

Adding a Document via the Library Homepage

Member, Site, Machine Type & User related documents are added and can be viewed/downloaded via the [Library Homepage](#).

Many types of documents can be added to your Plant Assessor Membership eg. site contact lists, competency records for plant operators, workers compensation documents etc

1. Click **LIBRARY** - top menu

2. Click **ADD DOCUMENT**

The screenshot shows the Plant Assessor Library homepage. The top navigation bar includes icons for FAVOURITES, MACHINES, PEOPLE, SITES, LIBRARY (highlighted with a red circle and '1.'), ACTIONS, DASHBOARDS, HELP, and a user profile for EMILY RAY. Below the navigation bar, there is a green '+ ADD DOCUMENT' button (highlighted with a green circle and '2.') and a 'Keyword Search' input field. The main content area is titled 'Library' and features a 'Demo Co' logo. Below the title, there are expandable sections for MEMBER, SITE, MACHINE TYPE, and USER. The MEMBER section is expanded, showing a list of document categories with expandable icons (+).

MEMBER	
ACCREDITATION - FSC	+
ACCREDITATION - QA	+
CERTIFICATE OF BUSINESS REGISTRATION	+
COMPANY POLICIES	+
COMPANY SAFETY STATISTICS	+
INSURANCE - BUSINESS	+
INSURANCE - PUBLIC LIABILITY	+
INSURANCE - WORKERS COMPENSATION	+

TIP: use the keyword search to locate a document quickly

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3. Select the document type from the drop down list
4. Add notes and an expiry date if required (**NOTE:** only some documents require an expiry date eg. Insurance documents.)
5. Click **ADD NEW FILE**, select your file, click **OPEN/CHOOSE**
6. Click **SAVE**

Machine Document

Komatsu - PC300

EXCAVATOR - LARGE (20 TONNE +)

1. Choose a document type

Document Type *

- Build Up Spec
- BYO Plant Risk Assessment
- Certificate of Approved Operation
- Certification - Audio
- Certification - Engineering
- Condition Report
- Declaration of Safe Work
- Incident Reports
- Insurance - CTP
- Insurance - Machine
- Lease Document
- Operator Manuals
- Permits
- Photos
- Registration - Conditional
- Rental Agreement
- RIM Register
- RMS Report
- Sale Information
- SDS (safety data sheet)
- Service Manual
- Service/Maintenance record
- SOP
- Supplier Specification Acceptance Checklist
- Training/Induction Records
- Vehicle Transfer Checklist
- Warranty

2. Additional documents

3. Choose file *

ADD NEW FILE

SAVE UNDO CLOSE

Document Expires

24 November 2021

Notes

3. Choose file *

No files added yet, you can add files using the button below

ADD NEW FILE