



Avetta

BGIS ➤

Quick Start Guide | Avetta Connect
Supplier – Compliance

Network - Compliance

1. Click the **Network** menu from the navigation toolbar on the left
2. Select the **BGIS Site**
3. The number of **open tasks** for this site is listed near the top of the window
4. The system automatically takes you to the **Compliance** tab with the overview of all the requirements
5. Below is the list of the **Completed** and **Not Completed** requirements
6. Click on each requirement to open and complete it

BGIS - Avetta Connect - Supplier Compliance

Welcome to Avetta Connect! Avetta ensures that every workplace is safe and sustainable by building stronger relationships between clients and suppliers.

This guide will assist you in locating compliance requirements and flag details.

The screenshot displays the BGIS Avetta Connect Supplier Compliance interface. At the top, a dark blue header bar contains a 'Non-Compliant' status indicator (a red circle with a white slash) and a summary box showing '20 Not Completed' and '0 Completed' tasks. Below the header, a navigation bar includes tabs for 'ABOUT', 'COMPLIANCE' (highlighted with a yellow box), 'FILES', 'FLAG DETAILS', and 'HISTORY'. The main content area features a search bar labeled 'Search Name', a 'Form Type' dropdown set to 'SHOW ALL', and a 'Sort By' dropdown set to 'DATE'. A section titled 'Not Completed' lists two requirements: 'BGIS APAC Specific' (Period: 01/01/22 - 01/01/23) and 'Avetta PQF - ISO Certifications' (Period: 2022). Each requirement entry includes a 'Please Complete The Form' message, the 'Last Updated' date (05/05/22), and a blue 'Complete' button (highlighted with a yellow box).

Requirement	Period	Status	Last Updated	Action
BGIS APAC Specific	01/01/22 - 01/01/23	Not Completed	05/05/22	Complete
Avetta PQF - ISO Certifications	2022	Not Completed	05/05/22	Complete

Network - Flag Details

TIP To fast-track the compliance process, start with tasks which are flagged as critical by BGIS. To find the flagged items, click **Flag Details** at the top of the screen.

Please note, **all the tasks must be completed overtime.**

If you click on the flagged item, pop-up window will provide you with more details about the task, second click will take you to the task for completion.

The screenshot displays the BGIS Network - Flag Details interface. At the top, a header bar shows a 'Non-Compliant' status with a red circle and slash icon, and a progress bar indicating '20 Not Completed' and '0 Completed'. Below the header, a navigation bar contains links for 'ABOUT', 'COMPLIANCE', 'FILES', 'FLAG DETAILS' (highlighted with a yellow box), and 'HISTORY'. A search bar labeled 'Search Flag Details' is positioned below the navigation bar.

The main content area displays a table of flagged items:

Status	Message	Events
⊘	Public and Product Liability AU NZ must be submitted by the supplier and approved according to client requirements for compliance	
⊘	BGIS APAC Specific must be complete for compliance	
⊘	Avetta Manual Audit is not complete or has open requirements	

A yellow box highlights the first three rows of the table. Below the table, a pop-up window provides details for the 'BGIS APAC Specific' task:

⊘ BGIS APAC Specific must be complete for compliance

BGIS APAC Specific
Period: 01/01/22 - 01/01/23

Please complete the form
Last updated: 05/05/22

BGIS APAC Specific

BGIS APAC Specific is one of the critical tasks for BGIS.

Table of contents:

Section 1 - Vendor Company Details

Section 2 - Insurances and 3rd Party Enforcement

Section 3 - Quality Management Systems

Section 4 - Environmental Management Systems

Section 5 - Work Health and Safety

Section 6 - Acknowledgments

TIP: Make sure you carefully complete Section 3 as it may generate additional insurance requirements (and forms) depending on the nature of your business.

Don't forget to click the **Submit** button after completing each task.

Period: 01/01/22 - 01/01/23

Submit

0% In progress

Show Status Updates

Print

Section 1 - Vendor Company Details0 / 13

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- Anti-Bribery & Corruption0 / 3

Section 2 - Insurances and 3rd Party Enforcement0 / 4

Section 3 - Quality Management Systems0 / 5

- Planning0 / 1
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Section 4 - Environmental Management Systems0 / 4

- Environmental Inspection0 / 1
- Environmental Audit0 / 1
- Environmental Regulatory Performance0 / 1
- Environmental Excellence and Innovation0 / 1

Section 5 - Work Health and Safety0 / 1

- Safety Management System Accreditation0 / 1

Section 6 - Acknowledgments0 / 3

Section 2 - Insurances and 3rd Party Enforcement

Does your company provide services to BGIS that require Professional Indemnity insurance (i.e.; For provision of professional services, such as design, engineering and consulting works)? *

☐ Yes

☐ No

☐ N/A

Do you use company vehicles in support of BGIS Operations? *

☐ Yes

☐ No

☐ N/A

Has your company been prosecuted by an enforcing authority in the last 5 years? *

☐ Yes

☐ No

Has your company received any improvement or prohibition notice in the last five years? *

☐ Yes

☐ No

Insurance

1. Click the **Insurance** menu from the navigation toolbar on the left
2. Select the **BGIS Site**
3. Click **View Requirements** on the right-hand site to check BGIS requirements for each insurance policy.
4. Click on the task to **Upload and Submit** your certificate of insurance
5. If your certificate of insurance is rejected, Avetta insurance rep will leave a comment in the **Status Updates** explaining the reason why it was rejected.

