




# skytrust<sup>®</sup>

Intelligence System





 **skytrust** is a diverse cloud-based organisational management system which drives performance and provides dashboard based situational awareness.

- ✓ Planning and Task Management
- ✓ Project Management
- ✓ Safety Management
- ✓ Quality Management

- ✓ Environmental Management
- ✓ Human Resource Management
- ✓ Asset Management
- ✓ Training Management



#### *Secure*

Skytrust remains totally secure and private to your organisation



#### *Calendar based*

Skytrust automatically updates transactions, issues, escalations and reminders



#### *Immediate Access*

Instantaneous on-line auditing, incident and hazard reporting will save you time and money



#### *Indicative reporting*

Skytrust enables automated reporting of critical functions and statistics to empower you to make decisions



#### *Drillable dashboards*

The skychart feature provides incredible oversight over your business or organisation



#### *Performance management*

Allows for all actions to be raised and monitored no matter how large your organisation may be



#### *Turnkey solution*

Skytrust can be configured and operational within 48 hours



#### *The global standard*

Skytrust is aligned to major global standards including ISO 9001; ISO 14001; OHSAS 18001 and AS 4801



#### *Up to date*

Skytrust is constantly updated with new technologies, modules and features



#### *Records management*

The ability to upload and maintain documentary evidence boosts your compliance level to statutory standards

# SKYTRUST

## WHAT IS SKYTRUST?

Skytrust is a cloud based integrated management system providing a holistic integrated management approach to your organisation's compliance and due diligence across all aspects of business. The user-friendly tools assist with risk management, safety, quality, environment, inductions, assets and plant management. Skytrust delivers a real time dashboard providing trending performance indicators promoting important business decisions to increase efficiency and productivity.

Designed to directly align to ISO9001, ISO14001, OSHAS18001, ISO31000 and AS4801, this approach has proven successful in any industry sector.

Skytrust has no large upfront costs with a monthly subscription and no lock in contracts.

## OUR TEAM

The Skytrust Executive has extensive real-life experience in the managing of projects, organisations and people across a diverse portfolio of industries including manufacturing, civil, engineering, building, consultancy and other sectors.

Our programming team is specifically selected combining specialty technical abilities with good human relation skills. Our workforce is multi-skilled, multi-national and passionate about the Skytrust vision.

In conjunction with Skytrust Alliance Partners and Certified Agents, our corporate structure reflects a dynamic, passionate, and professional human resource which continues to push the technological capabilities and works in close unison with Skytrust subscribers to create a platform with formidable functionalities at a realistic price-point.



*David Miller (Manager of Global Sales), Mary Nizamis (Business Relationship Manager) and Corey Burford (Managing Director) at a Safety Trade Show.*

## ABOUT US

Skytrust (QHSE Integrated Solutions Pty Ltd), is a global software house headquartered in Adelaide Australia. Operating since 2005, our platforms have over 100,000 users, with significant market share in Australasia and a growing market in the Middle East, Asia and Europe. With an ever increasing diversity of customers, Skytrust is utilised by all industry sectors including education, food, special needs, aged care, sporting clubs, local government, mining, civil and construction, manufacturing, agricultural and defense organisations. We work with our customers to continue to evolve and innovate Skytrust functionality. Our team of staff includes dynamic as well as highly specialised programmers, customer service and qualified risk and HR professionals. Our alliance partners add value in design, operational in-field testing and consultation. Skytrust is represented by a network of Certified Partners who act as software distributors and specialist consultants in chosen areas of expertise.

# SKYTRUST Functions

## SKYCHART DASHBOARD

The Skychart Dashboard is a visual, live dashboard of critical business risks and information. This automatically updates as other parts of the system are updated. It is fully drillable; click on a graph and the system will drill into greater detail. Various dashboard options are available to ensure your dashboard is customised for complete efficiency. Performance manage your organisation through visual indicators and thresholds. Base your business decisions on real-time, accurate information.



Skychart Dashboard

## INCIDENT REPORTING

Report any incident with quick self-populating screens using an automated email notification process.

### Incident Management

Record, monitor and investigate injuries. Choose the level of complexity required to meet your reporting needs for body location, nature of injury, mechanism of injury and agency of injury.

### Environmental Impact

Record and manage aspects and impacts of incidents which affect the environment. Raise an environmental hazard if required. Record and manage property damage including insurance claim details.

### Community Impact

Detail the outcome of an incident as it affects relations with the community.

### Hazard Report

Identify and manage hazards resulting from, or caused by, an incident.

### Incident Documents

Upload documents to provide evidence of the incident, including witness statements, photos or videos of the injury.





# SKYTRUST Functions

## Email Notifications

Automated emails to notify supervisors, managers, directors, safety officers, environmental managers, etc. of incidents or injuries as soon as they are reported. Email notifications can be set as required.

The screenshot shows the 'Incident Details' form within the SkyTrust Safety Menu. The form is titled 'What are the details of the incident?'. It includes the following fields: Incident Date (May 4, 2017), Incident Time (AM/PM), Reported By (User: Demo), Reported Date (May 4, 2017), Internal Reference ID, Department (Select an Option), Location/Project (Select an Option), Area (Select an Option), Exact Location, Incident Description (What happened? - Facts Only), and Immediate Action Taken. The form is currently empty, with 'None Selected' at the bottom.

Incident Reporting via the Safety Menu

## Investigations

Identify and record incident causal factors. Record post-incident interviews, suggested actions, and undergo the complete corrective action process to avoid similar incidents in the future.

## HAZARD REGISTER

Action identified hazards in priority order in accordance with ISO 31000 for risk management. Set the date and/or review on any identified hazard with email notifications, action lists and calendar entries. Report and graph hazard management performance dynamically at the press of a button. List any specific controls for identified or residual hazards. Attach documents to the specific control including procedures or photos. Graph performance based on comparison of control types used. Easily record and assess risks by the person identifying the risk and forward to the relevant manager of your choice; completed in only 4 easy clicks. Full filter options are available (by location, by area, by keyword or person).

