




# Acciona Business Rules | Operator



## Acciona Business Rules




Competency	Competency Requirements	Upload Requirements	Examples
Operator.-Boom Type Elevating Work Platform Over 11 m - WP - Approval to Operate	<p><b>Please see below business rules for acceptance and verification for Approval to Operate documents.</b></p> <p>For clarification of the process, please access the below links:</p> <ul style="list-style-type: none"> <li>LLE Employees <a href="#">CLICK HERE</a></li> <li>Subcontractors <a href="#">CLICK HERE</a></li> </ul> <p><b>First Time Upload (Section A only)</b></p> <ul style="list-style-type: none"> <li>The applicants name shown on this document needs to match the applicants registered name in Onsite</li> <li>Lendlease Approval to Operate Plant &amp; Equipment form with one of the below codes listed                             <ul style="list-style-type: none"> <li>LLE1006A1</li> <li>LLE1006A2</li> <li>LSB1002L</li> <li>LSB1002M</li> </ul> </li> <li>Numberless (Plant Operator Instructions &amp; Assessment Employees)</li> <li>Numberless (Plant Operator Instructions &amp; Assessment Subcontractors)</li> <li>The plant item must be specific and must match the competency</li> <li>All Subcontractor fields must be completed for initial upload</li> <li>NOTE: Two pages for subcontractors signed by contractor only has 24 hours expiry from the time the Pegasus administrator verifies this document.</li> <li>If LSBJV employees (one page) this doc will not expire</li> </ul> <p><b>Second Time Upload (Fully completed - All Sections) - Lendlease / Joint Venture Approved Document – Stamp</b></p> <ul style="list-style-type: none"> <li>The applicants name shown on this document needs to match the applicants registered name in Onsite</li> <li>Lendlease Approval to Operate Plant &amp; Equipment form with one of the below codes listed                             <ul style="list-style-type: none"> <li>LLE1006A1</li> <li>LLE1006A2</li> <li>LSB1002L</li> <li>LSB1002M</li> </ul> </li> <li>Numberless (Plant Operator Instructions &amp; Assessment Employees)</li> <li>Numberless (Plant Operator Instructions &amp; Assessment Subcontractors)</li> <li>The plant item must be specific and must match the competency</li> <li>All pages of the 3 page document need to be included within the uploaded file</li> <li>Employee's ATO upload only one page document is required</li> <li>All Subcontractor fields must be completed for initial upload</li> <li>Either black and white or colour copy of document is accepted</li> <li>The plant item must be specific and must match the competency</li> <li>All questions to be answered using tick boxes</li> <li>All tick box must be ticked as yes</li> <li><i>LSB905A and LLE905A going forward are no longer accepted – If the form has been signed by the subcontracting company in the period of July – November 2019 this is accepted up until the end of the year 31<sup>st</sup> Dec 2019.</i></li> <li>For subcontractors, document must be stamped and signed by Lendlease or Joint Venture representative</li> </ul>	<p>Pegasus staff <a href="#">CLICK HERE</a> for additional information prior to verification of this file</p> <p><b>First Time Upload</b></p> <ul style="list-style-type: none"> <li>The Issue date in Onsite should be recorded as the date of verification</li> <li>The Expiry date in Onsite should be recorded as <b>24</b> hours from issue date UNLESS the applicant is a direct LSBJV employee in which case no expiry is recorded</li> </ul> <p><b>Second Time Upload</b></p> <ul style="list-style-type: none"> <li>The Issue date in Onsite should be recorded as the date on form</li> <li>Five year expiry to be added</li> </ul>	    
Operator.-Bridge & Gantry Crane - CB - Approval to Operate			
Operator.-Concrete Agitator - Articulated - Approval to Operate			
Operator.-Concrete Agitator - Rigid - Approval to Operate			
Operator.-Concrete Placing Boom - PB - Approval to Operate			
Operator.-Derrick Crane - CD - Approval to Operate			
Operator.Drain Cleaning System - Approval to Operate			
Operator.-Forklift (LF) - Approval to Operate			
Operator.-Heavy/Medium Rigid Truck - Approval to Operate			
Operator.-HR Tilt Tray - Approval to Operate			
Operator.-Jinker Combination - Approval to Operate			
Operator.-Jinker Workbox - Approval to Operate			
Operator.-LL Eng - Operator - Rock Bolter / Jumbo – Approval to Operate			
Operator.-LL Eng – Shotcretor – Surface – Approval to Operate			
Operator.-LL Eng – Shotcretor – Underground – Approval to Operate			
Operator.Walk Behind Reach Stacker - Approval to Operate			
Operator.-Materials Hoist - HM - Approval to Operate			
Operator.-Non-Slewing Crane - CN - Approval to Operate			
Operator.-Operator - Bitumen Spray Truck - Approval to Operate			
Operator.-Operator - Bitumen Tack Coat - Approval to Operate			
Operator.-Personnel & Materials Hoist - HP& HM - Approval to Operate			

