work you are carrying out, you will need to fill out a short '**Pre-Induction Questionnaire**'. By completing the questionnaire you will be automatically allocated the required induction modules that need to be completed before commencing work.

### Pre-induction Questionnaire

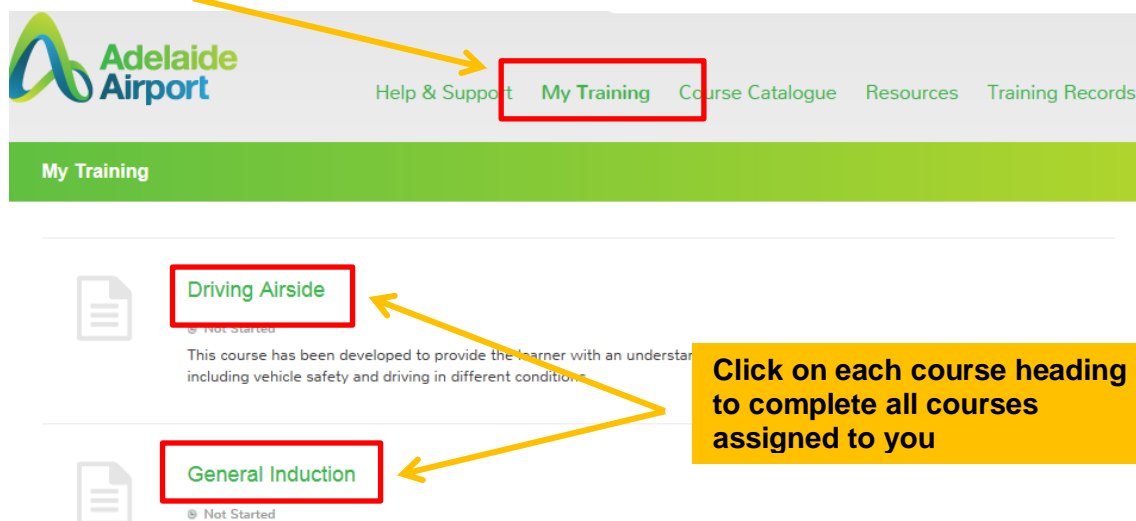
Before commencing your induction, you must complete the Pre-induction Questionnaire. This questionnaire ensures that you are enrolled in the online courses applicable to your job role. Once completed all required induction courses will be become available in the 'My Training' tab for you to complete.

Preinduction Questionnaire		
Introduction		
Do you have a current ASIC or are you in the process of applying for one?		done
Will you be working at Adelaide Airport?		done
Will you be working at Parafield Airport?		done
Will you be working Airside at AAL?		done
Do you work for one of the following		done
Are you or will you be applying for a Cat 2 Airside Driver's license?		done
Are you or will you be applying for a Cat 3&4 Airside Driver's licence?		done
Summary		

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## Completing Inductions

Once you have successfully completed the questionnaire you will now be enrolled in the induction courses applicable to your job role.  
Click on **My Training** to begin inductions.

