



COMPANY PREQUALIFICATION

USER GUIDE TO REGISTRATION, PAYMENTS
AND SMS REVIEWS

v1.3



ACCESS & REGISTRATION

■ Visit Support Page

Head to the Tōtika page to learn more.

<https://totikaprequal-avetta.co.nz/>

When ready, click *Register Now*

- Dedicated webpage for all things Tōtika Company Pre-qualification related.
- Details the Tōtika member scheme.
- Contains step-by-step process, contact details and FAQ's.

The screenshot shows the top portion of a website. At the top left is the Avetta logo, followed by the TōTIKA logo. To the right are three buttons: LOGIN, REGISTER NOW, and MENU. Below the navigation is a hero section with a background image of a person wearing a white hard hat and a dark jacket. Overlaid on this image are several green text boxes. The top two boxes contain the text: 'TŌTIKA PRE-QUALIFICATION WITH AVETTA' and 'AVETTA IS A GOLD MEMBER SCHEME OF TŌTIKA'. A larger box on the left contains the text: 'Get Tōtika approved Health & Safety pre-qualification sorted with Avetta', 'Avetta Prequalification is an accredited Tōtika member scheme.', and 'Find out more →'. At the bottom of the hero section are two more green boxes: 'How to become pre-qualified' and 'Help and Resources'.

Avetta TŌTIKA

LOGIN REGISTER NOW MENU

TŌTIKA PRE-QUALIFICATION WITH AVETTA

AVETTA IS A GOLD MEMBER SCHEME OF TŌTIKA

Get Tōtika approved Health & Safety pre-qualification sorted with Avetta

Avetta Prequalification is an accredited Tōtika member scheme.

Find out more →

How to become pre-qualified

Help and Resources

■ Registration

Begin by creating a login for the Pre-qualification portal

Enter in your details

Press *Submit* when done

- Login is required for future access
- You will be sent an email that must be activated
- If you have previously registered, it will inform you. You will be prompted to use the password reset feature if you have forgotten your login.

Create Account

[< Log in](#)

Thanks for creating an account!

If you have an existing Pegasus Workforce account we have linked this new Company Pre-Qual account to it. Please login using your existing account.

If you do not have a Pegasus Workforce account we have sent you an email to activate your new account.

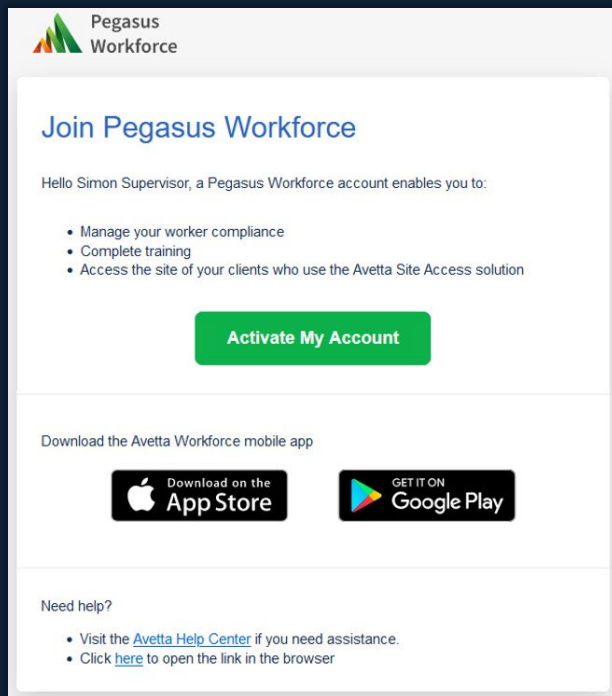
Registration Activation

Press *Activate my Account* link inside your email to progress.

Setup your Password.

Confirmation screen appears.

- References to Pegasus Workforce will appear on the email and the domain poweredbyonsite.com - these are valid Pegasus links.
- Avetta acquired Pegasus in 2021.
- The Pegasus Workforce Account is used throughout the Workforce Management Solution (including Company Prequalification. It is the one account for all your access moving forward.



