

NCC Site Introduction

Guide for end users

2022-12-01



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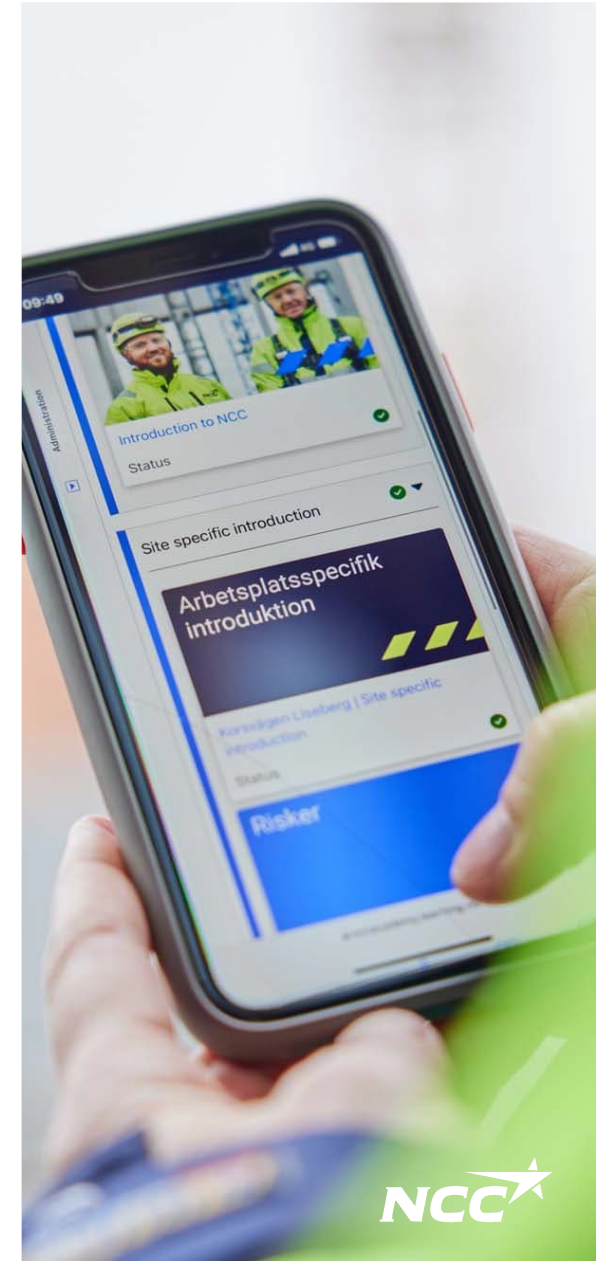
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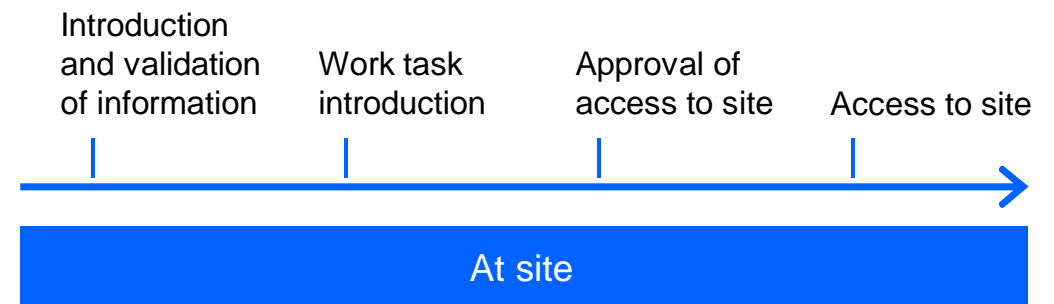
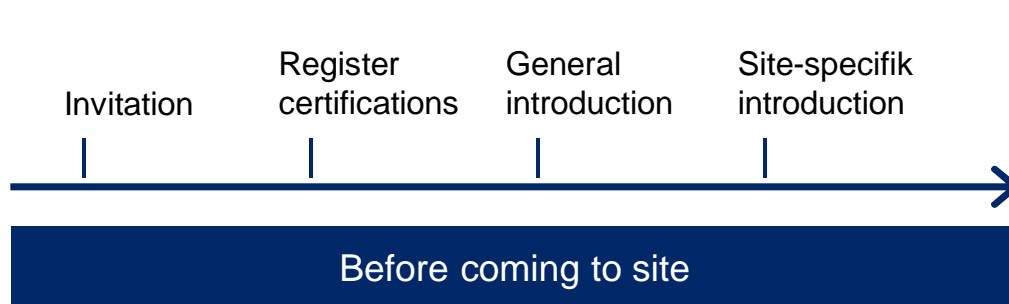
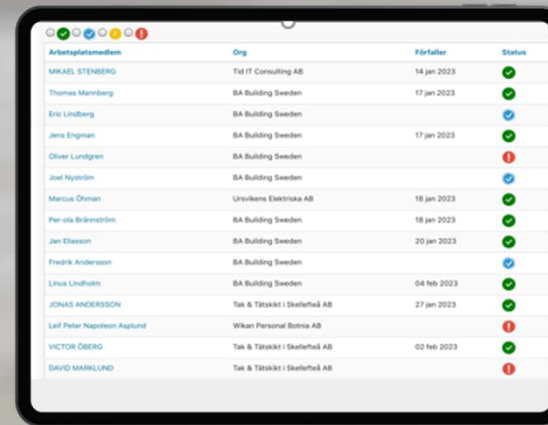
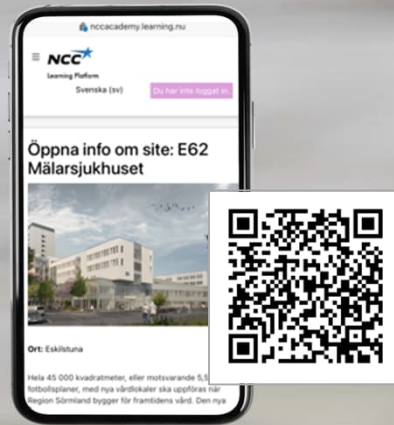


Support tools and the process for a more efficient and safe introduction to our sites

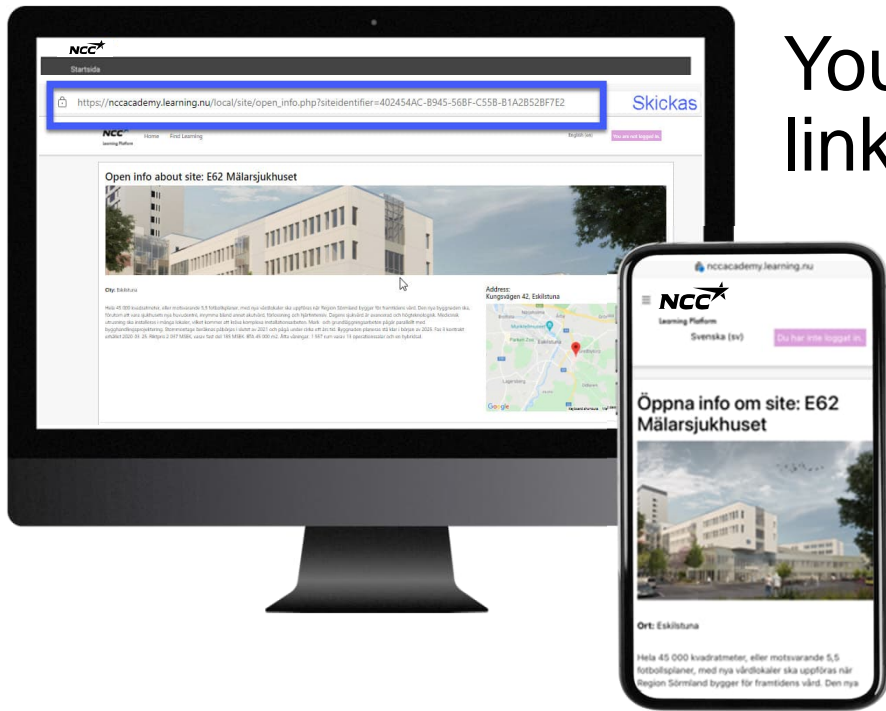
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New digital support tool

