

FACT SHEET Mobilisation Process for Vendors

Before you begin the mobilisation process you will need to register your company and your company administrator(s) in Fortescue's Mobilisation and Training Portal. You can register by selecting 'click here to register' on the attached link: www.onlineinduction.com/fmgl/

WHAT YOU WILL NEED TO MOBILISE

1. An administrator from your company to manage mobilisations
2. Your employee's driver's licence (preferred)
3. Prerequisites as per the induction requirement document (100-PR-SA-1026)

FIVE SIMPLE STEPS TO MOBILISE

1. Create vendor employee profile

For each employee being mobilised to a Fortescue site the Administrator must create a profile in the Fortescue Mobilisation and Training Portal. During this process the Administrator will:

- Enter the employee's personal details i.e. name, DOB, email address
- Allocate a Fortescue responsible person (contact your Fortescue connection if you require clarification)
- Upload any role specific licences and/or qualifications
- Declare employee competent and fit for work

2. Vendor employee completes inductions

Log in details will automatically be sent to the employee to complete his/her inductions. When the employee logs into Fortescue's Mobilisation and Training Portal the mandatory inductions will be highlighted. Please note Adobe Flash Player is required to play these inductions.

3. Approval

Once the employee has completed the required inductions an automatic email will be sent to the Fortescue responsible person for approval. Email confirmation will be sent to the Administrator once the request has been approved.

4. Submit face to face induction request

The Administrator can log into the Fortescue Mobilisation and Training Portal to book the employee on a face to face induction.

Inductions are held Monday to Friday 8:00am – 5:00pm at the Fortescue Centre in East Perth.

5. Mobilisation Confirmation

The Mobilisation team will send the Administrator confirmation of the employee's induction booking. This confirmation will need to be submitted with your travel booking to confirm the employee has completed the mobilisation process.

Mobilisation Team Contact Details

Email: mobilisation@fmgl.com.au

Phone: (08) 6218 8536

Available 7 days:

Mon-Fri: 5:45am - 6:30pm

Sat-Sun: 7:00am - 5:30pm



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