



COMPANY PRE-QUALIFICATION

USER GUIDE- Company Registration



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Company Registration



LOGIN / CREATE ACCOUNT

Go to poweredbyonsite.com and click “Login” at the top of the page.

- If you have not registered previously, click **Create Account** from the **Login** screen.
- Once created, your login details will work for all Pegasus company pre-qualification portals.
- During registration, you may be asked to provide insurances, licences and WHS documentation. Click the links to the **Business Rules** and **Safety Management System Knowledge Base** for help with that process.
- If you need help, call the number at top of the screen to speak to a Pegasus customer support agent.

Pegasus
Contractor Company Pre-Qualification Portal
For support please call 1800 905 072

Log in

Sarah

.....

Log in

Recover my password

< Create Account

ABOUT LOGIN >

Log in

Email

Password

Log in

Recover my password

< Create Account
Login with Pegasus Account

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Change Language: English

Company Registration



CREATE ACCOUNT

Enter your name which will appear on the Office Locations contacts page.

Your username must be four characters, no symbols or spaces,

Create a password and “Submit”.

- Choose your own username and password. If possible, use details that are accessible to more than one person, such as email which can be shared by multiple administrators.
- When you click **submit**, you will be sent an activation email. You must click the link in the email to activate your user profile within two hours.
- If you do not activate the account in time, login under your user name, click **User Account**, and **Resend Account Activation Email**.

The screenshot displays the user registration and profile management interface. On the left, the 'Create Account' form includes fields for 'Your Full Name', 'Username', 'Email', and 'Password', with a 'Submit' button at the bottom. On the right, the 'User Profile' page shows account details for 'Sarah Constable'. A dropdown menu is open, showing 'User Profile' and 'Logout' options. The 'User Profile' page includes a 'Save' button and a notification that the account has not been activated, with a 'Resend Account Activation Email' button. Below the notification, there are fields for 'Username' (containing 'TessTest') and 'Email' (containing 'sconstable@pegasus1.net.au'), with 'Change Password' and 'Change Email' buttons. A 'Logout' button is located at the bottom right of the profile page. Red arrows indicate the flow from the 'Submit' button in the 'Create Account' form to the 'User Profile' page, and from the 'Resend Account Activation Email' button to the activation email notification.

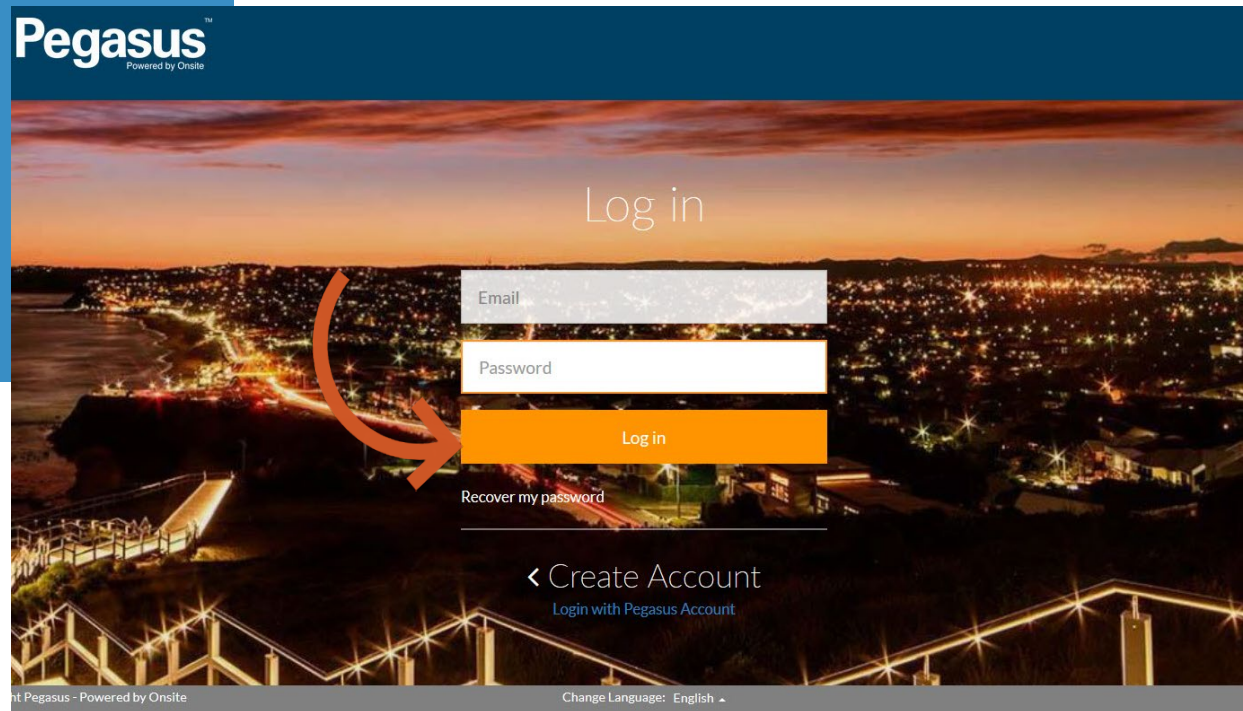
Company Registration



LOGIN

If you have previously registered, enter your details and login.