TIP: You can add your insurance agent as a user on your Avetta account to manage insurance on your behalf.

BGIS - AU Corporate

[View Requirements](#)

Policies Requested

Public and Product Liability AU NZ
0 Files Associated [Please complete the policy](#)

[Choose An Existing Certificate](#)

OR

[Add Certificate](#)
Drag and drop to upload additional certificates [Upload](#)

0 Files Uploaded

BGIS - AU Corporate

Public and Product Liability AU NZ [Please complete the policy](#)

[Certificate Holder Information](#)

[Public and Product Liability AU NZ](#)

Please upload Public and Product Liability Certificate *

Public and Product Liability Certificate

[Add File](#)
Drag and drop to upload files [Choose](#)

[Status Updates](#)

There Are No Status Updates To Show.

[Submit](#)

This field is required

Insurance Requirements

TIP: If you wish to **request a variance** to any of the insurance requirements for BGIS please reach out to the Avetta support team at **apacsupport@avetta.com** or **1800 502 142**. Please ensure that your insurance documentation has been uploaded and submitted against the requirement before requesting a variance.

Requirements for BGIS - AU Corporate ×

 Certificate Holder Information ➤

Public and Product Liability AU NZ ▼

Limit Type

Limit

Limit of Liability - Public Liability

20000000

Limit of Liability - Product Liability

20000000

Professional Indemnity (APAC Region) ▼

Limit Type

Limit

Per Occurrence

10000000

Motor/Vehicle Liability (Regional) ▼

Limit Type

Limit

Third Party Liability

20000000

Endorsement Requirements

- Market Value coverage on vehicle or equivalent amount.

[NT WorkSafe](#) ➤

[WorkCover NSW](#) ➤

[WorkCover WA](#) ➤

Manual Audit

- A Manual Audit is the **review of a contractor's safety manual**, policies/procedures, safe work practices, etc. to verify that written policies, programs, procedures are in place **to address exposures and job processes** that may be performed
- The **requirement** of whether or not a Manual Audit is necessary for a supplier is based upon BGIS requirements and **can vary depending on the risk level/safety evaluation, industry, and company size.**

TIP: Contact your auditor directly if you have any questions manual audit open requirements.

Process

1. Upload the Health & Safety Manual to the "**Avetta PQF - Safety and Health Management System Documentation**" task
2. The Health & Safety Manual is reviewed by Avetta rep as an initial review
3. Once the PQF task is approved, the **Manual Audit** is triggered: Avetta HSE Professional reviews Health & Safety Manual
4. If there are any **policies missing** – requirements will be listed in the "Manual Audit" task for the supplier to upload.



Avetta PQF - Safety And Health Management System Documentation
Period: 2020

Please Complete The Form
Last Updated: 05/05/22

Complete

Terminology

Term	Definition
Supplier	A company who performs services for a client company. Suppliers are sometimes referred to as contractors or contracting companies. This term is interchangeable with the term, contractor.
PQF	Pre-Qualification Form - a series of questionnaires to gather safety processes and general company information
Client Specific	A questionnaire put together by a connected client for additional information that isn't housed in one of the standard PQF tasks.
Compliance Status	A compliance status that indicates full compliance for that supplier. This means all requirements set by the applicable client have been met.
Conditional	A compliance status that indicates partial compliance. The use of this status varies client to client but usually indicates most requirements have been met while others may still be outstanding or not met.
Non-Compliant	A compliance status that indicates non-compliance. This is usually due to tasks not yet being completed or reviewed. There are other requirements that can also affect this regardless of task statuses such as high statistics, previous fatalities or citations, or other requirements set by a client.
Manual Audit	<p>A Safety Manual Audit is a review of a contractor's safety manual, policies/procedures, safe work practices, etc. to verify that written policies/programs/procedures are in place to address exposures and job processes that may be performed.</p> <p>The Audit is a thorough review of your company's policies and procedures to ensure that the manual complies with legislative requirements and industry best practices. Consider this a Gap Analysis of the existing procedures that is compared against regulatory requirements or recommended practices.</p> <p>There is no score and no pass/fail resulting from the Audit review. As with any Gap Analysis, the Safety Professional will evaluate what elements may currently be in place and identify elements that must be added or modified from a compliance standpoint.</p>

Resources

<https://help.avetta.com/> - Avetta help desk

Getting Started Guide - Link

Avetta Connect for Supplier Admins | eWORKBOOK - Link

Supplier Support

For support with Avetta Connect, please reach to the Avetta Supplier Support team – apacsupport@avetta.com or 1800 502 142.



You can use the chat function to get real time help Monday to Friday 8am-8pm for Australia specific questions (e.g., insurance), for more general questions help is available any time.