



AMAG
AUSTRIA METALL

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

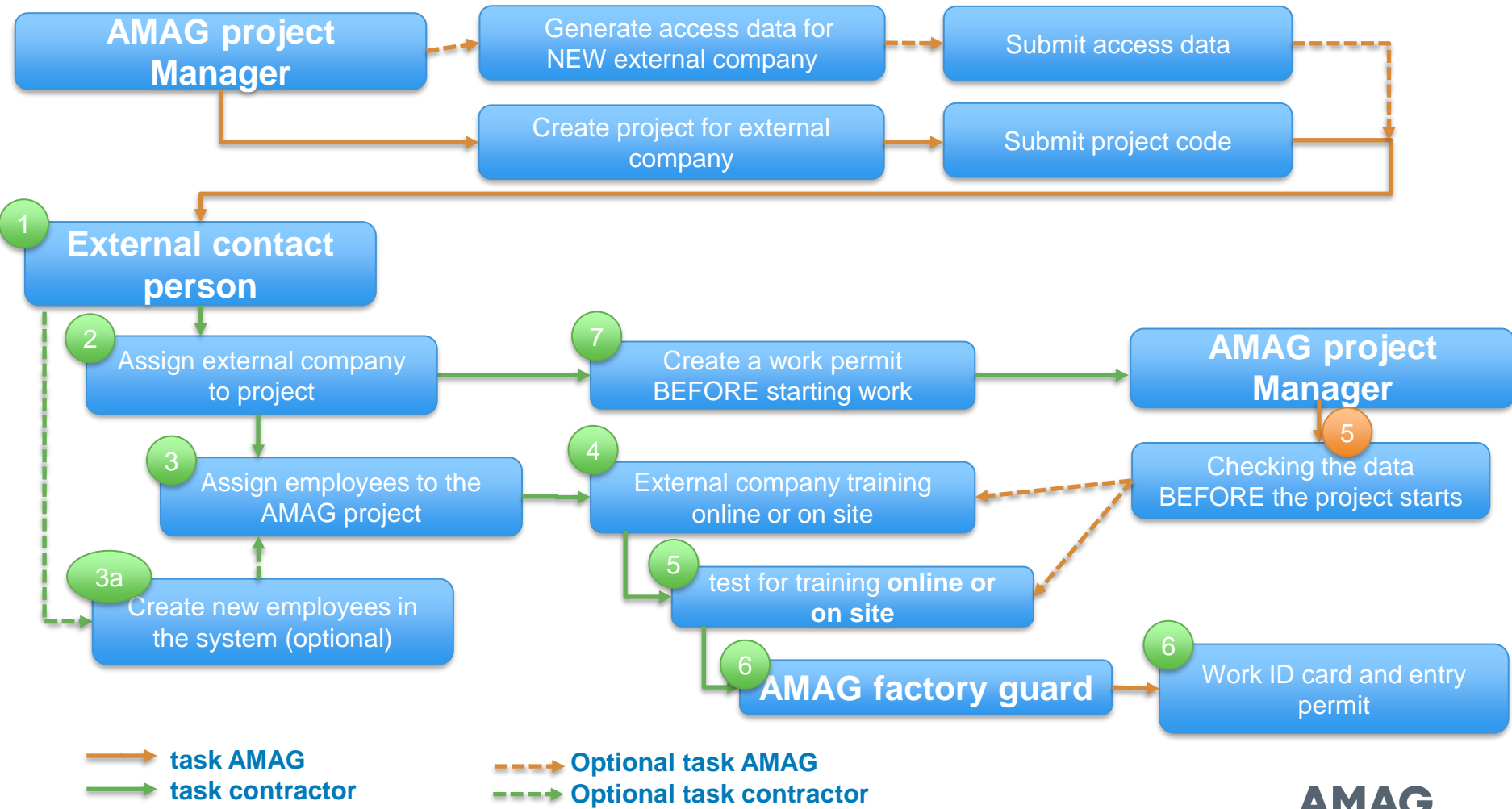
Backgrounds

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

System overview

Function overview AMAG external company management system



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

©2022 SkillTime Agency GmbH

* 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!



