



**Fuelquip (NZ) Limited**

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27<sup>th</sup> July 2009

Dear Contractor

## **RE: Change in Contractor Compliance Management**

The management of contractors is a significant responsibility for any company, both legally and contractually. Health and Safety is an integral and vital part of our business operations, and as such we are continually revising our business practices in order to meet these obligations by way of adopting risk management principles.

As part of this review, we are changing the way we monitor, track and accredit our contractors. Creating a standard platform and method of safe work, so that our contractors work as safely as our own staff, allows our clients to have confidence we are delivering quality work in a safe manner.

I'm pleased to announce that we've entered into an agreement with Ipro Solutions Pty Ltd who will now provide use of their service called **Ipro LiVe** to enable all contractors of Fuelquip (NZ) Limited to enter your compliance requirements via their web portal.

From the 1<sup>st</sup> of August 2009 you will be required to register on-line by going to [www.iprolive.com](http://www.iprolive.com) and clicking on New User option in the Contractor / Supplier Login web page. **Ipro LiVe** is accessible 24 hours a day enabling you to enter information at a time convenient to you. (*Note: If you do not have a computer to do this please contact the undersigned.*)

By entering the required details, a user name and password will be automatically forwarded to your email address.

There is a cost to join **Ipro LiVe**, either NZ\$600.00 or NZ\$300.00 per annum depending on your organisational size and structure. Payment is made by using PayPal the world's leading secure internet payment system, bank transfer or Bpay. You will need to make the required payment in order to commence use of the system.

Once you have completed the registration and made payment you will be able to access and view the help on the use of the system.

If you have already registered with Ipro LiVe for another client or are yourselves using this system, no further fees are payable and you can attach to Fuelquip (NZ) Limited by going to the Client & Conditions option on your main view page, and logging on as per normal.

Once you select the Clients & Conditions option, you can then select Fuelquip (NZ) Limited from the drop-down list in **Add New Client/Region/Industry Association** and then make the appropriate selection in the Client Option listing with your region and industry association.



This new process will assist both you and us in reducing and managing risk. You will receive automatic reminders and assistance in meeting our compliance requirements. You may also, use your compliance data with 9 other customers free of charge to which you provide services. This is included in the annual subscription amount payable.

Enclosed is an outline of the benefits of using the Ipro LiVe system and we are sure that you will agree that the benefits for you are many.

Please note you will only have until the 1<sup>st</sup> of November 2009 to register with Ipro LiVe and obtain certification, as our new policy is that we will only use those contractors and suppliers who meet our compliance and risk management principles.

If you have any technical questions please call Ipro LiVe Customer Service on 0800 477 654.

For all other questions about this system, please call or email the numbers provided below.

Kind Regards

*M. Fox*

Marty Fox  
HSSE Manager  
Fuelquip (NZ) Ltd

Enclosed: Brochure

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