Pegasus Workforce

Join Pegasus Workforce

Hello Simon Supervisor, a Pegasus Workforce account enables you to:

- Manage your worker compliance
- Complete training
- Access the site of your clients who use the Avetta Site Access solution

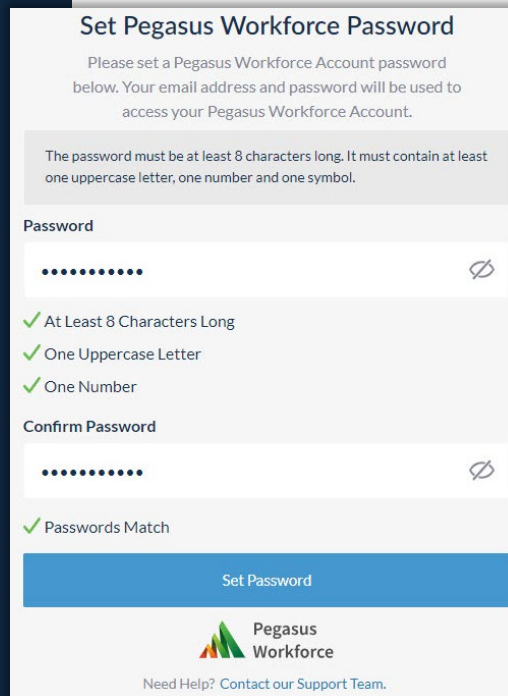
Activate My Account

Download the Avetta Workforce mobile app

Download on the **App Store** | GET IT ON **Google Play**

Need help?

- Visit the [Avetta Help Center](#) if you need assistance.
- Click [here](#) to open the link in the browser



Set Pegasus Workforce Password

Please set a Pegasus Workforce Account password below. Your email address and password will be used to access your Pegasus Workforce Account.

The password must be at least 8 characters long. It must contain at least one uppercase letter, one number and one symbol.

Password

.....

- ✓ At Least 8 Characters Long
- ✓ One Uppercase Letter
- ✓ One Number

Confirm Password

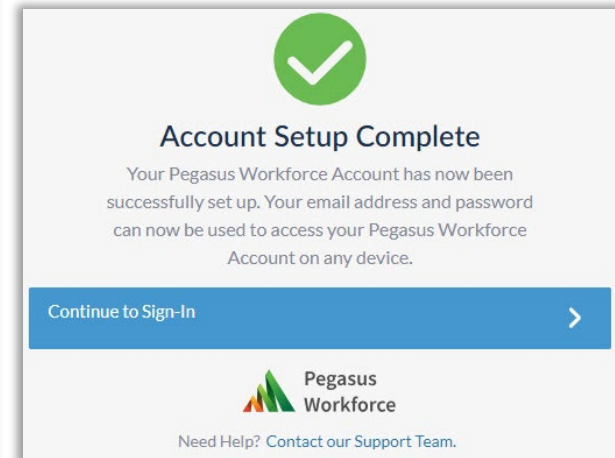
.....

✓ Passwords Match

Set Password

Pegasus Workforce

Need Help? Contact our Support Team.



Account Setup Complete

Your Pegasus Workforce Account has now been successfully set up. Your email address and password can now be used to access your Pegasus Workforce Account on any device.

Continue to Sign-In

Pegasus Workforce

Need Help? Contact our Support Team.

■ Login

Press *Log In*

Login with your Email address and Password

You will arrive at the Business Details Registration Page

Login to Company Pre-Qual has Changed

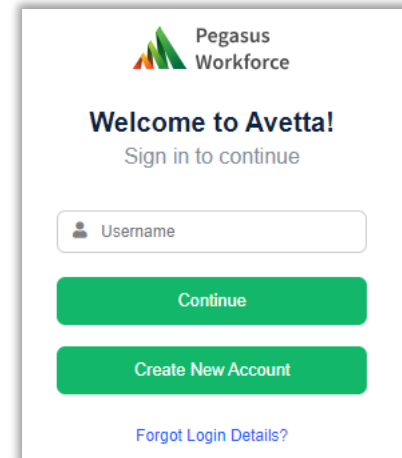
Click **Log In** below to be directed to Pegasus Workforce Account log in.

If you are an existing Company Pre-Qual user, with no Pegasus Workforce account, we have set you up a Pegasus Workforce Account using your **existing** Company Pre-Qual account email and **password**. Please use these existing details to log in.