The screenshot shows the 'Hazard Register' form. It includes the following fields: Originator (User: Demo), Originate Date (Feb 20, 2015), Internal Reference ID, Hazard Type (Select Hazard Type), Department (Select Department), Location/Project (Select Location/Project), Area (Select Area), Person Involved (Select Person Involved), and Details. The form is currently empty, with 'None Selected' at the bottom.

Adding a new Hazard to the Hazard Register

## RISK MATRIX

		Consequence				
		Negligible Injury - First aid treatment	Minor Injury - Injury requiring medical treatment	Moderate Injury - Injury requiring extensive medical treatment	Major Injury - Injury resulting in permanent incapacitation	Catastrophic Injury - Injuries resulting in single or multiple deaths
		Negligible or no quality damage/impact	Minor quality damage/impact	Significant quality damage/impact	Major quality damage/impact	Extensive quality damage & loss
		Negligible or no environmental damage/impact	Minor environmental damage/impact	Significant environment damage/impac	Major environmental damage/impact	Extensive environmental damage & biodiversity degradation
		Negligible financial loss <= \$5k	Notable financial loss \$5k - \$50k	Substantial financial loss \$50k - \$500k	Significant financial loss \$1m+	Extensive financial loss \$5m+
Likelihood						
Almost Certain	11 Medium	16 High	20 High	23 Extreme	25 Extreme	
Likely	7 Medium	12 Medium	17 High	21 High	24 Extreme	
Possible	4 Low	8 Medium	13 Medium	18 High	22 High	
Unlikely	2 Low	6 Low	9 Medium	14 Medium	19 High	
Very Unlikely	1 Low	3 Low	6 Low	10 Medium	15 High	

Customisable Risk Matrix

# SKYTRUST Functions

## ENVIRONMENTAL TRACKING & IMPROVEMENT

Our Environmental Management module operates using processes which comply with ISO 14001. When environmental issues are identified, Skytrust allows you to conduct an environmental audit, inspection, or identify risks through incident reporting. Raise and track suggestions for conservation or sustainability improvements, perform an Environmental Risk Assessment identifying the aspect and associated impact on the environment and re-assess the risk after remedial action and compare risk scores.

[Export All to PDF Document](#) [Add to Aspect Impact Register](#)

Search:

From   
to

Business Unit	Department	Location/Project	Aspect	Activity / Product / Service	Impact	Significance Rating	Management Measures	Revised Rating	Responsible	Next Review	
Skytrust Demo	Office	Altona Gate	Emission to Air	Vehicle and machinery operations	Atmospheric release with Imminent Impact to Humans, Fauna or Flora	14 (Medium) 56.00%	When not in use machinery is to be turned off. Continue using low sulfur diesel where possible. Vehicles regularly serviced as per manufacturers instructions. Follow manufacturer's instructions for operation of machinery and vehicles. Optimise travel routes for service vehicles.	5 (Low) 20.00%	Mary Nizamis	21/07/2018	Modify
Skytrust Demo	Rail Safety	Corporate Rail Safety Risk Register	Emission to Air	Vehicle and machinery operations, Running of engines- Fumes and Noise pollution	Air pollution (smog, acid rain, dust, visual impairment)	17 (High) 68.00%	Employees educated on excessive fumes. Engines run in well ventilated areas and not for long periods. Make available appropriate PPE for short term use only. Air compressor located outside and engine in enclosed cabinet. Regular maintenance on machines.	13 (Medium) 52.00%	Mary Nizamis	03/05/2021	Modify

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)


### Aspect Impact Register

Plan and track all the required actions with completion dates and review dates, including automatic notifications to responsible managers. Manage and monitor all residual risks. The information given from the Risk Assessment can be fully integrated into Skytrust Dashboard.

## QUALITY SYSTEM

Skytrust's Quality System operates in an environment where ISO 9001 forms the basis of a continual improvement process. You can track OFI's, complaints, product defects, account and delivery issues, and other opportunities for improvement. Ensure every report is actioned by:

- Completion and Review Dates - Assign actions to specific people with completion or review dates for each task
- Escalation - Email notifications to a higher level of responsibility should completion dates not be achieved

OFI Details		BM : 27		 Print OFI	
Date:11/11/2014			Status:Complete		
Type:Building Maintenance			Due Date:11/12/2014		
Department:Networks					
Project/Location:St.Kilda Road Fit Out					
Originator:David Miller					
Details:repaint gutters on shed					
Estimated Cost:\$0.00					
Manager(s):David Miller					
Manager Informed Date:11/11/2014			Manager Updated:11/11/2014		
Manager Details:Painters organised for 12/11					
Manager Estimated Cost:\$450.00					

Example of an OFI

# SKYTRUST Functions

## ISO 9001 Non-Compliance Management

- Formal ISO 9001 process orientated non-conformance reporting module which allows analysis of the non-conformance, uploads of photos and documents, remedy management and tracking of effectiveness of changes implemented
- Track by Business Unit, Department, Project and Location
- Escalate outstanding non-conformances
- Prioritise non-conformances
- Create your own non-conformance classifications
- Add multiple cause analysis and actions to a single non-conformance

VIEW NON CONFORMANCE REPORT DETAILS

Quality Menu > NCR List

**NCR Details**

NCR ID:	144
Date:	11/11/2014
Type:	Defect
Type Criteria:	Vehicle
Detection Method:	Client
Client:	
Subcontractor:	
Supplier:	
Category:	Major
Priority:	High
Department:	Skytrust Safety Department
Location/Project:	St.Kilda Road Fit Out
Area:	Wastewater Treatment
Originator:	David Miller
Description:	Faulty tail lights
Order Number:	
Cost:	\$
Status:	Closed

Print/Export

A view of a Non-Conformance Report (NCR)

Within Skytrust's Quality System create specific inspections, observations and audits and schedule them to be performed regularly if required. Include reference to standards, codes of practice, or legislation and calculate compliance levels instantly. Generate actions from non-compliant inspection items.

