

Incomplete

✖ SWMS
Incomplete

✖ Chain of Responsibility
Incomplete

✖ Plant
Incomplete

✖ Safety Data Sheets
Incomplete

✖ Team Members
Incomplete

✖ Additional Information
Incomplete

Insurance Name

Insurance Type

Sum Insured

AAMI

Public Liability

500000

Ammi

Public Liability

3999

ammie

Plant and Equipment

33

ammie

Plant and Equipment

33

Archer

Workers Compensation

5000

St Lukes

Contract Works

1000000

St Lukes

Contract Works

1000000

Showing 1 to 7 of 7 entries

Please complete Induction

Add New Insurance



KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • SUBCONTRACTOR PORTAL • PART 4

Complete Induction *and Compliance*

The subcontractor's side. Signing in from the invitation, completing company details, then lodging insurance, code compliance, SWMS, chain of responsibility answers, plant registrations and safety data sheets.

4 CHAPTERS

1 MIN 49 SEC

SUBCONTRACTOR PORTAL

SUBCONTRACTORS • PORTAL USERS

FEATURE GUIDE • 1 MIN 49 SEC

What this feature covers

Four stages, ten steps: signing in, company details, the compliance records, and submitting for approval.

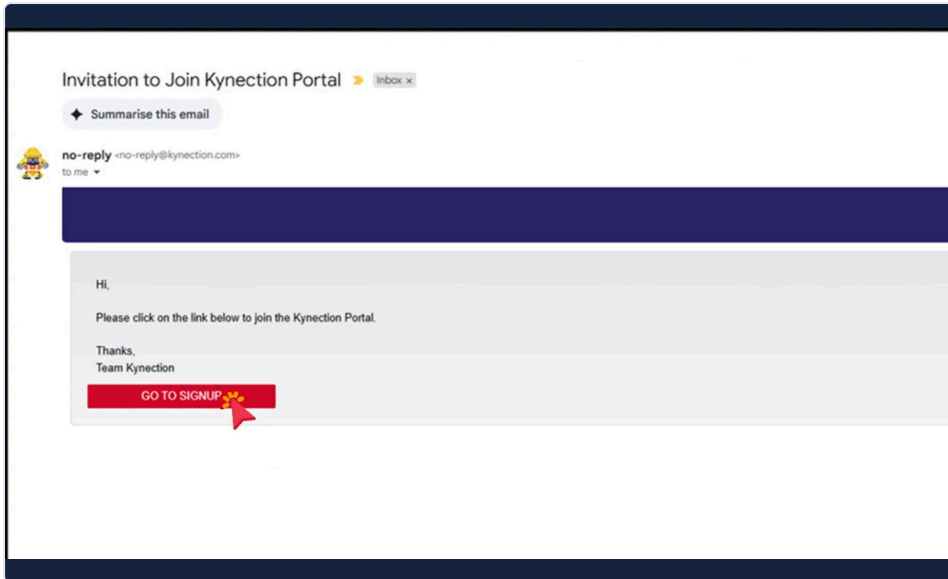
CH 01	Sign in to the portal The invitation email is the way in.	00:00–00:25
CH 02	Complete the company details Company information and the induction checklist that follows it.	00:25–00:45
CH 03	Lodge the compliance records Code compliance, chain of responsibility, plant and hazardous substances.	00:45–01:30
CH 04	Submit for approval Sub-contractors of your own can be added, then the whole induction goes for approval.	01:30–01:48

- **This is the guide to send out.** Chapters here are what the subcontractor does, so this one can go to them directly.
- **Evidence is attached, not described.** Insurance needs the certificate; plant needs its inspection checklist.
- **Nothing is approved until it is submitted.** The induction has to be submitted for approval as a final step.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Company names, policy numbers and dollar values are demonstration data.

Sign in to the portal

The invitation email is the way in.



STEP 1 • 00:02 IN THE VIDEO

Open the invitation

The **Invitation to Join Kynection Portal** email carries a signup link.

CHAPTER 01 • STEP 1 OF 2

A screenshot of a web form titled "Provide your account details". The form is divided into sections: "Account" and "Address". The "Account" section includes fields for "First Name" (Phill), "Last Name" (Da Cruz), "Position" (Driller), "Phone" (0397849442), and "Mobile" (0456987456). The "Address" section includes a "Populate Address by Lookup" button, a "Street Address" field (110 Railway Parade122 Thomas Street120 Chifley Drive), a "City" field (Preston), and a "State" field (VIC).

STEP 2 • 00:17 IN THE VIDEO

Provide the account details

Signup takes the account details for the person who will manage the portal.

CHAPTER 01 • STEP 2 OF 2

Complete the company details

Company information and the induction checklist that follows it.