Operator.-.Portal Boom Crane - CP - Approval to Operate
Operator.-.RIICBS301 - Conduct Profile Planer Operations Ticket - Approval to Operate
Operator.-.RIICBS303D - Conduct Materials Transfer Vehicle Operations – Approval to Operate
Operator.-.RIICBS305 - Conduct Asphalt Paver Operations - Approval to Operate
Operator.-.RIICFW304 - Conduct Pile Driving Operations - Approval to Operate
Operator.-.RIICFW305D - Conduct Cast In-Situ Pilings Operations - Approval to Operate
Operator.-.RIICTC303 - Excavate Tunnel by Machine - Approval to Operate
Operator.-.RIIHAN301 - Operate Elevating Work Platform - SL - Approval to Operate
Operator.-.RIIHAN305 - Operate gantry or overhead crane - Approval to Operate
Operator.-.RIIHAN307 - Conduct vehicle loading crane operations - Approval to Operate
Operator.-.RIIHAN309 - Conduct telescopic materials handler operations - Approval to Operate
Operator.-.RIIHAN311 - Conduct operations with integrated tool carrier - Approval to Operate
Operator.-.RIIMPO204 - Conduct Bulk Water Truck Operations - Approval to Operate
Operator.-.RIIMPO316 - Conduct self-propelled compactor operations - Approval to Operate
Operator.-.RIIMPO317 - Conduct Roller Operations - Approval to Operate
Operator.-.RIIMPO318 - Conduct Civil Construction Skid Steer Loader Operations - Approval to Operate
Operator.-.RIIMPO319 - Conduct Backhoe/Loader Operations - Approval to Operate
Operator.-.RIIMPO320 - Conduct Civil Construction Excavator Operations - Approval to Operate
Operator.-.RIIMPO321 - Conduct Civil Construction Wheeled Front End Loader Operations - Approval to Operate

**NOTE:** Competency Waiver forms are accepted in lieu of the approval to operate form but require the same validity periods as mentioned above for the AtO forms




Operator.-.RIIMPO322 - Conduct Civil Construction Tracked Front End Loader Operations - Approval to Operate			
Operator.-.RIIMPO323 - Conduct Civil Construction Dozer Operations - Approval to Operate			
Operator.-.RIIMPO324 - Conduct Civil Construction Grader Operations - Approval to Operate			
Operator.-.RIIMPO325 - Conduct Civil Construction Scraper Operations - Approval to Operate			
Operator.-.RIIMPO326 - Conduct Civil Construction Water Cart Operations - Approval to Operate			
Operator.-.RIIMPO336E - Conduct belly dump truck operations – Approval to Operate			
Operator.-.RIIMPO337 - Conduct Articulated Haul Truck Operations - Approval to Operate			
Operator.-.RIIMPO338 - Conduct rigid haul truck operations - Approval to Operate			
Operator.-.RIISAM204 - Operate Small Plant and Equipment - Approval to operate			
Operator.-.Self Erecting Tower Crane - CS - Approval to Operate			
Operator.-.Service Truck - Approval to Operate			
Operator.-.Slewing Crane - C1 - Approval to Operate			
Operator.-.Slewing Crane - C2 - Approval to Operate			
Operator.-.Slewing Crane - C6 - Approval to Operate			
Operator.-.Slewing Crane - CO - Approval to Operate			
Operator.-.Sucker/Vacuum Truck - Approval to Operate			
Operator.-.Sweeper Truck - Approval to Operate			
Operator.-.Tip Truck - Approval to Operate			
Operator.-.Tower Cranes - CT - Approval to Operate			
Operator.-.Vehicle Loading Crane - CV - Approval to Operate			
Operator.Authorised.Surface Miner Operations – Approval to Operate			