- Enter your registered details – remember, they are case sensitive.
- Check your junk/spam folder if you did not receive confirmation.
- These details are different to your Onsite Track Easy and other login details.





COMPANY REGISTRATION

Company Registration



STEP 1

Check the country is correct, or click “Change” to amend

Enter your ABN and “Search”

Choose the company you want to receive tax invoices for.

- The Australian Business Register will provide the ABN registered entity and any linked trading names.
- Choose your business by clicking **Register with this business** from the list.

Business Details Registration
Select the country that your business operates in.

Australia Change

Please enter the ABN of your business (without spaces) and click 'Search'.

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

Don't know your ABN? Find it here.

ABN Search

ABN

Onsite Records

Registered Business Name	Business Number	
Pegasus Management Pty Limited Pegasus IT	91080018800	Register with this business
Pegasus Management Pty Limited Pegasus Management Pty Limited	91080018800	Register with this business

Total: 6 10 25 50 100

Company Registration



STEP 2

Enter your company contact details.

Click “Request Registration” at the bottom of the page.

- Your details will appear on the Office Locations tab and will be used to communicate with your about your compliance.
- If your business has been previously registered, the administrator will be emailed to approve your login access.
- If your business has not been registered before, the system will take you to Business Registration.

Business Details Registration
Please complete the business details form below.

Business Details	
Registered Business N..	FLOWER
Business Name	FLOWER
ABN	55369185210
Country	Australia

Contact Details

Name *

Tess Tester

Email *

sconstable@pegasus.net.au

Mobile Phone *

Australia 61 0429431189

Request Registration

Company Registration



STEP 3

Click “Continue” to move through the questions.

- Your answers will determine your risk category based on the work you do – high or low risk.
- Your answers will also determine the documents you are required to upload to prove you can complete the work– insurances, licences etc.

The screenshot shows a progress bar with four steps: Business Type, Business Registration (highlighted with a green arrow), Subscription, and Document Uploads. Below the progress bar, the text reads: 'In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:'. A list of three steps follows: 1. Complete all sections of the Company Registration Questionnaire, including Agreements. 2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register. 3. Complete the Safety Management System assessment if prompted. Below the list, it says: 'Please note you will be required to complete the full contractor registration process before you are compliant.' An orange 'Continue' button is located in the bottom right corner of the form area.

Business Type Business Registration Subscription Document Uploads

In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:

1. Complete all sections of the Company Registration Questionnaire, including Agreements.
2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register.
3. Complete the Safety Management System assessment if prompted.

Please note you will be required to complete the full contractor registration process before you are compliant.

Continue



Company Registration



STEP 4

Here you will confirm the Agreement, Confirmation of Authority to Represent Your Business, and Pegasus Code of Conduct.

Click “Proceed”.

- Download and review the Pegasus Code of Conduct from this page.

The screenshot shows a registration form titled "Agreement" with a progress bar at the top indicating the current step. The form contains three questions, each with a "Yes" or "No" checkbox. A "Save Progress" button is visible in the top right corner, and a large orange "Proceed" button with a right arrow is at the bottom right.

Business Type | **Business Registration** | Subscription | Document Uploads

Agreement

Page 1 of 8 [Save Progress](#)

Have you been engaged by Pegasus to perform works within the last 12 months?

Yes
 No

By completing this registration process, I acknowledge and affirm that I am an authorised representative of the business that I am registering and that I am authorised to complete this questionnaire on behalf of the business.

Yes
 No

All contractors must read and accept the Code of Conduct Guidelines before you are allowed to register through the pre-qualification process with Pegasus. I acknowledge that I have read and understood the Code of Conduct guidelines and agree to comply with it at all times during the provision of goods and services as a Pegasus contractor.

I acknowledge and agree

[Proceed](#) →

Company Registration



STEP 5

Select the category of work that matches the services you provide.

- Each category of work you choose determines the document that must be uploaded for verification later in the registration process - e.g. Plumbing = Plumbing licence, Electrical = Electrical licence.

Business Registration | Subscription | Document Uploads

Work Categories

Page 4 of 7 | Save Progress

Select one or more of the following services that your business provides.

You will be required to upload licences for high-risk services such as building, electrical, plumbing, painting, fire safety and security as an example.

ONLY select work categories you are licenced to perform.

- Air Conditioning Services
- Building Alarm Monitoring Services
- Building Manager Services
- Building Services
- Cleaning Services
- Courier Services
- Electrical Services
- Fire Safety Services
- Freight Services
- General Maintenance Services
- Glazing Services
- Hygiene Supply Services
- Locksmith Services
- Painting Services
- Pest Control Services

Company Registration



STEP 6

Upload insurances as requested, including but not limited to:

- Public Liability,
- Professional Indemnity;
- and
- Workers Compensation.

- Confirm the insurances you can provide and the locations at which you hold the insurance.
- You will be prompted to upload evidence of this insurance later in the registration process.

Insurance

⚠ All businesses that will be contracting to Pegasus are required to hold a Public and Product Liability Insurance certificate of currency to the value of \$50M or greater. A valid certificate of currency will need to be supplied in the Document Upload step of this process.

