



**QUEENSLAND ALUMINA  
LIMITED**

**CONTRACTOR STATUS UPDATE FORM**

*Please complete contract number section then section A and/or B. Email completed forms as an attachment to [induction@qal.com.au](mailto:induction@qal.com.au)*

<b>Contract Number:</b>			
Company Name:		Vendor No:	
Name of person authorising contractor status update:		Signed:	
Position held in company:			

**Section A – Change of Contractor Company**

*Complete Section A when you employ a person who has a current site induction at QAL with a previous employer and still requires site access.*

<b>Section A – Personal details of a contractor who has changed company and requires QAL site access</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Surname:		
First Name:		DOB:	
Badge No:		Role:	
ID Card returned to Security:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, when? (approx date)

*I authorise the above Change Action to be completed: (both signatures required)*

Onsite Contractor Manager \_\_\_\_\_ Date \_\_\_\_\_

QAL Contract Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*The Contractor Change Action has been completed:*

QAL Induction Co-ordinator \_\_\_\_\_ Date \_\_\_\_\_



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**Section B – Termination of a Contractor - Complete Section B when an employee who has a site induction at QAL leaves your company or when a current employee no longer requires site access.**

This form lists the clearances required by Contract Labour prior to departing the QAL site and acknowledges that QAL property has been returned. It also provides the Contracting Company authorisation for the Contractor to depart the site. Ref P202.643 Contract Closure.

*On the last day the Contractor is present, the onsite **Contractor Manager is accountable to:** remind the Contractor that they are legally bound not to disclose or use any QAL proprietary information; ensure that any outstanding Health Safety Environment actions in the QAL Portal have been reassigned to the Contractor Supervisor and ensure a termination medical is undertaken within 30 days for all asbestos removalists. The Contractor Manager is also accountable to collect the following items and return to the relevant QAL Sections:*

- Tools and equipment on loan
- Locker keys
- Blue Tag Out Lock or master Tagger Lock Keys (Security)
- Personal Access Badge or Temporary Access Badge (Security)
- Diphoterine aerosol can, eyewash and pouch (Security)

*I declare that the above actions have been completed:*

Onsite Contractor Manager \_\_\_\_\_ Date \_\_\_\_\_

QAL Contract Supervisor \_\_\_\_\_ Date \_\_\_\_\_

QAL Plant Protection (Security) \_\_\_\_\_ Date \_\_\_\_\_

<b>Section B – Personal details of a contractor who no longer requires QAL site access</b>				
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	<b>Surname:</b> _____	
<b>First Name:</b> _____		<b>DOB:</b> _____		
<b>Badge No:</b> _____		<i>(Printed on Identification Card)</i>		
<b>Tag Out Lock / Keys / Diphoterine and ID Card returned to Security:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>If not, why?</b>	_____

*The Contractor Termination Action has been completed:*

QAL Induction Co-ordinator \_\_\_\_\_ Date \_\_\_\_\_