Competency	Competency Requirements	Upload Requirements	Examples
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Operator.Certificate.Operator Certificate SME Authorisation Form - EWP >11m	<ul style="list-style-type: none"> <li>Name on the <b>SME Authorisation Form</b> to match the person registered (Shortened version of name is accepted EG. Chris for Christopher)</li> </ul>	Issue date to be recorded in Onsite as reflected on the SME Authorisation Form.	  
Operator.Certificate.SME Authorisation Form - Advanced Rigging (RA)	<ul style="list-style-type: none"> <li>Section A must be completed (*all three [3] fields.)</li> </ul>	<ul style="list-style-type: none"> <li><b>EXPIRY:</b> There is <b>no expiry</b> for this document</li> </ul>	
Operator.Certificate.SME Authorisation Form - Advanced Rigging (RB)	<ul style="list-style-type: none"> <li>Section B ("Mobile Plant") can be used multiple times to capture more than one item of Plant / Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Acceptance of superseded (old) forms:</li> </ul>	
Operator.Certificate.SME Authorisation Form - Advanced Rigging (RI)	<ul style="list-style-type: none"> <li><b>Column 2 'Evidence of Relevant Statement of Attainment'</b> à must be ticked 'Yes.' If not, the form MUST be signed off by the Project Director or Project Manager in Column 'Director Sign Off.'</li> </ul>	<b>Pegasus</b> – please accept ALL SME forms until <b>1 April 2020</b> . ALL forms thereafter <b>MUST</b> include the Project Manager Authorisation / Approval (*Section C)	
Operator.Certificate.SME Authorisation Form - Bridge & Gantry Crane - CB	<ul style="list-style-type: none"> <li><b>Column 3 'ATO Conducted'</b> à Tick box is desired, but NOT critical (Column 'ATO Conducted.')</li> </ul>		
Operator.Certificate.SME Authorisation Form - Concrete Agitator - Articulated	<ul style="list-style-type: none"> <li><b>Column 4 'Operational Experience'</b> à Must be completed.</li> </ul>		
Operator.Certificate.SME Authorisation Form - Concrete Agitator - Rigid	<ul style="list-style-type: none"> <li><b>Column 5 'Approval of Plant Supervisor'</b> à Signature is desired, but not mandatory if Project Manager or Director has signed instead.</li> </ul>		
Operator.Certificate.SME Authorisation Form - Concrete Placing Boom - PB	<ul style="list-style-type: none"> <li><b>Column 6 'Approval of Site Project Manager'</b> à This column must include a signature.</li> </ul>		
Operator.Certificate.SME Authorisation Form - Derrick Crane - CD	<ul style="list-style-type: none"> <li><b>Column 7 'Date'</b> à must be included for each row / item of Plant listed.</li> </ul>		
Operator.Certificate.SME Authorisation Form - Dogging (DG)	<ul style="list-style-type: none"> <li><b>Column 8 'Director Sign-off'</b> à Must be signed if there's an absence of a statement of attainment (ie. 'No' checked in Column 2) AND/OR if operational experience is less than 3 years.</li> </ul>		
Operator.Certificate.SME Authorisation Form - Forklift	<b>Section C – Approval</b> à All fields must be completed to recognise that the Project Manager has endorsed and approved the SME.		
Operator.Certificate.SME Authorisation Form - HR Tilt Tray	Pegasus staff <a href="#">CLICK HERE</a> to see more information about who can endorse the approval.		
Operator.Certificate.SME Authorisation Form - Jinker Combination	<ul style="list-style-type: none"> <li><b>Accepted form/s of evidence:</b> <ul style="list-style-type: none"> <li>Numberless 'Subject Matter Expert (SME) Authorisation Form</li> <li>WCX LSB1002N</li> <li>LLE1006C</li> </ul> </li> </ul>		
Operator.Certificate.SME Authorisation Form - Jinker Workbox			
Operator.Certificate.SME Authorisation Form - LLE1002F Approval to Supervise			
Operator.Certificate.SME Authorisation Form - LSB905 Plant and Equipment			
Operator.Certificate.SME Authorisation Form - Materials Hoist - HM			
Operator.Certificate.SME Authorisation Form - Non-Slewing Crane - CN			
Operator.Certificate.SME Authorisation Form - Operate Elevating Work Platform BL			
Operator.Certificate.SME Authorisation Form - Operate Elevating Work Platform SL			
Operator.Certificate.SME Authorisation Form - Operate Elevating Work Platform TL			
Operator.Certificate.SME Authorisation Form - Operate Elevating Work Platform TMT			
Operator.Certificate.SME Authorisation Form - Operate Elevating Work Platform VL			