**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

©2022 SkillTime Agency GmbH

* **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.

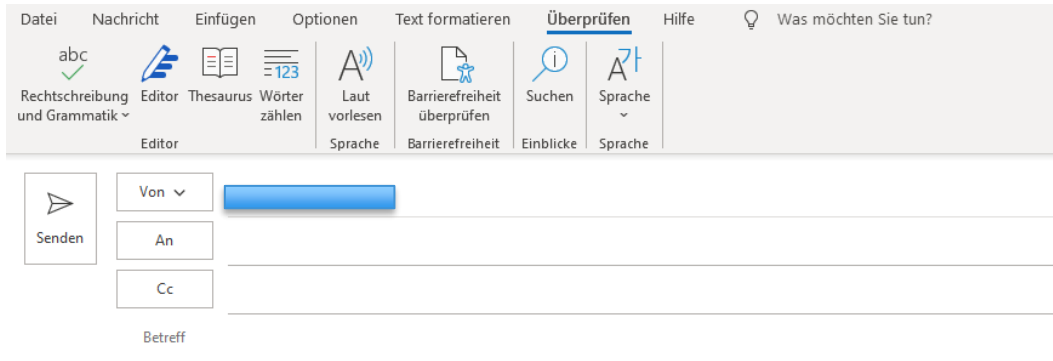
Notice:

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!**

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

Login in the system for NEW contractors

Please fill in this form. **If this is your first visit, we strongly recommend that you change your username and password!** If you leave username and password empty your current access data will remain as is. Fields marked with * are mandatory.

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.

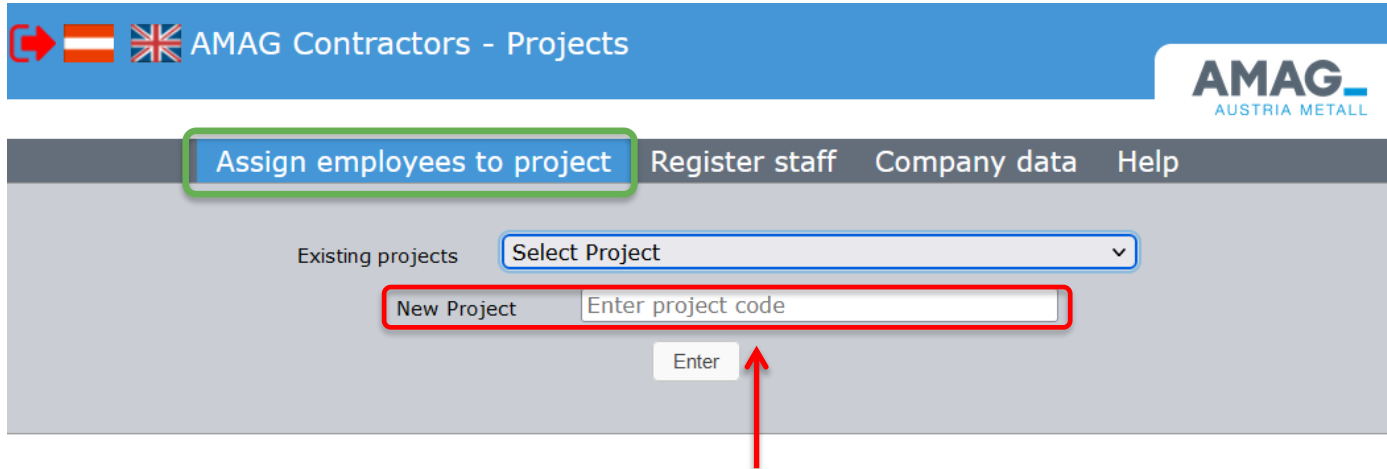
Company name*	Musterfirma
Street & number*	Musterstraße 23
City*	Musterstadt
Country code*	A
Postcode*	8974
Contact person*	Musterchef
Contact phone*	123456789
E-mail	musterchef@musterstadt.at

