



# John Holland

## Contractor Management System

**PHASE 2: Post Contract Award Assessment User Guide**

## Mernda Rail Extension Project

The John Holland Contractor Management process for the Mernda Rail Extension Project is outlined below in three parts:

1. John Holland business registration  
Upon successful awarding of contract, you will be invited to complete:
2. John Holland post-contract award assessment
3. John Holland worker registration and induction bookings


This user guide will step you through phase 2: Post Contract Award Assessment.

After reviewing your registration, John Holland may award you with a vendor contract, at which point you will be invited to complete a post-contract award assessment and begin registering your employees. If you are awarded a vendor contract you will be notified via email. Follow the link sent in your invitation, use the login details you received during the first step and work through the assessment by completing the Health & Safety, Plant & Equipment, Environment and Quality sections, and uploading your registers, certificates and plans as required.

Once you upload your documents and submit your assessment, John Holland will review your registration. Review can take up to two weeks, and John Holland may contact you directly if more information is required.

## John Holland Contractor Management System

Please follow this step-by-step guide to complete the Post Contract Award Assessment For the Mernda Rail Extension Project in the John Holland Contractor Management System.



**Post Contract Award Assessment**

Dear \*[COMPANY]\*

**Congratulations!** Your tender to work on the Mernda Rail Extension Project has been successful.

We now request that you proceed to the next phase of your registration in the John Holland Contractor Management System by logging in and completing the post contract award assessment.

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**WHAT HAPPENS NEXT**

Using your previously issued login details, [login to the system](#) and follow the process to complete your post contract award assessment.

This process includes providing details about your employees who will work on the Mernda Rail Extension Project, and working through the assessment by completing the Health & Safety, Plant & Equipment, Environment and Quality sections and uploading your registers, certificates and plans as required.

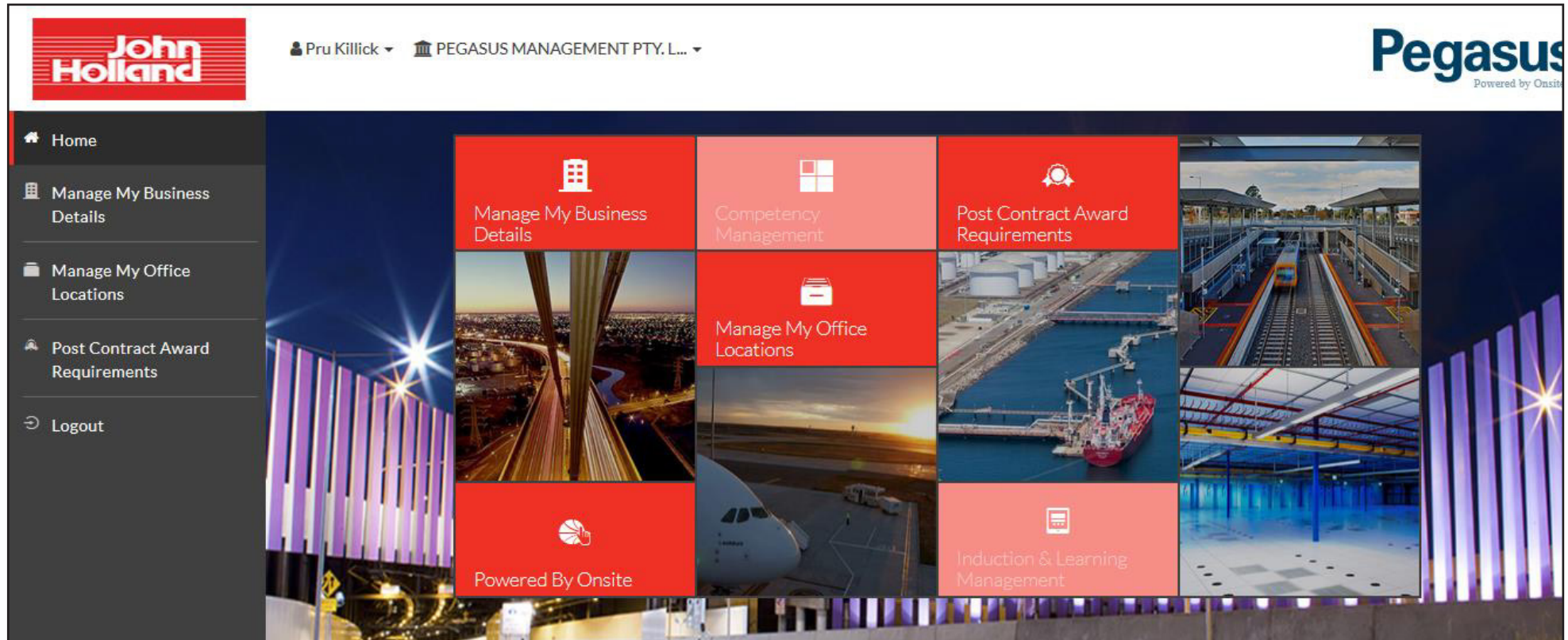
John Holland will review your submissions and contact you prior to the commencement of your contract.

