



sassi

SASSI User manual for
Contractor Administrators

Version 17-11-2017

SASSI User Manual for Contractors

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1. Login to SASSI


To access the SASSI system, go to the following URL:

<http://sassi.audit.net.au/>

The screen below will be displayed.

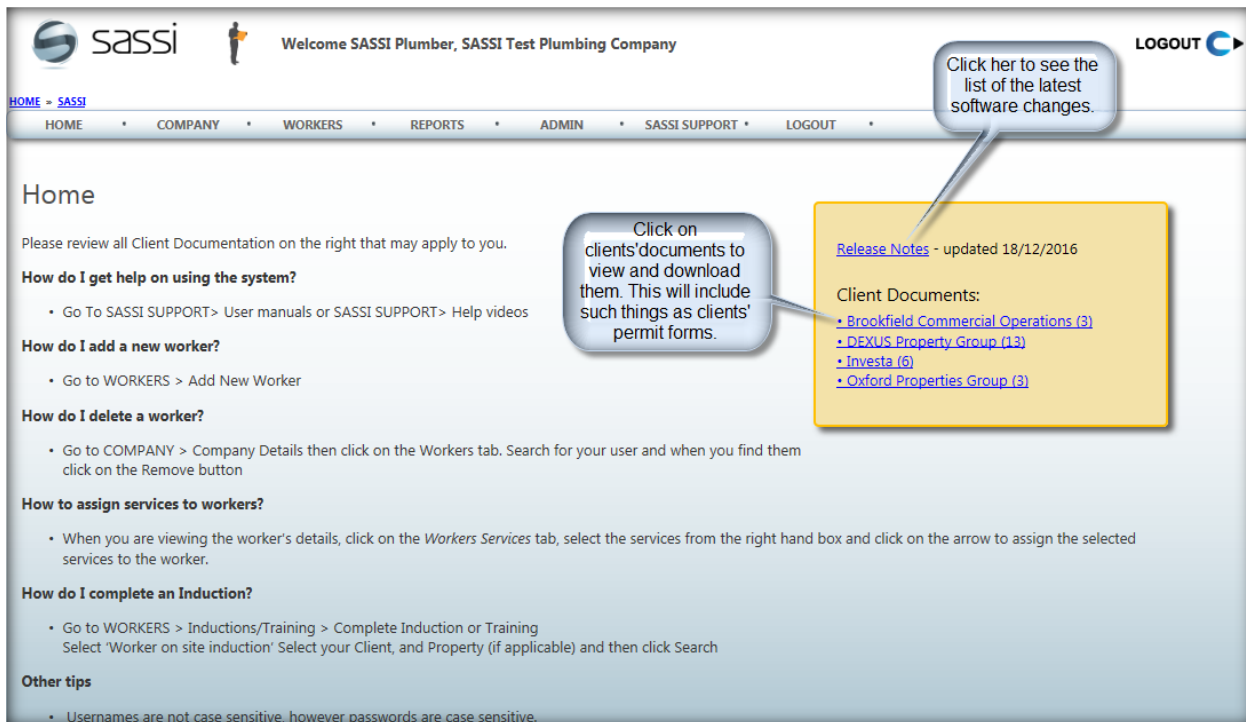


Login by:

1. Entering your **username**
2. Entering your **password**.
3. Select the **LOGIN**  Login button or press **Enter** to proceed with login.

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Below is the first screen you will see after you log in.



Below are relevant menu option and what you can do with them.

2. HOME

This option will return you to the page shown above

3. COMPANY

Within this menu item you can choose one of the following options.

3.1. Company details

Within the company details form there are the following tabs.

3.1.1. Details tab.

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Company details

SASSI Test Plumbing Company

Details
Services
Workers
Compliances

Company Name: SASSI Test Plumbing Company

Address 1 (Building Name):

Address 2 (Street Address): 11/37 Nicholson Street

Country: AUSTRALIA ▼

State: NSW ▼

City: BALMAIN EAST - 2041 ▼

Post Code: 2041

Phone Number:

Fax Number:

Web Address:

ABN: 80 000 000 001 <http://www.abr.business.gov.au/>

Save

In the **Details** tab you can view and update your company's main details in SASSI.

The information in the greyed text boxes is mandatory.

To update the information on this page, click the save icon.

3.1.2. Services tab.

SASSI Test Plumbing Company

Details
Services
Workers
Compliances

Only show properties linked

Client: [ALL CLIENTS] ▼

Discipline: ▼

Property: ▼


Search

Client	Property	Discipline	Service
Brookfield	1 Demonstration Street (The Tower) PERTH WA 6000	General Building Repairs and Services	Plumbing Pump Services
Brookfield	1 Demonstration Street (The Tower) PERTH WA 6000	Plumbing/Drainage	Jetting
Brookfield	1 Demonstration Street (The Tower) PERTH WA 6000	Plumbing/Drainage	Plumbing General - Adhoc
Brookfield	1 Demonstration Street (The Tower) PERTH WA 6000	Plumbing/Drainage	Water leak repairs from rainwater
Brookfield	1 Demonstration Street (The Tower) PERTH WA 6000	Plumbing/Drainage	Water proofing
Brookfield	1 Shelley Street SYDNEY NSW 2000	General Building Repairs and Services	Plumbing Pump Services
Brookfield	1 Shelley Street SYDNEY NSW 2000	Plumbing/Drainage	Hot Water System Installation/Service
Brookfield	1 Shelley Street SYDNEY NSW 2000	Plumbing/Drainage	Jetting
Brookfield	1 Shelley Street SYDNEY NSW 2000	Plumbing/Drainage	Plumbing General - Adhoc
Brookfield	1 Shelley Street SYDNEY NSW 2000	Plumbing/Drainage	Roof Plumbing

1
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3
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5
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...
▶▶

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In this screen you can view the services that your company provides at your clients' properties

You can search by client, discipline and property. Only the Client is mandatory. Click the  Search button to search for the services.

You can also display only the properties that you provide these services to, by clicking the "Only show properties linked" check box before you click "Search".

If you do not select a discipline or property all the services and all properties for that client will be displayed.

This information can only be updated by a representative of the building manager or SASSI Web.

3.1.3. Workers tab.

In this option you can see all the workers that work for your company.

Company details

SASSI Test Plumbing Company

Details Services **Workers** Compliances

First Name:

Last Name:

Company:

Show Inactive Users:

Show Company Administrators:

Name	Username	Roles	Active	Date Password Sent	Reset Password	Send Password to Email
Ashley MacDonald (plumber)	amacdo4	Company Admin, Compliance Expiring Notification, Worker	Yes <input type="button" value="Remove"/>	30/07/2015	<input type="button" value="Reset"/>	<input type="button" value="Send"/> amacdo4@sassiweb.com.au
George Smith	gsmith47	Worker	Yes <input type="button" value="Remove"/>	07/07/2015	<input type="button" value="Reset"/>	<input type="button" value="Send"/> gsmith47@sassiweb.com.au
Harry Smith	hsmith3	Worker	Yes <input type="button" value="Remove"/>	12/06/2014	<input type="button" value="Reset"/>	<input type="button" value="Send"/> hsmith3@sassiweb.com.au
Jack Smith	jsmith43	Worker	Yes <input type="button" value="Remove"/>	26/06/2014	<input type="button" value="Reset"/>	<input type="button" value="Send"/> jsmith43@sassiweb.com.au
Jane Plumb	jplumb2	Worker	Yes <input type="button" value="Remove"/>	15/05/2014	<input type="button" value="Reset"/>	<input type="button" value="Send"/> jplumb2@sassiweb.com.au
Joe Plumber	jplumb	Worker	Yes <input type="button" value="Remove"/>		<input type="button" value="Reset"/>	<input type="button" value="Send"/> jplumb@sassiweb.com.au
John Green	jgreen19	Worker	Yes <input type="button" value="Remove"/>	29/05/2015	<input type="button" value="Reset"/>	<input type="button" value="Send"/> jgreen19@sassiweb.com.au
nbfuilwe ikbuhl	njkbuH	Worker	Yes <input type="button" value="Remove"/>		<input type="button" value="Reset"/>	<input type="button" value="Send"/> njkbuh@sassiweb.com.au
Penny Plumber	pplumb	Worker	Yes <input type="button" value="Remove"/>		<input type="button" value="Reset"/>	<input type="button" value="Send"/> pplumb@sassiweb.com.au
SASSI Plumber	sassiplumber	Company Admin, Compliance Expiring Notification, Induction Expiring Notification, Worker	Yes <input type="button" value="Remove"/>	23/03/2015	<input type="button" value="Reset"/>	<input type="button" value="Send"/> sassiplumber@sassiweb.com.au

3.1.4. Compliances tab.







In this option you can see all the compliance requirements of your clients and the documents you have uploaded to satisfy those requirements.

If you click on the icon under the “Documents” heading, you will see the document that was uploaded.