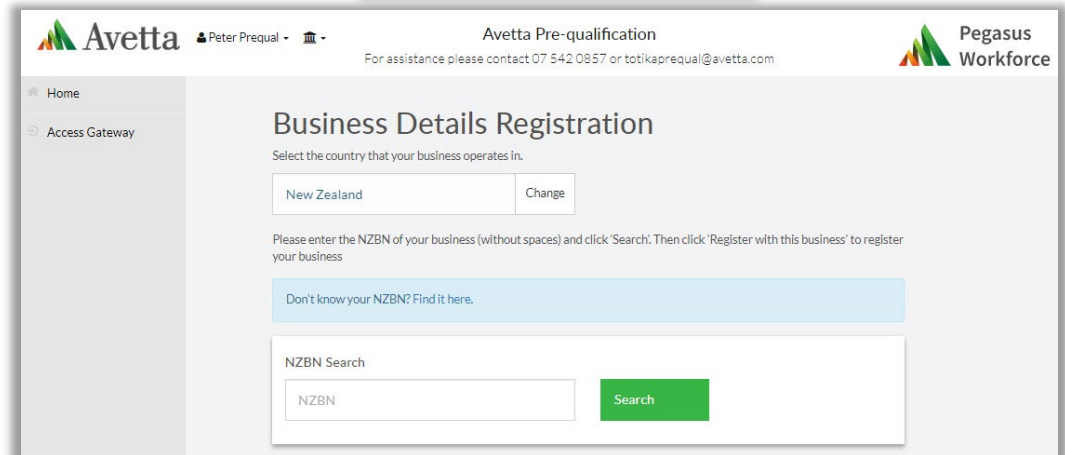
Log in

< Create Account

- If you cannot login, check you are using the correct username and password
- Use the *Recover my password* if you have forgotten
- You can always re-launch the login page from this link: <https://poweredbyonsite.com/auth/sso?uri=/app/avettaprequal>



The image shows a login page for Pegasus Workforce. At the top is the Pegasus Workforce logo. Below it, the text reads "Welcome to Avetta!" followed by "Sign in to continue". There is a text input field for "Username" with a user icon on the left. Below the input field are two green buttons: "Continue" and "Create New Account". At the bottom, there is a blue link that says "Forgot Login Details?".



The image shows the "Business Details Registration" page on the Avetta website. The header includes the Avetta logo, a user profile for "Peter Prequal", and the text "Avetta Pre-qualification" with a contact number and email. The main content area has a sidebar with "Home" and "Access Gateway" links. The main heading is "Business Details Registration". Below it, there is a form to "Select the country that your business operates in." with a dropdown menu showing "New Zealand" and a "Change" button. A note asks the user to enter their NZBN (without spaces) and click "Search". Below this is a light blue box with the text "Don't know your NZBN? Find it here." At the bottom, there is a "NZBN Search" section with an input field for "NZBN" and a green "Search" button.

Business Registration

Enter your NZBN

Press Search

Select *Add this business* when found

- If unsure, press *Find it here*, and search the NZBN registry
- If already exists, it will say *Register with this business*. This will prompt your login to be requested to be added to this business as an administrator.
- The existing administrator(s) will need to verify your access before you can manage this business.

Business Details Registration

Select the country that your business operates in.

New Zealand	Change
-------------	--------

Please enter the NZBN of your business (without spaces) and click 'Search'. Then click 'Register with this business' to register your business

Don't know your NZBN? [Find it here.](#)

NZBN Search

9429031314916	Search
---------------	--------

Registered Business Name	PEGASUS LIMITED
Business Name	PEGASUS LIMITED

Add this business

Business Registration

Complete all mandatory fields

Agree to the terms and conditions

Verify the declaration you have permissions to register

Press *Request Registration*

- Enter details such as contact information, business address details and postal information
- Detail will be used by Avetta for any notifications or review of submitted content.

Business Details Registration

Please complete the business details form below.

Business Details

Registered Business N... PEGASUS LIMITED NZBN 9429031314916
Business Name PEGASUS LIMITED Country New Zealand

Contact Details

Name *

David Pegasus

Email *

admin@pegasus.com

Mobile Phone *

New Zealand 64

4123456

Phone & Fax Details

Business Phone *

New Zealand 64

92441144

Business Fax

New Zealand 64

I declare that I am the administrator of this company

[Request Registration](#)

Company Profile

It will now prompt you to complete the Avetta Pre-qualification process

Only progress when you are ready to continue

- You can pause at this point and review the Manage my Business Details or review the other modules such as Manage Users.