Inspection Type	Person Responsible	Location/Project	Process	Frequency	Inspection Item Type	Last Inspection	Next Inspection
Prestart	David Miller	University Redevelopment 2015	OH&S	On Demand	Compliant	Scheduled: 01/03/2017 Completed: 01/03/2017	Not Set

Inspection Description: Vehicle Prestart

Department: Networks

Exact Location:

Documents:

ID: 7811

**Scheduled Inspection - Started**

Save Save & Complete Date Completed: 15/05/2017

Compliance: 0 %

Inspection Items	Item Reference	Compliant	Not Applicable	Comment
[-] Check outside of vehicle		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Documents

Evidence +

Actions +

Action Type	Action Details	Priority	Completion Due	Responsible Person	Status
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An example of an Inspection Checklist

# SKYTRUST Functions

## EQUIPMENT/PLANT REGISTER/INVENTORY

Print QR Codes

Export to Excel Document

Add Plant & Equipment

Excel

Search:

Business Unit	Description	Type	Make	Model	Tool No.	Serial No.	Custodian	Location/Project	Status	Comment	Minor?	
Skytrust Demo	1 Platforms, 1 Kickboard, 1 Brace, 1 Ladder	Scaffold Aluminium Mobile	Mr Scaffold	Mobile Scaff	001	123456	Anne Bailey		In Use		No	<a href="#">edit</a>
Skytrust Demo	1.0 - 3.5 Tonne 8-Series 4-Wheel Forklift	Fork Lift	Toyota	8FG/8FD	1236454	987654423	David Miller	St.Kilda Road Fit Out	In Use		No	<a href="#">edit</a>
Skytrust Demo	1000LT WATER TANK	Trenching Equipment	MasterTrench	WT1000	3	K34247249	Anthony Cale				No	<a href="#">edit</a>
Skytrust Demo	100mm RIDGID CUTTERS	Plastic Cutters	RYPCOT	PRC100	645	88551368APR	Fred SkyTrust		In Use	In use with AAR Project - SCR073. 1 month lend, 2/2/15 must be returned.	No	<a href="#">edit</a>
Skytrust Demo	12v CAR BATTERY	General	Supercharged	N60LS	903	DES22255479					No	<a href="#">edit</a>
Skytrust Demo	13.5 TONNE SHACKLE	Lifting Equipment	Iron Shack	135TS		994578820001D	David Miller				No	<a href="#">edit</a>
Skytrust Demo	1300LT WATER TANK	Trenching Equipment	MasterTrench	WT1300	1164	K35489215	Anthony Cale	Operation Improve Surtech	In For Repair	Minor leak being repaired 6/6/15	No	<a href="#">edit</a>

### Plant & Equipment Register

The Plant & Equipment Register maintains an easily searchable register of all plant and equipment including vehicles. List all of your calibration and maintenance item requirements (including testing and tagging) and receive automatic email notifications. Upload maintenance and service documents, search and filter assets and equipment by department, location, keyword and status and allocate equipment to employees (to track and monitor). Skytrust automatically allocates QR codes to individual plant to enable maintenance staff to use QR codes in the field and access plant information instantaneously.

Search Document Search
Welcome Demo User
LOGOUT

PLANT & EQUIPMENT DETAILS
Skytrust Demo

Alerts My Actions Company Actions Calendar Projects Contacts Time Sheet My Profile Skylog Suggestion
04 May 2017

Home
Dashboard
Documents
Skyplan
Quality
Safety
Environment
Inspections & Audits
Plant & Equipment
Inductions
Subcontractors
HR

Plant & Equipment Menu > Plant & Equipment List

QR Code	Photo	Description	Reg No.	Tool No.	VIN No.	Serial No.	
		1.0 - 3.5 Tonne 8-Series 4-Wheel Forklift	5235AGG	1236454k	69070959392	987654423	<a href="#">Equipment Details</a> <a href="#">QR Code</a> <a href="#">Fullscreen QR Code</a>

Equipment Details
Plant/Vehicle Details
Documents
Sequential Tracking
Allocation Tracking
Calibration
Tagging/Testing

Equipment Services/Maintenance
Equipment Modify

Description:	1.0 - 3.5 Tonne 8-Series 4-Wheel Forklift
Type:	Fork Lift
Make:	Toyota
Model:	8FG/8FD
Date of Manufacture:	Year: 2013
Design Registration Number:	SN6543800-0LO
Design Issuing State:	South Australia
Item Registration Number:	SA9943639020
Item Registration Issuing State:	South Australia
Item Registration Renewal Date:	05/05/2017
Purchase Date:	
Disposal/Sold Date:	

### Equipment details page including QR code



# SKYTRUST Functions

## HUMAN RESOURCES

Photo	Employee Name	Email	Job Title	Direct Number	Mobile Number
	David Miller	davidm@qhse.com.au	Systems Manager, Academic Director - , Cleaner, 123 Excavator Operator (OD)		0488772790

Job Titles & Training	Training Completed	Equipment	Warnings	Incidents	OFI	Hazard	Inspections	Committees	Actions
SMS Records	System Documents	Personal Documents	Inductions	Notes	Health Information	NCR			

### JOB TITLES & TRAINING

Systems Manager - Skytrust Demo				
		Licence Number	Gained	Expires
Business Cert III	✓		28/10/2014	
CITB Number	✓		11/02/2013	
Confined Spaces	✓		20/04/2010	
Drivers Licence - Class Car (C)	✓		01/03/2013	Expires 01/03/2018
Rehab & Return to Work Co-ordinator	✓	RRWC2345	12/03/2013	
Sign Off 2012 IMS, Safety & Enviro, policies	✓		08/11/2013	

*Example of Employee Profile*

Skytrust's Human Resources section allows for full cloud-based HR portfolios on each employee, including digital files, job description area, personnel documents, what incidents they have had, etc.

Track your organisation's training requirements, including any mandatory updating requirements with automatic email notifications. Our training matrix allows you to link job titles with the competencies required and link the risks associated with that job title.

## SKYCARD

Skytrust comes standard with unique employee cards which can be self-customised. Create your own Identification Card (Skycard) system with automatic QR codes which allow all employee information and training to be accessed instantly in the field via QR code smart devices.

