On completion of the Marine Card WHS General Induction a basic Profile will be created on www.marinecard.org.au, which includes your Marine Card number, expiry date and name.

If you are a principle contractor or a business owner you can update your Profile with business details, relevant insurance documentation, your service type and area of coverage, and link your employees to you.

When signing in to a Marine Site using the Access Management System (AMS), the system will 'read' your profile to ensure that you and your linked employees have a valid Marine Card, site induction, and sufficient insurance to work on site.

Also, the Marine Card website has a 'Skill Finder' function so that people looking for a contractor that provides your type of service in your region can find you by conducting a simple search.

**To get the best out of your Profile, we recommend:**

1. Visit www.marinecard.org.au. Click on CARD HOLDER LOGIN and then enter your Marine Card Number and Password as prompted. Your password has been sent to you via email, but you can use the "Forgot Password" feature at any time.

2. Click on CHANGE PASSWORD and follow the prompts to set your password.

3. Click on EDIT PROFILE and update your contact info, service type, and region of service. Click SAVE when complete, then click BACK TO DASHBOARD.

4. Click ADD DEPENDENTS and follow the prompts to "link" your staff to your profile. Your staff will not need to update their own profiles, as they will be recognised as working under your guidance and insurance cover. Click BACK TO DASHBOARD once dependents have been added.

5. Click UPLOAD DOCUMENTS and follow the prompts to describe and upload documents to your Profile. These will appear on screen when others view your Profile, and insurance documents will be "checked" when you or your dependents sign-in at marinas and boatyards running the Marine Card AMS.

6. Click VIEW PROFILE to take a look at what you've created. This is what others will see when they view your profile so make sure that all details, documents, and details are correct.

7. Click MY DOCUMENTS to view a list of current and archived documents. Expired documents will auto-archive but you can also archive these manually. Only current documents will be visible to other users and the AMS.

Having trouble logging in or updating your profile?

Contact us at BIA on (02) 9438 2077, or use the contact form on the website.

Marine Card Profile and Access Management System

Boating Industry facilities such as marinas and boatyards can have a very high contract through-put. The registration and sign-in process – and the exchange of information between contractors and site operators that this entails – is necessary, but cumbersome.
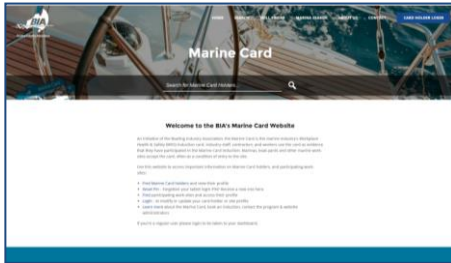
Marinecard.org.au is a website designed to aid the exchange of information between contractor and marine site. The website works with the *Access Management System* (AMS) to streamline and simplify contractor access and compliance management at Marine Industry worksites.

Now you've completed your Marine Card WHS General Induction, a basic profile has been created for you on marinecard.org.au (your name, Marine Card number and expiry date).

If you are a principle contractor or business owner/manager, your profile will become the "parent" profile for your business.

Add your business details, upload insurances and WHS documents, and link your employees to your profile.

Marinas will be able to see your up to date documents online so you don't have to carry them around.

You can also add your service type and region to your profile to become 'findable' to anyone (other contractors, marinas, etc) who is searching for a contractor that provides your type of service in your region.

If you are an employee, you do not need to access and update your profile at all – you will be linked to your employer's profile.

The Access Management System – consisting of a tablet to sign in and a wristband printer – reads the profile of the worker signing in, looking for:

- ✓ A valid Marine Card
- ✓ Current insurance/s of at least the minimum amount required to work on site.

With your profile up to date and your insurances current, the sign-in process will be quick and easy without the need to go to the office with copies of paperwork – meaning you can get on with your work without the hassle.

No more hold-ups, no more surprises, and no more wasted time.