Zugangsdaten ändern	
New username	Musterbenutzer0815
New password	●●●●●●●●
New password (retype)	●●●●●●●●

Save data

2. Register employees on the project

2. Register employees on the project



The screenshot shows the AMAG Contractors - Projects interface. The top navigation bar includes the AMAG logo and the text 'AMAG Contractors - Projects'. Below this is a dark grey navigation bar with the following tabs: 'Assign employees to project' (highlighted with a green box), 'Register staff', 'Company data', and 'Help'. The main content area is light grey and contains a form. On the left, there is a label 'Existing projects' next to a dropdown menu labeled 'Select Project'. Below this, there is a red-bordered box containing a label 'New Project' and an input field with the placeholder text 'Enter project code'. Below the input field is a button labeled 'Enter', with a red arrow pointing to it.

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

AMAG
AUSTRIA METALL

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.

Save Cancel

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



3. Assign employees to the AMAG project

3. Assign employees to the AMAG project

The screenshot shows the AMAG Austria Metall web interface. At the top, there is a blue header with the AMAG logo and the text 'AMAG Contractors - Projects'. Below this is a dark grey navigation bar with the following menu items: 'Assign employees to project' (highlighted with a green box), 'Register staff', 'Company data', and 'Help'. The main content area is light grey and contains two sections: 'Existing projects' with a dropdown menu labeled 'Select Project' (highlighted with a red box), and 'New Project' with a text input field labeled 'Enter project code' (highlighted with a red box) and an 'Enter' button below it. Two red arrows point from the text blocks below to the 'New Project' input field and the 'Existing projects' dropdown menu respectively.

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

Assign employees to project

Register staff

Company data

Help

Existing projects

New Project

Enter

Project: sieb-20230227-1

Project name: Test für Anleitung
Person in charge:
Project period: 27.02.2023 - 08.03.2023
Max. number of employees: 1
Max. number of vehicles: 1

Print work permits

Hot works

Employee

Company

Start time

End time

Licence tag (car)

Save data

Reset fields

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

AMAG Contractors - Projects

AMAG AUSTRIA METALL

Assign employees to project Register staff Company data Help

Existing projects Select Project

New Project sieb-20230227-1

Enter

Example of a project code → **Project: sieb-20230227-1**

Project name: Test für Anleitung

Person in charge: [redacted]

Project period: 27.02.2023 - 08.03.2023

Max. number of employees: 1

Max. number of vehicles: 1

Print work permits

Hot works Work permit production

Employee	Company	Start time	End time	Licence tag (car)
Musterfrau, Mareike™ (01/01/2001)	Muster12	02/27/2023	03/03/2023	BR-TG896

Select employee [dropdown]

Save data Reset fields

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

5. Overview of relevant training courses

 Contractor Employees

AMAG
AUSTRIA METALL

Mandatory

All Done Available and locked zones

Status: 27.02.2023 10:02:40

Mandatory Instructions for Mareike Musterfrau

[01 Health and Safety Briefing \(Contractors\)](#)



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

AMAG
AUSTRIA METALL

5. Finish training and start test

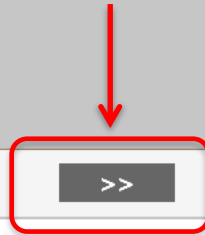
01 Health and Safety Briefing (Contractors)

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.

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.



>>

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.



6. Training Records

  Contractor Employees **AMAG**
AUSTRIA METALL

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.

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.