Company details

SASSI Test Plumbing Company

Details Services Workers Compliances

Client Requirement	Contractor Compliance	Document/s
Brookfield; 11 Mounts Bay Road - Site Specific Risk Management Plan (WHS Management System); AUSTRALIA (WA);	SASSI Test Plumbing Company; Ref: Test Doc; Expiry: 30/06/2016; Verified	
Brookfield; 121 Exhibition Street - Site Specific Risk Management Plan (WHS Management System); AUSTRALIA (VIC);	SASSI Test Plumbing Company; Ref: Test Doc; Expiry: 30/06/2016; Verified	
Brookfield; 388 George Street - Site Specific Risk Management Plan (WHS Management System); AUSTRALIA (NSW);	SASSI Test Plumbing Company; Ref: Test Doc; Expiry: 30/06/2016; Verified	
Brookfield; 644 George Street - Site Specific Risk Management Plan (WHS Management System); AUSTRALIA (NSW);	SASSI Test Plumbing Company; Ref: Test Doc; Expiry: 30/06/2016; Verified	
Brookfield; NSW Workers Compensation Insurance (Workers compensation); AUSTRALIA (NSW);	SASSI Test Plumbing Company; Ref: test 1234; Expiry: 30/06/2016; Verified	
Brookfield; Public Liability Insurance (Public & Product liability insurance); AUSTRALIA;	SASSI Test Plumbing Company; Ref: 123456789; Expiry: 30/06/2016; Verified	

3.2. View/Upload Compliance Documents (excl. SWMS)

This is the option that you will use to add, update or delete your company’s compliance documents, excluding SWMS, and enter the information about these documents, so that they can be matched to a client’s compliance requirements.

View/Upload Compliance Documents

Contractor:

Compliance Type:

Click here to add a new compliance document.

Click here to view the uploaded document.

Click on the status to see the details.

Select "Edit" to update the compliance document. E.g. to upload the latest certificate of currency.

This will remove the document from the system. It will be archived for future

Type	Applicable level	State/Property/Tenancy	Reference No.	Documents	Expiry Date	Notes	Confirmed?	Status	
Professional Indemnity insurance			23456789		30/06/2017	test only	SASSI Plumber on Jul 11 2016 9:10AM	To Be Reviewed	Edit Delete
Public & Product liability insurance			POL 1234		30/06/2017	Test policy for demonstration	Peter Yen on Dec 22 2016 10:11AM	To Be Reviewed	Edit Delete
WHS Management Plan	Property	1 Demonstration Street (The Tower) PERTH WA 6000	TEST Risk Management Plan		30/06/2017	Test only	Brian Dolan (Test SASSI Champ) on Jun 20 2016 2:51PM	Complete	Edit Delete
WHS Management Plan	Property	1 Shelley Street SYDNEY NSW 2000	test 1234				SASSI Plumber on Jun 1 2016 4:31PM	Requires Action	Edit Delete
WHS Management Plan	Property	123 Albert Street BRISBANE QLD 4000	Test only. Please ignore.		30/06/2017	Test only	Brian Dolan (Test SASSI Champ) on Oct 14 2016 9:10AM	To Be Reviewed	Edit Delete
WHS Management Plan	Property	56 Pitt Street SYDNEY NSW 2000	56pitt		30/11/2017	fff	Peter Yen on Nov 30 2016 2:57PM	Requires Action	Edit Delete
WHS Management Plan	Property	Plumpton Marketplace PLUMPTON NSW 2761	Test only. Please ignore		30/06/2017	Test only	Brian Dolan (Test SASSI Champ) on Nov 11 2016 1:19PM	Requires Action	Edit Delete
Workers compensation	State	NSW	34444		30/06/2017	NSW1	Peter Yen on Dec 2 2016 9:41AM	Requires Action	Edit Delete
Workers compensation	State	NT	NR 12345		30/06/2017	Test only	SASSI Plumber on Aug 24 2016 12:22PM	Complete	Edit Delete
Workers compensation	State	QLD	987654321		30/06/2017	QLD	Brian Dolan (Test SASSI Champ) on Jul 20 2016 10:37AM	Requires Action	Edit Delete
Workers compensation	State	VIC	12345		30/06/2017	VIC Test Only	SASSI Plumber on Aug 3 2016 10:23AM	Requires Action	Edit Delete
Workers compensation	State	WA	WA test 1234		30/06/2017	WA	Brian Dolan (Test SASSI Champ) on Jun 20 2016 2:44PM	To Be Reviewed	Edit Delete

To add a new document click on the button. When you do that the following will be displayed.

Add Compliance Document

Select the type of compliance document you will be uploading below and then click the Next button

Compliance Type:

Applicable To:

Select the compliance document type.

Select what category this document applies to. E.g. in the case of WC this applies to a "State".

Select the subcategory. In this case "NT".

Select "Next".

After you press "Next" the following screen will be displayed.

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Manage Compliance Document

Compliance Type: Workers compensation

Applicable To: State
NT

Reference No: Pol no 12345

Expiry Date: 30/06/2017

Notes: ABC Insurance Company

Sum insured:

Upload Document:

Please upload your Workers compensation below:

Browse for file:

Note: The set of characters below are not allowed in the file name.
~ ! @ # \$ % ^ & * + = / \ , < > ? ' : ; () *

You will not be able to upload any files larger than 5MB.

I confirm the information is true and correct

Document has been uploaded

Show Archived

File	Description	Size	Created Date	Date Uploaded	Uploaded By	Archive
Sample Workers Compensation Insurance.pdf		89KB	3/01/2017 3:05:34 PM	3/01/2017 3:05:36 PM	SASSI Plumber	<input type="button" value="Archive"/>

When "Submit" is selected the system checks that you have entered all the information correctly. Check if there are any error messages and take appropriate action.

The following screen will be displayed.

Link Compliance Requirements

Please select the Client Requirements you wish to link this Compliance to:

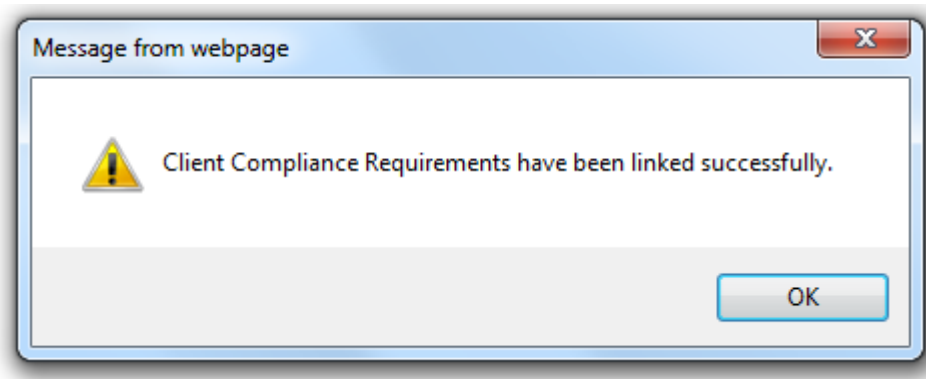
	Select
[Redacted]; Workers Compensation - NT (Workers compensation); AUSTRALIA (NT);	<input checked="" type="checkbox"/>

Then, press submit.

Check that all your clients' requirements are selected.

When "Submit" is selected on this page, the system will check that what you have entered and uploaded matches the clients' requirements. Again, check if there are any error messages and take appropriate action.

When you see the following message, you know that you have completed everything correctly.



You will then be returned to your list of compliance documents. Please check the status column, to see if anything "Require action". Click on this to see what needs to be done. If the status is "To be reviewed" this means that your client needs to review the document before you workers can sign in.

3.3. Check/Link Compliance Documents

Within this menu option you see all the compliance documents (excluding SWMS) that you have uploaded. You can also link them to any client requirements that are not fulfilled.

3.4. Manage SWMS

Within this menu option you can manage all your on-line Safe Work Method Statements (SWMS). These SWMS can then be selected by your workers when the sign into to a SASSI kiosk on-site.

3.4.1. Create/edit generic SWMS

This option allows you to create or edit any of your SWMS for workers to use on site. You will be presented with a table of all your current SWMS.

Most clients have a pre-acceptance process. You can use the **Notify Clients** button to advise them of any new SWMS you have added that need to be pre-accepted. If this button is greyed out, then all your SWMS have been accepted. You can see the details of your SWMS status by clicking the link under the **SWMS Status** heading. Any rejected SWMS can be viewed by selecting **Rejected SWMS**.

Click on the **Add New SWMS** button to upload a new SWMS in the system.

If SWMS have been accepted for use for a particular date and time in the future, they can be viewed by selecting **Add/View status of SWMS/Permits submitted for after-hours work**.

Please see the screen shot below.

Create/edit SWMS

+ Add New SWMS

Search This is a "Search" function.

Property: Select a property or "All" properties.

SWMS Status: To Be Reviewed Accepted Incomplete Partially Accepted All Select the status of the SWMS.

SWMS Format: PDF Text All Select the SWMS format.

SWMS Title:

You can add a word or phrase form the title to include in your search.

<input type="checkbox"/>	<u>Work Process</u>	<u>Type</u>	<u>Created Date</u>	<u>SWMS Status</u>	<u>Properties Linked</u>	<u>Edit</u>	<u>Delete</u>
<input type="checkbox"/>	12 Creek St	PDF	30/07/2015 12:06:30 PM	To Be Reviewed			
<input type="checkbox"/>	123 Albert Street TEST. Please ignore	PDF	14/10/2016 9:21:08 AM	Accepted			
<input type="checkbox"/>	207 Kent Street fixing a leak	PDF	26/08/2016 10:30:01 AM	Accepted			
<input type="checkbox"/>	8 Exhibition St Test SWMS	PDF	23/12/2014 12:04:00 PM	To Be Reviewed			

[Add/View SWMS/Permits submitted in advance](#)

When you click the **Add New SWMS** button, the following will appear.

