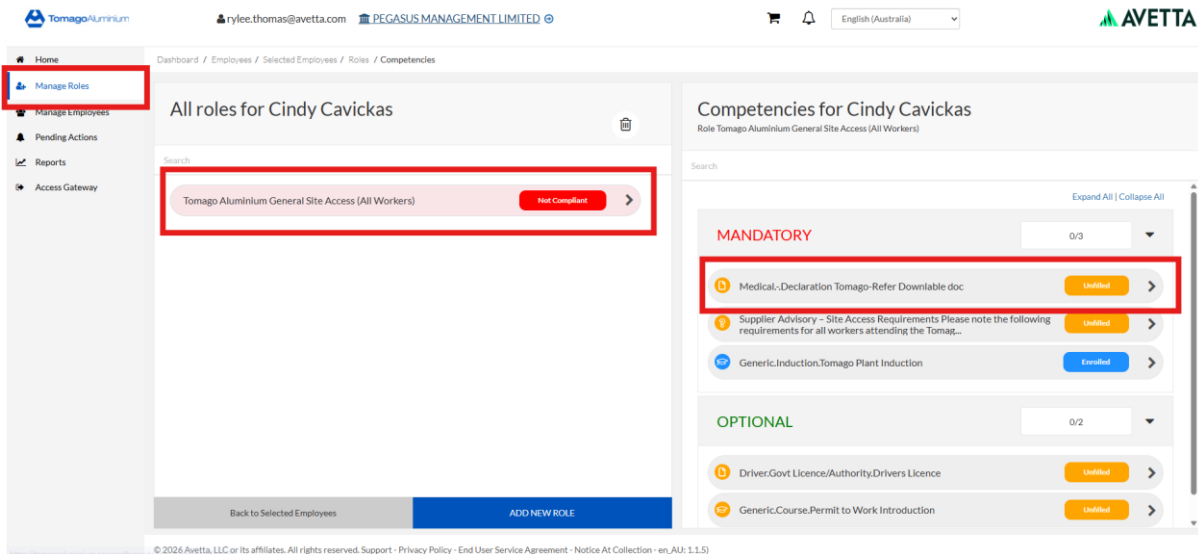


Medical Declaration/Approval Form Process

The purpose of this guide is to walk you through the medical declaration process. To receive the correct document to upload for compliance each worker must complete the medical declaration form for review. The form link can be found in the downloadable template as well as the business rules.

Important Reminder the declaration must be completed by the worker not the company admin or any other third party.

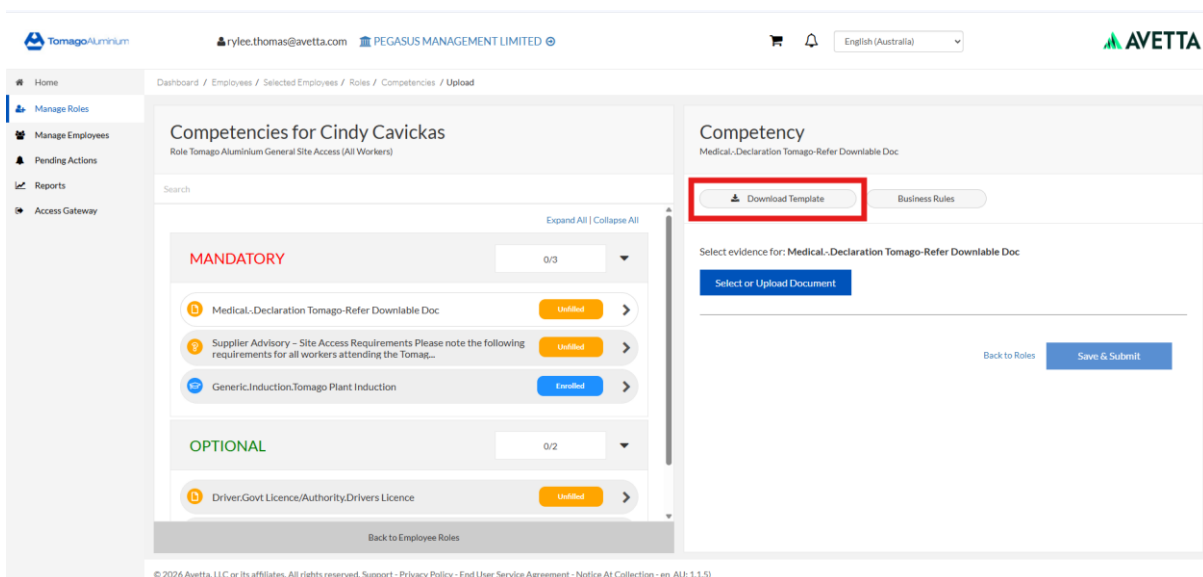


Step 1 | Open Manage Roles

Step 2 | Select the worker

Step 3 | Select the Tomago Aluminium General site access (All Workers) role

Step 4 | Select “Medical Declaration Tomago – Refer Downloadable Doc”



Step 5 | Download the template or click on Business rules and have the worker complete the declaration form Link can be accesses by clicking “CLICK HERE – MEDICAL LINK” and send the link to the worker.



MEDICAL LINK

This form must be completed personally by the worker to whom it applies and must not be completed by a representative, supervisor, or any third party on the worker's behalf.