The screenshot shows a web application interface for the Avetta Pre-qualification process. On the left is a navigation sidebar with the following items: Home, Manage My Business Details, Manage My Office Locations, Manage Users, Avetta Pre-qualification (highlighted in green), and Logout. At the top of the main content area is a progress bar with three steps: Profiling Questionnaire (highlighted in green), Registration, and Document Upload. Below the progress bar is the heading "Avetta Pre-qualification". The main content area contains the following text: "In order to become an authorised business, you must meet all criteria as defined by Totika cross-industry pre-qualification standard." followed by "The Registration Process requires you to complete all sections." and a bulleted list of requirements: "Answer all questions as prompted during the application process", "Process payment to Avetta for the verification and administration of your registration", "Upload: Licences, Insurances, Accreditations & Approvals", and "Complete the Health, Safety & Environment Compliance and Risk Assessment". Below the list is a "Please Note" section: "Payments made to Avetta are for the verification of uploaded insurances and licenses. You will be prompted with automatic email notifications when documents are expired. Under no circumstance will a refund of fees be granted once the document verification process has commenced." A green "Continue" button is located in the bottom right corner of the main content area.

Home

Manage My Business Details

Manage My Office Locations

Manage Users

Avetta Pre-qualification

Logout

Profiling Questionnaire

Registration

Document Upload

Avetta Pre-qualification

In order to become an authorised business, you must meet all criteria as defined by Totika cross-industry pre-qualification standard.

The Registration Process requires you to complete all sections.

- Answer all questions as prompted during the application process
- Process payment to Avetta for the verification and administration of your registration
- Upload: Licences, Insurances, Accreditations & Approvals
- Complete the Health, Safety & Environment Compliance and Risk Assessment

Please Note: Payments made to Avetta are for the verification of uploaded insurances and licenses. You will be prompted with automatic email notifications when documents are expired. Under no circumstance will a refund of fees be granted once the document verification process has commenced.

Continue



QUESTIONS AND SUBSCRIPTION

Question Section

Complete the Questions asked truthfully

Progress through by clicking *Proceed*

Progress can be saved at any time

- NOTE: Questions are best completed by the most suited person, typically a Health and Safety Representative or similar.
- Additional questions such as business practices may be requested depending upon your answers
- Incorrect responses can cause delays in approval.

Profiling Questionnaire | Registration | Document Upload

Insurances

Page 3 of 4 | Save Progress

For this application I acknowledge that I am required to provide a current Public Liability Insurance Policy.

Please ensure the policy is available with details of the set amount for the document upload as you will need to upload this document as evidence.

Business name listed on the certificate must match the business name registered in the portal. If not please upload a government certified document linking the names.

I acknowledge and agree

Does your Public Liability Insurance detail any policy exclusions?

Yes
 No

Does your business undertake activities that could reasonably be expected to require a Professional Indemnity Insurance policy e.g. Specialised Advisory, Design, Consulting or Professional Services?

If you answer "Yes" to this question, you will be required to upload your Professional Indemnity Insurance policy.

Profiling Questionnaire | Registration | Document Upload

Terms and Conditions

Page 1 of 4 | Save Progress

I have read and accept the [terms and conditions](#) of use of this Registration Portal.

I acknowledge and agree

iskills respects the privacy of every company for whom we provide a service.

Our [Privacy Policy](#) outlines the information we collect and how it used.

I understand and agree

Your company information, questionnaire responses and documentation may be shared with Totika.

I understand and agree

← Back | Go to Page ◀ | Proceed ▶ →

Question Review

Before the final submission page, you have the opportunity to review all questions

You can return to a previous page and change results before submitting

Once ready press *Submit Answers* to Avetta for review

- Ensure correct answers are submitted.
- These form the basis of what type of work you can perform for Tötika
- Incorrect submissions will be returned to you to correct, causing delays in approval
- Submitting to Avetta will start the review process, please allow up to 3 business days for any notifications
- The administrator completing and submitting will get notifications of any actions/outcomes

Profiling Questionnaire Registration Document Upload

Questionnaire Summary

Terms and Conditions [Update answers](#)

Totika Profiling [Update answers](#)

Insurances [Update answers](#)

Accreditations [Update answers](#) >

[← Back](#) [Submit Answers](#)

Totika Profiling [Update answers](#) ▼

Question	Answers
Principal/lead contractor/designer Does your business ever undertake the role of principal/lead contractor/designer?	<input checked="" type="radio"/> Yes
Principal/Lead Contractor - the contractor with control over the construction phase of a project i...	
Principal/lead designer - an organisation or individual who is appointed by the client to take the le...	
Sole trader Are you a sole trader?	<input type="radio"/> No

■ Purchase Subscription

You will be assigned a risk category depending upon the responses to the questions prompted

Pay for the subscription using PayPal/credit card

Next you will be required to answer questions for your selected category

- Categories are: Category S – Sole Trader, \$150 +GST for one year
- Category 1, \$300 + GST for one year
- Category 2, \$849+ GST for one year
- Category 3, \$1200 + GST for one year
- Companies with ISO45001 Certification will be required to pay a nominal fee
- You can download the invoice, but one will also be emailed to the administrator submitting this application automatically.
- Administrator or the submitter will be sent notifications at 30, 14 and 5 days before any document expiry

Profiling Questionnaire → Registration → Category 3 → Document Upload

Payment successful. Please click next to continue with the process.