Please confirm that you hold a valid certificate of currency for the minimum value.

- Yes
 No

⚠ **ONLY** select the State/s and/or Territories you hold workers compensation insurance for. You will be required to upload a valid certificate of currency for EACH of your selections.

- Australian Capital Territory (ACT)
 New South Wales (NSW)
 Queensland (QLD)
 Northern Territory (NT)
 Western Australia (WA)
 South Australia (SA)
 Victoria (VIC)
 Tasmania (TAS)



Company Registration



STEP 7

If your business has completed a safety certification that is JAS-ANZ certified, select the accreditation you hold to provide it later in this process.

- JAS-ANZ (Joint Accreditation System of Australia and New Zealand) provide internationally recognised safety accreditation.
- Trades Monitor and CM3 certificates are not acceptable for AS/NZS4801 as they are not an accreditation but a certification.
- ISO18001 is an international standard certification and therefore does not need to be JAS-ANZ certified but it must be issued from an international accreditor.

The screenshot shows a web form with a progress bar at the top containing four steps: Business Type, Business Registration (highlighted in green), Subscription, and Document Uploads. The main heading is 'Accreditations & Certifications'. The first question is: 'Has your business achieved the AS/NZS 4801 accreditation standard (Safety Management System)?' with instructions to select 'Yes' if accredited or 'No' if not, and radio buttons for 'Yes' and 'No'. The second question is: 'Has your business achieved the ISO 18001 or the ISO 45001 accreditation standard (Safety Management System)?' with the same instructions and radio buttons. A large orange arrow points from the text in the blue box to the 'Business Registration' step in the progress bar.

Company Registration



STEP 8

Payment is for independent verification of your registration and ongoing support to maintain compliance.

You will be provided a tax invoice when the payment has been successful.

- View your tax invoices at any time under **Manage My Business Details > Transactions**
- Click **Next** on the payment successful screen to move to the document upload section.



Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

You need to purchase the following subscription(s):

Subscription type	Duration	Expires	Cost	Tax	Total
Subscription Type Subscription calculation based on: • sms-high-risk	3 years	05 Mar 2022	\$10.00	\$1.00	\$11.00

Select Payment Method: Total \$11.00 AUD [Pay](#)

Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

Payment successful. Please click next to continue with the process.

Product	Description	Cost	Tax	Total Cost
Subscription Type	Subscription Type	\$10.00	\$1.00	\$11.00

Total \$11.00 AUD

[View Invoice](#) [Next](#)

Company Registration



STEP 9

Now you will provide details about and upload the documents to register your business.

- Ensure you have digital copies of your licences, insurances, accreditations and WHS documentation saved to your computer for easy uploading.
- Enter the details for each document as prompted, upload the document, and click **Next** to finalise your registration and be emailed a tax invoice.

Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
NSW - Glaziers Licence	Upload Any of the following documents	
	NSW - Glaziers Licence	Upload Document Not Complete
	NSW - Building Licence	Upload Document
NSW - Glaziers Licence	Upload Any of the following documents	Complete
	NSW - Building Licence	Upload Document Pending Verification
	NSW - Glaziers Licence	View Document Complete
NSW - Workers Compensation Insurance	Upload the following document	
	NSW - Workers Compensation Insurance	View Document Pending Verification
Public and Product Liability Insurance	Upload the following document	
	Public and Product Liability Insurance	View Document Pending Verification

Next

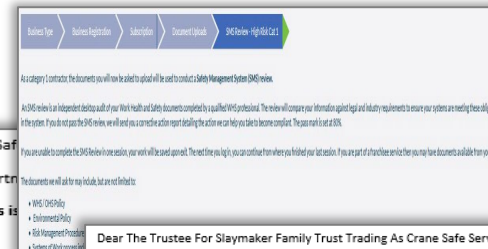
Company Registration



EMAIL COMMUNICATION EXAMPLES

The Pegasus system aims to keep you compliant and working with helpful reminders.

- Communication you receive will include approvals, or reminders for expiring insurances, licences, or worker documents.
- If a document you provide does not meet the Business Rules, you will be emailed a **returned or corrective actions** emails (detailing what needs to be provided to reach compliance).



Dear The Trustee For Slaymaker Family Trust Trading As Crane Safe Services,

Thank you for submitting your documents in the ISS Procure Partner Assured Sourcing Solution (PASS).

This email is to inform you that **one or more of your documents is expiring in the next 30 days.**

Name	Expiry Date
Motor Vehicle Insurance	07/12/2017

What to do now

1. Click on the document name and login to the portal
2. Click on the Manage My Business Details tile or option on the left hand side
3. Click on the Document Library tab
4. Click on the Renew button
5. Complete the document upload and fill in all applicable details

Once all of your documents are verified, you will be listed in the ISS database.

Help or Further Clarification

If you need more information, please call 1300 305 072 during business hours, or email iss@pegasus.net.au

Kind Regards

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Once all of your documents are verified, you will be listed in the ISS database.

Help or Further Clarification

If you need more information, please call 1300 305 072 during business hours, or email iss@pegasus.net.au

Kind Regards



SMS REVIEWS

SMS Reviews



STEP 1

Ensure you have all WHS Policies & Procedures uploaded to your computer for uploading.