**COMPLETE YOUR POST-CONTRACT AWARD ASSESSMENT**

### Step 1

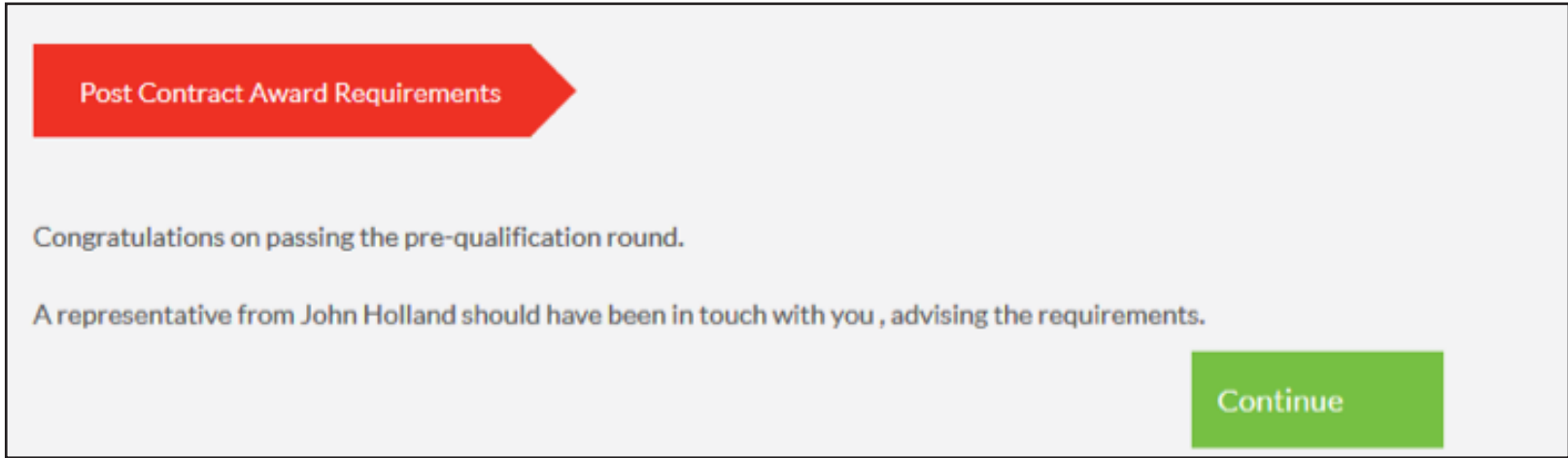
On confirmation from John Holland Contracts team that a contractor has been awarded work, Pegasus will invite the contractor to complete Phase 2: The Post Contract Award Assessment

The contractor will receive an email from Pegasus outlining the process to complete the Post Contract Award Assessment. From the email, select “Complete your Post Contract Award Assessment” to be redirected to the system.