Subscriptions	Duration	Expires
Category 3	1 year	20 May 2023

Under no circumstances will a refund of fees be granted after the document verification process has commenced.

If you are ready to proceed, please go to the next page to make your payment by credit card through PayPal or via a PayPal account.

Once the payment has been completed a tax invoice will be generated automatically.

Continue



CATEGORY QUESTIONS & UPLOADS

■ SMS Review

Review the notes given, and press continue to progress

Use Links to the Company Prequalification Knowledgebase and Business Rules to become familiar with upload requirements

If further help required to complete, use the contact details on the Tötika website to discuss with our support team

Start the SMS review process by clicking *Continue*

- Depending upon your category, your upload requirements may be different than shown. You may be required to upload: Public Liability Insurance, Professional Indemnity Insurance, Statutory Liability Insurance, Employers Liability Insurance, Asbestos Liability Insurance, Asbestos Removal License, Safety Accreditations (e.g., AS/NZS-4801, ISO-45001, Q-Safe or SafePlus), Environmental Accreditations (e.g. ISO-14001), Quality Accreditations (e.g. ISO-9001)
- [Company Prequalification Knowledgebase page](#)
- [Tötika Scheme Company Business Rules Page](#)



Profiling Questionnaire

Registration

Category 3

The documents you will now be asked to upload will be used to conduct a Safety Management System (SMS) review.

File Uploads Part 1

Progress through the Category Questions and document requirements pages

Answers can prompt for file uploads or text responses, or prompt Not Applicable where relevant

File uploads follow the standard requests for documents in your operating system

- File uploads limited to:
- JPEG Images
- Microsoft Word Documents
- PDF Files
- PNG Images
- Text Files

✔ Does your organisation communicate the health and safety policy to workers and confirm they understand it?

- Yes
 No

✔ Please upload evidence to show how the policy is communicated to workers (including when it is updated)



Training Upload Document.pdf
May 20, 2022 11:03 AM

View Document

Remove

✔ Do you regularly monitor your contractors H&S performance and provide feedback on this to them?

Select N/A if sub-contractors are not engaged.

- Yes
 No
 N/A

✔ Describe how you communicate and work with subcontractors on matter of health and safety to ensure work is coordinated to manage risks to H&S.

Type N/A if sub-contractors are not engaged.

information relevant to question

File Uploads Part 2

Additional files are required to be uploaded depending upon answers to your questions

If unsure of uploading the correct document, click the *Business Rules* link to launch the requirements for that upload

Business rules can be accessed from the support page

<https://totikaprequal-avetta.co.nz/help-and-resources/>

- File uploads limited to:
- JPEG Images
- Microsoft Word Documents
- PDF Files
- PNG Images
- Text Files

Competency Name	Competency Requirements	Processing Requirements
AS/NZS-4801 Certification	<ul style="list-style-type: none">• Business name on certification to match the organisation registered. If it doesn't match, evidence must be provided to link the NZBN or business names together. This is ideally a letter or download from NZBN office showing the linkage.<ul style="list-style-type: none">◦ <i>Note: If a letter of linkage is supplied, the documentation will need to be sent to site for their approval prior to verification</i>• Must be certificated AS/NZ 4801 certificate• IAS-ANZ stamp to be present	<ul style="list-style-type: none">• Issue Date = As per certification• Expiry Date = As per certification

Back Submit Business Rules

Profiling Questionnaire Registration Category 3 Document Upload

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, required to upload it once.

Certificate	Documents	Overall Status
AS/NZS-4801 Certification	Upload the following document AS/NZS-4801 Certification Upload Document	Not Ready
Employers Liability Insurance	Upload the following document Employers Liability Insurance Upload Document	Not Ready

Confirm Responses


Confirm your answers to the questions asked.

Incorrect answers will cause delays in the registration process

Press *Submit Answers* when ready


Read notice message , and *Continue* when ready

- You can return to a question page after reviewing the supplier answers
- Only when ready to commit your answers to Avetta, should you press Submit Answers



Please allow up to three business days for your documents to be verified and ensure your documents meet the business rules set by the Avetta pre-qualification scheme.