Add New SWMS

SWMS Title: Enter a short description of this SWMS.

Select the Client below who this SWMS will be used for

Brookfield Commercial Operations
 Floreat Forum Shopping Centre
 Knight Frank Australia
 William Angliss Institute

Cable Beach Club Resort
 GPT Group
 Oxford Properties Group

Centennial Plaza
 Hawaiian
 Reserve Bank of Australia

Clayton Utz
 Investa
 Rialto Property Management

DEXUS Property Group
 Jemena
 SASSI Web Pty Ltd

Select the SWMS Type you are providing:

Enter Text SWMS Online
 Upload SWMS in PDF

Select a client/building manager.

Select the type of SWMS. N.B. Investa are the only client that does **not** except pdf SWMS.

When the details are entered, select "Add SWMS".

For Investa buildings you must choose the Text option. Other building owners accept the PDF option.

3.4.1.1. Adding a PDF type SWMS

If you select a PDF type SWMS and then "Add SWMS", the following will appear.

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Add New SWMS

Select Properties to be linked to:

This SWMS is currently linked to the below properties. If the property is not applicable to this SWMS then select a property and then click Remove

This SWMS is **not** linked to the below properties. You can link this SWMS to these properties by selecting 1 or more properties and then click on Add

37 Nicholson St BALMAIN EAST NSW 2041

Click "Add" to link the SWMS to the selected property.

Click on the one where this SWMS will be used.

All the properties that the client has, were you provide services are listed here.

The property address will then move over to here.

After selecting the property click "Next".

Buttons: Back, Next, Add, Remove

You will then see a screen where you can upload a PDF document for this SWMS.

Add New SWMS

SWMS Title: Fixing a leaky tap at 37 Nicholson Street

For: SASSI Web Pty Ltd

At Property: 37 Nicholson St BALMAIN EAST NSW 2041

Browse for file: Browse...

Note: The set of characters below are not allowed in the file name.
~ ` ! @ # \$ % ^ & * + = / \ , < > ? ' ; : { } "

You will not be able to upload any files larger than 5MB.

Upload

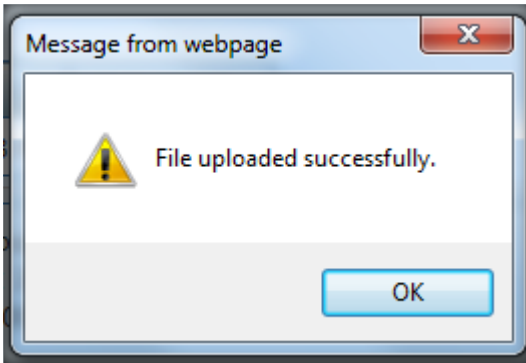
Click this to browse for your pdf version of the SWMS.

Don't forget to click "Upload".

Back to Generic SWMS

Browse for the document on your PC and then select **Upload**. If the upload is successful you will see the following.

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You will then see this screen which tells you everything that has happened.


Add New SWMS

SWMS Title

For

At Property

Show Archived

File	Description	Size	Created Date	Date Uploaded	Uploaded By
 SampleSWMS.pdf		37KB	3/01/2017 4:36:50 PM	3/01/2017 4:36:53 PM	SASSI Plumber

An email notification has been sent to the following Building Managers to review your SWMS:
SASSI Web Pty Ltd - 37 Nicholson St BALMAIN EAST NSW 2041 - Brian Dolan (0402 247 646)
SASSI Web Pty Ltd - 37 Nicholson St BALMAIN EAST NSW 2041 - Peter Yen (0400 000 000)

Please wait for an email advising you if your SWMS have been accepted/rejected before your worker goes onsite.
If your Worker needs to go onsite urgently, you can follow-up with building managers using contact details above.

To go back and see the details of this and all your other SWMS, click on Back to Generic SWMS.


If you want to view the SWMS details and review them or change anything click on the Work Process name.

When it is just uploaded and been submitted for review, the SWMS will have a status of To be reviewed.

If a SWMS has been rejected, you will receive an email to that effect.

If a SWMS has been rejected you should create a new SWMS and link it to the appropriate client and site.

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After you click the  **Add** symbol, your first line will be saved.

To add the subsequent lines, click "Options" at the end of the line you just added and then click the Add link. A new line of text boxes will appear.

Once you have added all the tasks click the "Next" button. A summary of everything you have done will be presented.

Add New SWMS






SWMS Title
Fixing a leaking tap at 126 Phillip Street

Clients Linked to
Investa

Properties Linked to

SWMS

SWMS Title:	Fixing a leaking tap at 126 Phillip Street	Company Name:	
Training Required to Complete work:	N/A	List any Hazardous Substances/Dangerous Goods to be used in the task:	N/A
Plant/equipment to be used:	N/A	WHS Legislation - Codes of practice -AUS/NZS Standards:	NSW Occupational Health & Safety Act 2000, NSW Occupational Health & Safety Regulation 2001, AS 1891.4:2000 Industrial fall-arrest systems and devices - selection, use and maintenance, AS/NZS 3000:2007 Electrical Insulations, AS/NZS 3760:2006 in-service safety inspection and testing of electrical equipment. AS/NZS 1735 Lift Code
First Aid / Emergency Equipment requirements:	N/A	Minimum number of workers required to perform the task safely:	1
Other job-specific requirements:	N/A	Communications requirements:	N/A
Permit to work required:		Licence and Certification requirements:	

Hearing Protection Eye Protection P2 Mask Gloves Overalls

Work Process	Task Description	HAZARD	POTENTIAL CONSEQUENCE	HAZARD/RISK CONTROLS
Fixing a leaking tap at 126 Phillip Street	Lorem ipsum dolor sit amet	Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Fixing a leaking tap at 126 Phillip Street	sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Duis aute irure dolor in reprehenderit in voluptate velit esse cillum	Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Send SWMS for review immediately

If everything is correct, select "Submit SWMS for Review".
Otherwise, select "Back to Generic SWMS List"

3.4.1.3. Submitting SWMS and Permits in Advance

To submit a SWMS and Permits before going to site, follow the procedure below.

From the SASSI menu go to **COMPANY>Manage> Manage SWMS/Permits Submitted in Advance**. Click **Add New SWMS/Permits**. The following will be displayed.

Submit SWMS with Permits in Advance

Client: SASSI Web Pty Ltd (1. Select your client/FM Company)

Property: 37 Nicholson St BALMAIN EAST NSW 2041 (2. Select the property)

Working On: 25/02/2017 9:00 AM (3. Select the date and time of the work.)

Work Process: Fixing a leak in the bathroom. (4. Describe the work that you will be doing.)

5. Click **Next**

Buttons: Next, Cancel

You will then see the following.

Submit SWMS with Permits in Advance - Page 2

You can view the SWMS details by clicking on the hyperlink below. [Test Plumbing SWMS for SASSI Web](#) (Select a SWMS. It will move to the left hand side.)

Select the SWMS below to preview SWMS details. Hold down CTRL to select/deselect multiple SWMS.

- test
- BD test SWMS for SASSI Web
- Test SWMS for SASSI Web
- Test 1 by BD
- Changing tap washer TEST ONLY
- ytfre
- Test Plumbing SWMS for SASSI Web**
- Test PDF for Hercules Street

You can attach the permit form by clicking on the Browse button. (Click **Upload** to attach your permit.)

High Risk Task	Documents Uploaded
Confined Space entry	<input type="button" value="Upload"/>

Select the high risk tasks you will be conducting onsite. Hold down CTRL to select/deselect multiple risk tasks.

- Hot Works
- Working at Heights / Roof Access
- Fire Isolation
- Confined Space entry** (Select a high risk requiring a permit, if required.)
- Working on Electrical Switchboards
- Abseiling

Buttons: Back, Submit, Cancel

Finally, click **Submit**.

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You will then see a list of the SWMS you have submitted in advance and their status.

Manage SWMS/Permits Submitted in Advance

Client:

Property:

Status: Rejected Accepted Submitted Incomplete

Client	Property	Working On	Work Process	Status		
SASSI Web Pty Ltd	37 Nicholson St BALMAIN EAST NSW 2041	25/02/2017 9:00:00 AM	Fixing a leak in the bathroom.	Submitted	Edit	Delete

If you want to make any changes, click **Edit** and you will be able to change the details. N.B. You will have to submit the SWMS again.

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If you need to submit permits for high risk work, click on Attach Permits.

Submit SWMS/Permit for after hours work

Client	Property	Date	Work Process	Status			
SASSI Web Pty Ltd	37 Nicholson St BALMAIN NSW 2041	8/06/2014 8:00:00 AM	Replacing cistern	Created	Add SWMS Attach Permits	Submit	Edit Delete

The SWMS below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the SWMS then click Remove

From the list below, please select the SWMS that will be used for this submission of SWMS/Permits for After-hours work, then click Add

Test plumbing work at 37 Nicholson Street

Test plumbing work at 37 Nicholson Street
Test only only
Test Plumbing SWMS for SASSI Web
Test text based plumbing SWMS for Investa

The Special Risks below have been selected as part of this submission of SWMS/Permits for After-hours work. If you wish them removed, select the Special Risk then click Remove

From the list below, please select the Special Risks for which you have permits uploaded, that will be used for this submission of SWMS/Permits for After-hours work, then click Add

Hot Works
Working at Heights / Roof Access
Fire Isolation
Confined Space entry

Please add permits below:

Description:

Browse for file: Browse

Note: The set of characters below are not allowed in the file name.
~ ` ! @ # \$ % ^ & * + = / \ , < > ? ' : ; { } "

You will not be able to upload any files larger than 5MB.