Please share the below link with your worker. Once they complete the form you as a company admin will receive a confirmation sent from Jotform noreply@formresponse.com. This is then to be uploaded in the Tomago supplier portal

Select evidence for: Medical-Declaration Tomago-Refer Downlable Doc

Select or Upload Document

CLICK HERE-MEDICAL LINK

- If the worker answered **NO** to all questions, the worker and supplier will receive an '**auto-approved**' version of the form.
- If the worker answered **YES** to any question, the form will be sent to the supplier's medical team for review. Once approved, the worker and supplier admin will receive a '**Tomago-approved**' version of the form.
- **Only approved forms** can be submitted during registration

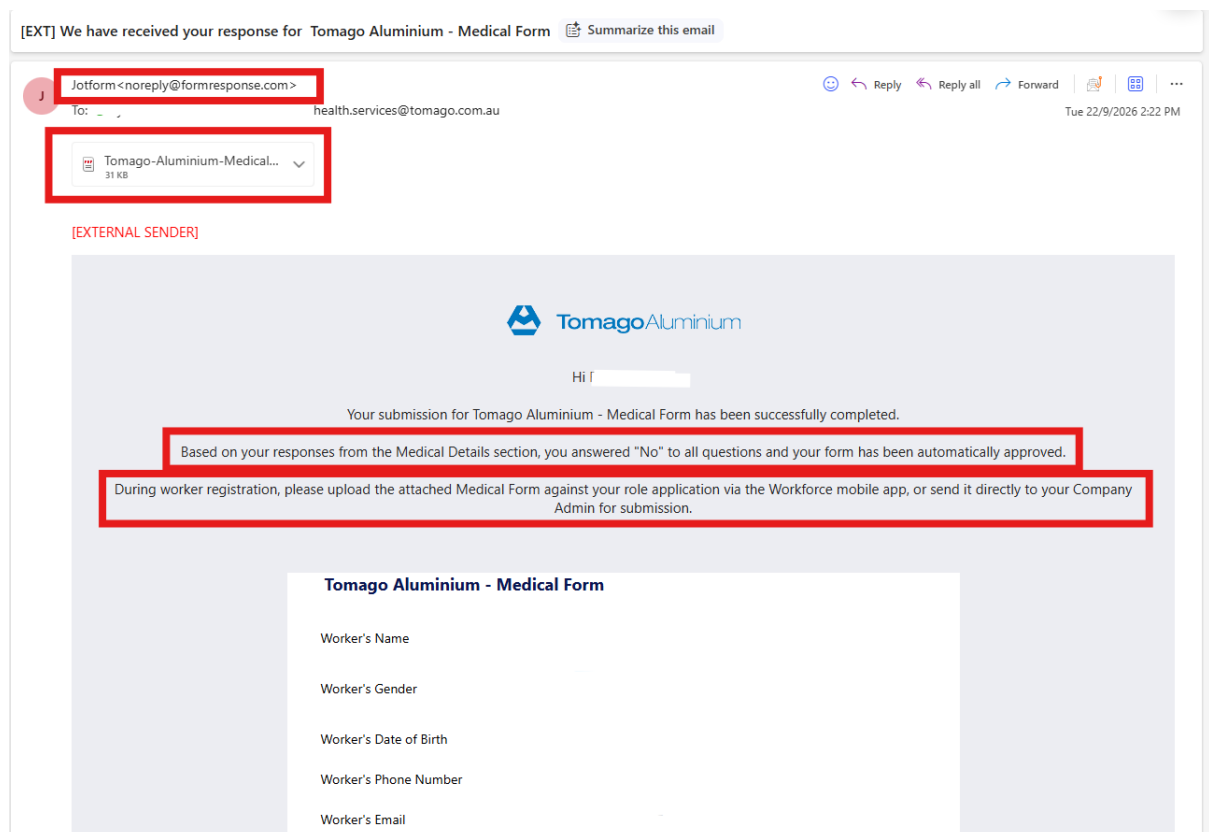


Thank You!

Your submission has been received.

Step 7 | After the worker completes the form, The above Thank you is presented. If your worker has no medical declarations and has selected “NO” to all questions the approval form will be emailed to both the worker and company admin immediately.

If your worker answers “YES” to any of the declaration questions the form will need to be reviewed by the Tomago Medical team prior to an approval form being issued.



Step 8 | Open the email and save the attachment

The email will be from **noreply@formresponse.com**

The screenshot shows the 'Competencies for Cindy Cavickas' page. Under the 'MANDATORY' section, the 'Medical-Declaration Tomago-Refer Downloadable Doc' is marked as 'Unfulfilled'. A red box highlights the 'Select or Upload Document' button. Another red box highlights the 'Upload new document' button in the 'Document Library' modal.

Step 9 | Return to Worker Roles and select “Medical Declaration Tomago – Refer to Downloadable Doc”

Step 10 | Select “Select or Upload Document” > “Upload Document”. Select all pages, then click “Select documents”

The screenshot shows the 'Competency' page. Under the 'MANDATORY' section, the 'Medical-Declaration Tomago-Refer Downloadable Doc' is marked as 'Unfulfilled'. A red box highlights the 'Select or Upload Document' button. Another red box highlights the 'Upload new document' button in the 'Document Library' modal.

Step 11 | Enter the form issue date (top right), then set the expiry date to 2 years from the issue date Click Save & Submit