

# CONTRACTOR REGISTRATION PROCESS

## **Contractor Management –**

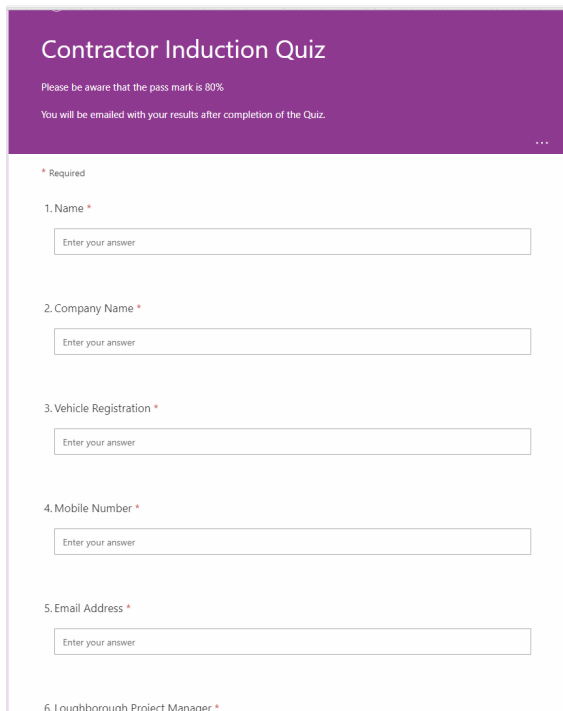
It is a requirement for contractors who intend to work on the campus to have completed the online site induction and pass a test linked to the induction which then enables them to be issued with a valid contractor pass.

## **Induction –**

The induction gives you an overview of site procedures and is accessible via the contractor's web page which can be reached by clicking the link below

[Contractors | Health and Safety | Loughborough University \(lboro.ac.uk\)](https://lboro.ac.uk/contractors/health-and-safety/)

- You are required to complete the induction, watch the videos that are imbedded within the induction. **It is important to watch the full content as the test is based on this!**
- Once the induction is completed the system will ask you for your details



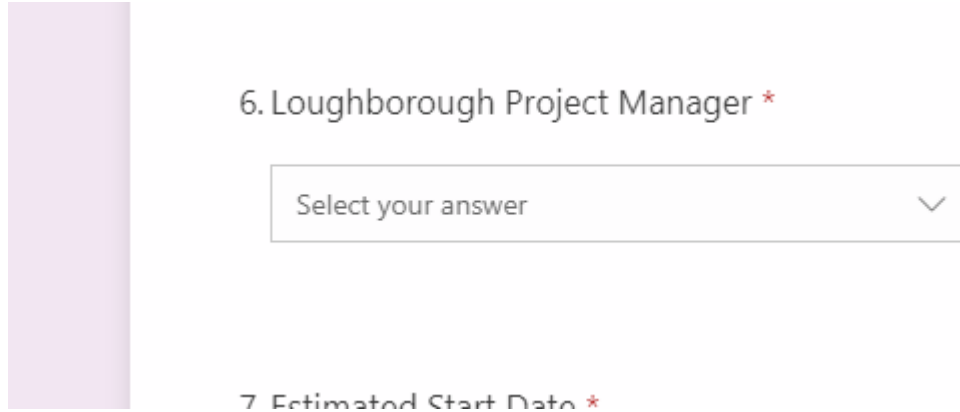
The screenshot shows a web form titled "Contractor Induction Quiz" with a purple header. Below the title, it states "Please be aware that the pass mark is 80%" and "You will be emailed with your results after completion of the Quiz." The form contains six required fields, each with a "Required" asterisk and a "Enter your answer" placeholder:

1. Name \*
2. Company Name \*
3. Vehicle Registration \*
4. Mobile Number \*
5. Email Address \*
6. Loughborough Project Manager \*

***Please ensure all boxes are filled in as if incomplete the pass will not be issued which may cause a delay in the works.***

As part of this process, you will be required to know and enter your LU project Manager/ Person Managing the works.

This is important as they receive an email to confirm that the induction and test have been completed and passed.



6. Loughborough Project Manager \*

Select your answer

7. Estimated Start Date \*

Use the dropdown list if you do not know your project manager, please contact your supervisor/Manager to resolve the issue.

Do not select a random name from the list as will invalidate the induction process and the process will need to be restarted from the beginning.

The information from this page is used as the source information for your contractor pass.

You will then be asked to complete a multiple-choice quiz based on the induction and content you have watched, and you must achieve an 80% pass mark, if this is not achieved no pass can be issued. If you do fail the test, you will be able to take it again immediately.

See below for an example question -

8. How far do you need to be away from a University building before you can smoke?  
(1 Point)

- 2m
- 6m
- 3m
- 4m

### **Issuing of a Contractor pass –**

Once the induction is completed an email is sent to your project manager to inform them of this. They will then contact you to arrange the issuing of the pass and will require from you. A passport style photograph which can be taken with a phone or digital camera showing the head and shoulders as per the example below.

Any picture not in this format will not be accepted and could delay issuing of the pass



Photographs need to be emailed through to your project manager.

### **Collection of Pass –**

On your first day onsite, you must report to your Project Manager who will then issue you with your pass and give you a site/job specific induction before you commence works.

All passes have a QR code on them which is scanned when entering and leaving site.

These are located –

- FM Services Yard
- Holywell Park (To be installed Jan 22)
- Security (To be installed Jan 22)
- West Park (Install date TBC)