The colour coded bar allow for easily distinguishing between employees and contractors.

	<p>#DavidM007</p> <p><b>DAVID MILLER</b></p> <p><b>Role:</b> Systems Manager</p> <p><b>Company:</b> Skytrust Demo</p> <p><b>Project:</b> University Redevelopment 2015</p> <p><b>Issue:</b> 20/06/2013    <b>Expiry:</b> 10/10/2018</p>		
		<p><b>Emergency Contact:</b> Wife</p> <p><b>Emergency Contact Phone:</b> 313131464</p> <p><b>Second Emergency Contact:</b> Mother</p> <p><b>Second Emergency Contact Phone:</b> 797+97976+4</p> <p><b>Health Issues:</b> None</p> <p><b>Allergies:</b> Penicillin Hayfever</p>	
<div>EMPLOYEE</div>			

# SKYTRUST Functions

## HUMAN RESOURCES CONTINUED

PEOPLE

ALL

Search

You have selected 0 Employees

Name 4 square test

AAAtest AAAtest

123 Excavator Operator (OD)

123 Excavator Operator (OD)

Cleaner

Douglas Abbott

123 Excavator Operator (OD)

2nd Year Adult

3rd Year

3rd Year Adult

Accounts

Careworker

Careworker

Cleaner

JOB TITLES

Search

You have selected 0 Job Titles

123 Excavator Operator

1.2 Trolley

1.2 Trolley

1.3 Hand Strapping

1.3 Hand Strapping

123

Corporate Induction

1. Evaluate and adopt techniques and strategies to identify area of interest

1. Evaluate and adopt techniques and strategies to identify area of interest

1.1 General House Keeping

123 Excavator (RII Assessment)

COMPETENCIES

Search

You have selected 0 Competencies

1. Evaluate and adopt techniques and strategies to identify area of interest

1.1 General House Keeping

1.2 Trolley

1.3 Hand Strapping

123

123 Excavator (RII Assessment Ticket)

123 Excavator (With Nation)

123 Excavator Theory

123 Excavator Ticket

1234 Excavator Theory New

2. Research background information and visual influences towards concept development

COURSES

Search

You have selected 0 Courses

1.2 Trolley

1.2 Trolley

1.3 Hand Strapping

C1 Crane <100ft

1.3 Hand Strapping

1.3 Hand Strapping

123 AIM VOC

1. Evaluate and adopt techniques and strategies to identify area of interest

1. Evaluate and adopt techniques and strategies to identify area of interest

1. Evaluate and adopt techniques and strategies to identify area of interest

Job Title/Competencies/Training Management Screen

skytrust

Intelligence System

Company Name

Search Document Search

Welcome Demo User

LOGOUT

TRAINING SEARCH

Skytrust Demo

Home

Dashboard

Documents

Skyplan

Quality

Safety

Environment

Inspections & Audits

Plant & Equipment

Inductions

Subcontractors

HR

Alerts

My Actions

Company Actions

Calendar

Projects

Contacts

Time Sheet

My Profile

Skylog

Suggestion

Skylearn

HR Menu

Live Search

Status

Employee/Subcontractor

Job Titles

Completed Training

1 selected

All Job Titles

Competency

7 selected

Priority

Department

Training Course

All Departments

All Training Courses

Reset

Export to Excel Document

Employee	Priority	Licence Number	Gained	Expires
Skytrust Demo -- Corey Burford - Board, 4th Year Adult, First Aid Officer				
123 Excavator (RII Assessment)			10/11/2016	No Expiry <input checked="" type="checkbox"/> - Completed
123 Excavator Theory			10/11/2016	No Expiry <input checked="" type="checkbox"/> - Completed
Skytrust Demo -- Mary Nizamis - WHS Manager				
123 Excavator Theory			17/06/2013	No Expiry <input checked="" type="checkbox"/> - Completed
Skytrust Demo -- Local Government Risk Services - WHS Manager				
123 Excavator Theory			14/10/2013	No Expiry <input checked="" type="checkbox"/> - Completed

Training Live Search

# SKYTRUST Functions

## HUMAN RESOURCES CONTINUED



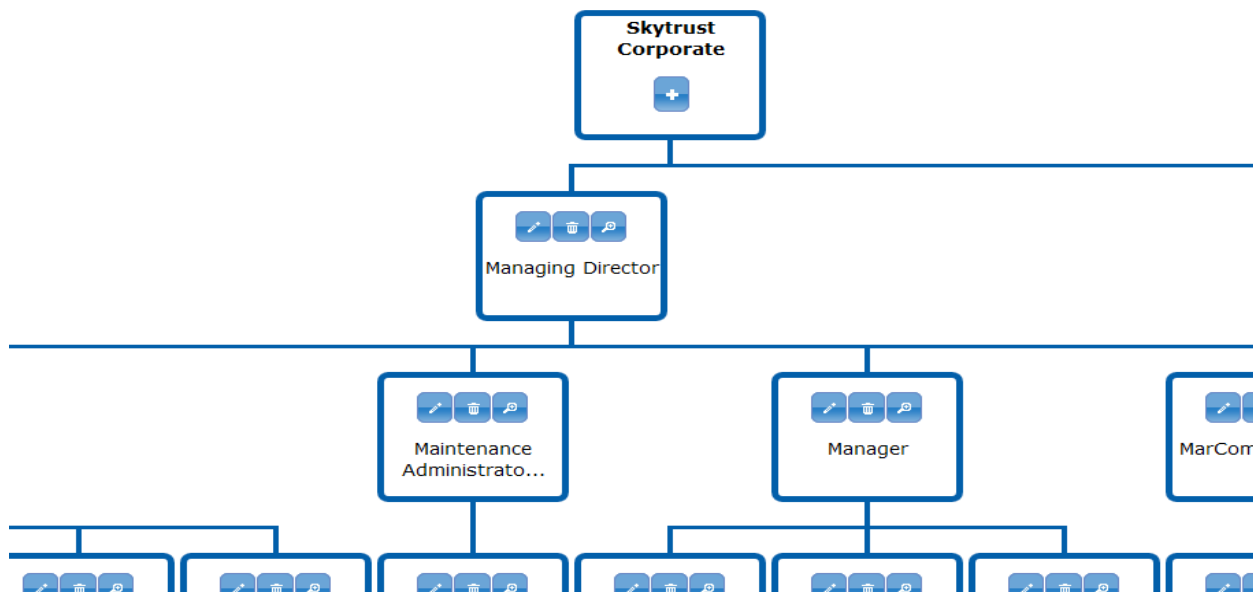
Real-time training calendar and training scheduler

The calendar and training scheduler includes a 'drag and drop' training management system allowing you to choose which training employees or particular roles in the organisation should be undertaken.

