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| ***STEP 1 – Complete the below Request Details and forward through to your site contact to approve your request.***  |
| COMPANY DETAILS |
| Company: Click here to enter text. |
| Company ABN: Click here to enter text. | Booking Contact: Click here to enter text. |
| PH/Mob: Click here to enter text. | Email: Click here to enter text. |
| INDUCTEE’S DETAILS: |
| Name (first and surname): Click here to enter text. | Date of Birth: Click here to enter a date. |
| Job Title: Click here to enter text. | PH/Mobile: Click here to enter text. |
| NEXT OF KIN DETAILS: Name: Click here to enter text. Contact number: Click here to enter text. |
| INDUCTION DETAILS |
| [ ]  FULL Induction | [ ]  REFRESHER InductionLast onsite (date): ***Choose an item.*** | Previous Induction Date: Choose an item. |
| ***Where will you be working on-site? (please tick all areas you will be working in)***[ ]  Surface [ ]  Underground [ ]  Coal Preparation Plant [ ]  Main Administration [ ]  Other (Please specify): Click here to enter text. |
| ***Will your job role be any of the following (tick all that apply):***[ ]  Supervisor [ ]  Electrician [ ]  Fitter/Mechanic [ ]  ERZ Controller [ ]  Trainer/Assessor [ ]  Boilermaker [ ]  Other (Please specify): Click here to enter text. |
| **NGC SITE CONTACT**  |
| Name: Click here to enter text. | Signature: | Date Click here to enter a date. |
| Email: Click here to enter text. | PH:Click here to enter text. |
| **NGC SLT APPROVING MANAGER**  |
| [ ]  This position is in the budget  | Reason: Click here to enter text. | Duration: Click here to enter text. |
| Name: Click here to enter text. | Signature: | Date Click here to enter a date. |
| Email: Click here to enter text. | PH: Click here to enter text. |
| **SSE APPROVAL** |
| [ ]  Approved [ ]  NOT Approved [ ]  Conditional: | Signature: |
| ***STEP 2 – Once your Induction Request is approved, complete the below Requirements/Prerequisites checklist. Copies of applicable prerequisites are to be forwarded to*** ***ngcinductions@peabodyenergy.com******. Training Department will notify you of booking date once prerequisites are approved by site.***  |
| DOCUMENTATION REQUIREMENTS/PRE-REQUISITES |
| [ ]  Signed Induction Request | [ ]  Drug and Alcohol Test *(Less than 30 days old)* |
| [ ]  Driver’s Licence | [ ]  Coal Board Medical |
| Standard 11 Induction[ ]  Surface [ ]  Underground | [ ]  Kinnect Pre-Employment Functional Assessment  |
| [ ]  Relevant job specific competencies[ ]  Trade papers | [ ]  Medical Management Plan |