Instructions for the AMAG contractor management system

(Documents for external company)

Annex 05_01 to
AMAG ASV 006
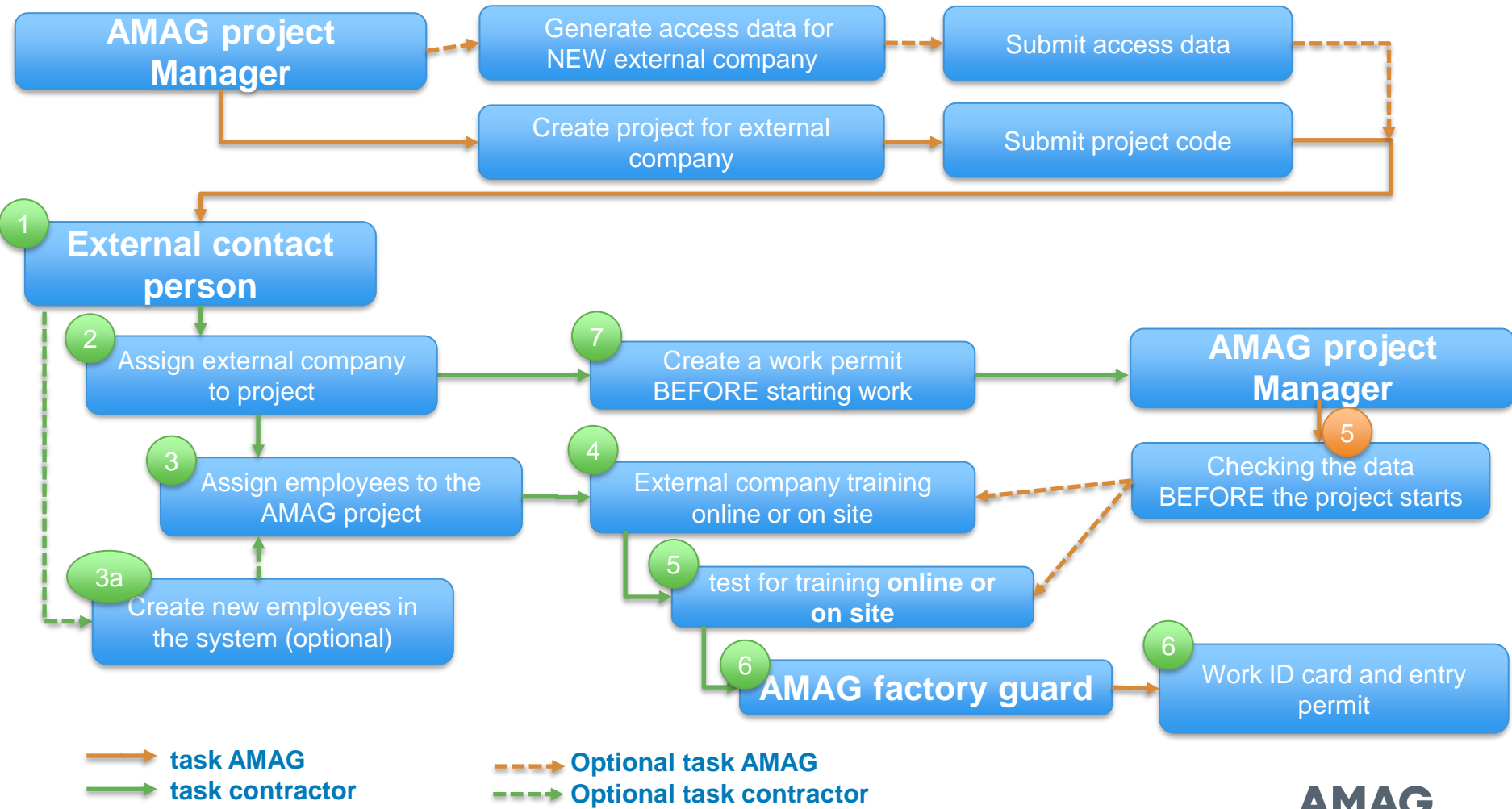rev 01
04/19/2023

AMAG contractor management

Backgrounds

In order to familiarize external companies with the applicable dos and don'ts on the AMAG factory premises, but also to know which people are on the AMAG factory premises at what time, AMAG operates an "external company management".