Invitation,
introduction,
certificates



You will receive an invitation via:
link, QR code or email



*Link / QR code is site unique
but not individual unique*

Invitation

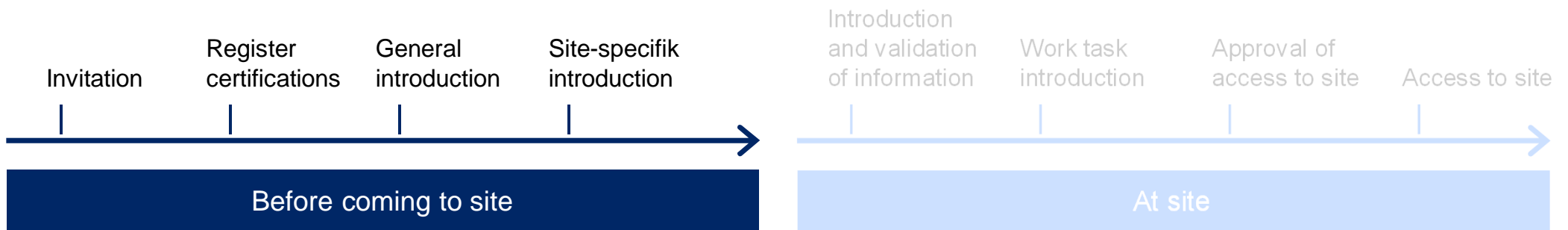
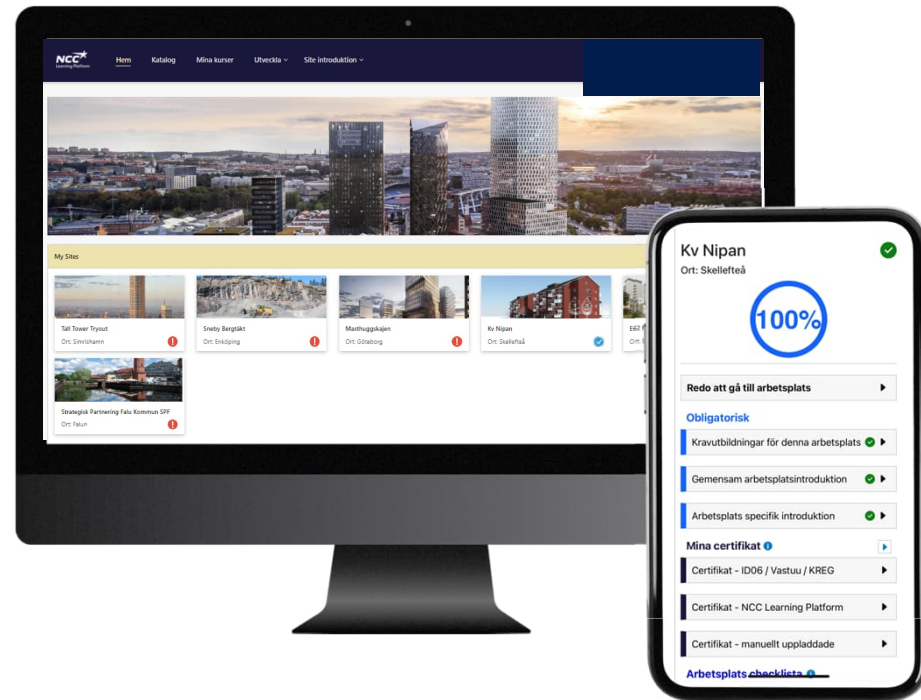
- Register certifications
- General introduction
- Site-specific introduction

Before coming to site

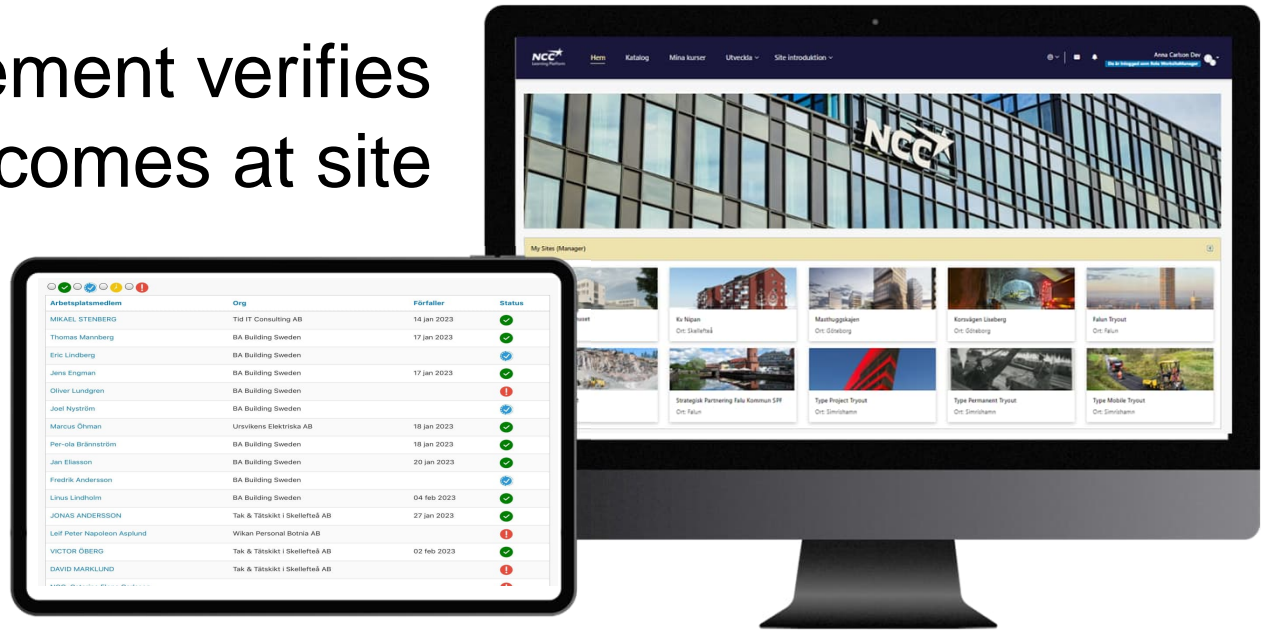
- Introduction and validation of information
- Work task introduction
- Approval of access to site
- Access to site


