

How to:



Coal Services

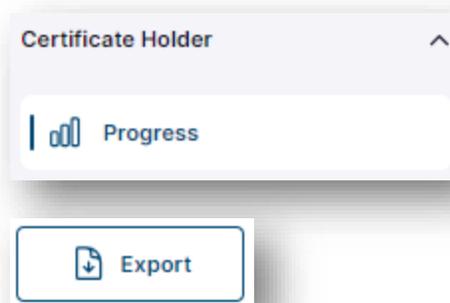
Download activity log and evidence (Certificate Holder)

How to download your activity log and evidence using Coal Services Maintenance of Competence (MoC) Portal.

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

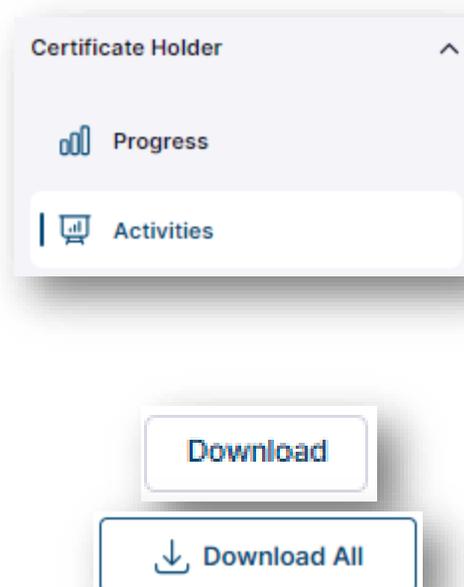
Download logbook

1. Select "Progress"
 - PC – left menu
 - Mobile Device – select the 3 lines
2. Select "Export"
Note: the file will go to your "Downloads" folder on your device – usually a pop-up appears



Download Evidence

1. Select "Activities"
 - PC – left menu
 - Mobile Device – select the 3 lines
2. Select the Title of the activity or "Edit" for any that you wish to see the Evidence
3. Select "Download" or "Download All" to View Evidence
Note: the file(s) will go to your "Downloads" folder on your device



You are now prepared in the event of an audit to provide the required documents.