

How to:



Add an Activity to your log (Certificate Holder)

How to add an Activity as a Certificate Holder for the Coal Services Maintenance of Competence (MoC) Portal to assist with maintaining your NSW Practicing Certificate.

There are 3 options when adding Activities to MoC Portal:

1. Manually add an Activity
2. Scan a QR Code
3. Have a Mine Site or Training Provider assign to a Certificate Holder

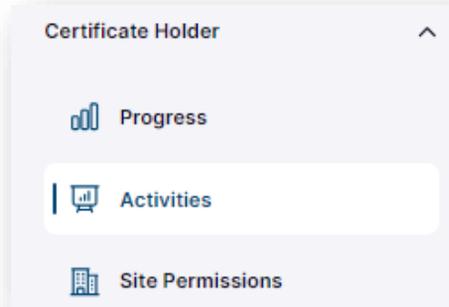
Login at <https://moc.coalservices.com.au>

Manual Activity Type

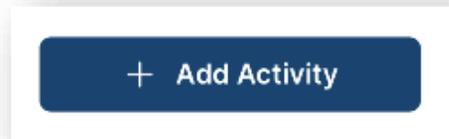


Coal Services

1. Select “Activities”
 - Phone – select the 3 lines
 - PC – left menu



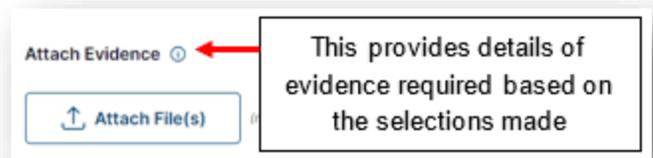
2. Select “Add Activity”



3. Fill in the details for the Activity

4. Attach any evidence.

Note: Evidence file types include PDF, jpg, jpeg, gif, png, docx, doc, xlsx, csv and pptx.

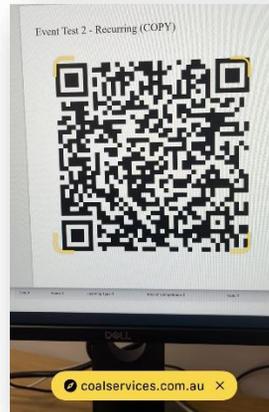


5. Select “Save Activity”.

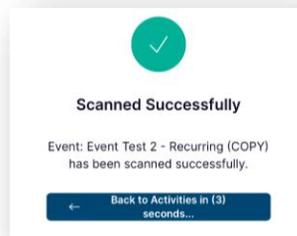
Manually entered activities can be edited and added to at any time.

Scanned Activity Type

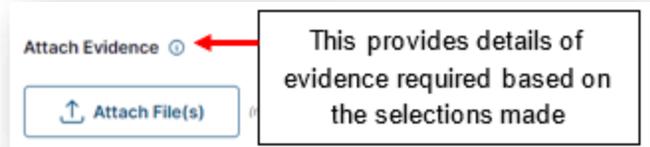
1. Open the Camera Application on your phone or another mobile device.
2. Hold the Camera up to the QR displayed and click on the link displayed
Note: If you are not signed in the login page will appear



3. “Scanned Successfully” will appear. The associated Activity(s) will show in your ‘Activities’ list.



4. To add Evidence, select the Activity and Attach any evidence.
Note: Evidence file types include PDF, jpg, jpeg, gif, png, docx, doc, xlsx, csv and pptx.



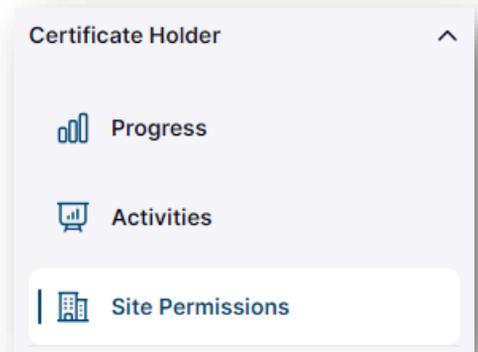
Scanned activities details cannot be edited, but Evidence can be added at any time.

Assigned Activity Type



1. Check “Site Permissions” for the Mine Site/ Training Provider
Note: Ensure “Assign Event / Assign Activity” is enabled in the permissions.

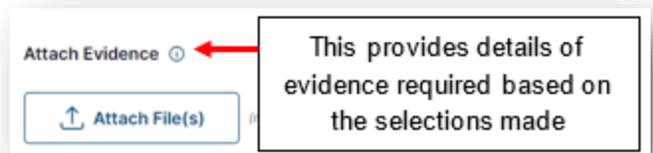
2. Add any “Sites” you which to assign activities on your behalf.



3. To edit or delete any Site(s) select the “Edit” icon or button to the right of the “Site”.

4. Any Site in “Site Permission” list with “Assign Event / Assign Activity” enabled can add Activities to your list at any time.

5. To add Evidence, select the Activity and Attach any evidence.
Note: Evidence file types include PDF, jpg, jpeg, gif, png, docx, doc, xlsx, csv and pptx.



Assigned activities details cannot be edited, but Evidence can be added at any time.