At site

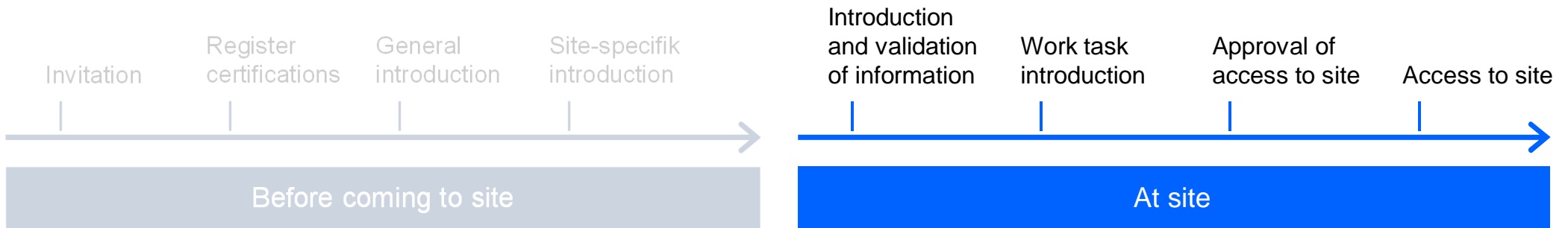
You carry out the introduction before you come to the site

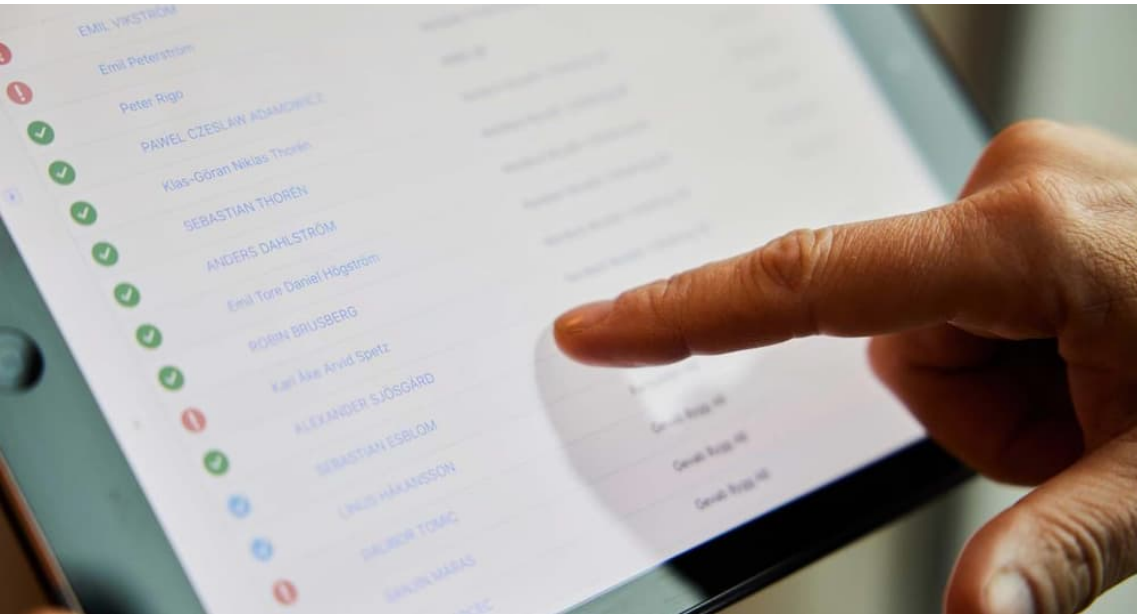


The site management verifies information and welcomes at site



 Check status, verify and approve

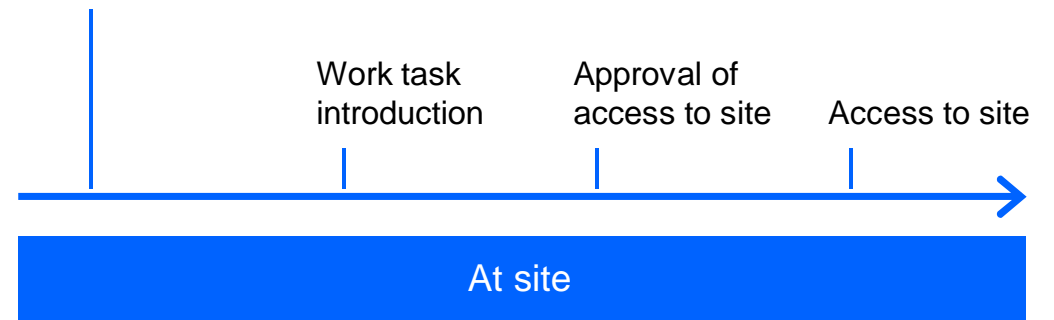




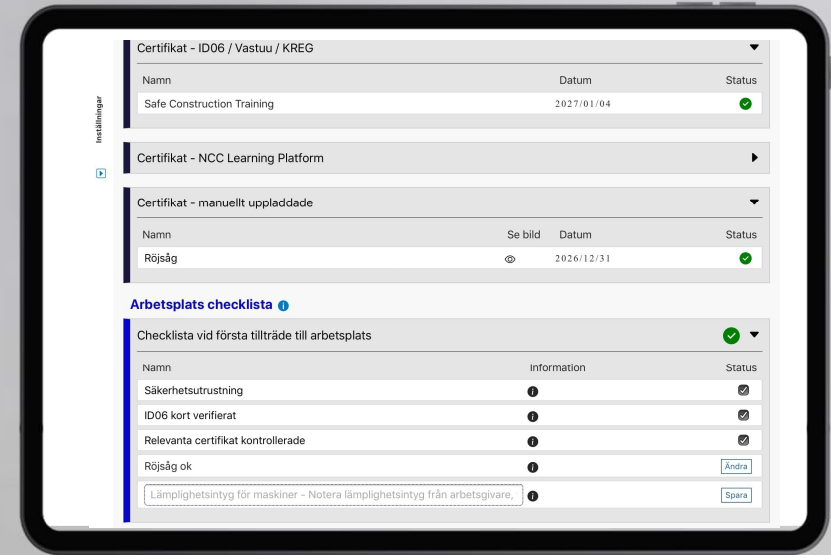
The site management reviews your status and your educations



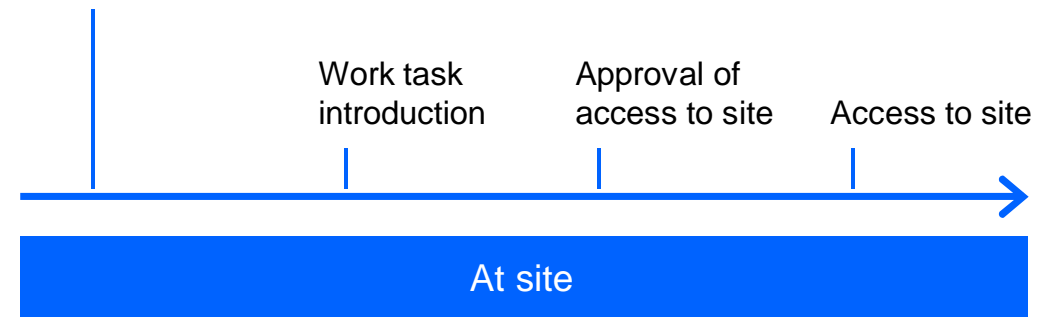
Introduction and validation of information



The site management sees your status and complete checklist



Introduction and validation of information



How do you get an invitation?