Click “Continue” to start

- Safety Management System (SMS) Reviews are completed when a Pegasus client requires proof of your WHS Policies & Procedures.
- The information you provide is audited by a Pegasus Safety Specialist.
- You will only complete an SMS review if the Pegasus client requires it – if you do not see these screens, then you do not need to provide this information.

Business Registration > Subscription > Document Uploads > SMS Review High - Category 1

As a high-risk contractor, the documents you will now be asked to upload will be used to conduct a Safety Management System (SMS) review.

An SMS review is a desktop audit of your Work Health and Safety documents completed by a qualified WHS professional. The review will compare your information against legal and industry requirements to ensure your systems are meeting these obligations. You will be contacted when the SMS review is complete and you are compliant in the system. If you do not pass the SMS review, we will send you a corrective action report detailing the action we can help you take to become compliant. The pass mark is set at 80%.

If you are unable to complete the SMS Review in one session, your work will be saved upon exit. The next time you log in, you can continue from where you finished your last session. If you are part of a franchisee service then you may have documents available from your parent company.

The documents we will ask for may include, but are not limited to:

- WHS / OHS Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work process including incident management
- Drug and Alcohol management
- Emergency management
- Training procedures including induction management
- Sub-Contractor Management (if applicable)
- Continual Improvement processes

To help you complete your SMS review, we also suggest you visit the [Pegasus SMS Knowledge Base](#) which has helpful information about the types of documents you're asked to supply as part of your SMS review.

If you need any further information or assistance please contact Pegasus Customer Service on 1300 305 072 and you can also review the contractor portal.

Continue



SMS Reviews



STEP 2

Answer all questions and provide documents and evidence where requested.

Click “Proceed” to continue through the questionnaire

- You will be asked to provide documents such as WHS Policies, Risk Management Procedures, Skills Registers, Induction Procedures, and Safe Work Method Statements.
- Useful links:
 - [Pegasus SMS Knowledge Base](#)
 - [WorkCover NSW](#)
 - [Fair Work Helpline](#)

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

WHSMS or Site Specific Safety Management Plan

✖ Do you have a Safety Management System (SMS) have a site specific safety management plan or WHSMS that is relevant to the works to be carried out?

Yes

No

Go to Page ▾ **Proceed** →

SMS Reviews



STEP 3

Upload all documents requested as questions are answered

- If you need help, call the number at top of the screen to speak to a Pegasus customer support agent.
- Refer to the [Pegasus SMS Knowledge Base](#) for examples of the types of documents you must supply.

The screenshot shows a web application interface for SMS reviews. The navigation bar includes: Business Type, Business Registration, Subscription, Document Uploads, and SMS Review. The main heading is "WHSMS or Site Specific Safety Management Plan". A question asks: "Do you have a Safety Management System (SMS) have a site specific safety management plan or to be carried out?" with radio buttons for "Yes" and "No". Below this, a red error message states: "Please upload a copy of your Site Specific Safety Management Plan or WHSMS." A file upload area contains the text "Drag a file here to add it." and a "Select File" button. At the bottom, it specifies "Maximum File Size: 10 MB" and "Supported Media Types: PDF File, Text File, Microsoft Word File, PNG Image, JPEG Image".

Overlaid on the right is a Windows "File Upload" dialog box. The path is "This PC > Documents > Testing". The file list shows: Pegasus, Compliance.docx, compliance.pdf, LTM1500.jpg, Training Upload Document.docx, and Training Upload Document.pdf. The "File name" field is empty, and the file type is set to "All Supported Types (*.PDF;*.DC)". "Open" and "Cancel" buttons are at the bottom right. An orange arrow points from the "Select File" button in the web application to the "Open" button in the dialog box.

SMS Reviews



STEP 4

On completion, a summary page appears

Submit to have your documents verified by Pegasus Safety Auditors.

- You can change your answers on this page prior to submitting them for verification.
- Pegasus Safety Auditors will review your responses and documents to set Business Rules.

Business Type > Business Registration > Subscription > Document Uploads > SMS Review - High Risk Cat 1

Questionnaire Summary

WHSMS or Site Specific Safety Management Plan	Update answers	>
Risk Management	Update answers	>
Procedures and Systems of Work	Update answers	>
Fitness for Work	Update answers	>
Training and Inductions	Update answers	>
Consultation and Communication	Update answers	>
Incident Management	Update answers	>
Human Resources Management	Update answers	>