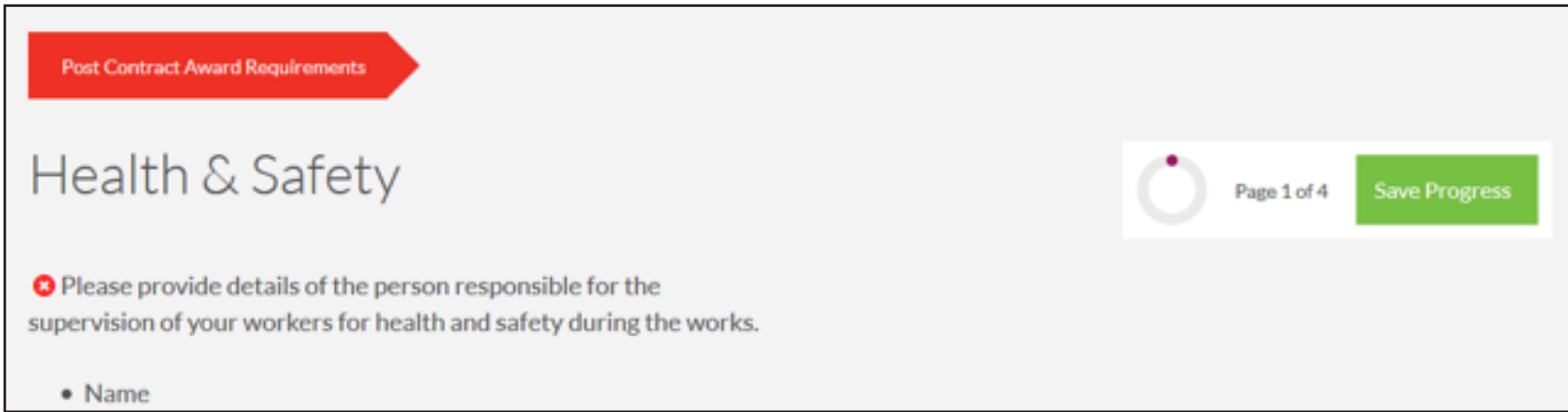
**Step 2**

Once on the dashboard for the John Holland Portal, select “Post Contract Award Requirements.”



**Step 3**

Select "Continue."



**Step 4**

Complete the Post Contract Awards Assessment questions. To track and save your progress, use the progress wheel in the top right corner.

The screenshot shows a web interface for 'Post Contract Award Requirements'. At the top, there is a red arrow-shaped header with the text 'Post Contract Award Requirements'. Below this is a section titled 'Questionnaire Summary'. It contains four horizontal bars, each representing a different category: 'Health & Safety Update answers', 'Plant & Equipment Update answers', 'Environment Update answers', and 'Quality Update answers'. Each bar has a right-pointing chevron icon. At the bottom left, there is a grey button with a left-pointing chevron and the text 'Back'. At the bottom right, there is a green button with the text 'Submit Answers'.

**Step 5**

Once you have answered all of the questions and completed all of the uploads, you will be required to review your answers before submitting. Review each answer by clicking the ">."

Once you are satisfied with your answers and uploads, select "Submit Answers."

The screenshot shows a 'Thank You' page under the 'Post Contract Award Requirements' header. The header is a grey arrow pointing right. The main heading is 'Thank You'. Below it, there are three paragraphs of text: 'Your business profile has now been created. If we have any questions regarding your application or documentation one of our friendly staff will contact you using the details you have provided.', 'By clicking on the submit button on this page, your profile and documents will be lodged for verification, and you will be returned to the home page. From here you can continue with the next step in the process by creating additional office locations and contacts.', and 'Clicking on the Manage My Office Locations tile will allow you to create additional office locations and enter address and contact details for these locations.' The final paragraph says 'Clicking on the Manage My Business Details tile will allow you to edit your business information and edit or create new contact details.' At the bottom, there is a large green button with the text 'Submit'.

**Step 6**

To finalise your Post Contract Award Assessment, select "Submit."



For questions or assistance please call 1300 217 380  
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