Upload

Permits uploaded for this SWMS:
 Show Archived
There is no content uploaded for this item.

Once the SWMS have been added and the permits, if relevant, have also been attached, press **Submit**. An email will be sent to the building management advising them that SWMS and permits have been submitted for their review.

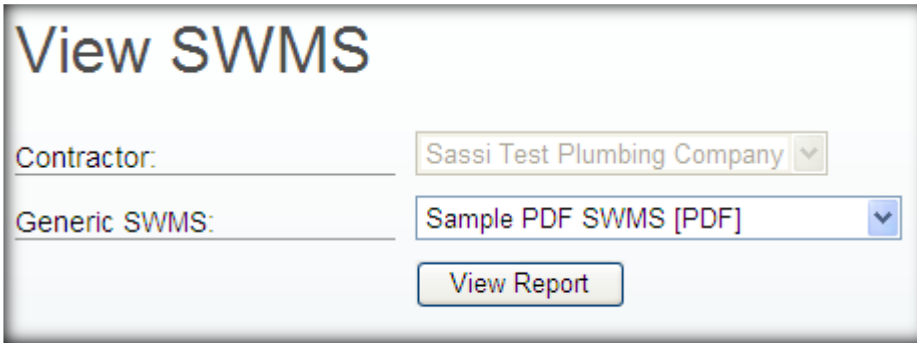
3.4.2. View SWMS

This option allows you to view any of your SWMS.

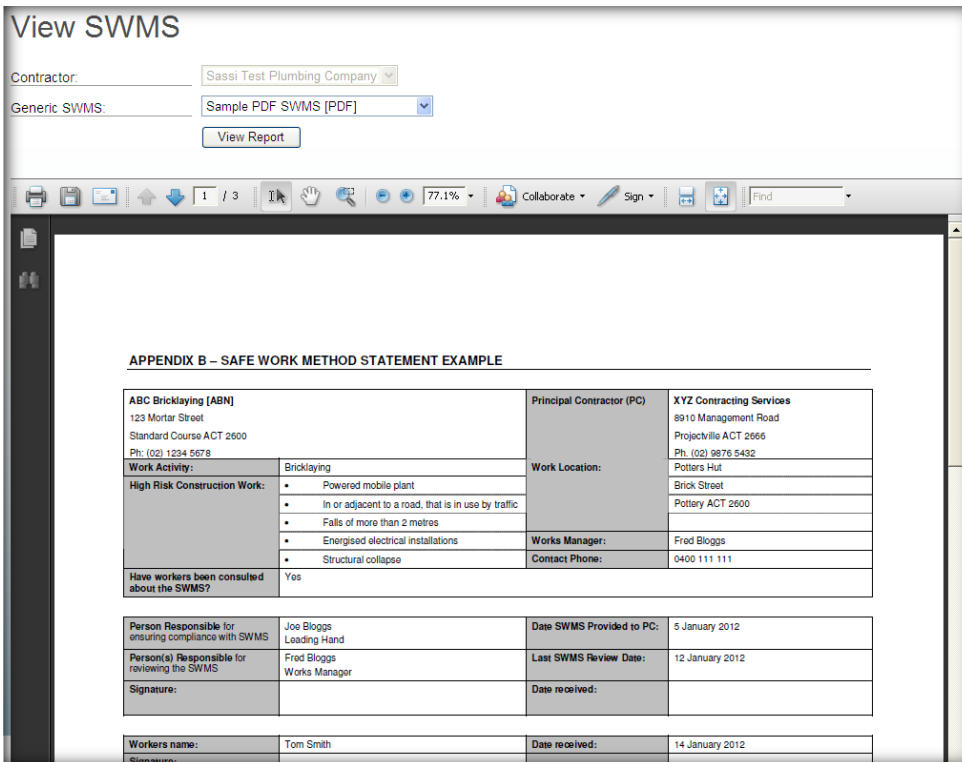
View SWMS

Contractor:

Generic SWMS:



Select the SWMS from the drop down list and click the **View Report** button.



3.4.3. Amended SWMS requiring review

In this option you can see any text SWMS that have been amended by a worker on-site and have been recommended for review. You can then review the SWMS and amend it as appropriate.

3.5. Hazardous Chemicals

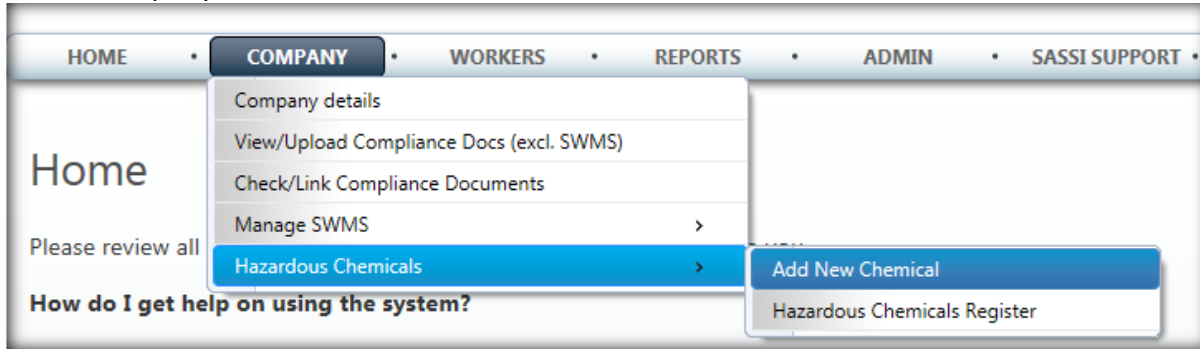
This guide is intended to show you how to use the Hazardous Chemicals Register feature

3.5.1. Add a new Hazardous Chemicals Safety Data Sheet

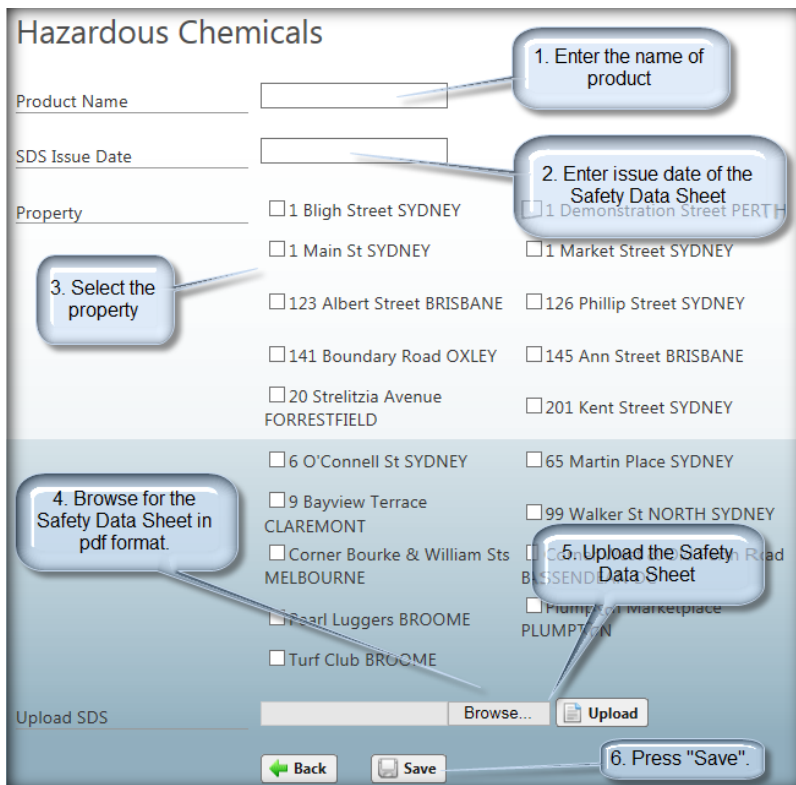
Browse to <http://sassi.audit.net.au>

Login using your SASSI username and password

Select Company>Hazardous Chemicals>Add New Chemical



The following screen will be displayed.



Follow the steps as show above.

3.5.2. The Hazardous Chemicals register

The Hazardous Chemicals Register displays a list of all the SDSs that have been uploaded by your company. Through the register you can view an SDS, upload a new SDS or update the details of an SDS.