← Back

Submit Answers

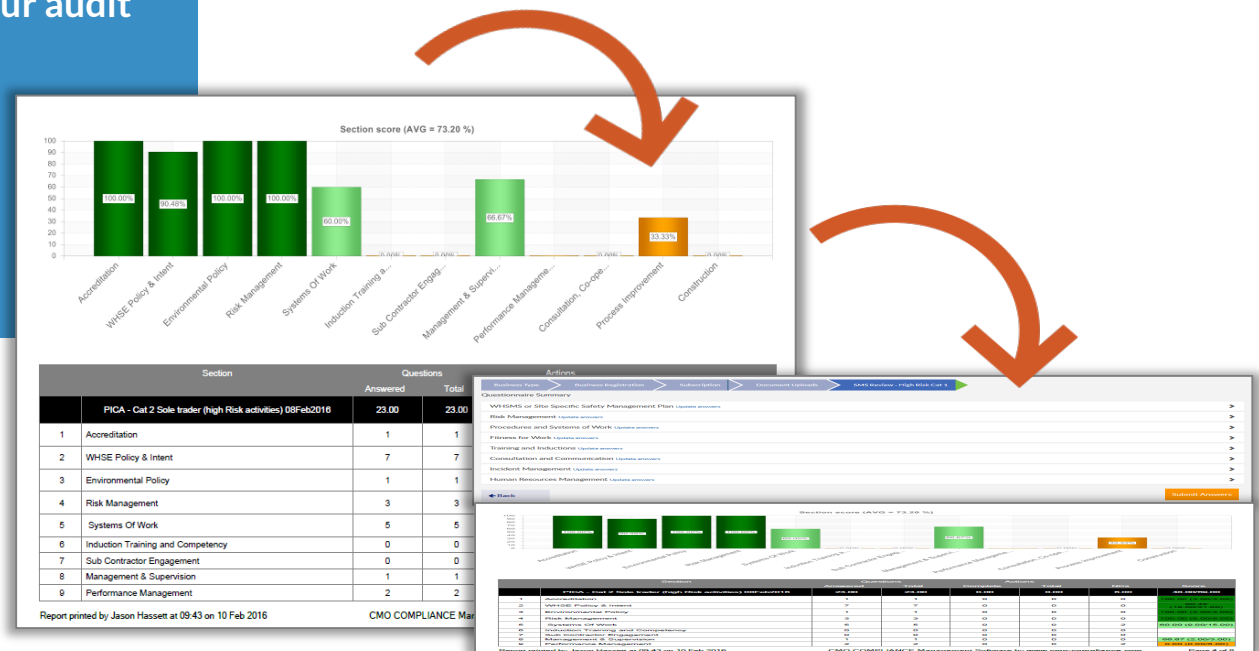
SMS Reviews



STEP 5

If more information is required, or the supplied information is incorrect, Pegasus will email you corrective actions and your audit report.

- In the example image, the orange block will trigger a **corrective action**.
- A **corrective action** is your opportunity to provide more information or a new document to pass your SMS review.
- Pegasus Auditors will note what you need to do to pass the review and will guide you if you need more information.





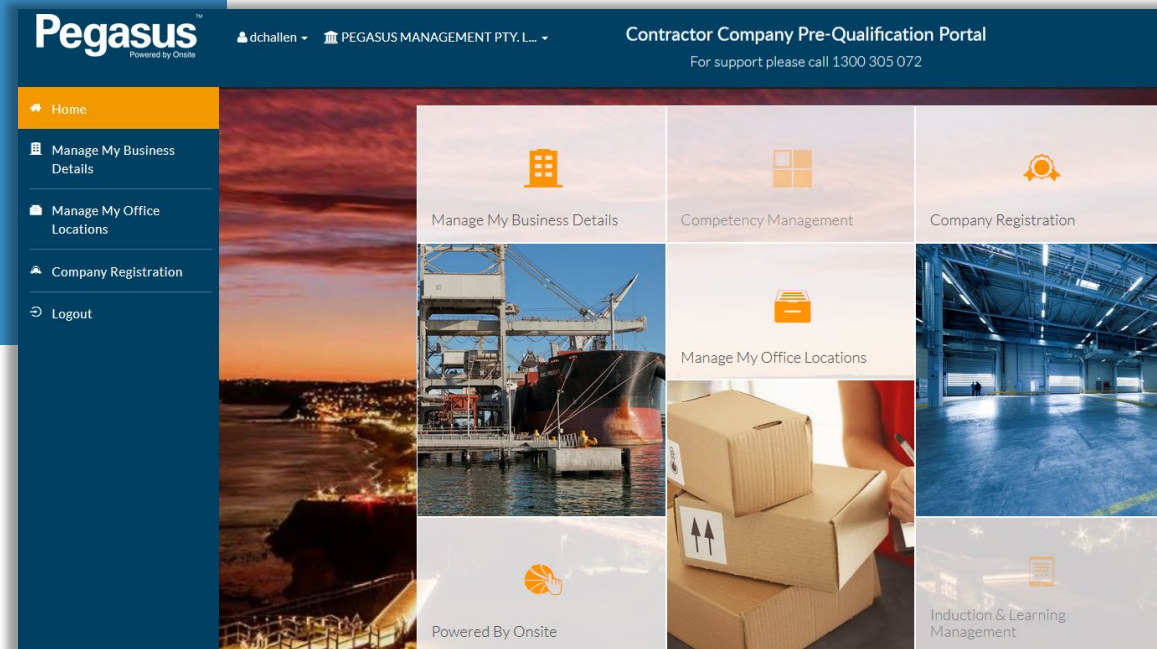
RENEWING YOUR REGISTRATION

Renewing Your Registration

Overview

Check the compliance of your company from “Manage My Business” > “Manage My Business Details”

- When your company registration is due for renewal – e.g. subscription or SMS review have expired – you will renew and reprofile your company.
- The option can be completed at any time if the type of work you do has changed, i.e. you were low risk and now complete high risk work, needing to supply more information and licenses.