Invitation is shared via link

NCC is responsible for:

To send invitation to NCC employees and to the contact person at the Subcontractor

Subcontractor is responsible for:

To pass on the invitation to everyone who is involved in the assignment



Link with e-mail



Link with SMS



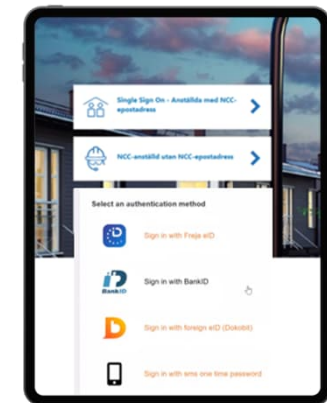
QR code

How do you log in?

Log in to NCC Site introduction

Subcontractors/ Partners:

Login can be done via BankID, SMS password or European BankID variants



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– Step by step guide

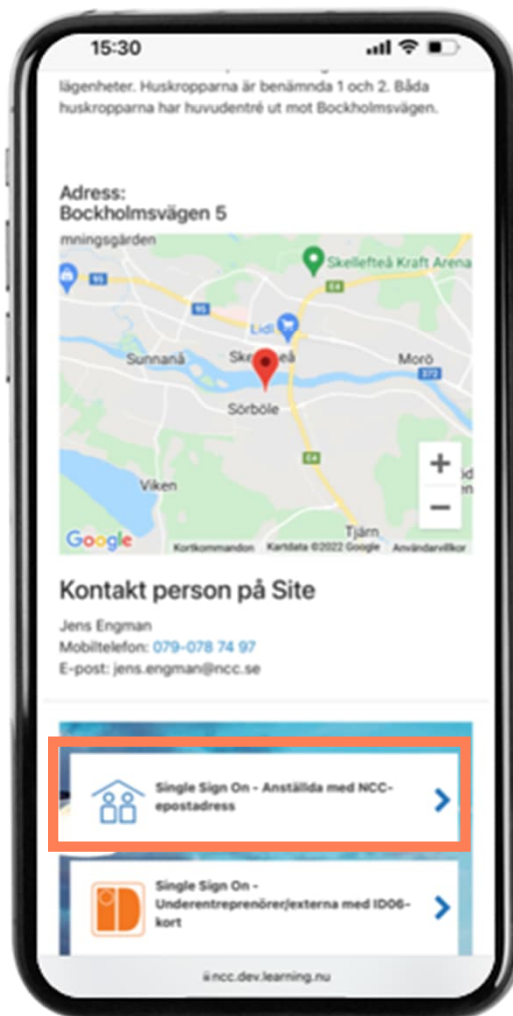
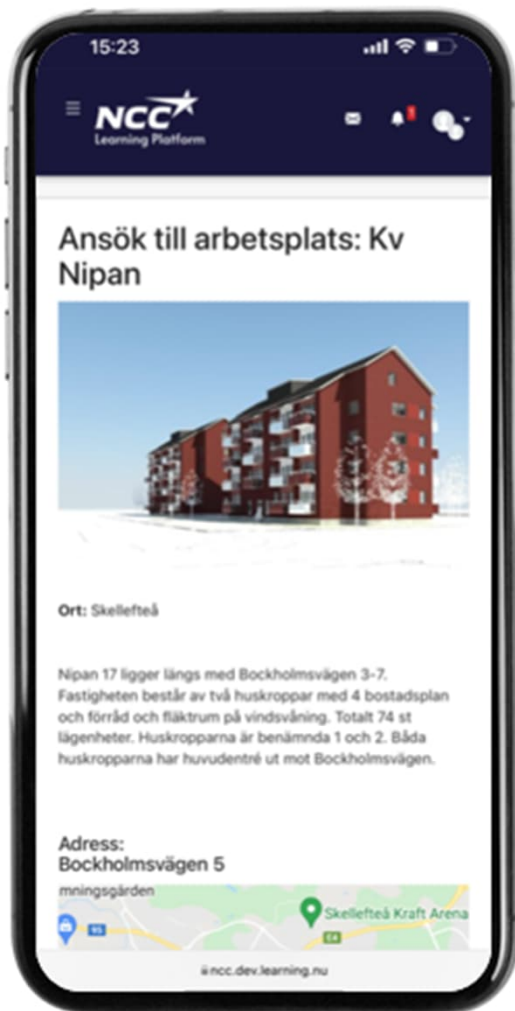
Log in – NCC employees

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Log in

- You will receive an invitation via email, QR code or a web link
- Click on the link
- You come to the first page of the site
- Click on "apply"





Follow the instructions and answer questions about whether it is ok to store your education certificates



19:28 90%

Lagra NCC introduktionscertifikat i ID06 kompetensdatabasen

Ja Nej Ej valt

Jag vill ansluta mig till NCC Site Introduction (arbetsplatsintroduktionslösning) och samtycker till att NCC Sverige behandlar följande personuppgifter om mig:

- Uppgifter som ackrediterade utbildningsföretag lämnat till ID06: vilka utbildningar du har genomfört, vilken behörighet du har, om en behörighet är tidsbegränsad, vid vilket utbildningsföretag du genomfört utbildningen och när du slutfört den.

Uppgifterna behandlas för att förenkla kontroll av utbildningsbevis och behörighet, för det övergripande syftet att öka säkerheten på arbetsplatsen. Det sker genom att uppgifterna om utbildning sparas i samband med inskrivning till arbetsplatsen och lagras under projekts livscykel. Du kan när som helst återkalla ditt samtycke. Om du gör det och begär att vi raderar uppgifterna i NCC Site Introduction (arbetsplatsintroduktionslösning), gör vi det. Du kan läsa mer om hur vi behandlar dina personuppgifter inom ramen för NCC Site Introduction (arbetsplatsintroduktion) se ncc.se/gdpr

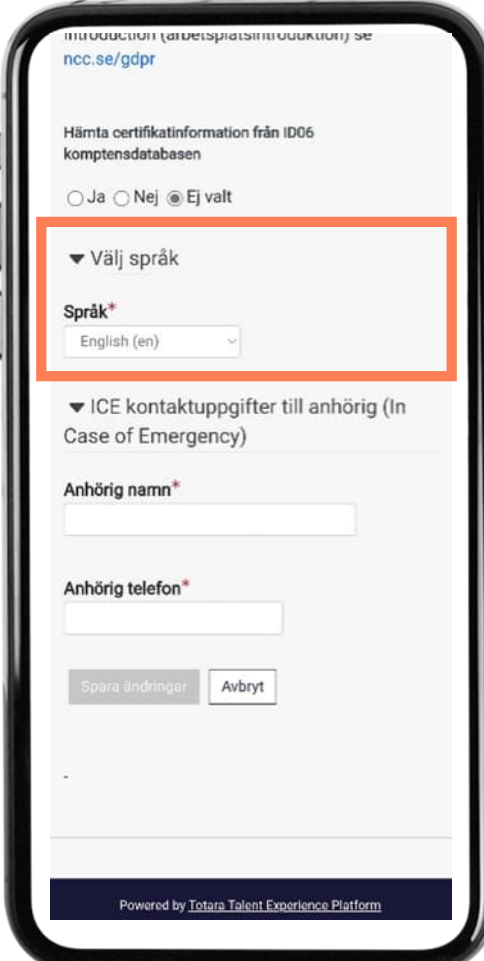
Hämta certifikatinformation från ID06 kompetensdatabasen

Ja Nej Ej valt

In which language do you want to carry out the introduction?