Operator.Certificate.SME Authorisation Form - Operator - Rock Bolter / Jumbo
Operator.Certificate.SME Authorisation Form - Portal Boom Crane - CP
Operator.Certificate.SME Authorisation Form - RIICBS301 Conduct Profile Planer Operations
Operator.Certificate.SME Authorisation Form - RIICBS303D - Conduct Materials Transfer Vehicle Operations
Operator.Certificate.SME Authorisation Form - RIICBS305 Conduct Asphalt Paver Operations
Operator.Certificate.SME Authorisation Form - RIICTC303 Excavate Tunnel by Machine
Operator.Certificate.SME Authorisation Form - RIIHAN305 Operate gantry or overhead crane
Operator.Certificate.SME Authorisation Form - RIIHAN307 Conduct vehicle loading crane operations
Operator.Certificate.SME Authorisation Form - RIIHAN309 Conduct telescopic materials handler operations
Operator.Certificate.SME Authorisation Form - RIIHAN311 Conduct operations with integrated tool carrier
Operator.Certificate.SME Authorisation Form - RIIMPO204 Conduct Bulk Water Truck Operations
Operator.Certificate.SME Authorisation Form - RIIMPO316 Conduct self-propelled compactor operations
Operator.Certificate.SME Authorisation Form - RIIMPO317 Conduct Roller Operations
Operator.Certificate.SME Authorisation Form - RIIMPO318 Conduct Civil Construction Skid Steer Loader Operations
Operator.Certificate.SME Authorisation Form - RIIMPO319 Conduct Backhoe/Loader Operations
Operator.Certificate.SME Authorisation Form - RIIMPO320 Conduct Civil Construction Excavator Operations
Operator.Certificate.SME Authorisation Form - RIIMPO321 - Conduct Civil Construction Wheeled Front End Loader Operations
Operator.Certificate.SME Authorisation Form - RIIMPO322 Conduct Civil Construction Tracked Front End Loader Operations
Operator.Certificate.SME Authorisation Form - RIIMPO323 Conduct Civil Construction Dozer Operations

Operator.Certificate.SME Authorisation Form - RIIMPO324 Conduct Civil Construction Grader Operations
Operator.Certificate.SME Authorisation Form - RIIMPO325 Conduct Civil Construction Scraper Operations
Operator.Certificate.SME Authorisation Form - RIIMPO326 Conduct Civil Construction Water Cart Operations
Operator.Certificate.SME Authorisation Form - RIIMPO337 Conduct Articulated Haul Truck Operations
Operator.Certificate.SME Authorisation Form - RIIMPO338 Conduct rigid haul truck operations
Operator.Certificate.SME Authorisation Form - RIIRTM301 - Operate a truck or trailer mounted attenuator
Operator.Certificate.SME Authorisation Form - Roadheader
Operator.Certificate.SME Authorisation Form - Scaffold Advanced (SA)
Operator.Certificate.SME Authorisation Form - Scaffold Basic (SB)
Operator.Certificate.SME Authorisation Form - Scaffold Intermediate (SI)
Operator.Certificate.SME Authorisation Form - Self Erecting Tower Crane - CS
Operator.Certificate.SME Authorisation Form - Service Truck
Operator.Certificate.SME Authorisation Form - Shotcretor Underground
Operator.Certificate.SME Authorisation Form - Slewing Crane - C1
Operator.Certificate.SME Authorisation Form - Slewing Crane - C2
Operator.Certificate.SME Authorisation Form - Slewing Crane - C6
Operator.Certificate.SME Authorisation Form - Slewing Crane - CO
Operator.Certificate.SME Authorisation Form - Sucker /Vacuum Truck
Operator.Certificate.SME Authorisation Form - Surface Miner Operations
Operator.Certificate.SME Authorisation Form - Sweeper Truck
Operator.Certificate.SME Authorisation Form - Tip Truck
Operator.Certificate.SME Authorisation Form - Tower Cranes - CT

