

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, **must** 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.



- 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.

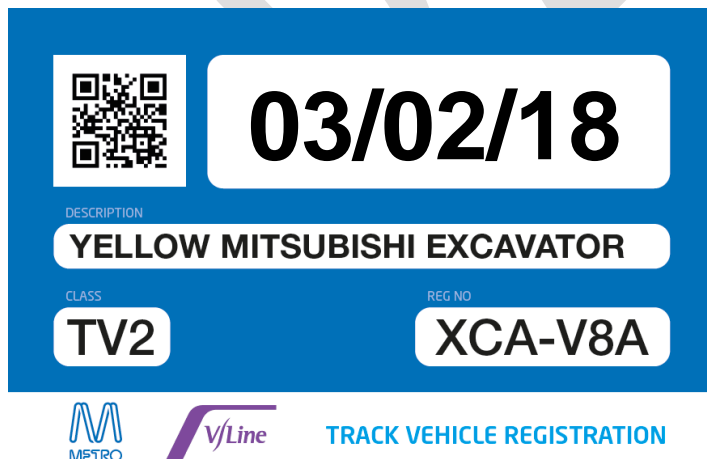
3. **How do you download the Interim Registration Letter to print and order the Registration Sticker?**

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.

Plant Identifier	TV Type	Supplier Name	Registration	Type
VIC 172013	2	Metro Trains Melbourne Pty Ltd	PUF-892	Elevated Work Platform
VIC 242013	2	Metro Trains Melbourne Pty Ltd	YRG-018	Truck - Tray
VIC 202013	2	Metro Trains Melbourne Pty Ltd	PUF-923	Truck - Tray
VIC 22013	2	Metro Trains Melbourne Pty Ltd	YLP-690	Truck - Welders
VIC 542014	2	Metro Trains Melbourne Pty Ltd	1AX-9GM	Truck - Tray
VIC 650016	2	Metro Trains Melbourne Pty Ltd	1CX-PV1	Elevated Work

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.