[Continue](#)



Questionnaire Summary

ISO45001 certification Update answers	>
H&S Policy Update answers	>
H&S Policy Communication Update answers	>
Accountabilities Update answers	>
Dealing with H&S Issues Update answers	>
Demonstrating Active Commitment Update answers	>

[Submit Answers](#)

Completing Submission

Once each file is uploaded, you will see its status change to *Submitted*

Once all required files are uploaded, the *Next* button will appear

This will then take you to the *Thank You* page and end the application process

- Verification time is estimated at 3 business days
- Verification time will vary upon number of files uploaded and complexity of your submission question responses
- If any files are returned to you to re-submit, this will cause delays
- You can only progress after all file upload requirements are completed. Then *Next* button will appear
- Administrator or the submitter will be sent notifications at 30, 14 and 5 days before expiry

Profiling Questionnaire > Registration > Category 3 > Document Upload

Thank You.

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 the last page, your profile and documents will be lodged for verification which can take 1 - 2 business days. From here you can continue with the next step in the process by creating additional office locations and contacts.

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.

Clicking on the Manage My Business Details tile will allow you to edit your business information and edit or create new contact details.

If you are required to complete the Safety Management System Review please click [here](#) to access the Document & Information Checklist as well as example documents and questions stored in the Pegasus SMS Knowledge Base.

[Return to Dashboard](#) [Renew](#)

Document Type	Description	Action
Certificate		
Employers Liability Insurance		
ISO-45001 Certification	ISO-45001 Certification	Upload Document
Professional Indemnity Insurance	Upload the following document Professional Indemnity Insurance	Upload Document
Public and/or Product Liability Insurance	Upload the following document Public and/or Product Liability Insurance	Upload Document
Statutory Liability Insurance	Upload the following document Statutory Liability Insurance	Upload Document

- Home
- Manage My Business Details
- Manage My Office Locations
- Manage Users
- Avetta Pre-qualification**
- Logout



SMS REVIEW

■ Safety Management Systems (SMS) Review

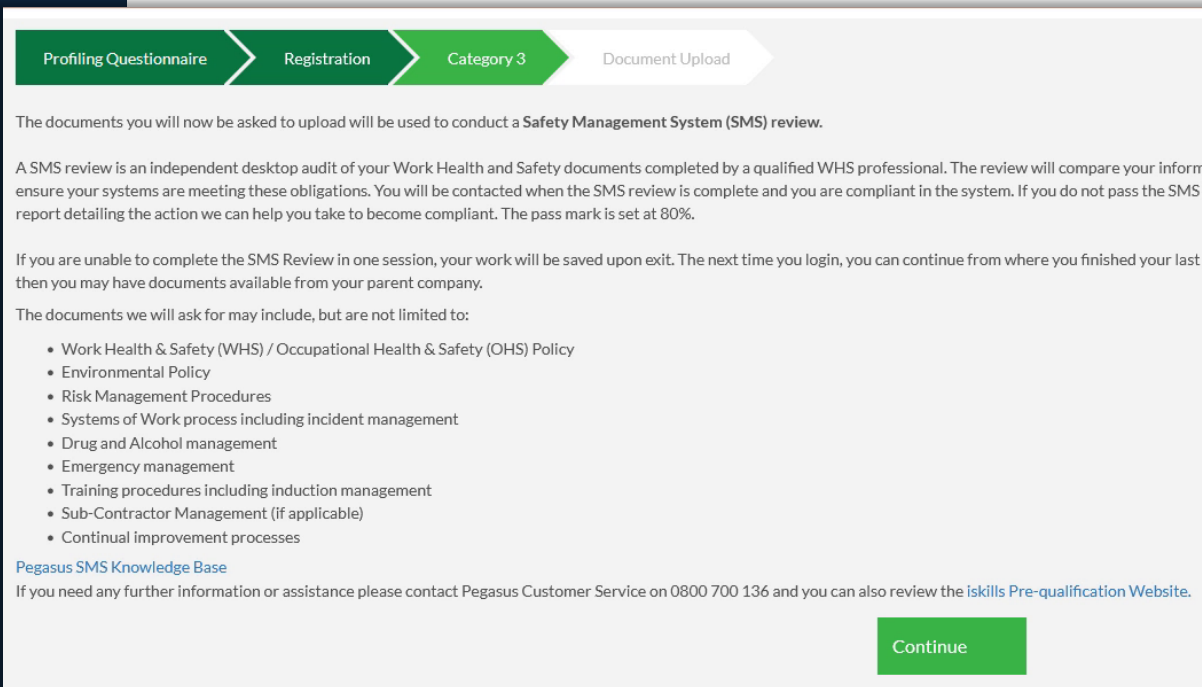
The final step for contractor registration is to successfully complete a SMS review.