## HUMAN RESOURCES CONTINUED

### Organisational Chart

Easily create your own organisational chart with Skytrust's Organisational Chart Module. Add, delete and modify on demand, select and view by division or entire organisation, drop and drag functionality added for efficiency, add a job title/role into the organisational chart and it will automatically appear in the training system to begin competency allocations and group and restructure live within seconds.



Organisational Chart Module

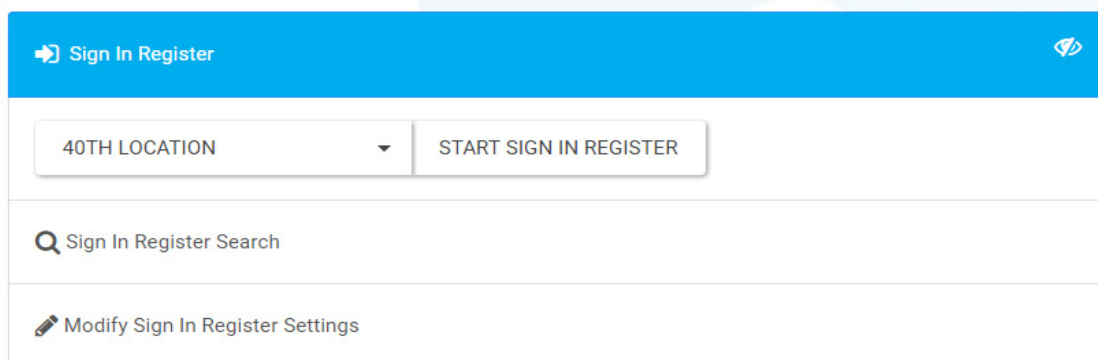
# SKYTRUST Functions

## SIGN IN REGISTER



Sign In/sign out start page

A paperless Sign in Register with a clean, user friendly interface providing clients with an easy to use tool that will allow for recording of visitors and/or subcontractors entry and exit from each location that has been set up in Skytrust. Administration users have the ability to quickly view and filter the register all locations and for any period of time. Quick and easy access to records in an emergency situation from a smart device.



Sign In Register settings page

# SKYTRUST Functions

## INJURY MANAGEMENT (OPTIONAL ENHANCEMENT)

The screenshot displays the Skytrust web application interface. On the left is a blue sidebar menu with icons and labels for: Home, Dashboard, Documents, Skyplan, Quality, Safety, Environment, Inspections & Audits, Plant & Equipment, Inductions, and Subcontractors. The main content area has a 'Back' link at the top. Below it is a header section with a 'Business Unit' dropdown (Skytrust Demo), a 'Claim No.' field, and a 'Date Of Injury' field (20/09/2016). A central box contains a silhouette icon and a table with details: Name (Mary Nizamis), Injury Type (Medical Treatment Injury), and Affected Body Locations (Ankle, left, Foot, left). Below this is the 'MODIFY RETURN TO WORK PLAN' form. It includes fields for 'Plan Created On' (19/12/2016), 'Plan Based on WCMC' (Please Select), and a text area for 'Return to Work Goal' (For Mary Nizamis to return to work on pre-injury duties). There are also dropdowns for 'Pre-Injury Duties Location' (University Redevelopment 2015) and 'Suitable Duties Location' (University Redevelopment 2015), radio buttons for 'Pre-Injury Shift' (Day, Afternoon, Night), and input fields for 'Hours Of Work' and 'Days Of Work'.

*Injury Management - Return to Work Plan*

Skytrust's optional Injury Management Module is a link between each workers' compensation claim and the incident record. It's also a link between the return to work program and the incident record to enable the return to work program to begin before the claim is determined. You have the ability to record payments made for claims, to view history of past programs and claims for an employee, to record and view notes and actions by case (with chronological view and also by contact, i.e. see all notes related to doctor contact only, see all notes by date of contact) and track statistics such as duration (length of claim).

In conjunction with this module, user access privileges can be set restricting features accessed and reports viewed based on user or job type.

The Injury Management Module allows for the storage of documents relating to Injury Management case files (i.e. Doctor Letters, Rights and Responsibilities, faxes, case conference summary reports etc...). Return to Work Plans can be generated and then uploaded and saved (printable and email). Time and date stamp functionality is present for all entries into the system for tracking and security purposes.

## ONLINE INDUCTION (OPTIONAL ENHANCEMENT)

Online Inductions can be purchased as an optional module. Create customised job inductions based on corporate requirements and linked to a Job Description. Create corporate training portals and e-learning environments. Create your own questions and assessments. Send out an unlimited amount of training or inductions. Have the HR profile of your employees automatically updated with their training results.

The screenshot shows an online induction form titled 'Site Induction' with a 'Question 1 of 2' indicator. The form header includes a logo and the text 'Company Name'. The question is 'Where in the Evac Point?'. Below the question are three radio button options: 'A - Front Gate', 'B - Main Rd', and 'C - DG store'. The form is set against a light blue background with abstract green and yellow shapes on the left.