- The system offers the following options:
    - Manage access rights for the factory premises
    - Conduct safety training online or on-site
    - Learning success control of the safety training
    - Create release certificates for various works

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System overview

Function overview AMAG external company management system

AMAG project Manager → Generate access data for NEW external company ⇢ Submit access data

AMAG project Manager → Create project for external company → Submit project code

(1) External contact person

→ **(2) Assign external company to project** → **(7) Create a work permit BEFORE starting work** → **AMAG project Manager**

(2) Assign external company to project → **(3) Assign employees to the AMAG project**

(3) Assign employees to the AMAG project → **(4) External company training online or on site**

(3a) Create new employees in the system (optional)

(4) External company training online or on site ⇢ **(5) Checking the data BEFORE the project starts**

AMAG project Manager → **(5) Checking the data BEFORE the project starts**

(5) test for training online or on site

(6) AMAG factory guard → **(6) Work ID card and entry permit**

→ task AMAG	⇢ Optional task AMAG
→ task contractor	⇢ Optional task contractor

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1. Login in the system for external companies

1. Login in the system for external companies

https://amag.skilltime.at

AMAG Contractors

Welcome

Please enter your username and password.

Username:

Password:

Login

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* Registration as an external company:
When you registered for the first time, the AMAG project manager sent you an email with temporary access data.

After the first login, the system asked you to change the access data.

The access data is **ONLY** known to the contact person in your company. Your AMAG contact must not know this data (data protection)!

If this data has been lost, the reset must be requested at service@skilltime.net!

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Login in the system for NEW contractors (first login)

Login in the system for NEW contractors

https://amag.skilltime.at

AMAG Contractors

Welcome

Please enter your username and password.

Username:

Password:

Login

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* First registration as a new external company:
You will receive an email from the AMAG project manager with temporary access data.

Please log in with this data and then **CHANGE** the access data.

Notice:
User data for companies and employees must be different!

The access data is **ONLY** known to you, your AMAG contact person must not know this data (data protection)!

If this data is lost, the reset must be requested at **service@skilltime.net!**

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Example of transmitted access data
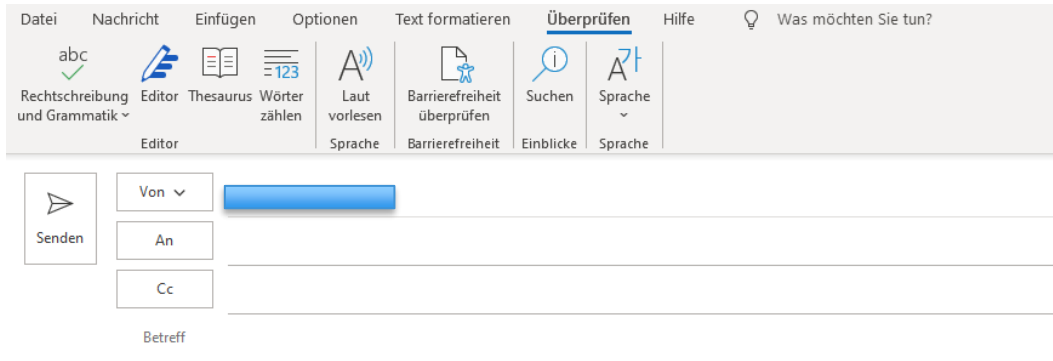
Dear Contractor!

In order to participate in the contractors management of AMAG you are kindly requested to register as contractor at

https://amag.skilltime.at no later than **March 22(nd), 2023**

Username: 34131486
Password: 68752649

Please note the new Username and Password which you will create on registration!

As a registered contractor you may register your employees who will be active at AMAG in the near future.

These employees may work through the safety regulations in advance.

If you will have an contract, you may announce your employees at the AMAG gate by the system.

In case of questions or problems please contact service@skilltime.net

Detailed instructions concerning the AMAG contractors management can be found under https://alu.skilltime.at/doc/howto.php?id=09f15b955d51136d285669a1c177e74f0e03766824a3ce187acfb8799c90287d&lang=en&user=34131486.

Please take care of your access data, because the fee for reset will be € 50,--

Please note the time limit for the access data. If the deadline is missed, new access data must be requested from the AMAG contact.

Example of access data

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Login in the system for NEW contractors

You will now be asked to enter your company data.

You will also need to enter a NEW username and password.

(Background: data protection, the access data may only be known to your company)

Notice:
The access data for companies and employees must be different.