Renewing Your Registration

STEP 1

Check the compliance of your company from the “Manage My Business Details” tab > “Compliance”

- Notifications are sent 30, 14 and five days from expiry (subscription, documents)

- ✓ Green = Valid
- ! Amber = Expiring within 30 days
- ✗ Red = Expired/Invalid

The screenshot shows the Pegasus user interface. On the left is a dark blue navigation menu with the Pegasus logo (Powered by Onsite) and menu items: Home, Manage My Business Details (highlighted in orange with a red arrow), Manage My Office Locations, Company Registration, and Logout. The main content area is titled 'Manage My Business Details' with a red 'x' icon. Below the title are tabs: Detail, Contacts, Compliance (selected), Document Library, Transaction History, and Assessments. An 'Overview' section displays three status indicators: an amber circle with an exclamation mark for '0/1 Subscriptions', an amber circle with an exclamation mark for '1/6 Certificates', and a green circle with a checkmark for '1/1 Assessments'. Below this is a 'Subscriptions' section with a search bar. A table lists subscription details:

Name	Description	Subscription Products	Expiry Date	Status	
SCJ20046 - PEG002	SCJ20046 - PEG002	SCJ20046 - PEG002 - 3 YEAR - \$0.00	1/1/20	Expiring (9 days ago)	Renew

Renewing Your Registration

STEP 2

From the “Compliance” tab, “Renew” to go to the Company Registration process

- When your subscription is due for renewal at 30 days to expiry, you will be required to reprofile.
- You may also reprofile if your documents have been rejected or returned, or your SMS Review needs renewing.
- The **Renew** button will only appear within the 30 day expiry date.

The screenshot displays the 'Manage My Business Details' page with the 'Compliance' tab selected. The 'Overview' section shows 0/1 Subscriptions, 1/6 Certificates, and 1/1 Assessments. The 'Subscriptions' table lists a subscription for SCJ20046 - PEG002 with an expiry date of 1/1/20 and a status of 'Expiring (9 days ago)'. A green 'Renew' button is visible next to the subscription. A callout box provides a magnified view of the subscription row, highlighting the 'Renew' button. A navigation menu on the right shows 'Company Registration' highlighted.

Name	Description	Subscription Products	Expiry Date	Status	Action
SCJ20046 - PEG002	SCJ20046 - PEG002	SCJ20046 - PEG002 - 3 YEAR - \$0.00	1/1/20	Expiring (9 days ago)	Renew

Re-Profiling If Your Work Has Changed

Manual Renew - Optional

Open the “Company Registration” Module

Click the “Renew” button to begin the reprofiling process

Proceed through the Company Questionnaire

- If the work you do has changed and you need to re-profile your company, click **Renew**.
- You will follow the questionnaire process again with your current answers displayed, allowing you to make changes as required.
- New answers may prompt the supply of new documents not previously uploaded.
- Depending on your updates, your category may change and therefore the cost of your subscription.

- Home
- Manage My Business Details
- Manage My Office Locations
- Company Registration**
- Logout

Business Registration | Subscription

Thank You

Your business profile has now been created. If you have not yet completed your business registration, you can do so from here.

From here you can continue with the next step in your registration process:

- Click **Manage My Office Locations** to add or edit your office locations.
- Click **Manage My Business Details** to edit your business details.

When you are due to renew your Company Subscription, you will be prompted to renew your subscription. When renewing, you will step through your original questionnaire responses and be able to re-profile if your business or work situation has changed. You will then proceed to the checkout to finalise your subscription.

Note: updated responses during the renewal process may require new documents to be provided.

Renew

Business Registration | Subscription | Document Uploads

Acknowledgements

Have you been engaged by Pegasus to perform works within the last 12 months?
 Yes
 No

Do you engage or plan to engage subcontractors to perform work for you on Pegasus sites?
 Yes
 No

By completing this registration process:
I acknowledge and affirm that I am an authorised representative of the business that I am registering and that I am authorised to complete this questionnaire on behalf of the business.
 I agree

Return to Dashboard

Renewing Your Registration

STEP 3

Follow the process to renew your registration and re-profile your business

Click “Continue” to start

- Your answers may have changed from when you initially registered.
- New answers may prompt the supply of new documents later in this process, not previously uploaded.
- Depending on your updates, your category may change and therefore the cost of your subscription.

The screenshot shows the Contractor Company Pre-Qualification Portal. At the top, there is a dark blue header with a user profile icon and the name 'dchallen', and the company name 'PEGASUS MANAGEMENT PTY. L...'. The main title is 'Contractor Company Pre-Qualification Portal' with a support phone number '1300 305 072'. Below the header is a progress bar with three steps: 'Business Registration' (highlighted in blue), 'Subscription', and 'Document Uploads'. The main content area contains instructions for becoming an authorized contractor, a numbered list of three steps, and a 'Please note' section. An orange 'Continue' button is located at the bottom right.

dchallen PEGASUS MANAGEMENT PTY. L... Contractor Company Pre-Qualification Portal
For support please call 1300 305 072

Business Registration Subscription Document Uploads

In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:

1. Complete all sections of the Company Pre-Qualification Questionnaire, including the Agreements.
2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register.
3. Complete the Safety Management System assessment if prompted.