This is an independent desktop review of your Work Health and Safety documents by a qualified WHS professional.

The documents you'll be asked to upload for your SMS review may vary depending upon the questions answered

Your SMS questions and submitted documents will be audited within five business days of submission and you'll be emailed if corrective actions are required for you to meet compliance.

- The documents you'll be asked to upload for your SMS review may include, but are not limited to:
- WHS Policy
- Safety Management System
- Safe Work Method Statements/JSA/Safe Work Procedures
- Risk Register
- Training Matrices/Training Needs Analysis
- An SMS has an expiry date of 1 year from approval date



The documents you will now be asked to upload will be used to conduct a **Safety Management System (SMS) review**.

A SMS review is an independent desktop audit of your Work Health and Safety documents completed by a qualified WHS professional. The review will compare your information to ensure your systems are meeting these obligations. You will be contacted when the SMS review is complete and you are compliant in the system. If you do not pass the SMS review, you will receive a report detailing the action we can help you take to become compliant. The pass mark is set at 80%.

If you are unable to complete the SMS Review in one session, your work will be saved upon exit. The next time you login, you can continue from where you finished your last session then you may have documents available from your parent company.

The documents we will ask for may include, but are not limited to:

- Work Health & Safety (WHS) / Occupational Health & Safety (OHS) Policy
- Environmental Policy
- Risk Management Procedures
- Systems of Work process including incident management
- Drug and Alcohol management
- Emergency management
- Training procedures including induction management
- Sub-Contractor Management (if applicable)
- Continual improvement processes

[Pegasus SMS Knowledge Base](#)

If you need any further information or assistance please contact Pegasus Customer Service on 0800 700 136 and you can also review the [iskills Pre-qualification Website](#).

[Continue](#)

Approved SMS Assessment

Should your Assessment be approved, you will see that under your *Manage My Business Details* page

- SMS Assessment score requires a minimum of 80
- Email notifications will accompany an approval of your SMS Review
- If you can not see that you have a SMS review submitted, review your compliance status under *Manage My Business Details* to see what is possibly not completed or submitted

Home

Manage My Business Details

Manage My Office Locations

Manage Users

< View Assessment

Status: **Approved**

Created: 20 May 2022 11:02:27 am

Last Modified: 23 May 2022 2:40:20 pm

Score: 83

Expires: 23 May 2023 (in a year)

[iskills Audit Review](#)

Category 3

Duration: 1 Year

< Manage My Business Details ✓

Detail Contacts **Compliance** Document Library Transaction History Assessments

Overview

✓ 1/1 Subscriptions ✓ 6/6 Certificates ✓ 1/1 Assessments

Dear PEGASUS LIMITED,

Thank you for submitting your Category 3 assessment as part of the iskills Pre-qualification Contractor Information website. This email is to inform you that your assessment has been approved.

You may be required to complete additional steps as part of your iskills Pre-qualification Contractor Information website. Please visit <https://pegasusprequal.co.nz> for information and guides about how to renew or update worker profiles. You can also find details to reach the Pegasus support team.

Kind Regards

iskills Pre-qualification Administration Team

Returned SMS Assessment

Should your Assessment be returned, you will be notified by email

Action any notes and re-submit to continue to maintain compliance

- Email sent to Company Administrator
- Includes steps to resolve the Assessment application
- View the status at any time from the Manage My Business Details page in the Company Pre-qualification portal
- Company Administrator or the submitter will be sent notifications at 30, 14 and 5 days before any documents expire.

Thank you for submitting your documents and questionnaire for the SMS Assessment requirement in the iskills Pre-qualification system.

We are emailing because **your companys SMS Assessment has been returned**. For your company to become compliant, you must respond to the corrective actions. They can be found in your profile in the [iskills Pre-qualification system](#)

What to do Now

Please follow the steps below to find your corrective actions and respond to them by either entering a comment, changing the answer, or uploading a new document.