Operator.Certificate.SME Authorisation Form - Vehicle Loading Crane - CV			
Competency	Competency Requirements	Upload Requirements	Examples
Operator Elevated Work Platform. Licence.Yellow Card – EWP Type: SL	<ul style="list-style-type: none"> <li>Name on Licence / card to match the person registered</li> <li>Class / Code SL to be listed</li> <li>Black and white or colour copy acceptable</li> </ul>	<ul style="list-style-type: none"> <li><b>Issue Date</b> = As per evidence (if listed)</li> <li><b>Expiry Date</b> = 5 years from Issue Date or as per evidence (if listed)</li> </ul>	
Operator Excavator.Licence. Excavator (LE)	<ul style="list-style-type: none"> <li>Name on Licence / card to match the person registered</li> <li>Class / Code LE to be listed or show indication of a statement of attainment unit of competency with corresponding coding</li> <li>O.H.S Certification Australia cards can be accepted</li> <li>Issue date to be recorded as per licence</li> <li>Black and white or colour copy acceptable</li> </ul>	<ul style="list-style-type: none"> <li>Issue Date = Date of Training Completion / Issue date .</li> <li>Expiry Date = No expiry is required (If expiry is shown on uploaded document, disregard this)</li> </ul>	
Operator Front End Load Skid Steer.Licence.Skid Steer (LS)	<ul style="list-style-type: none"> <li>Name on Licence / card to match the person registered</li> <li>Class / Code LS to be listed or show indication of a statement of attainment unit of competency with corresponding coding</li> <li>O.H.S Certification Australia cards can be accepted</li> <li>Issue date to be recorded as per licence</li> <li>Black and white or colour copy acceptable</li> <li>Note - NOHSC tickets are not accepted</li> </ul>	<ul style="list-style-type: none"> <li>Issue Date = Date of Training Completion / Issue date .</li> <li>Expiry Date = No expiry is required (If expiry is shown on uploaded document, disregard this)</li> </ul>	 
Operator.-.Boat Licence - General	<ul style="list-style-type: none"> <li>Name on Licence / card to match the person registered</li> <li>Must be Marine Licence issued by Australian state government appointed authority</li> <li>Issue date to be recorded as per licence</li> <li>Black and white or colour copy acceptable</li> </ul>	<ul style="list-style-type: none"> <li>Issue Date = Date of Training Completion / Issue date</li> <li>Expiry Date = As displayed on licence</li> </ul>	
Licence.Licence.TSHA Gold Card	<ul style="list-style-type: none"> <li>Name on Licence / card to match the person registered</li> <li>TSHA Gold Card to be uploaded</li> <li>Issue date to be recorded as per licence</li> <li>Black and white or colour copy acceptable</li> </ul>	<ul style="list-style-type: none"> <li>Issue Date = Date of Training Completion / Issue date</li> <li>Expiry Date = As displayed on licence</li> </ul>	
Operator.-.Product Training - Roadheaders	<ul style="list-style-type: none"> <li>Name of document to match name registered in system</li> <li>Statement of Attendance / Completion</li> <li>Must contain the name of the Training organisation</li> <li>Black and white or colour accepted</li> </ul>	<ul style="list-style-type: none"> <li>Must contain Issue Date</li> </ul>	
Competency		Redirection Link	
Operator.Statement of Attainment.Operate Self Contained Breathing Apparatus PUAFIR207 Operate breathing apparatus open circuit		<a href="#">Click here to be redirected to the Acciona National statement of attainment business rules</a>	
Rescue.Statement of Attainment.MSMWHS216 - Operate breathing apparatus		<a href="#">Click here to be redirected to the Acciona National statement of attainment business rules</a>	

Competency	Competency Requirements	Upload Requirements	Examples
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<p><b>Building &amp; Construction. Statement of Attainment.RIIHAN309 - Conduct telescopic materials handler operations</b></p>	<ul style="list-style-type: none"> <li>• The applicants name shown on this statement of attainment needs to match the applicants registered name in Onsite</li> <li>• The matching competency code needs to be shown on SOA</li> <li>• Statement of Attainment must be issued by a registered training organisation (RTO)</li> <li>• No expiry date is required for this competency upload.</li> </ul> <p>Alternate Evidence:</p> <ul style="list-style-type: none"> <li>• Must show persons first and last name</li> <li>• Must have photo</li> <li>• Must state Gold Card</li> <li>• Must be issued by TSHA</li> <li>• Must have unique card number</li> </ul>	<ul style="list-style-type: none"> <li>• The Issue date = Onsite should be recorded as the date of completion shown on the statement of attainment or date of training as stated on the Gold Card.</li> <li>• Expiry Date = Not required for statement of attainment however for the Gold Card as stated on the card.</li> </ul>	
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