To access the Hazardous Chemicals Register go to:
Company>Hazardous Chemicals>Hazardous Chemicals Register

The screenshot shows the 'Hazardous Chemical Register' interface. At the top, there is a 'Status' filter with options for 'Current' (checked), 'Warning', and 'Expired'. Below this is a search bar. The main content is a table with the following data:

Hazardous Chemical ID	Properties Linked	Product Name	SDS Issue Date	SDS	Contractor Name	Status
1		BD TEST Chemical	05/01/2017	Sample Hazmat Report.pdf	SASSI Test Plumbing Company	Current

Callouts in the image provide the following information:

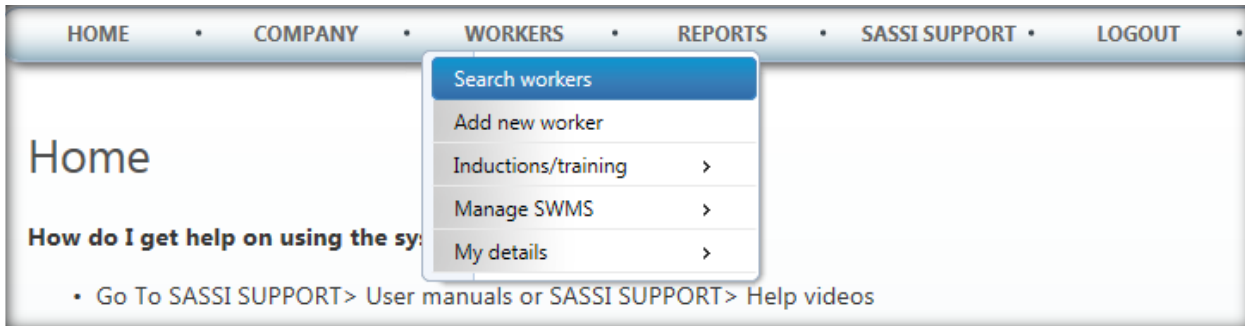
- Click here to upload a new SDS. (points to the Hazardous Chemical ID)
- View the property/ies it relates to by moving the cursor here. (points to the Properties Linked icon)
- Click here to view the SDS (points to the SDS link)
- This changes colour depending on the the age of the SDS. (points to the Status 'Current')

The Status messages indicate the following:

- Current: less than 4.5 years old
- Warning: greater than 4.5 years old but less than 5
- Expired: greater than 5 years old

4. WORKERS

4.1. Search workers



This function allows you to search for workers already on the system and then display their details.

Search workers

First Name:

Last Name:

Company:

Show Inactive Users:

Show Company Administrators:

Name	Username	Roles	Active	Date Password Sent	Reset Password	Send Password to Email
Joe Plumber	jplumb	Worker	Yes <input type="button" value="Remove"/>		<input type="button" value="Reset"/>	<input type="button" value="Send"/> jplumb@sassiweb.com.au

If a worker has forgotten their password, you can reset the password to “password” by clicking the **Reset** button. You can also send their username and password to their designated email address by clicking the **Send** button. To remove a worker who has left the company click the **Remove** button. N.B. They are not actually physically removed. Their record is just made “Inactive” so they can no longer log in. You can always restore them by using the “Show Inactive Users:” option and reactivating them.

To access the worker’s details click on their name. The screen below will be displayed.

Workers
Test Worker

Worker Details | Workers Services | Roles | Properties | Permits & Licences | Inductions | Next of Kin | Managers

Username:

First Name:

Last Name:

Company:

Job Title:

Email:

Phone Number:

Mobile Number:

Employee Number:

Active:

Password:

Send Password?
Date Sent: Never sent

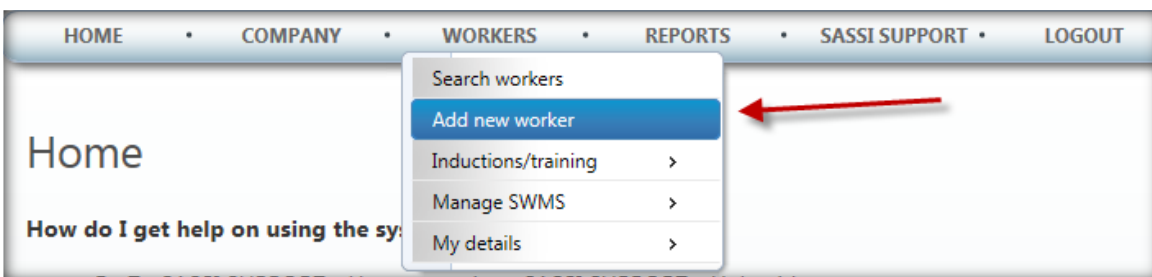
Click this to return to the list of workers.

Click this to save any changes you have made.

If a worker no longer works for you, make them inactive by selecting "No" and saving the changes.

4.2. Add new worker

This functionality enables you to add new workers onto the system.



Before adding new workers to the system please search for an existing user account by selecting: Workers>Search workers, as above.

This step is required prior to adding a new worker. So that duplicates are not created

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Search workers

First Name:

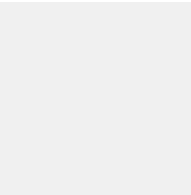
Last Name:

Company:

Show Inactive Users:

Show Company Administrators:

Name	Username	Roles	Active	Date Password Sent	Reset Password	Send Password to Email
No matching records found.						

If the worker not in the system click on  to add the worker

The screen below will be displayed.

4.2.1. Worker's Details

Workers

Details

Username: _____

First Name:

Last Name:

Company: ▼

Job Title:

Email:

Phone Number:

Mobile Number: eg 04XX XXX XXX (with or without spaces).
**If the worker does not have a mobile please enter their Manager's mobile number.

Employee Number:

Active: ▼

Password: ▼

Send Password?

Services:


Fast Track - Fast Track
 Plumbing/Drainage - Jetting
 Plumbing/Drainage - Plumbing General - Adhoc
 Plumbing/Drainage - Plumbing Pump Services
 Plumbing/Drainage - Water leak repairs from rainwater
 Plumbing/Drainage - Water proofing

Hold down (Ctrl) key on your keyboard to enable multiple selection or deselection

The Workers Details tab contains the basic contact and identification details of the worker.

- You can add the details using this form.
- Mandatory fields are in grey background text boxes.
- You can specify three forms of password
 - A randomised system generated password
 - The default password, "password" or
 - You can enter a password of your own choice.
- Do not tick "Is Company Administrator?" if the person is a worker only. This option is only if you want someone to have the company administrator role.
- If you tick the "Send password?" box the username and password will be emailed to the user's email address.
- You must also select the services that the worker will be providing. Otherwise, they will not be able to sign into SASSI and a building.
- The list of services that can be selected is taken from the services that your company provides to buildings on SASSI.

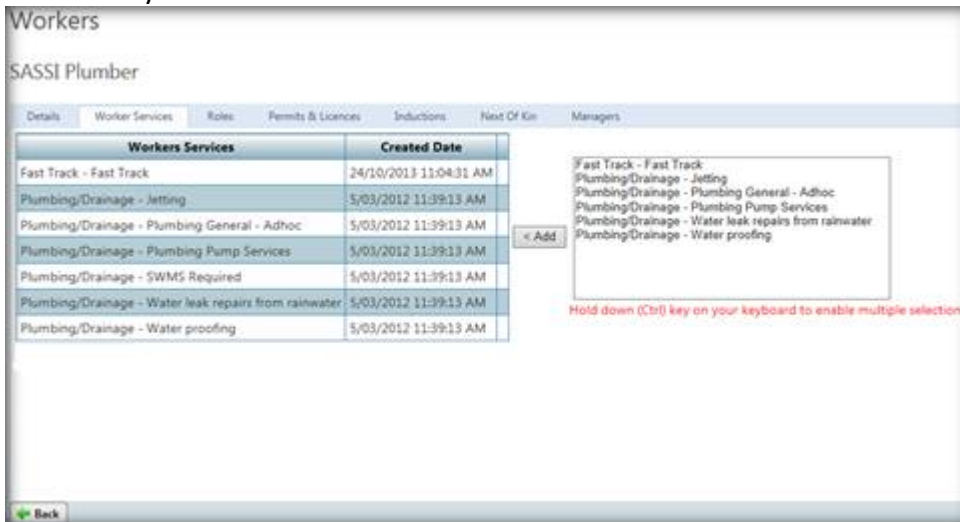
SASSI User Manual for Contractors

- Once you have filled in all the necessary details add the worker's details to the system by clicking the plus  symbol.

You will now see a number of tabs in the workers' form in which different details can be viewed and amended.

4.2.2. Worker's Services

In this tab you can add or delete services from a worker.



Workers

SASSI Plumber

Details Worker Services Roles Permits & Licences Inductions Next Of Kin Managers

Workers Services	Created Date
Fast Track - Fast Track	24/10/2013 11:04:31 AM
Plumbing/Drainage - Jetting	5/03/2012 11:39:13 AM
Plumbing/Drainage - Plumbing General - Adhoc	5/03/2012 11:39:13 AM
Plumbing/Drainage - Plumbing Pump Services	5/03/2012 11:39:13 AM
Plumbing/Drainage - SWMS Required	5/03/2012 11:39:13 AM
Plumbing/Drainage - Water leak repairs from rainwater	5/03/2012 11:39:13 AM
Plumbing/Drainage - Water proofing	5/03/2012 11:39:13 AM

Fast Track - Fast Track
Plumbing/Drainage - Jetting
Plumbing/Drainage - Plumbing General - Adhoc
Plumbing/Drainage - Plumbing Pump Services
Plumbing/Drainage - Water leak repairs from rainwater
Plumbing/Drainage - Water proofing

Hold down (Ctrl) key on your keyboard to enable multiple selection

Back

Select services from the right hand pane and use the **add** button to add them.