*Example of Induction*



# SKYTRUST Functions

## ISO MANAGEMENT SYSTEM AUDIT (OPTIONAL ENHANCEMENT)

AUDITS

Skytrust Demo

AlertsMy ActionsCompany ActionsCalendarProjectsContactsTime SheetMy ProfileSkylogSuggestion

04 May 2017

Home

Dashboard

Documents

Skyplan

Quality

Safety

Environment

Inspections & Audits

Plant & Equipment

Inductions

Live Search

From Date

To Date

Third party Audit

Location/Project

Process

Sort

Keyword (Min 3 Characters)

Status

All

All Locations/Projects

All Processes

Audit ID

Current


Reset

Add New Audit

Audit ID	Business Unit	Third Party	Process	Location/Project	Title	Scheduled Date	Completed Date		Summary	Edit	Copy
3435	Skytrust Demo	No	Quality	Skytrust Winery - Do not delete	Interim Check list	07/07/2016	07/07/2016	<div><div>0%25%50%75%100%</div><div></div></div>	Summary	Edit	Copy
3423	Skytrust Demo	No	Quality	WaterFALL	New Audit	Not Set	Not Started	<div><div>0%25%50%75%100%</div><div></div></div>	Summary	Edit	Copy
3409	Skytrust Demo	No	Environment		ISO audit	Not Set	Not Started	<div><div>0%25%50%75%100%</div><div></div></div>	Summary	Edit	Copy

### Audit list and search

Audits > Audit Summary > Section Details

Audit ID	Process	Title			
5460	WHS	Compliance Audit			
OVERALL COMPLIANCE					
Audit Comments	N/A	Possible Score	1485		
		Achieved Score			
		Shortfall	1485		
		% Compliance			

▸ 04 Context of the Organization

▸ 05 Leadership

▸ 06 Planning

▸ 07 Support

▸ 08 Operation

▸ 09 Performance Evaluation

### Details of an audit

The ISO Management System Audit is preloaded with the following audits; AS4801 Management Systems, OFSC, AS/NZS ISO 9001:2008 & 2015, AS/NZS ISO 14001:2004 & 2015, HACCP & GMP. From the Audit screen allocate actions for NCRs and OFIs. Add multiple audit sections and modify them as required. Input the date once and receive real time status reporting. Add new audits or copy from existing templates.

All completely accessible from laptops, tablets and PDA enabled devices on the go. The ability to convert your auditing information to a PDF is available all with one click. Evidence such as photos, pdfs and documents can be uploaded to each audit. Audit scoring is available and is user defined.

# SKYTRUST Functions

## SKYLOG

Change management is an important aspect of Skytrust. All new innovations and modifications are tabled live to Skytrust customers on the 'Skylog' page. Here customers can see minor and major changes and improvements, with major changes being implemented after a five business day notification guarantee to assist your organisation in preparing for the new innovation.

## SUGGESTION PORTAL

Skytrust is built with the input from our extensive global customer-base. Some of Skytrust's best ideas are customer suggestions which have been designed, programmed and implemented into Skytrust without further costs to customers.

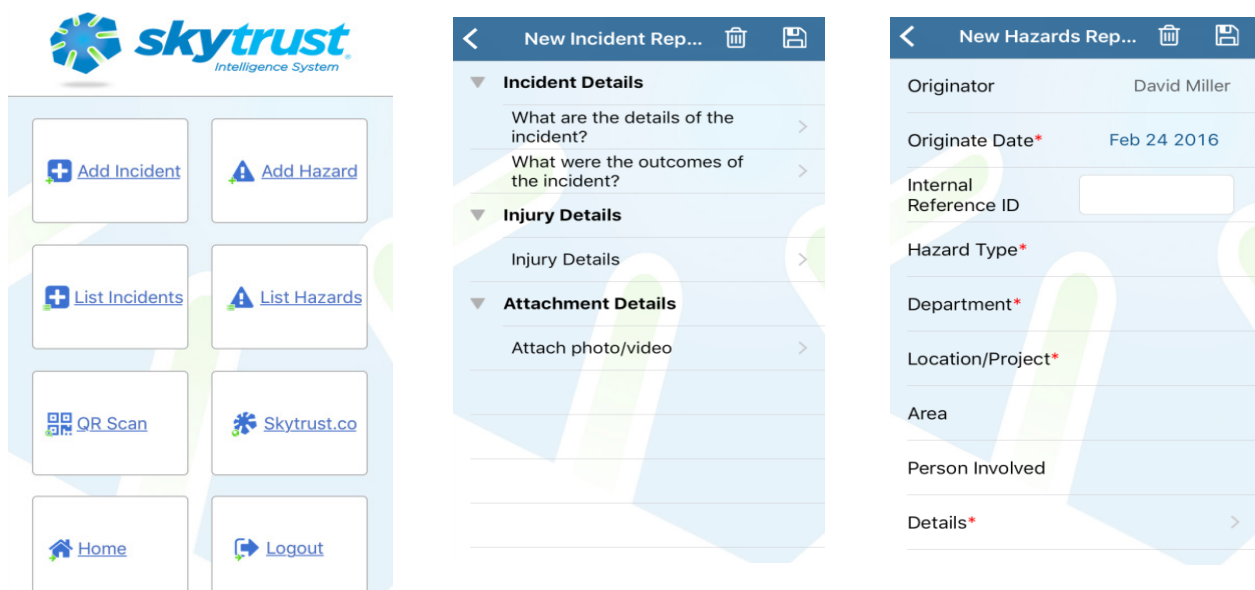
If you have a suggestion to improve functionality, please use our suggestion portal.

## SKYTRUST APP

The Skytrust App provides off-line capability for Incident and Hazard reporting. Making it possible to easily record the basic details of an event encountered when staff are out of internet connectivity or unable to use their own data. Then when in range the notification can be triggered by easily syncing to Skytrust. The Home button also dovetails neatly into your new Home Tile page, providing a seamless transition into the full version of Skytrust, using your access privileges.

### Key Features and Benefits:

- Off Line Incident and Hazard Reporting
- In built QR code reader
- Integrates into Skytrust Tile Page (single Sign-on)
- Secure and checks for access privileges
- Free download from your App Store or Google Play



Screen shot examples - Landing page, Add Incident page and Add Hazard page



# Q and A

## How secure is Skytrust?

Skytrust security is a primary corporate objective constantly maintained and reviewed to benefit of subscribers.

