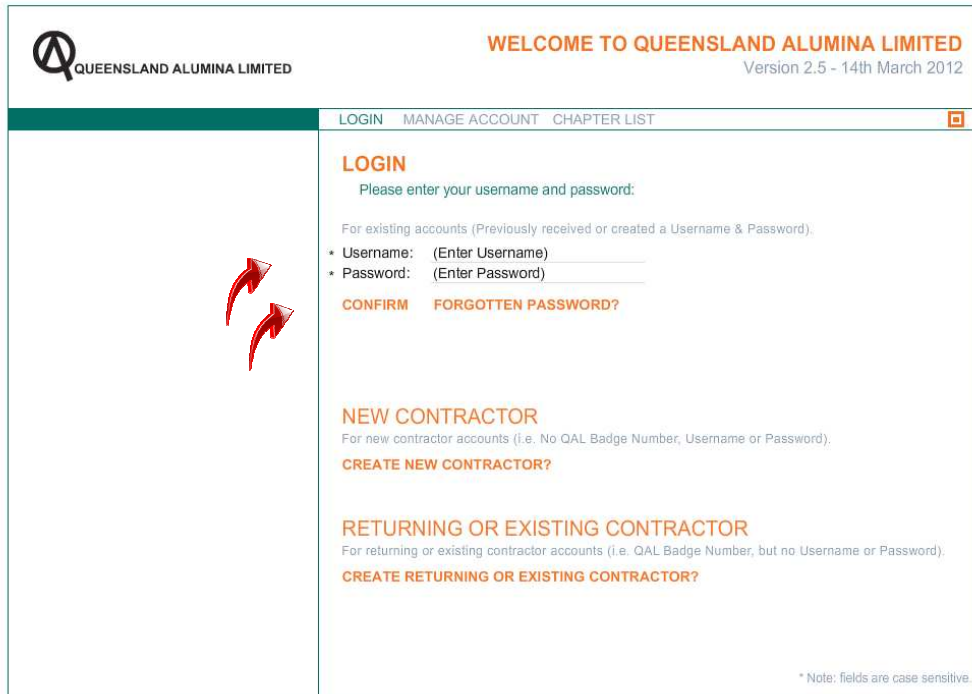



ONLINE INDUCTION PROCESS FOR MARITIME INDUCTIONS

NB: This is only for those who have been approved to complete the online QAL Maritime Induction. The Username and Password provided by Isla Laurent must be entered.

Go to QAL Online Induction Home Page (www.cell-training.com/qal) and enter Username and Password. Select “confirm”.



 QUEENSLAND ALUMINA LIMITED

WELCOME TO QUEENSLAND ALUMINA LIMITED
Version 2.5 - 14th March 2012

LOGIN MANAGE ACCOUNT CHAPTER LIST

LOGIN

Please enter your username and password:

For existing accounts (Previously received or created a Username & Password).

- Username: (Enter Username)
- Password: (Enter Password)

CONFIRM **FORGOTTEN PASSWORD?**

NEW CONTRACTOR

For new contractor accounts (i.e. No QAL Badge Number, Username or Password).

CREATE NEW CONTRACTOR?

RETURNING OR EXISTING CONTRACTOR

For returning or existing contractor accounts (i.e. QAL Badge Number, but no Username or Password).

CREATE RETURNING OR EXISTING CONTRACTOR?

* Note: fields are case sensitive.

The screenshot shows the 'DECLARATION' page of the Queensland Alumina Limited online induction system. The header includes the company logo and name, the title 'WELCOME TO QUEENSLAND ALUMINA LIMITED', and the version 'Version 2.1 - 14th February 2012'. A navigation bar contains 'LOGIN', 'MANAGE ACCOUNT', and 'CHAPTER LIST'. The left sidebar shows 'Your Account' with 'PERSONAL DETAILS' and 'DECLARATION' options. The main content area is titled 'DECLARATION' and contains the text: 'Please read and accept the declaration below:'. Below this is a 'DECLARATION' section with a bullet point: '* I, Kylie Ward, agree to complete the Queensland Alumina Limited online induction by myself.' A paragraph follows: 'If it is found that a person, other than myself, completed the induction I understand that my personal identification badge will be cancelled and I will be banned from entering the site in the future.' At the bottom of the main content area is a red button labeled 'I ACCEPT'. A red arrow points to this button. A small note at the bottom right states '* Denotes mandatory'.