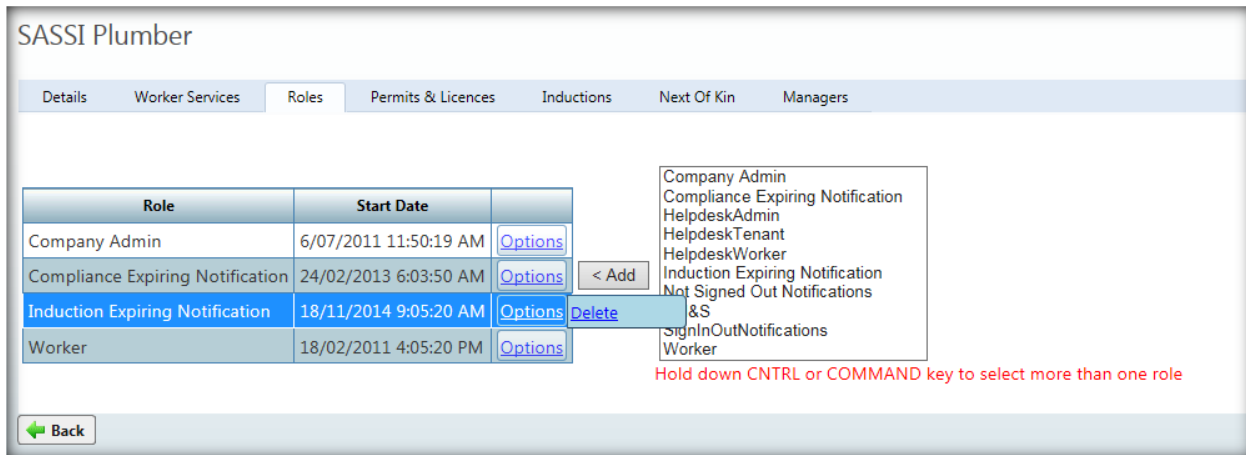
Hover over a service on the left hand pane and select **Delete** to remove it.

4.2.3. Worker's Roles

In this tab you can add or delete a role from a worker.

If you don't want this person to receive the Compliance Expiring Notifications or the Induction Expiring Notifications then select the Delete option and click **Delete**.

If you want a person to get these notification, select the relevant role from the RHS box and click **Add**.



4.2.4. Worker's Inductions

In this tab you can view the inductions that this worker has completed or that are due for renewal.

4.2.5. Worker's Trade Licences

To add new and view existing licences for workers go to WORKERS>View/Upload Worker's Trade Licences



You will then see the following screen.

View/Upload Worker's Trade Licences

Trade Licence Type: ALL

Worker: Plumber, Mark (SASSI Test Plumbing Company) View Existing Licences

+ Add

No trade licences found

To add a worker's licence, select the worker from the drop-down list and then press the **Add** button

The following is displayed.

Add Worker's Trade Licence

Select the type of trade licence you will be uploading below and then click the Next button

Trade Licence Type: Plumbing Licence Select the licence type.

Applicable To: N/A These are generally only applicable if the licence is state-based.

Worker: Plumber, Mark (SASSI Test Plumbing Company)

Next Cancel

Select the appropriate licence type and press **Next**.

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Here is where you enter the details of the licence and upload a pdf copy of it.

Manage Worker's Trade Licence

Trade Licence Type:

Applicable To:

Worker: Mark Plumber

Reference No:

Expiry Date:

Notes:

Is Apprentice: Only tick this if the worker does not have a licence.

Upload Document:

Please upload your trade licence below:

Browse for file: No file chosen

*Note: The set of characters below are not allowed in the file name.
~ ` ! @ # \$ % ^ & * + = / \ , < > ? ' : ; { } "*

You will not be able to upload any files larger than 10MB.

Don't forget to press upload.

I confirm the information is true and correct

Document has been uploaded

Show Archived

File	Description	Size	Created Date	Date Uploaded	Uploaded By	Archive
Sample Licence for SASSI Compliance.pdf		84KB	17/11/2017 2:15:28 PM	17/11/2017 2:15:49 PM	SASSI Plumber	<input type="checkbox"/> Archive

Finally press **Submit** You will see the uploaded document listed here.

You will then see a list of all of your clients on SASSI you require this licence.

Link Compliance Requirements

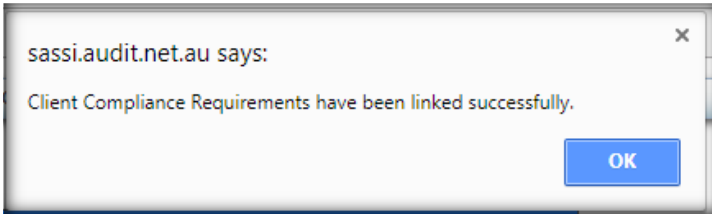
Please select the Client Requirements you wish to link this Compliance to:

Client Requirements	Select
BGIS; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Brookfield Commercial Operations; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Cable Beach Club Resort; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>
Centennial Plaza; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Dexus; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
GPT Group; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>
Hawaiian; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Investa; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Queensland Parliamentary Service; Plumber's Licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>
Reserve Bank of Australia; Plumbing licence (Plumbing Licence); Various Disciplines	<input checked="" type="checkbox"/>
Rialto Property Management; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>
SASSI Web Pty Ltd; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>
Sentinel Property Group; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services	<input checked="" type="checkbox"/>
Virgin Australia; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines	<input checked="" type="checkbox"/>

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Press **Submit** so they know you have satisfied their compliance requirement.

This message will then be displayed.



This is what you will see when you return to the worker's trade licences page.

View/Upload Worker's Trade Licences

Trade Licence Type: ALL

Worker: Plumber, Mark (SASSI Test Plumbing Company) [View Existing Licences](#)

[Add](#)

Type	Worker	Applicable level	State/Property/Tenancy	Reference No.	Documents	Expiry Date	Notes	Is Apprentice?	Confirmed?	Status		
Plumbing Licence	Mark Plumber			Lic 1234		31/12/2018	Put any notes you like here.	<input type="checkbox"/>	SASSI Plumber on Nov 17 2017 2:16PM	Complete	Edit	Delete

1.1. Inductions/training

Within this option you complete any on-line inductions that your clients require.

If you want any workers to complete their inductions they will have to log in to SASSI using their own username and password. They also have access to this option.

1.1.1. Complete induction or training

When you select this option you will see a form showing all the inductions that you have completed and any that not completed or have expired.

Click on the selected link and you can start your induction. You will be presented with a “scenario”, which can be text, a PDF document or a video. You must read or view this and then answer the questions that follow it. If you pass this on-line multi-choice test, you will automatically be inducted by SASSI to the relevant induction.

Complete induction or training

Below is a list of inductions that may be required for you to sign into SASSI. If any inductions have not been completed, have expired or are about to expire, select the relevant hyperlink to start that induction.

Company	Name of Induction	Induction Type	Property	Status
Brookfield	Part 1 – Corporate 'Worker Induction' Slideshow	Worker on site induction		Valid until 14/05/2015
Brookfield	Part 2 - 1 Shelley Street Induction Manual Review	Worker on site induction	1 Shelley Street SYDNEY NSW 2000	Valid until 22/05/2015
Brookfield	Part 3 - Physical orientation to 1 Shelley Street	Worker on site induction	1 Shelley Street SYDNEY NSW 2000	Not completed or expired Start Induction
Brookfield	Part 2 - 10 Shelley Street Induction Manual Review	Worker on site induction	10 Shelley Street SYDNEY NSW 2000	Not completed or expired Start Induction
Brookfield	Part 3 - Physical orientation to 10 Shelley Street	Worker on site induction	10 Shelley Street SYDNEY NSW 2000	Not completed or expired Start Induction

[Search other inductions/training](#)

If you cannot see the induction that you need to complete in this table select the option “**Search other inductions/training**”. You can then search for any induction requirement for all clients that your company is linked to, even if you have not worked there yet.

Complete induction or training

Select the type of Induction

Worker on site induction

Dexus Property Group

--- SELECT PROPERTY (if applicable) ---

Search

Back

1.2. My details

Within this option you can update your details and change your password.

1.2.1. Contact details

Update your email address, mobile phone number and fixed phone number.

By selecting the Submit button information is updated on the SASSI database.

1.2.2. Change password

This functionality enables you to change your password.

When a worker first log on to aSASSI kiosk, the system automatically prompt to change password.

To change your password, enter your current password in the first text field followed by your new password in the next two text fields.

The coloured bar will indicate the password strength. Your password must contain eight characters varying with characters, numbers and upper case characters.

When the password is strong, enough you can select the **Submit** button to update the SASSI database.

The screenshot displays the SASSI user interface. At the top, there is a navigation bar with links for HOME, COMPANY, WORKERS, REPORTS, SASSI SUPPORT, and LOGOUT. The main content area is titled 'Change password'. It features three text input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. Below these fields is a blue 'Submit' button. A navigation menu is open, showing options like 'Search workers', 'Add new worker', 'Inductions/training', 'Manage SWMS', and 'My details'. The 'My details' option is selected, and a sub-menu is visible with 'Contact details' and 'Change password' options. A red arrow points to the 'Change password' option in the sub-menu.

1.3. View/Upload Worker's Trade Licences

Within this option you can upload your workers' trade licences and certificates.

When you go to this option, initially you will see a list of you your workers' licences and certificates that have been uploaded. Please see the sample screen shot below.

View/Upload Worker's Trade Licences

Trade Licence Type: You can select all types of certificates or just one.

[+ Add](#) Click on this to create a new record.

