How to:

View & Download Certificate Holder Compliance Information (Admin User)

How to view and download Certificate Holder Compliance Information using Coal Services Maintenance of Competence (MoC) Portal.

For your Organisation to be able to view any information for a Certificate Holder they need to have Shared Permissions. Permissions are enabled by the Certificate Holder on Invite or Manually via the Site Permissions area of their Portal:

There are 3 options when accessing Certificate Holder Compliance information in the MoC Portal:

1. Individual Certificate Holder Compliance & Download

2. Individual Certificate Holder Evidence

3. Organisation Compliance Report Download

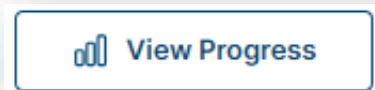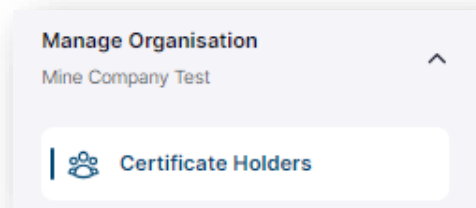Login at https://moc.coalservices.com.au

Individual
Certificate Holder Compliance

Coal Services

1. Select "Certificate Holders"
   - PC – left menu
   - Mobile Device – select the 3 lines

Manage Organisation
Mine Company Test

Certificate Holders

2. Select or search and select the Certificate Holder from the list

3. Select "View Progress"

View Progress

4. Summary information can be viewed from this page

5. To view logbook, select "Export"
   Note: the file will go to your "Downloads" folder on your device

Individual
Certificate Holder Evidence

1. Select "Certificate Holders"
   - PC – left menu
   - Mobile Device – select the 3 lines

Manage Organisation
Mine Company Test

Certificate Holders

2. Select or search and select the Certificate Holder from the list

3. Select "View Activities"

View Activities

4. Select "View" for any that you wish to see the Evidence

5. Select "Download All" to View Evidence
   Note: the file will go to your "Downloads" folder on your device

Download All
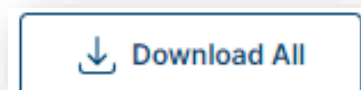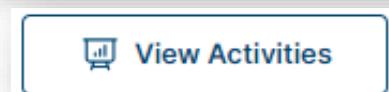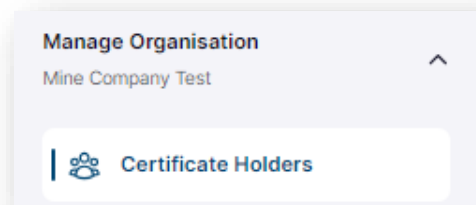
If the Certificate Holder does not appear in the list, send them an Invite to Share Permission(s).
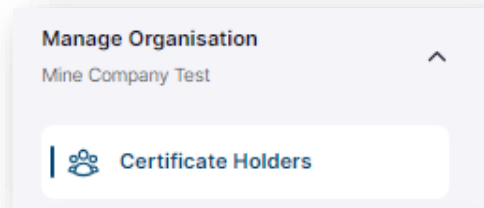
Organisation
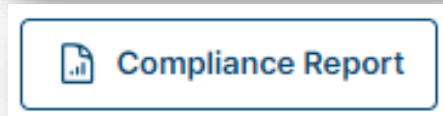## Certificate Holder Compliance

Coal Services

1. Select "Certificate Holders"
   - PC – left menu
   - Mobile Device – select the 3 lines

Manage Organisation
Mine Company Test

👥 Certificate Holders

📊 Compliance Report

2. Select "Compliance Report"
   Note: Basic compliance information can be seen from this page

3. Select "Export" for detailed information
   Note: the files will go to your "Downloads" folder on your device

4. Select the "Excel" file (not the CSV)

5. On opening the file ensure you select "enable Editing" for best results

6. Tab 1 contains the Summary Report and Tab 2 contains the 4 Compliance Rules for reference.

If a Certificate Holder does not appear in the list, send them an Invite to Share Permission(s).