We undertake to protect the Skytrust platform:

- (i) by forcing upon the user SSL security. This is a 2048 bit RSA Key with 256 bit session encryption
- (ii) via application-controlled logins which are hashed and stored using SHA-2 cryptography
- (iii) by selecting a premier hosting provider who uses industry-leading Sourcefire's Intrusion Detection and Prevention Systems
- (iv) limiting three (3) login attempts before a user is temporarily suspended

With government agencies, Tier 1 contractors, large mining companies and defense organisations subscribing to Skytrust, our security measures are continually being tested and scrutinised. Our commitment to you is to ensure your data remains safe and free from external intrusion.

## Where is my data and where is it hosted?

Our primary server is located in Melbourne within the World Class Fujitsu Data Centre. This facility has ASIO T4 certification, ISO 27001 Certification, is a fire proofed facility with armed security guards and CCTV systems. The centre has automated air sampling systems to detect air impurities, uptime guarantee of 99.98 % as well as several redundant power supply systems.

At Skytrust your data security is paramount to us, hence in addition to the above measures, we keep a further three sets of your data. We also keep the servers physically separated by over 500kms to ensure your data is protected from geographical association threats such as war, terrorism or natural disasters. Our team of programmers is specifically selected. Access to Skytrust for programming purposes is only possible from within our head office and all staff sign a confidentiality agreement. On staff leaving as well as on a frequent periodical basis, all Skytrust internal passwords are re-set and controlled by our programming supervisors.

## Where is Skytrust built?

Skytrust was designed and built in Australia using Australian-based expertise. This philosophy remains and all Skytrust programming remains in-house and physically controlled through our head office in Adelaide, Australia.

## What support options and services are there?

A Skytrust subscription includes an allocation of webinar training hours. We recommend this training to occur with your key staff or Skytrust administrators. Skytrust has a free help-desk support service during standard business hours. Subscription to Skytrust includes access to our global support hub where each request is logged, tracked and allocated to a Skytrust programmer for resolution analysis. Further training can be organised at any time for our standard fee of \$165 per hour.

## Do you have a representative in my region?

Our certified Skytrust Partners are also excellent resources to explain Skytrust features and often offer auxiliary business services such as consulting and business advice. You can find more information on a website at [www.skytrust.co](http://www.skytrust.co)

## We like the idea of Skytrust, can we trial the software without obligation?

Yes. The Skytrust Sandbox platform is available for you to try the product before you buy. We also offer a no obligation 3 month trial. Here you can raise incidents, create QR codes and test various aspects of the system as you desire. Testing Skytrust and understanding its features and limitations is an important part of the selection process. Request your log-in from Skytrust.

### We are impressed with the low cost monthly subscription, but what is the catch?

We are upfront with all aspects of product delivery. Whilst we offer a standardised solution – many aspects of Skytrust are designed such that the customer can have flexibility and self-customisation within the platform, such as amending inspections, audits, performance reviews, risk tables and inductions. Whilst many competitors charge for each induction, or require long lock in periods, even exuberant data costs for leaving their systems, Skytrust has none of those pitfalls.

The minimum subscription period is only 3 months for Tier 1-3 subscribers and 6 months for Tier 4-6 subscribers, hence the risk remains very low. There is a simple one time configuration payment which pays for setup, testing and administration, and a tier-based monthly subscription fee. Customers can opt in or out certain features. Data allowances are included in the subscription and exceedances are charged out at a flat rate. Should you wish to leave Skytrust, the data remains yours and is given to you on a USB device for a service disengagement fee of \$ 1,000 AUD, which assists us in covering the costs to collate your data from the system for you.

We are open about the cost structure, open about how Skytrust works, and there are no hidden catches or fees. We are able to provide low subscription fees due to our significant market penetration and the more subscribers Skytrust can bring on board, the more services and value we can add to the platform.

### Who updates the legal design and compliance aspects of Skytrust?

We do. Skytrust has Certified HR professionals, Chartered Safety Professionals, Third Party Certified Lead Auditors and other professionals who review Skytrust on a regular basis to ensure it meets the standards we align the platform to such as ISO 9001, ISO 14001, OHSAS 18001, AS1885 and ISO 31000.

### We need a system that can grow with us, is Skytrust scalable?

Skytrust is all about standardisation with flexibility and scalability. You can start with one module and build on Skytrust modules over time.

### I have a lot of data from plant and equipment, past incidents and Human Resources - do I need to enter this into Skytrust manually?

Skytrust comes with HR, Plant and Incident uploader templates. Copy your data across to these templates, and we will upload the data to Skytrust on-mass. This gives you a turn-key start and even populates relevant parts of your instantaneous dashboard.

### What happens if I accidentally delete data?

Call our staff at Skytrust or enter the request into our Global Customer Support System for resolution. We keep several backups of your data and can usually find and reinstate data within 24-48 hours.

### What happens if I change my mind or something changes? What are my options?

We will seek to understand why you wish to un-subscribe as your satisfaction is of primary importance to us. Should you wish to leave the system, your system can be deactivated as requested by you.

### I understand Skytrust is a global standard, but what level of self-customisation is available?

Skytrust is successful because it enables collaborative and efficient business operations on a single platform based on national and international standards. Skytrust does allow for significant self-customisation, this includes the ability to create your own user groups with different security and access privileges, the ability to add new employees, modify key terminology within the system, and even allows for the creation of user-defined exit interviews, JSAs, performance appraisals, audits, inspections and risk tables at no extra cost.

## What drives continual development and innovation at Skytrust?

In addition to our own research and development team, Skytrust is utilised by thousands of qualified professionals who assist us in continually improving Skytrust. We have a customer suggestion conversion rate of which we are very proud of and the next suggestion or idea we hope will come from you. Our Skylog lists all of the free enhancements.