Choose the language in which you wish to carry out the introduction.

At the start, June 2022, there are Swedish and English, later in 2022 a total of 9 languages



The screenshot shows a mobile application interface for language selection. At the top, there is a URL ncc.se/gdpr. Below that, the text reads "Hämta certifikatinformation från ID06 kompetensdatabasen". There are three radio buttons: "Ja", "Nej", and "Ej valt", with "Ej valt" selected. A section titled "Välj språk" is highlighted with an orange border. Inside this section, there is a label "Språk*" and a dropdown menu currently showing "English (en)". Below this, there is a section titled "ICE kontaktuppgifter till anhörig (In Case of Emergency)". This section contains two input fields: "Anhörig namn*" and "Anhörig telefon*", both of which are empty. At the bottom of this section, there are two buttons: "Spara ändringar" and "Avbryt". At the very bottom of the screen, there is a footer that reads "Powered by Totara Talent Experience Platform".

We wish to collect contact information in case something should happen

Enter closest relative/contact person

Save changes

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The image shows a mobile application interface for an introduction form. The form is titled "Introduction (arbetsplatsintroduktion) se ncc.se/gdpr". It includes a section for "Hämta certifikatinformation från ID06 kompetensdatabasen" with radio buttons for "Ja", "Nej", and "Ej valt". Below this is a language selection section "Välj språk" with a dropdown menu set to "Språk*" and "English (en)". The main section, highlighted with an orange border, is "ICE kontaktuppgifter till anhörig (In Case of Emergency)", which contains two required text input fields: "Anhörig namn*" and "Anhörig telefon*". At the bottom of this section are two buttons: "Spara ändringar" and "Avbryt". The footer of the app states "Powered by Totara Talent Experience Platform".

– Step by step guide

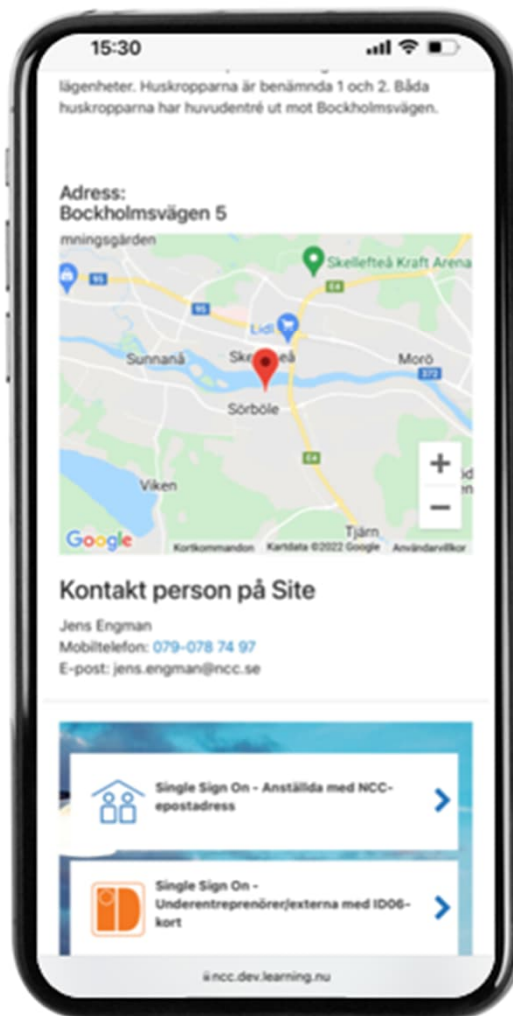
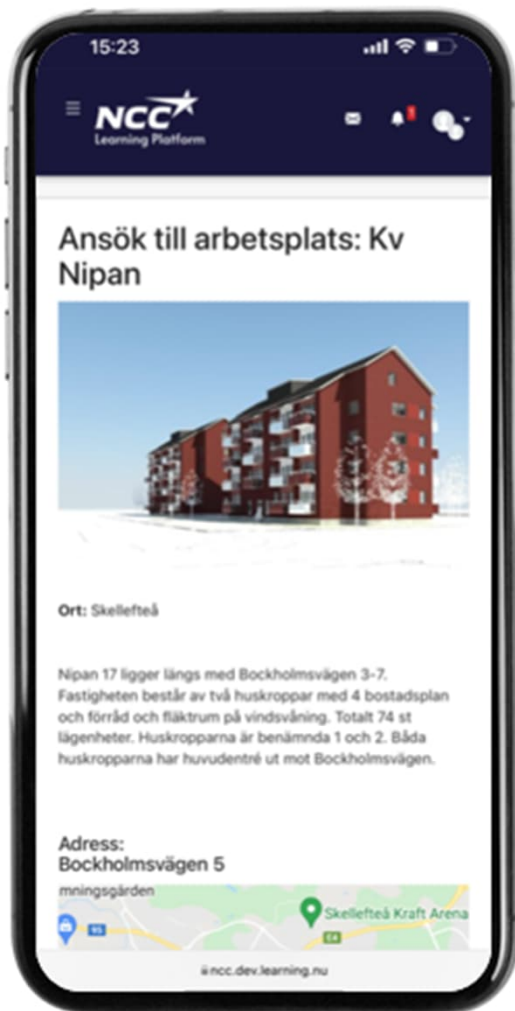
Log in – subcontractors and other partners

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Log in

- You will receive an invitation via email, QR code or a web link
- Click on the link
- You come to the first page of the site
- Click on "apply"





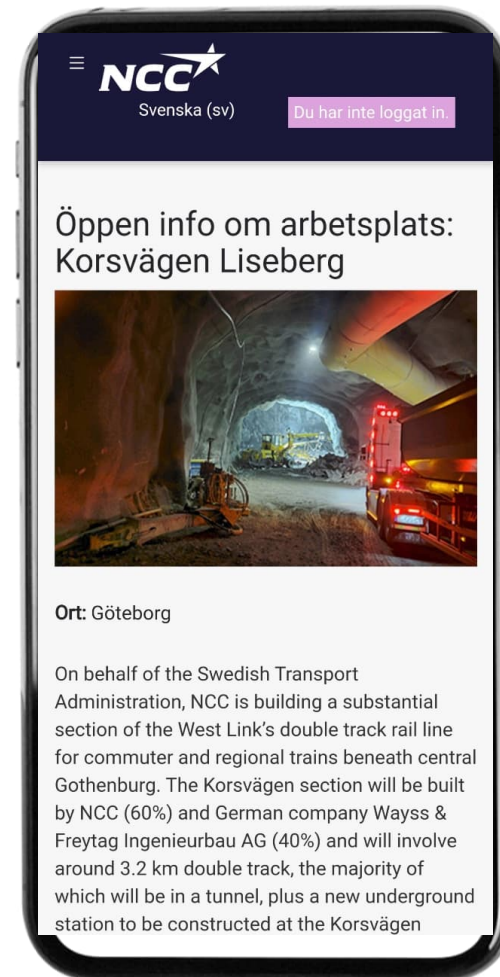
Select login method and continue

You will be verified via the method you have chosen



Open information

You get a short description of the site, where it is located and who you can contact at the site



