

Training Academy Bulletin



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PlantGUARD - 30 April 2017 Full Compliance Update

The purpose of this bulletin is to update PlantGUARD suppliers on what actions need to be completed before 30 April 17. Failure to verify plant records, obtain a new *Interim Registration Letter* and *Registration Sticker*, will result in the Track Vehicle prohibited from operating on MTM's Network.

When was PlantGUARD introduced?

MTM commenced introducing PlantGUARD on 9 December 2016 with an interim go live date of 30 March 2017. Due to data verification issues and amendments to the assessment process and restriction code review, MTM has extended full compliance date to 30 April 2017. This will also support those suppliers who are yet to confirm their plant records within PlantGUARD before 30 April 2017.

Track Vehicle Suppliers

1. What does this mean for you?

From 30 April 2017, all Track Vehicles operating on MTM's Network must:

- Be 'green flagged' in PlantGUARD, and
- Have the Registration Sticker on the Track Vehicle and the Interim Registration Letter in the Track Vehicle.

2. What are the key dates to support 30 April 2017?

By 14 April 2017:

- Those remaining suppliers, who are yet to confirm their plant, <u>must</u> log in to their PlantGUARD account and verify the plant in the system is true and correct and then add a photo.
- Contact help@plantguard.tech or Lachie Pennefather via mobile 0429 991020 for support in this area.
- **Note.** If you haven't paid your PlantGUARD invoice you will not be able to log in to PlantGUARD.

From 14 April 2017 & before 30 April 2017:

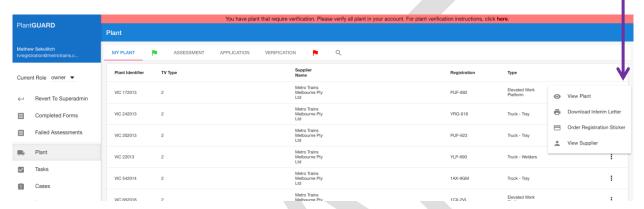
- You need to print the new Interim Registration Letter for each of your vehicles. The
 Interim Registration Letter will include the new restrictions codes and the expiry will be
 set at one month from the approval date, allowing sufficient time for the Registration
 Sticker to be ordered and delivered.
- You need to order a Registration Sticker for each of your vehicles. If suppliers order all stickers the same day, all stickers will be sent via express post the same day.

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- After the Registration Sticker arrives, the Interim Registration Letter must remain with the Track Vehicle as it serves as a ready reference for Restriction Codes and Permitted Configurations.
- As at 1600hrs Friday 14 April 2017, those suppliers with green flagged Track Vehicles registered in PlantGUARD will have their *Registration Stickers* ordered for them. After this date, all suppliers will have to order their *Registration Stickers* manually via PlantGUARD.
- **Notes.** The following screen shots show you how to order/print the previous steps.
- 3. How do you download the Interim Registration Letter to print and order the Registration Sticker?

When you log in, left mouse click on the three dots ":" on the right of the screen to show the menu. Simply click on either item and follow the prompts.



Site Personnel

1. What does the Registration Sticker look like?



Note. All Registration Stickers will be issued in dd/mm/yy format and not the draft image on the letter below.

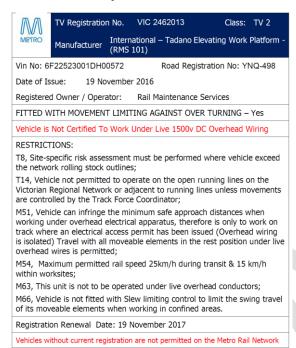
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2. I'm responsible for checking the Track Vehicle's registration on site, what am I looking for?

<u>Prior to the 30 April 2017</u> look for either the old **Registration Letter** or the new **Interim Registration Letter.** Please refer to the following examples.

<u>After 30 April 2017</u>, you are looking for the *Interim Registration Letter* and the *Registration Sticker*. You then check the expiry date of the Track Vehicle and then Restriction Codes and Permitted Configurations; the latter 2 steps can be done via the QR Code or on the *Interim Registration Letter*.

Issued prior to 9 Dec 2016



Issued after 9 Dec 2016



3. If my Track Vehicle has been assessed and registered via PlantGUARD, can it be used on the V/Line Network?

Yes. The registration process is recognised by V/Line, however Third Parties must still follow V/Lines site access procedures.

4. What sits behind the QR Code and how do I get access?

Whilst it is not essential to check the QR code during the initial roll-out of PlantGUARD, as suppliers are contractually required to provide compliant Track Vehicles, if you scan the QR Code you will see:

- Expiry date,
- Restriction Codes,
- Permitted Configurations, and
- Any information used during the assessment of the Track Vehicle, this includes all records used during the assessment process.

Note. The PlantGUARD APP is available from the Apple and Google App Stores, and your company will need to set you up as a user to log in. For MTM this is via the TVRegistration@metrotrains.com.au email address and the APP will be added to MTM App Store and be available at the end of April 2017.

Please direct registration enquiries to: TVRegistration@metrotrains.com.au

Please direct PlantGUARD technical enquiries to help@plantguard.tech or contact 1300 829 848