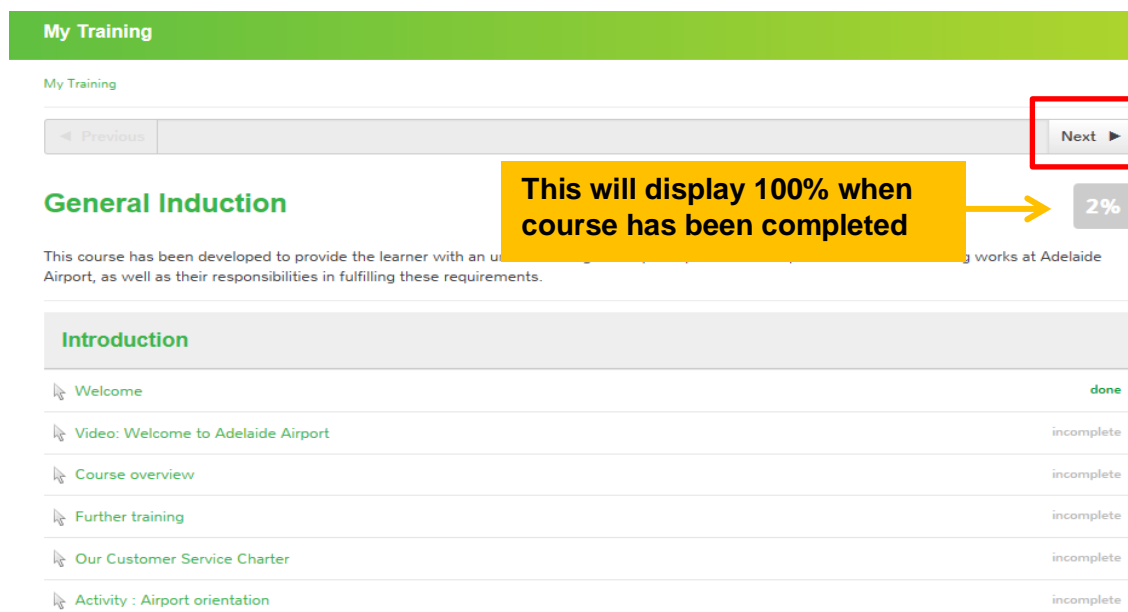


To commence each course click **Next** on each slide. The inductions contain audio so please ensure the volume is turned up / speakers on.

## Assessment

Assessments are required throughout each course. If you fail any of the assessments you can simply reselect the assessment activity in the main menu and try again.

You must pass to complete each induction course.

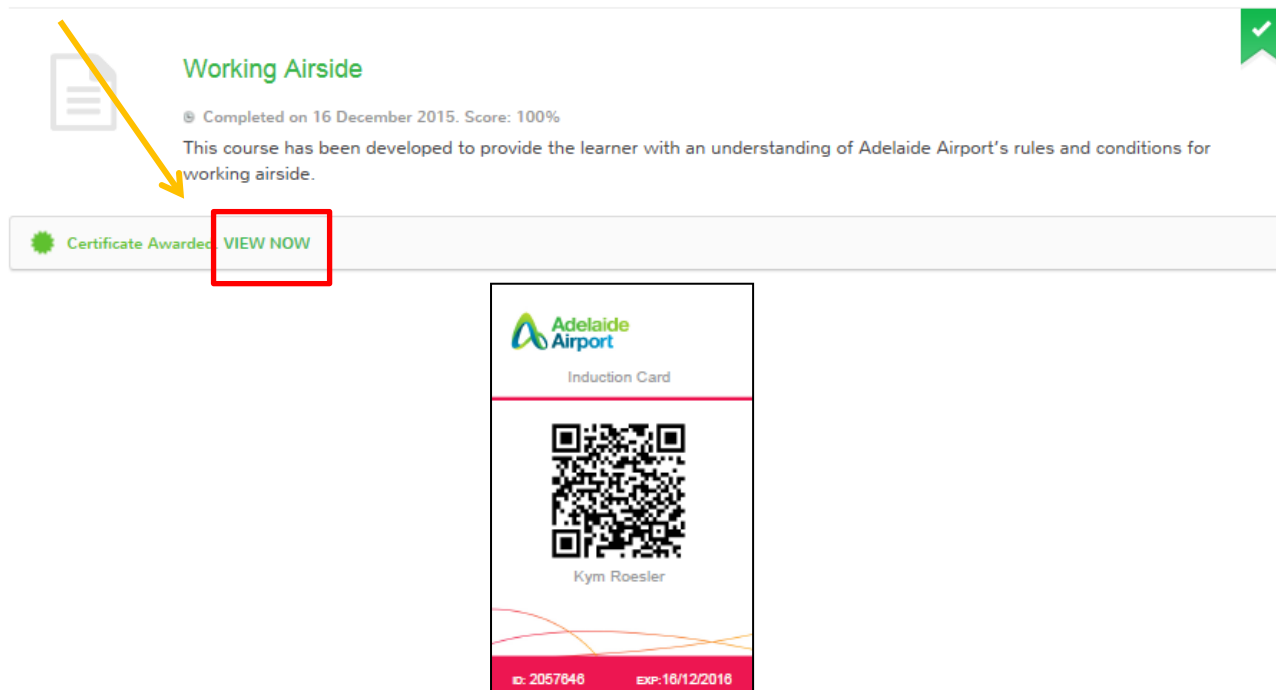




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## Printing your Induction Card

Once you have successfully completed each induction the course will display as 100% and you will be required to print your induction card. This can be done by clicking on the Certificate Awarded **VIEW NOW** tab



Your induction card is now ready for printing.

Please print your card, cut it out and carry this on you at all times. Lanyards and protective card sleeves can be sourced at the Pass Issue Office. Printing is also available here if you're unable to print offsite.