Step 1 >

Log in to the system [here](#)>

Step 2 >

Click **Manage My Business Details**

Step 3 >

Click the **Assessments** tab




Step 4 >

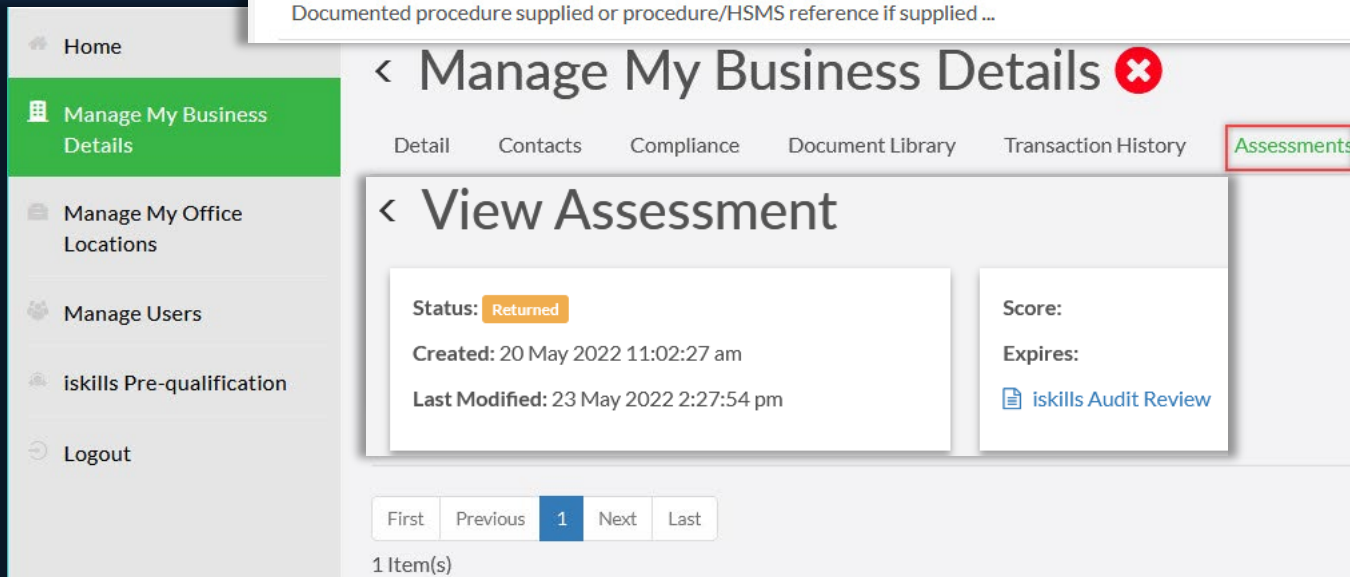
The screenshot displays the 'Manage My Business Details' interface. On the left is a navigation menu with options: Home, Manage My Business Details (highlighted), Manage My Office Locations, Manage Users, iskills Pre-qualification, and Logout. The main content area has a breadcrumb trail: < Manage My Business Details. Below this is a sub-menu with tabs: Detail, Contacts, Compliance, Document Library, Transaction History, and Assessments (highlighted). A card displays assessment details for 'Category 3', which is marked as 'Returned' in an orange box. The card also shows 'Duration: 1 Year' and 'Grace Period: 20/5/22 (3 days ago)'. At the bottom, there is a pagination control with buttons for 'First', 'Previous', '1' (selected), 'Next', and 'Last', and a count of '1 Item(s)'.

Returned SMS Assessment

Instantly see the status of your assessment from the Manage My Business Details page under Assessments

- Items with a (1) number have comments you can review for more detail
- Status of documents can be:
Submitted – Pending review
Returned – Actions required to correct
Approved – Passed documents
Expired – Document no longer in date
- View the review notes in the attached document if sent a returned email

Question	Answers	Comments
Contractor management process Do you have a documented procedure for the management of sub-contracto...	• Yes	(1)  +
Contractor management process - Upload Documented procedure supplied or procedure/HSMS reference if supplied ...	• 	(0)  +



The screenshot shows the 'Manage My Business Details' page with the 'Assessments' tab selected. A 'View Assessment' modal is open, displaying the following information:

- Status:** Returned
- Created:** 20 May 2022 11:02:27 am
- Last Modified:** 23 May 2022 2:27:54 pm
- Score:**
- Expires:**
- [iskills Audit Review](#)

At the bottom of the modal, there is a pagination control showing '1' of 1 item(s).



SUPPORT



<https://totikaprequal-avetta.co.nz/>



Phone: 07 542 0857



totikaprequal@avetta.com