Follow the instructions and answer questions about whether it is ok to store your education certificates



19:28 90%

Lagra NCC introduktionscertifikat i ID06 kompetensdatabasen

Ja Nej Ej valt

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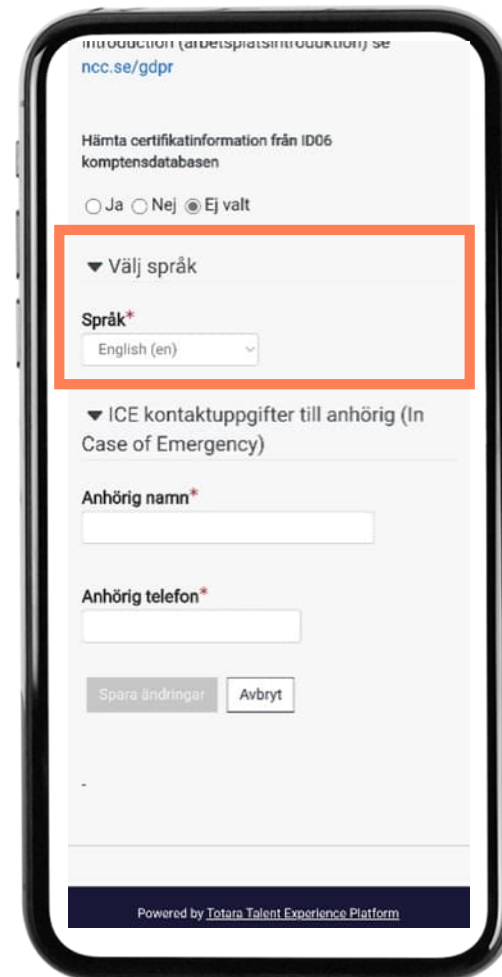
Hämta certifikatinformation från ID06 kompetensdatabasen

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In which language do you want to carry out the introduction?

Choose the language in which you wish to carry out the introduction.

At the start, June 2022, there are Swedish and English, later in 2022 a total of 9 languages



The screenshot shows a mobile application interface with the following elements:

- Header: "ncc.se/gdpr"
- Section: "Hämta certifikatinformation från ID06 kompetensdatabasen"
- Radio buttons: "Ja", "Nej", "Ej valt" (selected)
- Section: "Välj språk" (highlighted with an orange border)
- Label: "Språk*" (required field)
- Dropdown menu: "English (en)"
- Section: "ICE kontaktuppgifter till anhörig (In Case of Emergency)"
- Form fields: "Anhörig namn*" and "Anhörig telefon*" (both required)
- Buttons: "Spara ändringar" and "Avbryt"
- Footer: "Powered by Totara Talent Experience Platform"

We wish to collect contact information in case something should happen

Enter closest relative/contact person

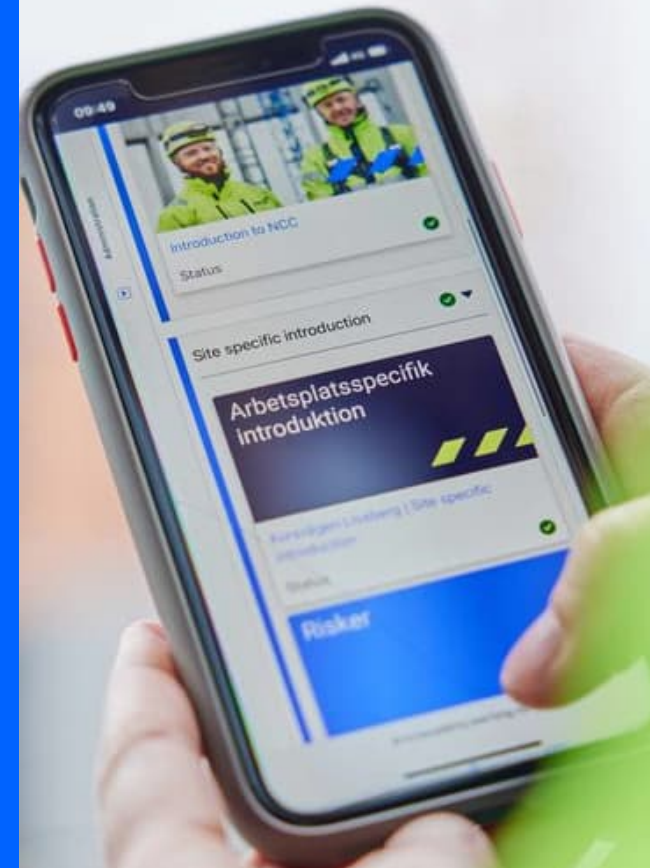
Save changes

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The screenshot shows a mobile application interface for an introduction form. The title is "Introduction (arbetsplatsintroduktion) se ncc.se/gdpr". Below the title, there is a section "Hämta certifikatinformation från ID06 kompetensdatabasen" with radio buttons for "Ja", "Nej", and "Ej valt". A dropdown menu "Välj språk" is set to "Språk*" with "English (en)" selected. A section titled "ICE kontaktuppgifter till anhörig (In Case of Emergency)" is highlighted with an orange border. It contains two input fields: "Anhörig namn*" and "Anhörig telefon*", both with asterisks indicating they are required. Below these fields, there are two buttons: "Spara ändringar" and "Avbryt", also highlighted with an orange border. At the bottom of the screen, it says "Powered by Totara Talent Experience Platform".

Overview introduction

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Follow the steps - when you are done 100% will be displayed



The introduction normally takes about 30 minutes with all steps

Mandatory

- Mandatory certificates are in place – green
- General introduction is complete – green
- Site-specific introduction is complete – green
- **My certificates**
- The individual's educations from the "ID06 competence database" are displayed *
- NCC employees can see relevant training in the Learning platform
- Manually uploaded certificates are displayed

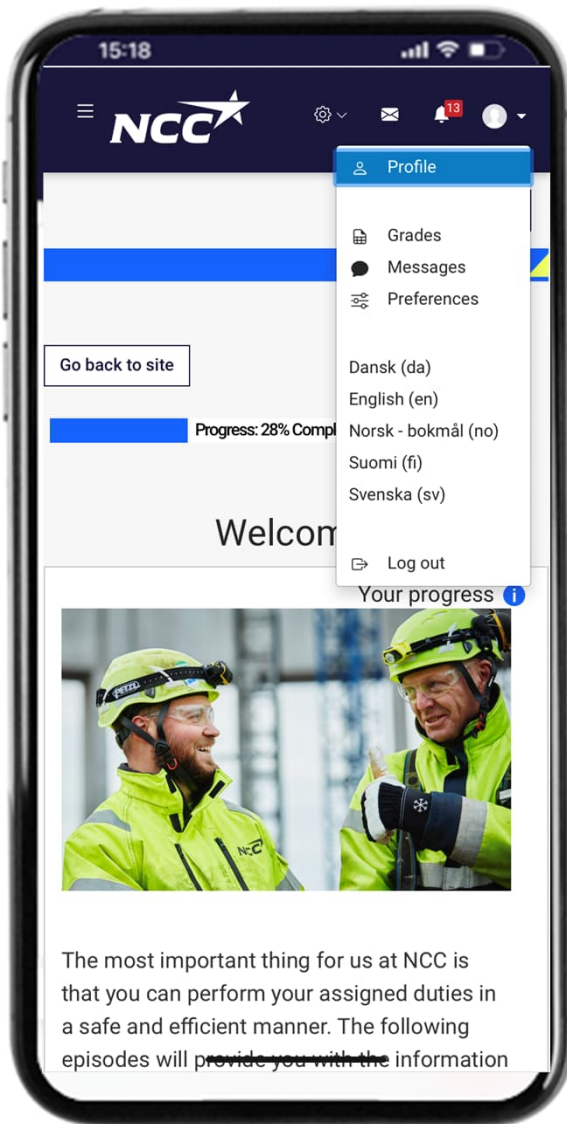
** Make sure you can show your relevant certificates and educations you need for your work*

Do you need to change languages?