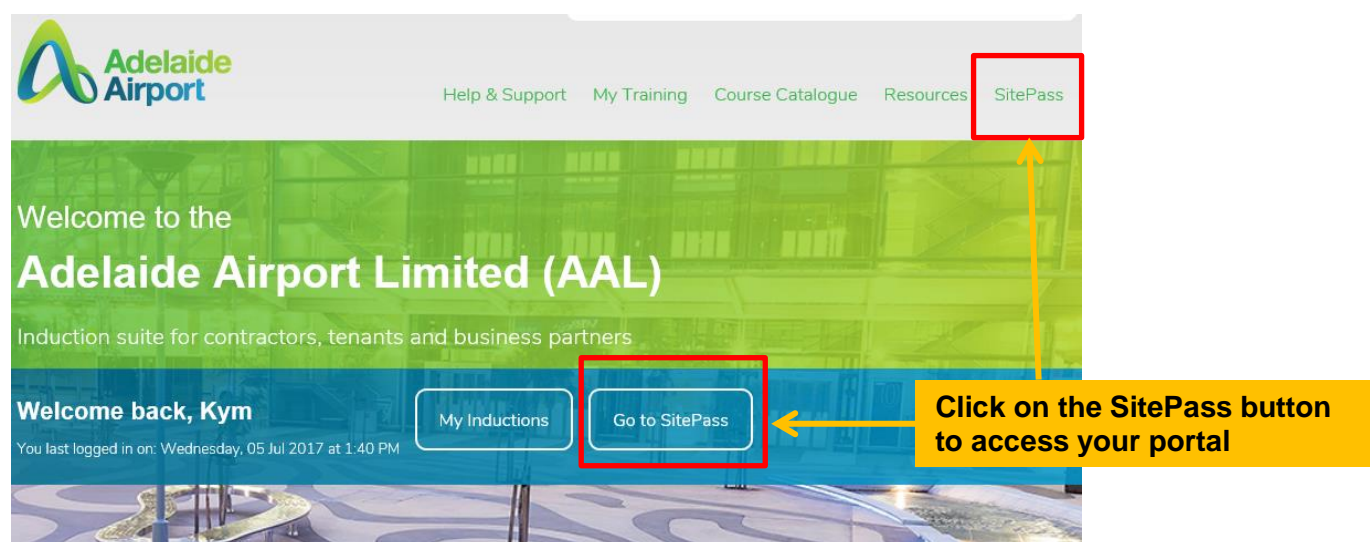
Induction cards are valid for 2 years for ASIC holders and 1 year for non ASIC holders. The system will issue email reminders when induction cards are coming up to their expiry date.

# SitePass User Guide

## 4. WHS Pre-Qualification

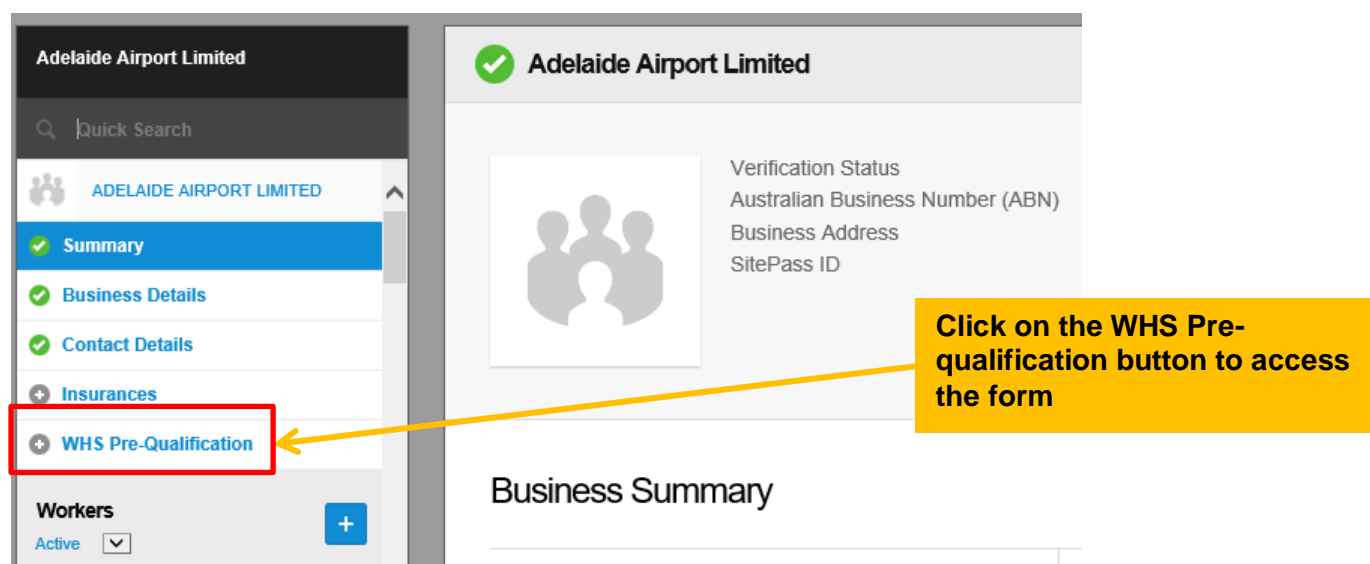
If you are a **Principal Building, Construction, Maintenance or Service Contractor directly engaged by Adelaide Airport Limited** you will be required to undergo WHS Pre-Qualification.