Please note: You will be required to complete the full contractor registration process before you are compliant and able to access Pegasus work sites.

Continue

Renewing Your Registration

STEP 4

Change your previous answers as required and “Proceed” to the next question.

Review or change your responses before clicking “Submit Answers”

- You will follow the questionnaire process again with your current answers displayed, allowing you to make changes as required.

If required, all relevant data will need to be supplied to verify solvency alongside financial information. Your business is able to perform and support works.

I agree

Have you, the company or the directors had any prosecutions or had licences refused in the last 3 years?

Yes
 No

Have there been any insurance claims over the last 3 years, not related to litigation, theft, damage, bodily injury or death?

Yes
 No

Business Registration | Subscription | Document Uploads

Questionnaire Summary

- Acknowledgements [Update answers](#) >
- Pegasus Diversity Questionnaire [Update answers](#) >
- Business Details [Update answers](#) >
- Work Categories [Update answers](#) >
- Insurance [Update answers](#) >
- Accreditation [Update answers](#) >
- Regulatory Profile & General Provisions [Update answers](#) >



Renewing Your Registration

STEP 5

Pay for your subscription, often determined by your risk category

Upload new documents you indicated you could supply. Valid, unchanged documents will still be displayed and do not need renewing

Click "Next" when all uploads completed

- If a new document is needed, the **Upload Document** button will display.

Business Registration > Subscription > Document Uploads > SMS Review

You need to purchase the following subscription(s):
Subscription calculation based on:

- sms-high-risk

Subscriptions	Duration	Expires	Cost	Tax	Total
SCJ20046 - PEG002	3 years	10 Jan 2023	\$0.00	\$0.00	\$0.00

Total \$0.00 AUD

Confirm

Business Registration > Subscription > Document Uploads > SMS Review Low risk - Category 2

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
ISO 14001 Certificate	Upload the following document ✓ ISO 14001 Certificate	<input type="button" value="View Document"/> Pending Verification
ISO 9001 Certificate	Upload the following document ✓ ISO 9001 Certificate	<input type="button" value="View Document"/> Pending Verification
NSW - Workers Compensation Insurance	Upload the following document Workers Compensation Insurance	<input type="button" value="Upload Document"/> Not Complete

Renewing Your Registration

STEP 6

If required, you will not complete an SMS Review.

Follow the steps from page 17 for more information.

- Safety Management System (SMS) Reviews are completed when a Pegasus client requires proof of your WHS Policies & Procedures.
- The information you provide is audited by a Pegasus Safety Specialist.
- You will only complete an SMS review if the Pegasus client requires it – if you do not see these screens, then you do not need to provide this information.

Business Registration > Subscription > Document Uploads > **SMS Review High - Category 1**

As a high-risk contractor, the documents you will now be asked to upload will be used to conduct a **Safety Management System (SMS) review**.

An SMS review is a desktop audit of your Work Health and Safety documents completed by a qualified WHS professional. The review will compare your information against legal and industry requirements to ensure your systems are meeting these obligations. You will be contacted when the SMS review is complete and you are compliant in the system. If you do not pass the SMS review, we will send you a corrective action report detailing the action we can help you take to become compliant. The pass mark is set at 80%.

If you are unable to complete the SMS Review in one session, your work will be saved upon exit. The next time you log in, you can continue from where you finished your last session. If you are part of a franchisee service then you may have documents available from your parent company.

The documents we will ask for may include, but are not limited to:

- WHS / OHS Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work process including incident management
- Drug and Alcohol management
- Emergency management
- Training procedures including induction management
- Sub-Contractor Management (if applicable)
- Continual improvement processes

To help you complete your SMS review, we also suggest you visit the [Pegasus SMS Knowledge Base](#) which has helpful information about the types of documents you're asked to supply as part of your SMS review.

If you need any further information or assistance please contact Pegasus Customer Service on 1300 305 072 and you can also review the contractor portal.

Continue

Renewing Your Registration

STEP 7

When you have submitted your documents and information, your renewal will be verified by Pegasus.

- Return to **Manage My Business Details** to check your compliance and monitor your document submissions under the **Document Library** tab.

The screenshot displays the Pegasus web application interface. At the top, the user is logged in as 'dchallen' for the company 'ONSITE TRACK EASY PTY LIM...'. The page title is 'Contractor Company Pre-Qualification' with a support number '1300 305 072'. A progress bar shows the steps: Business Registration, Subscription, Document Uploads, and SMS Review High - Category 1. The main content area is titled 'Thank You' and provides instructions for next steps, including clicking 'Manage My Office Locations' and 'Manage My Business Details'. A red arrow points from the 'Manage My Business Details' link in the text to the corresponding menu item in the navigation sidebar. The sidebar includes options for Home, Manage My Business Details, Manage My Office Locations, Company Registration, and Logout. At the bottom, there are 'Renew' and 'Return to Dashboard' buttons.



SUSPENDING

Overview

Suspending

Contractor Admins or a Client Admin can Suspend a Company.

