

NORTH GOONYELLA COAL

NG-TRG-FRM-T013 INDUCTION REQUEST FORM

Step 1 - Request Details: Complete the below Request Details and forward through to your site contact to approve your request.

Company Details

Company:	Company ABN:	Booking Contact:
Email:	Ph/Mobile:	

Inductee's Details

First Name:	Surname:	Date of Birth:
Job Title:	Ph/Mobile:	
Next of Kin (name):	Ph/Mobile (next of kin):	

Induction Details

<input type="checkbox"/> Full Induction	<input type="checkbox"/> Refresher (date last onsite):	Previous Induction Date:
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Where will you be working on site? (Please tick all areas you will be working in)

- Surface Underground Coal Preparation Plant Main Administration Other (please specify):

Will your role be any of the following? (Please tick all that apply)

- Supervisor ERZ Controller Electrician Fitter/Mechanic Trainer/Assessor Boilermaker
 Operator Inexperienced UG worker Other (please specify):

Site Contact

Name:	Signed:	Date:
Email:	Ph/Mobile:	

NGC SLT Manager Approval Position is in Budget

Name:	Signed:	Date:
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STEP 2 – Document Requirements / Prerequisites Checklist: Copies of applicable prerequisites are to be uploaded into the Pegasus Portal (refer checklist). Also email the Coal Board Medical and Functional Assessment to ngcinductions@peabodyenergy.com, NGC will if approved forward a Medical Approval Email. Once all documents are verified by Pegasus an invitation to complete the online induction will be emailed to the inductee.

<input type="checkbox"/> Signed Induction Request	<input type="checkbox"/> Drug and Alcohol Test (less than 30 days old)
<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Coal Board Medical
<input type="checkbox"/> Standard 11 Induction Surface	<input type="checkbox"/> Standard 11 Induction Underground
<input type="checkbox"/> Kinnect Pre-Employment Functional Assessment	<input type="checkbox"/> Medical Management Plan
<input type="checkbox"/> Trade Papers	<input type="checkbox"/> Relevant job specific competencies

STEP 3 – After Online Induction is completed: Contact ngcinductions@peabodyenergy.com to book in for an onsite WAF and SOP training day.