The Business Administrator will be required to submit a WHS Pre-Qualification form for approval. This form can be found by clicking on the businesses SitePass page.



Once you have entered the SitePass page you will now be able to see all your business and employee information.

To fill out the 'WHS Pre-Qualification' form simply click on the '**WHS Pre-Qualification**' button and follow the prompts.



If you cannot see this button please ensure that you have selected correct **Business Role** in the **Business details** section.

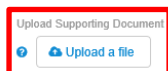
\*\*\*AAL SitePass administrators can also manually assign workflows using the 'Actions' button\*\*\*

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Complete each section of the form and provide document evidence where required. Evidence must be up to date and relevant to the works you will be performing at Adelaide Airport. Use the 'Upload a file' button to upload supporting documentation.

## 1. Work Health & Safety Management System

- 1.1 Do you have a Work Health & Safety (WHS) Management System certified through an external 3rd party independent authority? (eg. Certification to AS4801 or similar overseen by JAS-ANZ or as a Self Insurer overseen by Workcover)  
☐ Yes ☐ No
- 1.2 Do you have a written WHS policy/statement?  
If yes, please upload a current signed copy  
☐ Yes ☐ No



Once complete ensure you fill out the Contractor Declaration section and click on Save and Submit.

Contractor Declaration

Contractors Name	Date of evaluation
No Entries	

AAL Approval

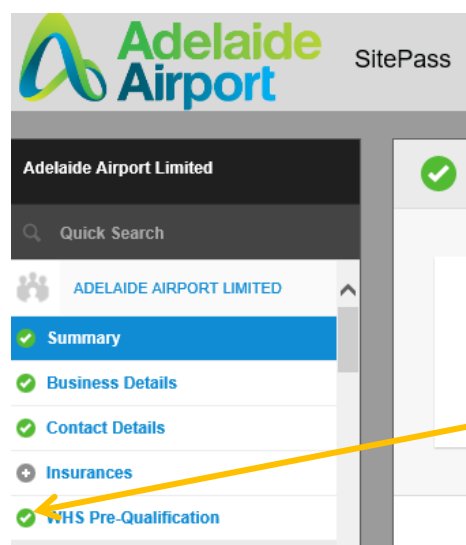
I have reviewed the evidence provided by the contractor and the review of the evidence has shown them to be c

AAL Approval	Date of evaluation
No Entries	

Save and Submit

Click on the Save & Submit button

Once submitted an AAL Nominated Officer will review for verification. The Business Administrator will receive an email notification once approved by AAL or if further information is required.



A green tick will appear once your business has been approved by AAL.

Other symbols include – a red cross for declined, orange exclamation mark for submitted for approval and blue dots for in progress.

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## 5. Insurance Verification

If you are a **Principal Building, Construction, Maintenance or Service Contractor directly engaged by Adelaide Airport Limited** you will be required to submit relevant insurances for the work you are performing. As a minimum AAL requires Public Liability (min \$20 million) and Professional Indemnity insurances. Motor Vehicle insurance extending to Airside coverage is mandatory for Airside works.

Insurance verification is part of the same workflow process as 'WHS Pre-Qualification'. Simply click on the Insurance tab in the workflow menu to upload required insurances and follow the prompts.

The screenshot shows the SitePass interface for Adelaide Airport Limited. On the left sidebar, the 'Insurances' tab is highlighted with a red box. A yellow arrow points from a text box to this tab. The text box says: 'Click on the Insurance button to enter insurance details'. The main content area shows the 'Business Summary' section with fields for Verification Status, Australian Business Number (ABN), Business Address, and SitePass ID.

To upload an insurance policy click on the 'Update' button and follow the prompts.

The screenshot shows the 'Insurances' section of the SitePass interface. It includes a table with columns: Type, Insurer, Policy/PDS, Policy Coverage, Expiry Date, and Actions. Two rows are visible: 'Professional Indemnity Insurance' and 'Public Liability Insurance', both marked as 'NEW'. The 'Update' button in the Actions column for the 'Public Liability Insurance' row is highlighted with a red box. A yellow arrow points from a text box to this button. Below the table, there is a section for 'Not Required Insurances' and a section for 'Broker Details' with a checkbox 'Do you place your insurance through a broker?'. The 'Add Insurance' button is highlighted with a red box, and a yellow arrow points from a text box to it.