Reasons:

1. You no longer do work for the Client and wish to suppress email notifications about Compliance, SMS, Documents Expiring or Registrations.
2. The Client Suspends you as they no longer have you at site.

While Suspended you will NOT:

1. Be able to renew any documents
2. Receive any expiry or status notifications relating to Compliance, Subscription, Documents Expiring, Safety Management System, or Registration emails.
3. Your company is no longer in any of the clients Company Reports.
4. Will show Suspended status in the Portal.

Un-suspending

Contractor Admins or a Client Admin can Un-Suspend a Company.

When you un-suspend a company:

1. Will no longer show as suspended in the Portal
2. Company Compliance calculated at time of un-suspension. This could mean your company is no longer compliant if items that needed renewing have expired. You can check if your company is suspended at any time in the Portal. Click the “Compliance Tab” to see status of items that might need attention.

Suspending your Company

STEP 1

Click “Manage My Business Details”

Click “Details” tab to view status

Click the “Suspend” button

- **Manage My Business Details** and then choosing the Compliance tab, allows you to check your Company Compliance at any time.
- **Company Status** will show on this page here with either a Green Tick or Red Cross regarding Compliance Status

The screenshot displays the Pegasus Contractor Company Pre-Qualification Portal. The user is logged in as 'dchallen' and is viewing the 'Manage My Business Details' page for 'PEGASUS MANAGEMENT PTY. L...'. The page features a navigation menu on the left with options: Home, Manage My Business Details (highlighted), Manage My Office Locations, Company Registration, and Logout. The main content area shows the 'Manage My Business Details' page with a green checkmark icon. The 'Compliance' tab is selected, and the 'Suspend' button is highlighted with an orange arrow. Below the tabs, there are 'Cancel' and 'Save' buttons. The page also displays business details:

Registered Business N...	PEGASUS MANAGEMENT PTY. LIMITED	ABN	91080018800
Business Name	PEGASUS MANAGEMENT PTY. LIMITED	Country	Australia

Suspending your Company

STEP 2

Enter a Comment for Suspending your Company

Click “Suspend” when ready

Suspend Reason and Date/Time will now show on Details page

- The Client Administrators will be able to read the comment you enter in for why you are suspending they company at this time.
- You will see notification immediately on-screen that you have suspended this company.
- Admin note contains details of the suspension and account that did the suspension.
- Notification are no longer being sent out.

Suspend Relationship

Suspending the relationship will stop notifications being sent for expiring documents, subscriptions, compliance etc.

Comment *

Suspending as no longer working with Pegasus Contracting

56 / 300

Cancel Suspend

Successfully suspended relationship.

Suspended Remove Suspension

Reason	Suspending as no longer working with Pegasus Contracting
Suspended by	dchallen
Suspended at	17 Feb. 2020 3:45:24 pm

Un-Suspending your Company

STEP 1

Click “Manage My Business Details”

Click “Details” tab to view status

Click the “Remove Suspension” button

- Client Administrators or Company Administrators have this permission to remove the suspension

The screenshot displays the Pegasus Contractor Company Pre-Qualification Portal. The left sidebar contains navigation options: Home, Manage My Business Details (highlighted in orange), Manage My Office Locations, Company Registration, and Logout. The main content area shows the 'Manage My Business Details' page with a green checkmark. A pink box indicates the company is 'Suspended' with the following details:

Reason	Suspending as no longer working with Pegasus Contracting
Suspended by	dchallen
Suspended at	17 Feb. 2020 3:45:24 pm

An orange button labeled 'Remove Suspension' is visible in the top right of the pink box. Below the suspension details, there are tabs for 'Detail' and 'Contacts'. At the bottom right, there are 'Cancel' and 'Save' buttons. The footer shows company information:

Registered Business N...	PEGASUS MANAGEMENT PTY. LIMITED	ABN	91080018800
Business Name	PEGASUS MANAGEMENT PTY. LIMITED	Country	Australia

Un-Suspending your Company

STEP 2

Enter Mandatory Comment for reasons you are un-suspending this company

Click “Confirm”

Company has now been un-suspended

- Check Compliance under “Compliance” tab and ensure all items are up to date. If you have been suspended for some time, items may have expired, and you may not be currently compliant and allowed to attend site.
- Notification emails will now start being sent once again when triggered.

The screenshot displays the Pegasus Contractor Company interface. At the top, a notification banner reads "Suspension removed successfully" with a green checkmark and a close button. Below this, the "Manage My Business Details" page is visible, featuring tabs for Detail, Contacts, Compliance, Document Library, Transaction History, and Assessments. A "Suspend" button is located in the top right corner. The "Detail" tab is active, showing business information: Registered Business Name (PEGASUS MANAGEMENT PTY. LIMITED), ABN (91080018800), Business Name (PEGASUS MANAGEMENT PTY. LIMITED), and Country (Australia). A "Cancel" button and a "Save" button are positioned below the details. In the foreground, a "Remove Suspension" dialog box is open, containing a "Comment" field with the text "Now Working with Pegasus Contracting Once More" and a character count of "46 / 300". The dialog box has "Cancel" and "Confirm" buttons at the bottom. Two red arrows highlight the "Confirm" button in the dialog box and the "Suspension removed successfully" notification banner.



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