STEP 1 • 00:30 IN THE VIDEO

Enter the company details

Company details cover the payable address, chain of responsibility contact and safety data sheet arrangements.

CHAPTER 02 • STEP 1 OF 2

Insurance Name	Insurance Type	Sum Insured
AAMI	Public Liability	500000
Ammi	Public Liability	3999
ammie	Plant and Equipment	33
ammie	Plant and Equipment	33
Archer	Workers Compensation	5000
St Lukes	Contract Works	1000000
St Lukes	Contract Works	1000000

Showing 1 to 7 of 7 entries

[Add New Insurance](#)

STEP 2 • 00:40 IN THE VIDEO

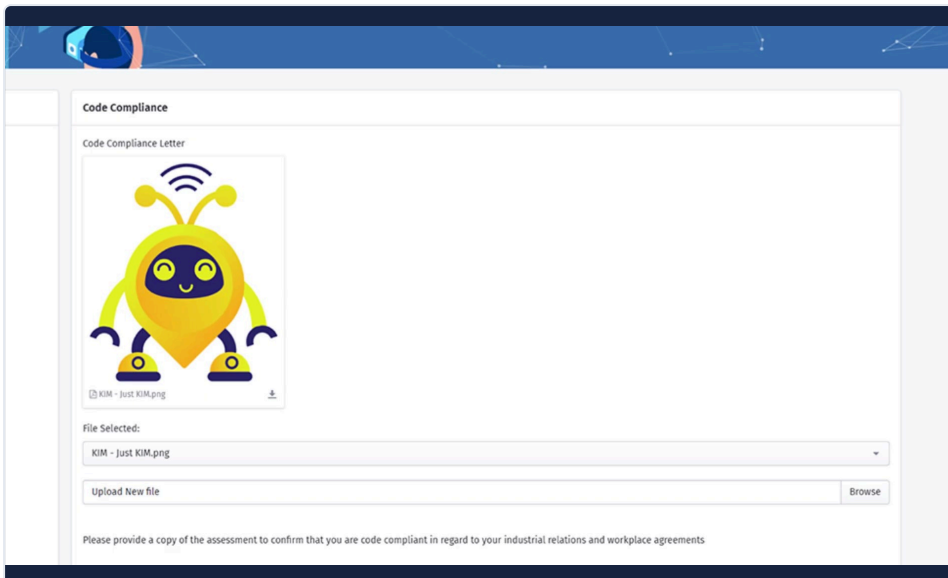
Add the insurance policies

Policies are entered by insurance name, type and sum insured, covering public liability, plant and equipment, workers compensation and contract works. **Add Other Insurance** covers anything outside the standard set.

CHAPTER 02 • STEP 2 OF 2

Lodge the compliance records

Code compliance, chain of responsibility, plant and hazardous substances.

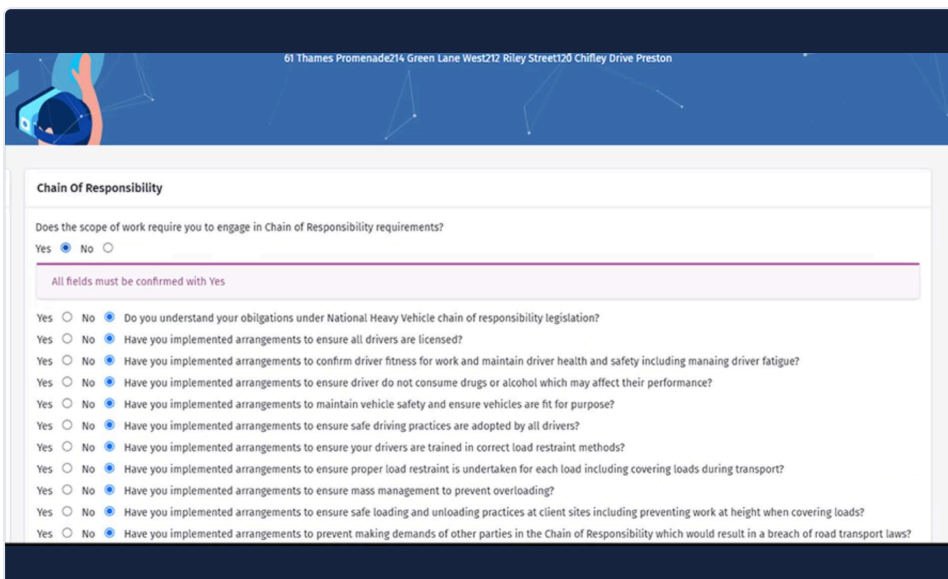


STEP 1 • 00:50 IN THE VIDEO

Upload code compliance and SWMS

Code compliance records and safe work method statements are uploaded against the company.