From now on you can use this access data to log in as described in point 1.
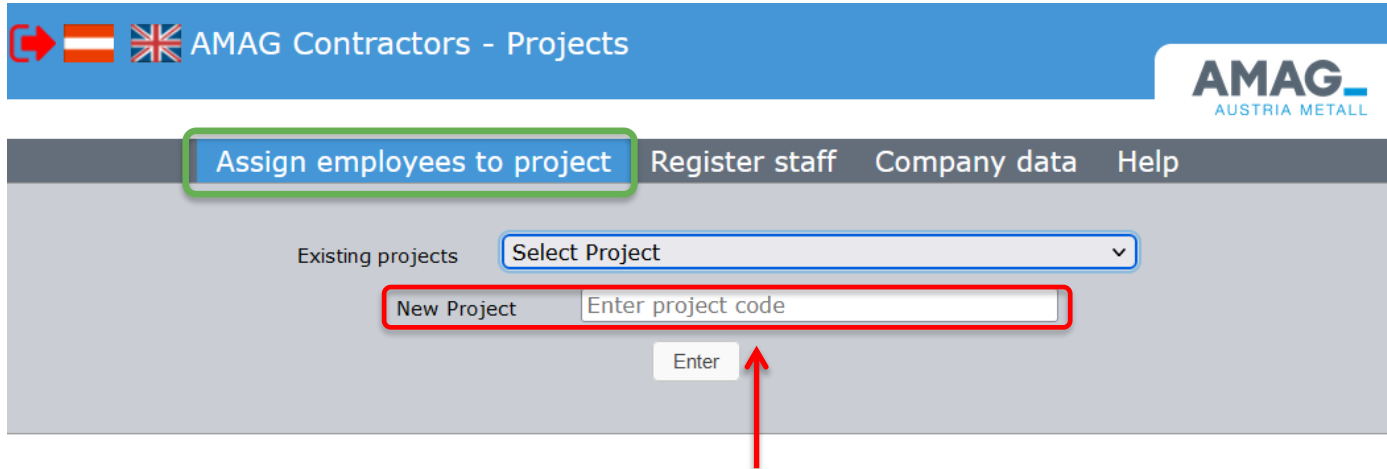
2. Register employees on the project

2. Register employees on the project

You will receive an email from the AMAG project manager with the **NEW** project code.

Please enter this code in the line and click on **ENTER**.

The **new** project appears in the "Existing projects" selection list as soon as employees have already been registered for the project.

3a. Register new employees in the system

3a. Register new employees in the system

AMAG Contractors - Register staff

Assign employees to project **Register staff** Company data Help

Before assigning staff to a project, please register your employees.
Please register only the employees of your own company!
Enter the employee data in the same way as in their identification documents, because an identity check is carried out at the gate.

Add new employee

With this button you can register **new employees** in the system.

Registered staff

No.   Name   Edit

3a. Register employees on the project

Edit staff data

Salutation*	⌄
Title	
Name*	
First name*	
Date of birth (mm/dd/yyyy)*	
During the operation reachable by phone at	
E-Mail	
Username*	
Password*	
Retype password*	

Enter the relevant data here.

Assign access data for each **individual employee** here.

With this access data, the employee can complete the relevant training courses in advance.

To avoid misuse, additional tests are occasionally carried out on a random basis arranged.

Attention:
User name and password can be read by the reception.
Therefore, do not use user data that you already use elsewhere!

Save   Cancel

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3. Assign employees to the AMAG project

3. Assign employees to the AMAG project

If you have been assigned a **new project**, please enter the transmitted project code in the "**New project**" field and click on "**Enter**".

If you would like to assign employees who are already registered to "**Existing projects**", please select the relevant project from the list.

3. Assign employees to the AMAG project

The respective employee is selected here

The **start and end** date of the **employee assignment** must be entered here.

If necessary, a license plate number can be entered here.

4. Information about the project

4. Information about the project

Example of a **project code** →

Here you can see the **maximum number** of employees and vehicles, as well as the **period** in which your employees are allowed to enter the factory premises.

Notice:
The training and the test can be taken at the factory station or online.

Training and tests must always be completed by yourself.
To ensure this, we reserve the right to take random samples.

In the case of language problems, a "sponsor" may be named to provide support.

This person must sign the printed training certificate and must be available as a contact person during the work assignment.

5. Registration with the works security and learning success control

5. Registration with the works security and learning success control

AMAG main entrance

Training and **tests** can be completed online before starting work or on site on **AMAG training computers**.

training computer

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5. Overview of relevant training courses

Here you can see the training courses/learning success controls that are relevant to you.
First you have to finish the training, then you can complete the learning success control.

The completed learning success control is usually valid for one year.

