



Quick help guide to DGSB SRS Registration and Security roles

Register for access

Any person wishing to access the Safety Regulation System (SRS) requires a user account. The initial registration will be completed by the nominated Company Administrator using the verification codes provided in the welcome letter. Thereafter the Company Administrator may register other company and site users using the Manage Company Users link under Administration on the SRS home page. Once registered security access can be granted.

Note: Where the term 'site' is used in this document, it refers to individual storage and handling licence.

Security roles

Company Administrator can notify compliance and view all notices and audits associated to that company and sites. They also have the authority to register users, grant and revoke security roles for the company and all sites.

Company Representative can notify compliance and view all notices and audits associated to all sites.

Company Administrator at Site Level can notify compliance and view all notices and audits associated to each site they have been granted roles for. They also have the authority to register users, grant and revoke security roles for these sites.

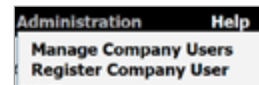
Company Representative at Site Level can notify compliance and view all notices and audits associated to all sites they have been granted access to by the Company Administrator at Site Level.

Company			Retire User
Business Area	Dangerous Goods		
Subsystem	Type	Role	
Compliance - Audits	Audit	Company Administrator	Revoke Role
Compliance - Audits	Audit	Company Representative	Revoke Role
Compliance - Notices	Infringement Notice	Company Administrator	Revoke Role
Compliance - Notices	Infringement Notice	Company Representative	Revoke Role
Compliance - Notices	Remediation Notice	Company Administrator	Revoke Role
Compliance - Notices	Remediation Notice	Company Representative	Revoke Role

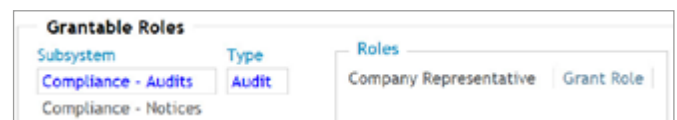
See dmp.wa.gov.au/Safety-Regulation-System-SRS-1486.aspx for information on how to register for company access.

Administer roles

To grant and revoke security roles use the Manage Company Users link under Administration on the SRS home page.



To grant security roles choose the appropriate subsystem, type, roles and click 'Grant Role'.



To revoke security roles the Company Administrator chooses the appropriate subsystem, type, roles for that user and clicks on 'Revoke Role'.

User				Show Detail	Hide Roles
Company					Retire User
Business Area	Dangerous Goods	Site			
Subsystem	Type	Role			
Compliance - Audits	Audit	Company Representative	Revoke Role		
Compliance - Notices	Infringement Notice	Company Representative	Revoke Role		
Compliance - Notices	Remediation Notice	Company Representative	Revoke Role		

See www.dmp.wa.gov.au/rsd_help/index_859.aspx for information on how to manage company users.

Levels of access

Company Level deals with notifications related to Audits and Notices for all sites associated with that company.

Site Level deals with notifications related to Audits and Notices for a particular site.



Company Options

Company: Test Company

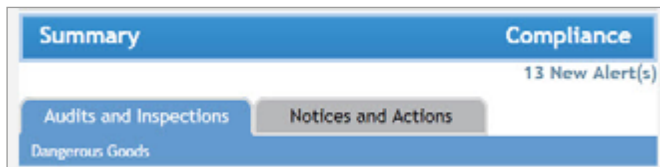
Business Area: Dangerous Goods

Site / Operation: Perth Station

Areas of access

Audits (AU) allows access to all scheduled and completed audits for a site.

Notices (NV/NR) allows access to all issued improvement and remediation notices for a site.



See www.dmp.wa.gov.au/rsd_help/index_2141.aspx for information and FAQs relating to DGSB Compliance.

Status of an Audit

Complete - the Audit has been completed and the results can be viewed.

Status of a Notice

Issued – the Notice has been issued and details can be viewed in SRS.

Review Requested – the recipient of the Notice has requested for a review.

Compliance Notified – the Notice has been issued and notification of compliance has been submitted by the recipient.

Closed – compliance notification has been reviewed and accepted by the Department.

Withdrawn – the Notice has been withdrawn by the Department and is not viewable.

Who do I contact?

For technical assistance on SRS contact the Department's IT Service Desk on +61 8 9222 0777

For assistance on SRS registration and security roles contact +61 8 9358 8001 Option 3 or SRSManager@dmp.wa.gov.au

For assistance on licence or company details and changes contact customer services on +61 8 9358 8001 Option 1 or cso@dmp.wa.gov.au

FAQs

1. With security roles at 'Company' level what can I see?

All Audits and Notices relating to that company and any associated sites.

2. With security roles at 'Site' level what can I see?

Only Audits and Notices relating to the site(s) you have been granted access to.

3. As Company Administrator at a Site Level, what other duties do I need to perform?

Apart from granting and revoking security roles the Company Administrator at a Site Level is responsible for completing the quarterly user access review for that site.

4. What is the user access review?

Each quarter the system will send the Company Administrator a task to confirm the allocated security roles.

For further help on how to complete this see www.dmp.wa.gov.au/rsd_help/index_944.aspx

5. Do I need to re-allocate security roles if I am leaving the company?

The Company Administrator is responsible for granting and revoking roles and should action such changes as soon as possible. If the Company Administrator is changing, it is essential to grant administrator role to the incoming person prior to revoking your administrative role.

6. How many Company Administrators or Company Administrators at Site Level can we have?

A maximum of three Company Administrators can be appointed for each company and site. We recommend you appoint a minimum of two Company Administrators at the company level.

7. How many Company Representatives or Company Representatives at Site Level can we have?

There is no limit to the amount of representatives at company or site level but we recommend keeping this to a minimum to aid with ongoing management of users.

8. Can the Company Representative assign security access to a site(s)?

No. Only Company Administrator has the ability to assign security roles and access.

See www.dmp.wa.gov.au/rsd_help/index_726.aspx for further information

9. I can see one site's notices but not another that we manage. Why?

You have not been granted security roles for that site.