

If you are registering for the first time as a contractor, the following information must be supplied to Damstra Technology before access is granted to one of, or multiple Ravensdown worksites. Damstra Technology manages OH&S compliance on all Ravensdown worksites to provide a safe working environment for all.

For prompt processing of your Ravensdown registration by Damstra Technology, please ensure that you read and follow the below steps and checklist.

STEP 1. COMPANY REQUIREMENTS

Your company is only required to be registered once with Damstra Technology. If your employee already exists within your company then please go to **Step 2**.

Please note: Ravensdown will review all Company Prequalification results and contact your Company to advise if a Damstra Technology registration is required.

A. Register your Company with Damstra Technology	If your company is new to the Damstra Technology system, you must click this link to Register your Company or go to www.damstratechnology.com
B. Add your Employees to your Company	Once your Company Registration has been confirmed by Damstra Technology, you can then logon to your Company Portal Account and add your employees . All fields marked * must be completed to successfully register your employee/s.
C. Electronic Colour Photo	You must provide a colour photo of each employee. This image will be printed on their Damstra Access Card. A form of Photo ID must be provided along with this Photo for verification purposes. E.g. Drivers Licence or Passport Please ensure that the photo is a passport type image, ie: a good quality colour photo in the format of a JPEG, PDF. The photo must show: - no sunglasses, no hat or covering on head (<i>excluding religious head coverings</i>) - your face square on (edges of face visible, no tilted head) - eyes open and clearly visible, (no hair / glasses over eyes).
D. Company Prequalification	All Companies must have a valid Impac Prequalification Report before starting the Damstra Technology Registration process.
E. Insurance Documentation	Each company must have a copy of their <u>current</u> Public Liability Insurance ready to upload within the system when required. The minimum coverage for Public Liability is \$10 million unless a lower value has been approved by Ravensdown.

STEP 2. ONLINE REGISTRATION BOOKING

Go to www.damstratechnology.com and logon to your Company Portal with the login details provided during the Company registration process. Select **Bookings & Registrations** then select **Start new Online Booking/Registration Process** You will be required to provide the below essential documentation for each employee. Have this ready before you start.

F. Copies of trade papers, qualifications, licences, certificates and letters of experience for your employee

Supply copies of relevant training and qualifications for each job role required to be undertaken on each worksite. *Please note, if a letter of experience is required for the job role that your employee will be undertaking on site, an example letter is available on the Damstra public website.*

IMPORTANT NOTE: Once Damstra Technology have received the online registration submission, they will review and approve or request further information for the employee's registration. If the registration is incomplete, an email notification will be sent outlining the reasons. Once all documentation is approved, your Company contact will receive an email notification advising the employee now needs to complete their Ravensdown online training.

G. Ravensdown Online Training

The link to the online training course will be provided after all documentation is approved in the form of an email notification. This is required to be completed before you will be granted Ravensdown worksite access.

STEP 4. RAVENSDOWN WORKSITE ACCESS GRANTED

You will receive a Registration Confirmation email which includes your employees Damstra ID Number which can be used as Interim Access until you receive your employees Damstra Access Cards. Your Damstra Access Cards will be printed and posted to the address listed on your company profile.



ASSISTANCE

If you require assistance with the registration process, please contact Damstra Technology directly on **09 984 9417** or email service@damstratechnology.com