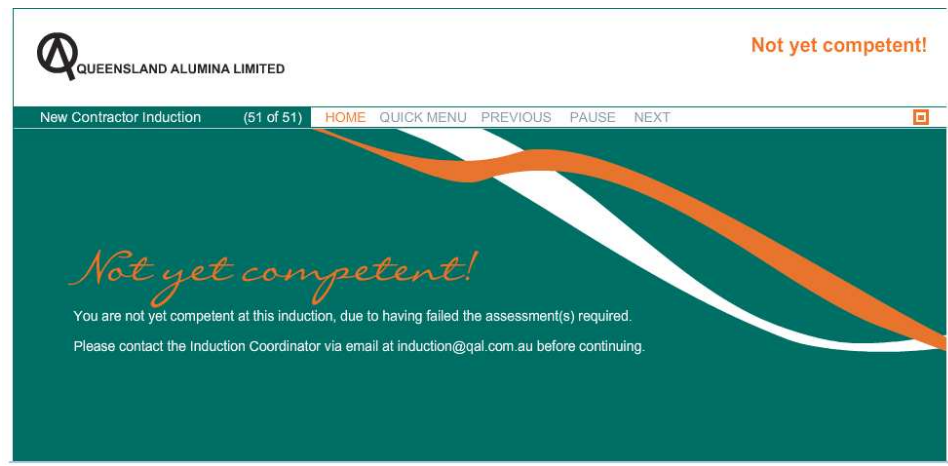
Read the Declaration – Select “I Accept”

Your password will be verified, then the Chapter List for the induction will appear.

The screenshot shows the 'CHAPTER LIST' page of the Queensland Alumina Limited online induction system. The header includes the company logo and name, the title 'WELCOME TO QUEENSLAND ALUMINA LIMITED', and the version 'Version 2.5 - 14th March 2012'. A navigation bar contains 'LOGOUT', 'MANAGE ACCOUNT', and 'CHAPTER LIST'. The left sidebar is empty. The main content area is titled 'CHAPTER LIST' and contains the text: 'Please select a chapter to view, from the list below:'. Below this is a list of chapters organized into sections. 'SECTION 1: ACCESS TO SITE, ID BADGES & PPE' includes: Site Access Badge, Maritime Security Identification Card, Inspection of bags & vehicles, Personal Protective Equipment, Prohibited Items, and Evacuation. 'SECTION 2: POLICY, RULES & INFORMATION' includes: Golden Rules, Code of Conduct & Golden Rules, Health & Safety Information, First Aid & Medical Centre, Fitness for work, Traffic Rules, Process Hazards, Area Hazards, and Competency Assessment. A red arrow points to the 'INTRODUCTION' link under Section 1. A vertical scrollbar is visible on the right side of the list.

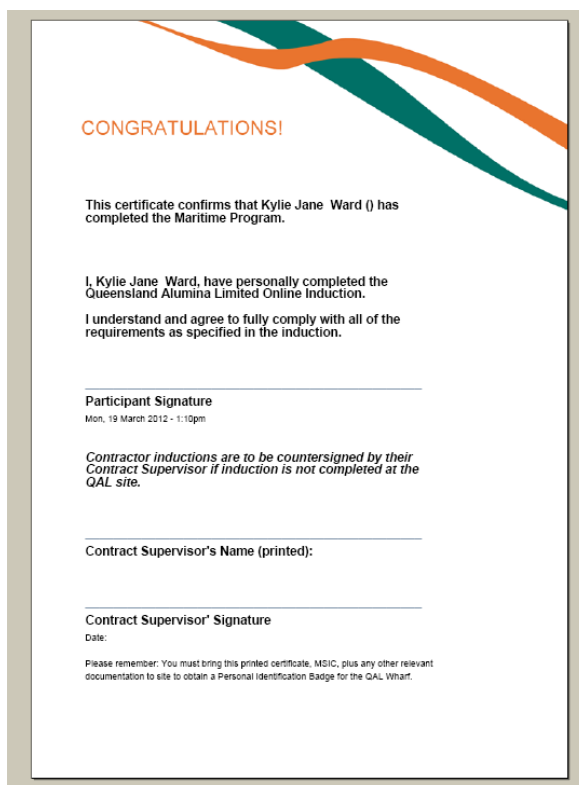
Commence the induction by selecting “Introduction”

On completion of the induction, a notification will appear to confirm “Competent” or “Not yet competent”



If not yet competent you will be advised to contact the Induction Coordinator via email at induction@qal.com.au before you will be able to continue.

Once competent, print out the Certificate, sign it and have it co-signed by your QAL Contract Supervisor.



Take the certificate with your Maritime Security Identification Card (MSIC) to Security to organise your Personal Access Badge.