The AAL nominated Officer may require additional insurances depending on the work you are performing. To add additional insurances click on the Add Insurance button and select the appropriate insurance type as requested by your AAL Nominated Officer.

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Insurances will be automatically verified if all required fields are filled out correctly. Email notifications will be sent to the Business Administrator notifying them on insurance expiry. It is the responsibility of the contractor to keep these update within SitePass. If your insurances are expired you will not be permitted to commence work until updated.

**Edit Insurance : Professional Indemnity Insurance**

- Insurance Type**  
Professional Indemnity Insurance
- Insurer**  
Allianz Australia Insurance Limited
- Policy Number**  
\*\*\*\*\*
- Policy Coverage Details (including business activities covered)**  
Covers XYZ  
790 characters remaining.
- Coverage Amount**  
2,000,000.00
- Policy Coverage Currency**  
AUD(\$)
- Policy Expiry Date**  
06/07/2017  
Format is dd/mm/yyyy
- Copy of policy/PDS**  
Upload

[Upload a file](#)

**Complete all fields to receive automatic verification.**

**Ensure a current valid copy of your policy is uploaded into the system.**

When a business's insurances expires a Business Administrator will receive an email notification with details of the expired insurance type. An email in advance will also be sent for insurance's that are coming close to their expiry dates. To update simply click on the insurance tab, click on the renew button and upload your new policy.

**Insurances** [Actions](#)

This form captures insurance policy details.

Insurances [What do the status symbols mean?](#)

Type	Insurer	Policy/PDS	Policy Coverage	Expiry Date	Actions
Professional Indemnity In...	Allianz Australia Insurance Limited	332432325435	AUD(\$) 2,000,000.00	24/06/2017 EXPIRED	<a href="#">Renew</a>
Public Liability Insurance	Allianz Australia Insurance Limited	353454534534	AUD(\$) 20,000,000.00	24/06/2017 EXPIRED	<a href="#">Renew</a>

**Click on the Renew button to update**



## 6. Verification and Approvals

Email notifications are sent to Business Administrators and employee when workflows are approved - please ensure that you check your junk folder if you don't receive email notifications.

WHS Pre-Qualification requires approval by an AAL Nominated Officer. It is up to the AAL Nominated Officer and Business Administrator to manage WHS approvals within SitePass.

Business and Worker registrations are automatically verified.

Insurance details are also automatically verified and are the responsibility of the Business Administrator to maintain compliance in consultation with the AAL Nominated Officer.

### Verification status types

SitePass contains a number of status types for verification. Each status type either refers to the current state of the workflow step or the main status.

Let's now take a closer look at the different status types and their meaning.

Verification Status	
Status Type	Status meaning
Approved	A system administrator has reviewed a step, and approved the information recorded for the business or employee. The information populated is correct and conforms to the verification requirements. An approved employee is now able to work on a client site.
Approved (Conditional)	A system administrator has reviewed a 'Submitted for approval' step, and approved the information recorded for the business or employee. The conditional status outlines that the step of information contains a flag which may limit the type of work that can be undertaken.
Declined	A system administrator has verified a step of information, and declined the information populated as it doesn't meet the verification requirements for the client. The history log will outline the reason and next actions for the declined status.
In Progress	When a workflow step has a status of 'Not Started', and a business administrator reviews and updates information on this step, the status will be 'In Progress'. A completed step will be submitted for approval.
Not Started	A new business or employee has registered into SitePass. This is the initial state of the workflow step, which has not been viewed or edited. When a step has commenced, the status will change to 'In Progress'.
Pending	A system administrator has verified a step of information, and further actions or information is pending approval. The history log will outline the reason for the 'Pending' status and the actions required to achieve approval.
Submitted for Approval	The step or the main status of a business or employee has been completed and is ready for the system administrator to verify the workflow step. A 'Submitted for approval' status also refers to when information on an approved step has also been updated.

## 7. Help and Support

For system issues and enquires, the e3 Learning help desk can be contacted on 1300 303 318 or by email on [support@e3learning.com.au](mailto:support@e3learning.com.au).

Alternative the SitePass Knowledgebase can be accessed here - [http://knowledgebase.learnforce.io/?b\\_id=8816](http://knowledgebase.learnforce.io/?b_id=8816)

For all other enquires contact your AAL nominated Officer or the Pass Issue Office.