5. Start training

Click here
(The other slides
are also started
with this arrow)

Health and Safety Briefing

For Contractors
Duration: 30 Minutes

5. Finish training and start test

01 Health and Safety Briefing (Contractors)

Selftest

Following you can take a self-test for the learning content presented. This self-test consists of **10 questions**. You can repeat the self-test as often as you like.

Click here
Training ends. The **test** is started. (see next slide).

>>
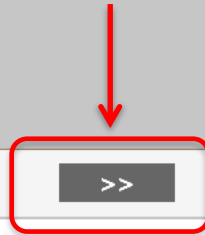
After processing the various guidelines, the test can be started.

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6. Finish training and start test

01 Health and Safety Briefing (Contractors)

Question 1

What type of symbol is this?

- ☐ Prohibition sign
- ☐ Mandatory sign
- ☐ Recommendation
- ☐ Warning sign
- ☐ Traffic sign

Click here
Next question appears.

>>

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6. End the test and print the certificate

01 Health and Safety Briefing (Contractors)

Finished

You have finished the test. The result is 10 of 10 credits .

You have passed the selftest test. You can get your confirmation of participation » here.

Click here to print the certificate (optional).

Click here
The test can be ended.

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6. Training Records

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Mandatory   All   Done   Available and locked zones

Instructions done User: Mareike Musterfrau

Title	Date	Valid through
01 Health and Safety Briefing (Contractors)	27.02.2023	27.02.2024

Click here
The training record is displayed and can be printed if required.

It is no longer necessary to present printed training certificates to the works security guard.

All instructions are documented in the system.

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6. External company ID cards

The following regulations apply to external company ID cards:

- External company ID cards remain the property of AMAG.

- Lost or destroyed ID cards must be replaced by the employee.

- Passing on the ID card to third parties is strictly forbidden and will be punished with a ban from the works.

- The ID must always be carried and shown to the responsible AMAG employee upon request.

- On request, the external company employee must identify himself by means of an official ID.

- Employees who are often deployed on the factory premises may keep their ID card for further assignments. The validity of the card is controlled by the assignment to projects. It is not necessary to present the ID card separately.

- Each employee can only receive one badge. A new ID card is only available upon return of the old ID card or upon notification of loss.

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7. Create/print work permit

7. Create/print work permit

As soon as the **project** in question has been selected, it can be called up by clicking on the relevant **approval certificate**.

The type and number of release certificates available depends on the project.

In the case of SER projects, the work permit must be printed out by the SER project manager (not by the external company) !!

7. Create/print work permit

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Mitarbeiter auf Projekt anmelden   Mitarbeiter registrieren   Firmendaten   Hilfe

Arbeitserlaubnis im Produktionsbereich

Projekt	sieb-20230227-1 Test für Anleitung
Projektort	AMAG
von	27.02.2023 11:01
bis	27.02.2023 13:00
Auftraggeber	AMAG Rolling
Auftragnehmer	Muster12	Ansprechpartner (AN)	Telefon (AN)
Betroffene Bereiche/ Anlagen	für englische Anleitung
Auftragsbeschreibung	
Bemerkungen/ Gesetzte Maßnahmen	
Fremdfirmenmitarbeiter	Musterfrau, Mareike

Print work permit →   Arbeitserlaubnis drucken   Zurück

The system accepts the already known data:
- project title
- project start
- project end
- client
- Contractor

(If known, you **can** also fill out the remaining fields.)

The contractor employees involved can be selected from the list.

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7. Create/print work permit

The system accepts the already known data:
(If known, the remaining fields **can** also be filled in.)

Please note:
The release note must be signed by the **project manager** and the respective **landlord** before the start of the activity!

Your employees will be instructed by us on the special conditions in the respective area of activity.

Common mistakes

Common mistakes

mistake		solution
The access data is not (or no longer) known to external companies.		Access data must be reset via service@skilltime.net.
External company employees do not (or no longer) know his access data.		The external company is aware of the employee data and can look it up in the portal.
External company employee was not assigned to the respective project by his seconding company.		External company must enter the system with their access data and assign employees to the respective project. (AMAG project manager can use the search function in the project to check the employees)
Contractor is assigned to the project at the WRONG time.		The external company has to enter the system with their access data and assign employees to the project at the right time. (AMAG project manager can use the search function in the project to check the employees)

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Common mistakes

mistake		solution
Project period created incorrectly by the AMAG project manager.		Check the project data and enter the project period correctly.
Project period has already expired.		A new project must be created because an expired project can no longer be activated.

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