Type	Worker	Reference No.	Documents	Expiry Date	Notes	Is Apprentice?	Confirmed?	Status	
BMU Certificate of Competency Training	Joe Plumber					<input type="checkbox"/>	Not confirmed		Edit Delete
BMU Certificate of Competency Training	SASSI Plumber	bd test 22/12 1		30/06/2017		<input type="checkbox"/>	SASSI Plumber on Dec 22 2016 5:12PM	Requires Action	Edit Delete
Confined Space Entry Training Certificate	Joe Plumber	No.54321		31/12/2016	Test only	<input type="checkbox"/>	Brian Dolan (Test SASSI Champ) on Jun 20 2016 3:48PM	Expired	Edit Delete
Confined Space Entry Training Certificate	John Green	No.2345		31/12/2016	Test only	<input type="checkbox"/>	Brian Dolan (Test SASSI Champ) on Jun 20 2016 3:53PM	Expired	Edit Delete
Electrical Low Voltage Licence	Harry Smith	kgk				<input checked="" type="checkbox"/>	SASSI Plumber on Apr 29 2016 10:37AM	Requires Action	Edit Delete
Electrical Low Voltage Licence	SASSI Plumber	jhgkhg				<input checked="" type="checkbox"/>	SASSI Plumber on Sep 25 2015 11:50AM	Requires Action	Edit Delete
General Construction Induction Training (White Card)	Joe Plumber	bd test 3/1 1		31/12/2017	test only	<input type="checkbox"/>	SASSI Plumber on Jan 3 2017 2:00PM	Complete	Edit Delete
General Construction Induction Training (White Card)	SASSI Plumber	White card		28/02/2015	test 2	<input type="checkbox"/>	SASSI Plumber on Oct 9 2015 10:32AM	Expired	Edit Delete
Hot Water System Licence	SASSI Plumber	No 12345		06/06/2015	test only	<input type="checkbox"/>	SASSI Plumber on Feb 25 2015 12:14PM	Expired	Edit Delete
Induction	Joe Plumber	Floreat Induction		30/06/2017	Test only	<input type="checkbox"/>	Brian Dolan (Test SASSI Champ) on Oct 10 2016 2:01PM	Complete	Edit Delete
Induction	SASSI Plumber	12345		31/07/2017	Floreat CM3 Induction	<input type="checkbox"/>	Not confirmed		Edit Delete

Check the status to see if anything needs to be actioned. Just click on the hyperlink. Click here to update or correct an existing record.

1.3.1. Add Worker's Trade Licence

When you click the Add button on the previous page the following will be displayed.

Add Worker's Trade Licence

Select the type of trade licence you will be uploading below and then click the Next button

Trade Licence Type: 1. Select the type of licence you want to add.

Worker: 2. Select the person from your company whose licence this is.

[Next](#) [Cancel](#) 3. Press next.

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When Next is selected you will then see the screen below.

Manage Worker's Trade Licence

Trade Licence Type: Plumbing Licence

Worker: Harry Smith
[View Client's Requirements](#)

Reference No:

Expiry Date:

Notes:

Is Apprentice:

Upload Document:

Please upload your Plumbing Licence below:

Browse for file: Browse...

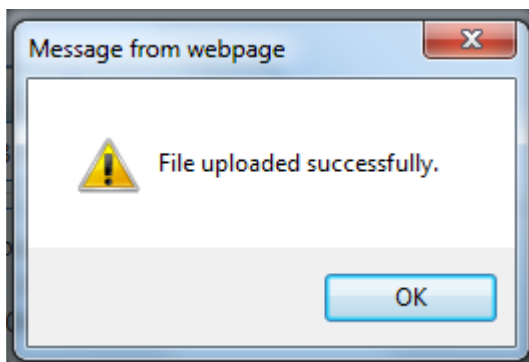
Note: The set of characters below are not allowed in the file name.
~`!@#\$%^&*+=/\.,<>?'':{}"

You will not be able to upload any files larger than 5MB.

I confirm the information is true and correct

The screenshot shows a web form for managing a worker's trade licence. It includes fields for 'Trade Licence Type' (set to Plumbing Licence), 'Worker' (Harry Smith), 'Reference No.', 'Expiry Date', 'Notes', and 'Is Apprentice'. There is a 'Browse...' button for uploading a document. A callout box points to the 'Reference No.' field, stating 'Enter a reference number here, e.g. the licence number for a plumbing licence.' Another callout points to the 'Expiry Date' field, stating 'If this document has an expiry date enter this here.' A third callout points to the 'Notes' field, stating 'You can put any notes here that you may find useful.' A fourth callout points to the 'Is Apprentice' checkbox, stating 'If this person is an apprentice plumber, check this box. You then do not need to upload a document.' A fifth callout points to the 'Browse...' button, stating 'Browse for scanned, pdf version of the licence.' A sixth callout points to the 'Upload' button, stating 'Don't forget to click Upload.' A note below the upload section states: 'Note: The set of characters below are not allowed in the file name. ~`!@#\$%^&*+=/\.,<>?'':{}" You will not be able to upload any files larger than 5MB.'

When the document is uploaded successfully you will see the following pop-up message.



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The successfully completed form should look like the sample below.

Manage Worker's Trade Licence

Trade Licence Type:

Worker:
[View Client's Requirements](#)

Reference No:

Expiry Date:

Notes:

Is Apprentice:

Upload Document:

Please upload your Plumbing Licence below:

Browse for file:

Note: The set of characters below are not allowed in the file name.
 ~ ^ ! @ # \$ % ^ & * + = / \ , < > ? ' : ; { } "

You will not be able to upload any files larger than 5MB.

I confirm the information is true and correct

If everything is entered and uploaded correctly, check this statement and click **Submit**.

Successfully uploaded document.

Document has been uploaded

Show Archived

File	Description	Size	Created Date	Date Uploaded	Uploaded By	Archive
Sample Licence for SASSI Compliance.pdf		84KB	4/01/2017 8:51:38 AM	4/01/2017 8:51:42 AM	SASSI Plumber	<input checked="" type="checkbox"/> Archive

When you check the "I confirm" statement and click Submit you will see a list of all the clients that you provide service to and require this licence for the relevant works.

Link Compliance Requirements

Please select the Client Requirements you wish to link this Compliance to:

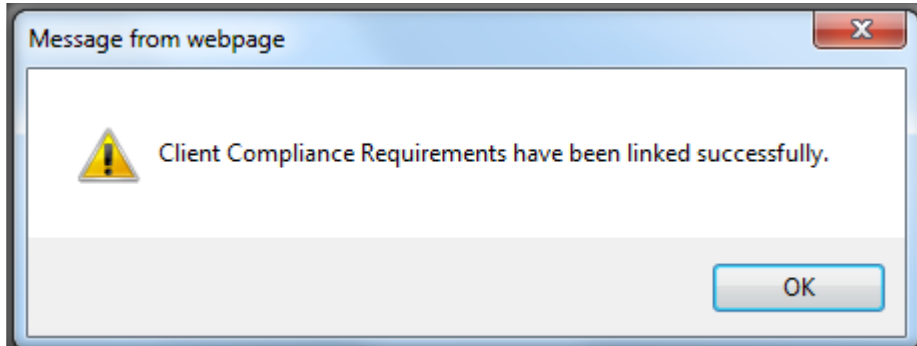
	Select
Brookfield Commercial Operations ; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services i	<input checked="" type="checkbox"/>
Cable Beach Club Resort; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines i	<input checked="" type="checkbox"/>
Centennial Plaza; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services i	<input checked="" type="checkbox"/>
Clayton Utz ; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines i	<input checked="" type="checkbox"/>
DEXUS Property Group ; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Services i	<input checked="" type="checkbox"/>
Floreat Forum Shopping Centre; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services i	<input checked="" type="checkbox"/>
GPT Group ; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Disciplines i	<input checked="" type="checkbox"/>
Hawaiian ; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Services i	<input checked="" type="checkbox"/>
Reserve Bank of Australia ; Plumbing licence (Plumbing Licence); Various Disciplines i	<input checked="" type="checkbox"/>
Rialto Property Management ; Plumbing Licence (Plumbing Licence); AUSTRALIA; Various Disciplines i	<input checked="" type="checkbox"/>
SASSI Web Pty Ltd; Plumbing licence (Plumbing Licence); AUSTRALIA; Various Disciplines i	<input checked="" type="checkbox"/>

These are all checked automatically.

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When you click Submit the system will check that the information you have provided meets your clients' requirements and will link the licence to the client. Your worker will then be able to sign into a SASSI kiosk and perform the works that require this licence.

If everything is successful, you will see the following pop-up message.



1.4. Worker licence status

With this option you can see the current status of all your workers' licences and certificates.

Worker	BMU Certificate of Competency Training	Confined Space Entry Training Certificate	Electrical Low Voltage Licence	General Construction Induction Training (White Card)	Hot Water System Licence	Induction	Plumbing Licence	Police Check
A [redacted] Brown-Admin							31/08/2017	
Andrew [redacted] TEST							30/06/2017	
Harry Smith			N/A	N/A			30/06/2017	
Jack Smith							31/12/2015	
Jane Plumb							30/06/2017	
Joe Plumber	N/A	31/12/2016		31/12/2017		30/06/2017	30/06/2017	
John Green		31/12/2016					31/12/2016	
K [redacted] TEST							30/06/2017	
Louisa [redacted] Test							01/10/2017	
Peter [redacted]							29/12/2017	
Rachel [redacted] -Test							26/05/2018	
SASSI Plumber	30/06/2017		N/A	28/02/2015	06/06/2015	31/07/2017	31/12/2016	01/06/2017
Tony [redacted] TEST							01/08/2017	

RED indicates that they have expired.

2. REPORTS

2.1. Attendance

You can get a report of the attendance of your staff at selected sites.