Subcontractors and partners are asked which language they prefer. NCC employees are offered the language of the country in which they are employed.

Choose the language in which you wish to carry out the introduction.

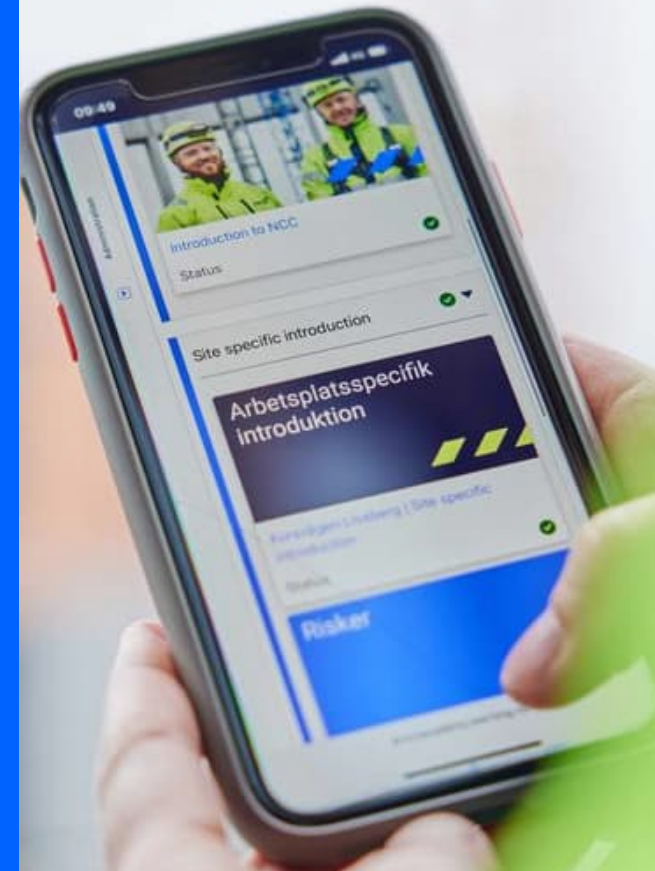
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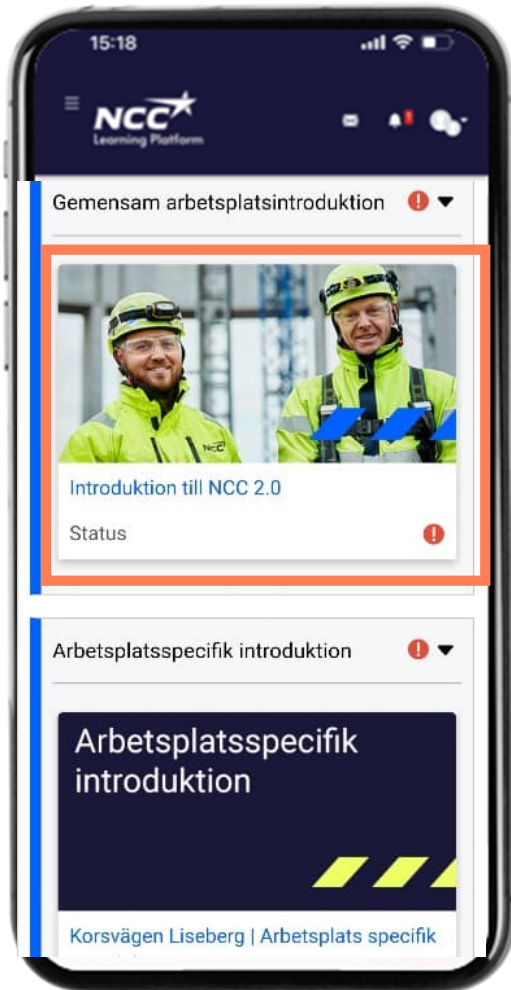
– Step by step guide

Carry out the general introduction

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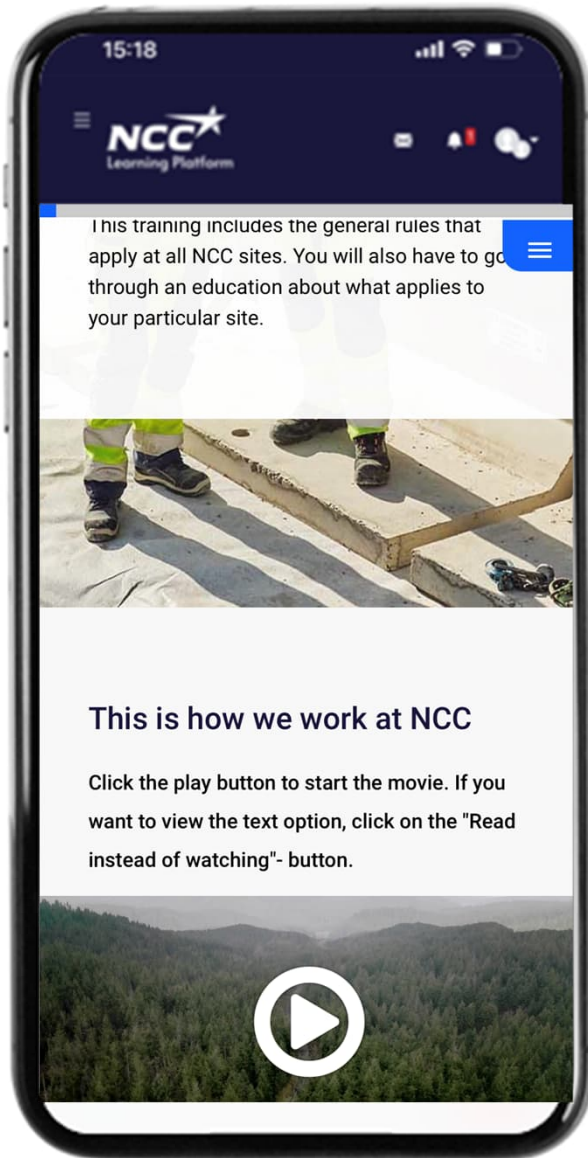


General introduction - once a year



An introduction you make once no matter how many NCC sites you visit.
Contains:

- A short film about NCC and how we want to work with you
- Our routines in security work
- Rules of order and protection in questions - a correct answer several attempts
- Sign
- Go back
- Some tips if you have problems