7. Create/print work permit

7. Create/print work permit

The screenshot shows the AMAG Contractors - Projects web interface. At the top, there is a navigation bar with the AMAG logo and the text 'AMAG CONTRACTORS - PROJECTS'. Below this, there is a menu with 'Assign employees to project' highlighted in a green box. The main content area shows a form for creating a project. The 'Existing projects' dropdown is set to 'Select Project', and the 'New Project' field contains 'sieb-20230227-1'. Below this, the project details are displayed: 'Project: sieb-20230227-1', 'Project name: Test für Anleitung', 'Person in charge: [redacted]', 'Project period: 27.02.2023 - 08.03.2023', 'Max. number of employees: 1', and 'Max. number of vehicles: 1'. A red box highlights the 'Print work permits' button, which has two sub-buttons: 'Hot works' and 'Work permit production'. Below this, there is a table with columns for 'Employee', 'Company', 'Start time', 'End time', and 'Licence tag (car)'. The table contains one row with the following data: Employee: Musterfrau, Mareike* (01/01/2001); Company: Muster12; Start time: 02/27/2023; End time: 03/03/2023; Licence tag (car): BR-TG896. There are also 'Save data' and 'Reset fields' buttons at the bottom of the table.

AMAG CONTRACTORS - PROJECTS

Assign employees to project Register staff Company data Help

Existing projects Select Project

New Project sieb-20230227-1

Enter

Project: sieb-20230227-1

Project name: Test für Anleitung

Person in charge: [redacted]

Project period: 27.02.2023 - 08.03.2023

Max. number of employees: 1

Max. number of vehicles: 1

Print work permits

Hot works Work permit production

Employee	Company	Start time	End time	Licence tag (car)
Musterfrau, Mareike* (01/01/2001)	Muster12	02/27/2023	03/03/2023	BR-TG896

Select employee

Save data Reset fields

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

Arbeitserlaubnis im Produktionsbereich

Projekt

Projektort

von

bis

Auftraggeber

Auftragnehmer

Betroffene Bereiche/ Anlagen

Auftragsbeschreibung

Bemerkungen/ Gesetzte Maßnahmen

Fremdfirmenmitarbeiter

Print work permit →

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.

7. Create/print work permit

AMAG
ROLLING ARBEITSERLAUBNIS im Produktionsbereich

Projektname: schar-20170109-1 Test_Anleitung

Projektort:

Zeitraum: 20.02.2017 16:17 - 20.02.2017 16:17

Reparatur-, Wartungs- und Montagearbeiten durch betriebsfremde Personen, dürfen im Produktionsbereich der AMAG nur nach Abstimmung mit dem zuständigen Hausherrn durchgeführt werden.

Auftraggeber: AMAG Rolling

Auftragnehmer: Test_MS_AS

Betroffene Bereiche/Anlagen:

Auftragsbeschreibung:

_____ Datum, Unterschrift Auftragnehmer _____ Datum, Unterschrift Auftraggeber

Bemerkungen / Gesezte Maßnahmen

Spezifische Sicherheitsunterweisung und Vorkehrungen durch den Hausherrn _____ Datum, Unterschrift AMAG Hausherr

Anmeldung beim Anlagenführer: _____ Datum, Uhrzeit _____ Unterschrift Anlagenführer

Abmeldung beim Anlagenführer: _____ Datum, Uhrzeit _____ Unterschrift Anlagenführer

Arbeiten im unmittelbaren Anlagenbereich abgeschlossen. Personal des Alt hat den Bereich gelübert und verlassen.

Achtung: Arbeitsbeginn und -ende an den Anlagen sind vom Anlagenführer an den Hausherrn zu melden!

Nach Beendigung der Tätigkeiten wurde der Arbeitsbereich ordnungsgemäß und besenrein verlassen.

_____ Datum, Unterschrift AMAG Hausherr

Achtung: Die Abnahme des Arbeitsbereiches ersetzt nicht die technische Abnahme durch den Auftraggeber!

Fremdfirmenmitarbeiter: _____ Datum: _____ Unterschrift:

Mustermann, Vorname
Test_MS_AS, A-Ranshofen

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)

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.