3. SASSI SUPPORT

3.1. Contact SASSI support

If you have any problems or questions, you can contact SASSI Support using this option.

You will be presented with the following input screen.

Contact SASSI support

Problems: Please tell us of any problems/difficulties you have encountered within our system.

Improvements: Please tell us of any improvements/enhancements we could make in order to improve the system.

What you like? Please tell us what you like most of our system.

What you don't like? Please tell us what you like least of our system.

Rating: Poor Not Bad Average Good Excellent

Send

Just fill in the details and click Send. Your feedback will be emailed to SASSI Support.

3.2. User manuals

Within this option you can open, download or print this manual.

3.3. Frequently asked questions

This is a quick reference to frequently asked questions.

3.4. Help videos

Here there are a series of videos which will help you with most tasks.

4. Appendices

The following appendices provide some information on the Finger Vein Scanner that is used by SASSI.

4.1. Explanation of Finger Vein Scanner (FVS) in SASSI

The purpose of this document is to provide some clarity on the use of Finger Vein Scanner technology in SASSI: the Objectives for its use in SASSI, the Technology, Privacy Issues and Security.

Objectives

1. To provide a more convenient and quicker means of logging into the SASSI system
2. To help ensure that the person logging in really is who they claim to be.

The technology

The technology does not record a person's fingerprint or an image of their finger. The Hitachi finger vein system scans the veins in the finger and then matches the vein pattern of the person's pre-established finger vein pattern templates.

A near infrared light is generated by a bank of LEDs, penetrating the body tissue in the finger. It is then partly absorbed in the haemoglobin in the blood. A CCD camera captures an image of this pattern. This pattern is digitized so that it can be registered as a template that it compares to the stored template of the user, and determines whether there is a match, using pattern-matching algorithms.

Finger vein systems have won wide acceptance in banking, especially in Japan. It is also used in Australia, e.g. at Monash Council.

Finger vein systems have some very powerful advantages as outlined below.

- The vein patterns in fingers stay where they belong, and where no one can see them, inside the fingers.
- Vascular sensors are both durable and usable. The sensors are looking below the skin; and they do not have issues with finger cuts, moisture or dirt.
- Finger vein systems demonstrate very high accuracy rates, currently higher than fingerprint imaging and they are very difficult to falsify.
- The finger vein systems are near contactless. What that means is that only the very top and bottom of the finger make contact and that is just to align the finger for consistent imaging. The middle part of the finger from where the CCD camera captures its image has no surface contact with anything.
- Finger vein systems are extremely easy to use as they are fairly intuitive and require very little training on the part of the user.

Privacy Issues

No image of the finger or the fingerprint is stored in the system.

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What is stored is a unique, encrypted string of characters derived from the vein pattern using an algorithm in the image processing software.

Following are two examples.

“a61b0680_3eca_42c4_b965_4a7dc45f61f0”

“e8fb763f_6505_4355_b238_c06efdee62f7”

They cannot be used to reconstruct an image of the finger.

Security

Our servers are hosted by Interactive in their secure environment in St Leonards. Controlled access to relevant data is possible only through logging on to the SASSI system with an appropriate username, password and role or with an administrator’s username and password. Again, the finger vein information is stored as a digitised code.

Interactive provides secure co-location for customer IT systems in their data centres across Australia. They have state-of-the-art data centres in Melbourne, Sydney and Brisbane to accommodate any requirement. Interactive's new data centre facilities incorporate the latest in data centre infrastructure, cooling, communications, power redundancy and security.

For more information please see <http://www.interactive.com.au>

4.2. FVS Registration Process in SASSI

Initial Set Up


This will be completed by SASSI Web

- Install the Finger Vein Scanner software in the SASSI Kiosk.
- Install and connect the Hitachi Finger Vein Scanner in its mounting to the SASSI kiosk.
- Set up the responsible person on site with the Finger Vein Scanner registration authority.

Registering a Worker's Finger Vein Scan (FVS)

Once a person's finger vein scan is registered in SASSI they can sign on to any SASSI kiosk which has a finger vein scanner installed.

The person to be registered must first log in to SASSI as normal. N.B. the option "Or Verify with Scanner" is only for those people who are already registered.



Welcome to SASSI 11/37 Nicholson St BALMAIN EAST NSW
2041

Username

Password

Login > Don't have a login >

Or Verify with Scanner >

If you are experiencing difficulty logging on please contact your SASSI Company Administrator.

Note: You will be photographed while using SASSI.

After they have logged in they will see a new option "Register finger vein". That is what they will select to register their FVS.

A person with the "Vein Scan Authoriser" role needs to be in attendance to verify the vein scan registration.

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Your Sign In Progress is 25% complete

Job review

You are required, by law, to risk assess your work area before commencing works. If you identify a hazard not previously identified in your submitted SWMS, you are to cease works immediately and contact building management.

Do you agree?

Yes

No

My visit does not include undertaking any works

[SASSI Web CMS](#) [Register finger vein](#)

When that is selected the following form is presented.

Verify Finger Vein Registration

Authorizer User Name:

Authorizer Password:

N.B. Registration requires an authorized person to verify with the scanning. Please contact your manager to verify.

A person with the “Vein Scan Authoriser” role to register a FVS must now enter their username and password and press “Authorise”.

The following form is presented.

Enroll Finger Vein

Registration ID

Capture

N.B. Registration requires two different fingerprints, with three scans of each. First Give an ID then Click Capture Button. After finishing Capture, Click the Register Button.

Close Me

The registration ID is generated by the system and cannot be changed. Next press "Capture".

Enrol Finger vein

Registration ID

Capture

N.B. Registration that requires two different... First Give an ID then Click Capture Button Button.

Close Me

Finger Vein Enrollment

Instructions
Please select the fingers you wish to scan. Then click the boxes below to begin scanning your fingers.

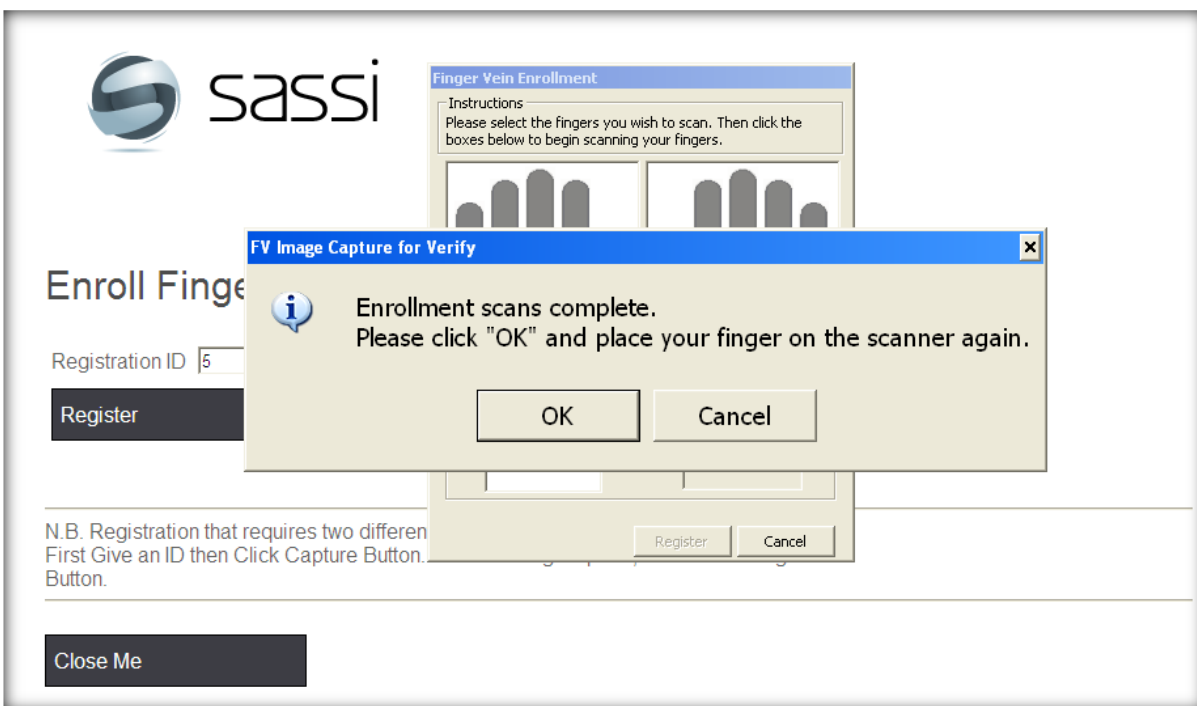
L R

Click here to capture finger vein data

Click here to capture finger vein data

Register Cancel

The user is required to register one finger on the left hand and one finger on the right hand. Each finger must be scanned three times and then verified.



After the final scan for verification the FVS is registered. Click on the "Register" button on SASSI to store the registration on the SASSI database. The person can now log on to SASSI using their FVS.

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Signing in at a SASSI kiosk

The system will know if someone's FVS is registered.

If a person with a FVS registered tries to sign in using their username and password at a location where the scanner is installed the system will warn them that they can only sign in using their FVS.

After a person's FVS is registered all they need to do is press "Or Verify with Scanner", scan their finger and press "Login".



Follow the instructions for the scanner.



They are now logged into SASSI.

What do to if finger vein scan fails

If for some reason an individual's FVS is not working, an authorised person can simply re-register it for them, by following the registration procedure above.