## Many software applications age quickly, will Skytrust be old technology in a few years?

Unlike other applications, Skytrust is continuously upgrading, increasing in functionality and versatility. The subscription model is therefore the most suitable for this type of technology. If you want your organisation to keep pace with technological change, Skytrust ensures you remain at the forefront of the technological race. Skytrust is a trailblazer.

## Our organisation has a Change Management policy, how does Skytrust notify us of changes?

Change Management is an important factor for many organisations. At Skytrust we outline our Change Management procedure to you within our End User Licence Agreement. The Skytrust platform incorporates 'Skylog' a live and instantaneous register of changes, improvements and amendments to Skytrust. Minor amendments we make as required, major changes as defined in the EULA we implement only after a five day notification period to give your organisation time to notify and manage the change if required.

## Does Skytrust work on my iPad or Tablet PC?

Yes. Skytrust is principally designed for PC desktop environments but all aspects of the system can be used on a smartphone or tablet PC with internet access. With the advent of mobile app technology, Skytrust is progressively adding smartphone and tablet PC app capability to further enhance your Skytrust experience. You can download our App from the Apple App store or Google Play.

## Who uses Skytrust?

One of the many benefits of Skytrust is its significant user-base. Skytrust is utilised by government, military support organisations, food and automotive manufacturers, civil, engineer and construction contractors, international certifiers to sole traders. This extensive and influential user-base, effectively means Skytrust has thousands of designers and professionals testing, verifying and improving Skytrust for the future benefit of all subscribers. Skytrust's strength is through its international reach, continued modernization and influence.





# PRICING Schedule

Prices are valid until 30th June  
2019 unless superseded.

Tier		1	2	3	4	5	6
Registered Personnel (FTE)		1-20	21-100	101-250	251-500	501-1000	1001-5000
Deployment	Technical setup and testing	✓	✓	✓	✓	✓	✓
	Historical data configuration	✓	✓	✓	✓	✓	✓
	Deployment assistance	2 hrs	4 hrs	4 hrs	6 hrs	6 hrs	8 hrs
	Included Training	2 hrs	2 hrs	4 hrs	4 hrs	6 hrs	6 hrs
	One-time deployment cost	\$ 499	\$ 999	\$ 1999	\$ 3000	\$ 4000	\$ 10,000
Core System*	Skychart Dashboard	✓	✓	✓	✓	✓	✓
	Document Management	✓	✓	✓	✓	✓	✓
	Safety Management	✓	✓	✓	✓	✓	✓
	Quality Management	✓	✓	✓	✓	✓	✓
	Environmental Management	✓	✓	✓	✓	✓	✓
	Human Resource Management	✓	✓	✓	✓	✓	✓
	Asset Management with QRC	✓	✓	✓	✓	✓	✓
	Reporting Module	✓	✓	✓	✓	✓	✓
	Action Management	✓	✓	✓	✓	✓	✓
	Subcontractor Management	✓	✓	✓	✓	✓	✓
	SMS System (includes monthly sms allocation)	✓ (50sms)	✓ (100sms)	✓ (200sms)	✓ (500sms)	✓ (750sms)	✓ (1000sms)
	Full Hosting & Disaster Recovery	✓ (8Gb)	✓ (15Gb)	✓ (25Gb)	✓ (40Gb)	✓ (50Gb)	✓ (100Gb)
	Monthly Subscription	\$ 199	\$ 399	\$ 699	\$ 999	\$ 1,500	\$ 2,500
Enhancements	Skychart Premium Dashboard	\$25	\$50	\$75	\$100	\$150	\$300
	Injury Management Module	\$25	\$50	\$75	\$100	\$150	\$300
	ISO Audit Master Module	\$25	\$50	\$75	\$100	\$150	\$300
	On-line Induction and Training	\$25	\$50	\$75	\$100	\$150	\$300
	Project/Site Diary/ITP Module	\$25	\$50	\$75	\$100	\$150	\$300
	Multi Division Platform (up to 10 Business Units)	\$25	\$50	\$75	\$100	\$150	\$300
Subscription Costs					Additional Training Rates		
One-time deployment cost			\$		<div><input type="checkbox"/> \$165 / hr</div> <div><input type="checkbox"/> \$145 / hr10 hour block</div> <div><input type="checkbox"/> \$140 / hr20 hour block</div>		
Core System based on Tier			\$ /month				
Optional Enhancements			\$ /month				
Total monthly subscription			\$ /month				
Additional Training Hours							
3-month initial upfront payment (ex GST)			\$		\$ for hrs		
Comments:							

Authorised Skytrust Agent:		Client acceptance of quote:	
Name:		Name:	
Role:		Role:	
Role:	Date:	Company:	Date:
Signature:		Signature:	

- Users of Skytrust must agree to and sign the Skytrust End User Licence Agreement. • Enhancements at optional monthly cost.
- Prices shown in \$ AUD. Prices are subject to international exchange rate variations and relevant jurisdictional taxes and levies.
- SMS service exceeding the monthly allocation, additional charges at 9 cents (\$0.09 AUD) per SMS
- Additional data storage is charged at \$37.50 per 2 gigabytes per month.
- Initial setup/deployment assistance/ training may be provided over the phone

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## Skytrust Features

- Feature Packed – The Skytrust Platform offers industry leading functionality from on-line incident and hazard reporting, to full quality and HR functionality
- Common Platform – Skytrust is a single platform solution significantly reducing costs
- Secure – Skytrust remains totally secure and private to your organisation
- Scalability – Skytrust functionality grows with your organisation
- Expandability – A large suite of Skytrust modules is available to your organisation on demand
- Oversight – Exceptional oversight powers using the SkyChart drillable dashboard
- Influence – Skytrust is International, with Certified Partners throughout the Globe

## 14 Reasons to Choose Skytrust

1. No long lock-in periods
2. Always the latest up to date software
3. Constant free upgrades
4. Global alliance partners
5. Drillable dashboards
6. Utilised by successful companies globally
7. Try before you buy option
8. Extensive functionality
9. Built to align to national and international standards
10. Exceptionally cost effective
11. Turn-key solution operational in 48 hours
12. Cloud-based
13. Full disaster recovery and backup included
14. First class customer service