CHAPTER 03 • STEP 1 OF 4



STEP 2 • 01:01 IN THE VIDEO

Answer chain of responsibility

The questionnaire covers obligations under national heavy vehicle law, including driver fatigue, speed compliance, mass management and load restraint, answered yes or no.

CHAPTER 03 • STEP 2 OF 4

Lodge the compliance records

Is the item of plant a Mobile Crane? ☐ Yes ☒ No

Is the item of plant an EWP? ☐ Yes ☒ No

Visual Inspection Checklist

Compliance / ID plates fitted to machine	Yes ☐	No ☒	N/A ☐
Reverse beeper functioning and audible	Yes ☐	No ☒	N/A ☐
Flashing light functioning	Yes ☐	No ☒	N/A ☐
Fire extinguisher fitted (if not, available in close vicinity to works)	Yes ☐	No ☒	N/A ☐
Tracks / Tyres correctly fitted and in good condition	Yes ☐	No ☒	N/A ☐
Check housekeeping in cabin - neat and tidy	Yes ☐	No ☒	N/A ☐
Safe work limits (radio of gradients, clearly identified (refer operations manual)	Yes ☐	No ☒	N/A ☐
Roll Over Protection System (ROPS) / protective structure fitted	Yes ☐	No ☒	N/A ☐
Seat belt / Operator restraint fitted. Installed in accordance with OEM Manual requirements - does the seatbelt require replacing after 3 years?	Yes ☐	No ☒	N/A ☐
Safe working loads (SWL) clearly marked	Yes ☐	No ☒	N/A ☐

STEP 3 • 01:14 IN THE VIDEO

Register plant and equipment

Plant is registered with its visual inspection checklist covering the condition of each component.

CHAPTER 03 • STEP 3 OF 4

Pictograms

 GHS01 Explosive ☐	 GHS02 Flammable ☐	 GHS03 Oxidising ☐	 GHS04 Gases under pressure ☐
 GHS05 Corrosive ☐	 GHS06 Acute Toxicity ☒	 GHS07 Health Hazards ☐	 GHS08 Chronic Health Hazards ☐
 GHS09 Environmental ☐			

Save

STEP 4 • 01:27 IN THE VIDEO

Add the safety data sheets

Safety data sheets are lodged with their hazard classifications.

CHAPTER 03 • STEP 4 OF 4

Submit for approval

Sub-contractors of your own can be added, then the whole induction goes for approval.

Kynection Demo Sales Civil Phill Subby Cruz Sub Contractor Manager

Phill Da Cruz
email: phil@kynection.com Phone number: 0397849442

Deactivate

Sub Companies

Does the scope of work require you to engage sub-companies?
☒ Yes ☐ No

Save

All Sub-Contractors must be certified

Show 50 entries

Search:

Sub-Contractor Name	ABN	Contact Name	Phone Number	Certificates Received
w121	121	121	1212	No

Showing 1 to 1 of 1 entries

Previous 1 Next

Add New Subcontractor

Help - Support - Privacy - Terms of Service

STEP 1 • 01:34 IN THE VIDEO

Add your own sub-contractors

If you engage sub-contractors yourself, they are declared here with their contact and verification details.

CHAPTER 04 • STEP 1 OF 2

Kynection Demo Sales Civil Phill Subby Cruz Sub Contractor Manager

Phill Da Cruz

my Induction

Company Profile

Finance Policies

Members

Submit Induction for Approval

Account

Company Name
Cruz Test

Company Registration Number / ABN / ACN / NZBN
567856425

Phone
0397849442

Populate Address by Lookup

Country
Australia

Address Line 1
61 Thames Promenade 214 Green Lane West 212 Riley Street 120 Chiffley Drive

City
Preston

Postcode

96 Steps Done

STEP 2 • 01:43 IN THE VIDEO

Submit the induction

Submit Induction for Approval sends everything to the head contractor. Nothing is approved until this is done.

CHAPTER 04 • STEP 2 OF 2

NEXT

Where to go next

This guide covers one part of the module. The rest of the series covers it end to end.

NEXT UP - Subcontractor 05

Review compliance and project access

BACK TO Subcontractor 03

Invite a subcontractor to a project

THE REST OF THE SUBCONTRACTOR PORTAL

Ask your Kynecton account manager for the other guides in this series

MORE IN THIS MODULE

Subcontractor 01 **Use the Subcontractor Portal (module overview)**

Subcontractor 02 **Configure subcontractor portal access**

Subcontractor 03 **Invite a subcontractor to a project**

Subcontractor 05 **Review compliance and project access**
