Manufacturing Business Rules | Laminex | Individual | Proof of ID

Avetta Laminex Business Rules

Competency	Competency Requirements	Upload Requirements	Examples

Driver.Licence.	• Name on licence to match the name registered in the system
	• Photo to match person
	• Date of Birth (DOB) to match applicants DOB in Onsite
	• Minimum of Class C, or HR, MR, HC, LR or MC to be listed
	• Must be current
	• Must be issued by state authority
	• Australian Licences only - do not accept international licences
	• Only require front of licence as mandatory
	• Must be in colour
	• Scanned document to be clearly legible
		• Date of completion to be recorded as the issue date in Onsite (If there is one shown on documentation)
		• Date of expiration shown on licence should be recorded as the expiration date in Onsite
		• Drivers Licence Receipt can be accepted
		  • Name of applicant
		  • DOB
		  • Class of Licence
		  • Date to be received by
		
		Note: Licence renewal receipt can be approved with a 4 week expiry	

Driver Heavy Vehicle. Licence.	• Name on licence to match the name registered in the system
	• Photo to match person
	• Date of Birth (DOB) to match applicants DOB in Onsite
	• Class HR, MR, HC, LR or MC to be listed
	• Must be current
	• Must be issued by state authority
	• Australian Licences only - do not accept international licences
	• Only require front of licence as mandatory
	• Must be in colour
	• Scanned document to be clearly legible
		• Only expiry date to be recorded
		• Drivers Licence Receipt can be accepted
		  • Name of applicant
		  • DOB
		  • Class of Licence
		  • Date to be received by
		
		Note: Licence renewal receipt can be approved with a 4 week expiry	

Identity.Govt Licence /Authority.Passport	• Name on Passport to match the name registered in the system
	• Photo to match person
	• Date of Birth (DOB) to match applicants DOB in Onsite
	• Must be current
	• Must be issued by state authority
	• Scanned document to be clearly legible
		• Only expiry date to be recorded
		  • Name of applicant
		  • DOB
		  • Expiry Date	

Identity.Govt Licence /Authority.Proof of Age Card	• Name on Proof of Age Card to match the name registered in the system
	• Photo to match person
	• Date of Birth (DOB) to match applicants DOB in Onsite
	• Must be current
	• Must be issued by state authority
	• Only require front Proof of Age Card
	• Must be in colour
	• Scanned document to be clearly legible
		• Only expiry date to be recorded
		• Proof of Age Card can be accepted
		  • Name of applicant
		  • DOB
		  • Expiry Date	