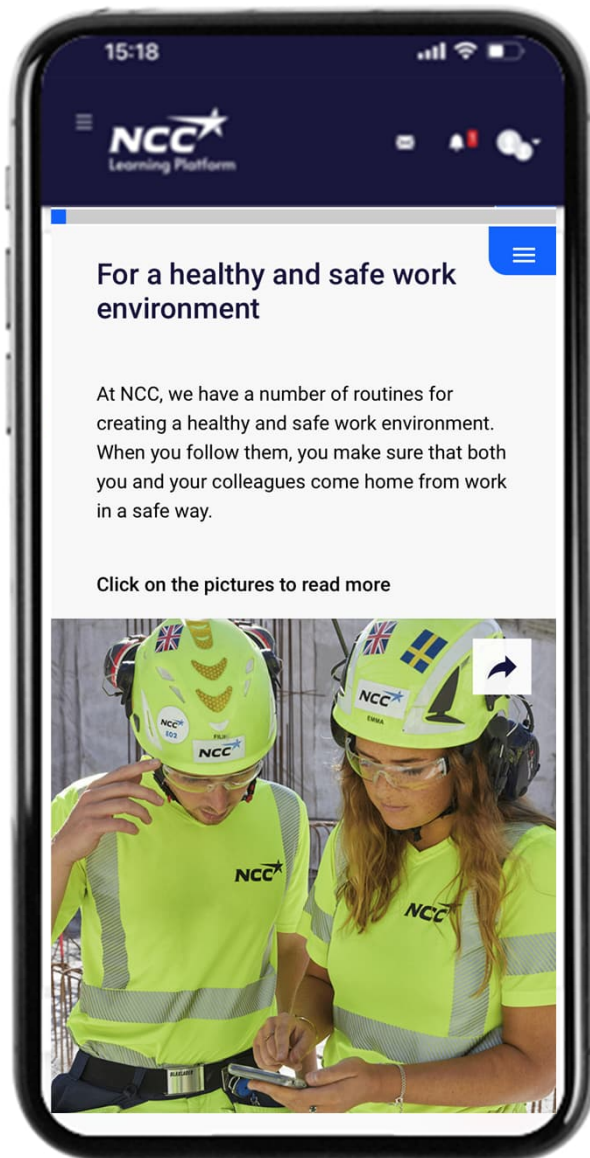


Film about how we want to work with you

Tips!

You can choose to read the message instead if it suits you better

Answer the question about your responsibility

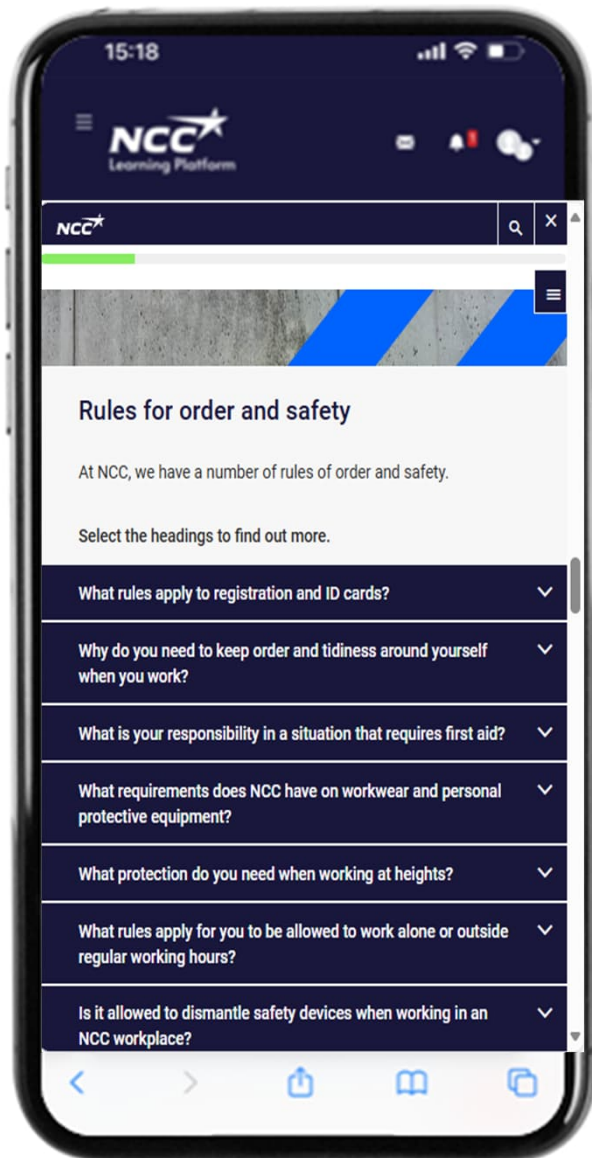


Our routines in security work

Tips!

"Flip" all the cards and take part in the message

Answer the question "what is most important"

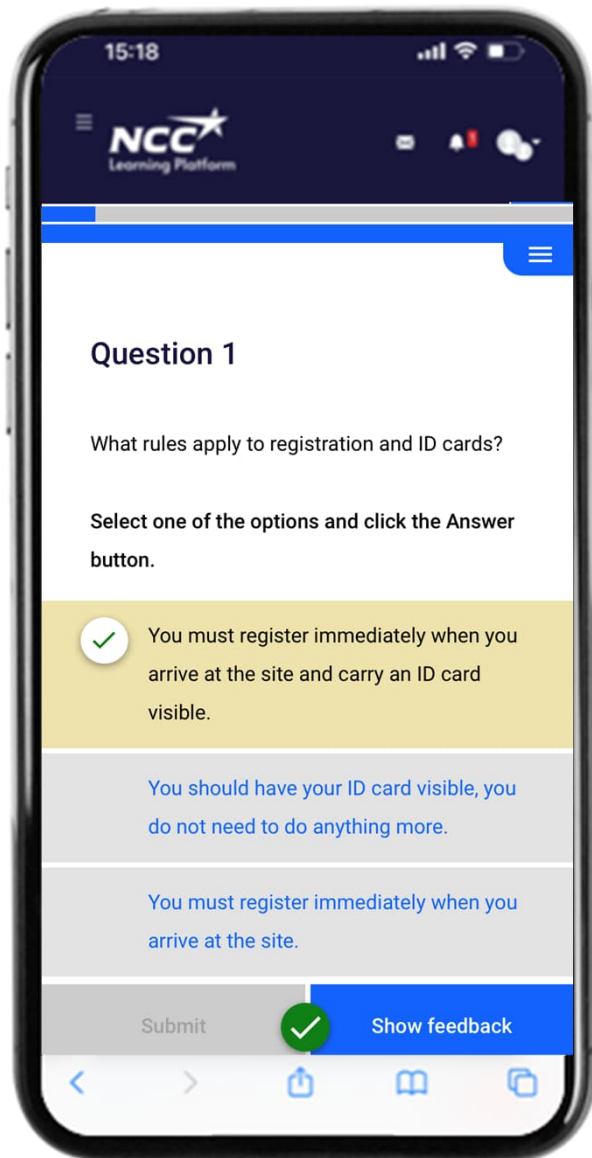


Rules of order and safety

Our rules of order and safety in brief

- Read through the rules one at a time so that you feel comfortable that you understand them
- They are also available on site if you want to read them again

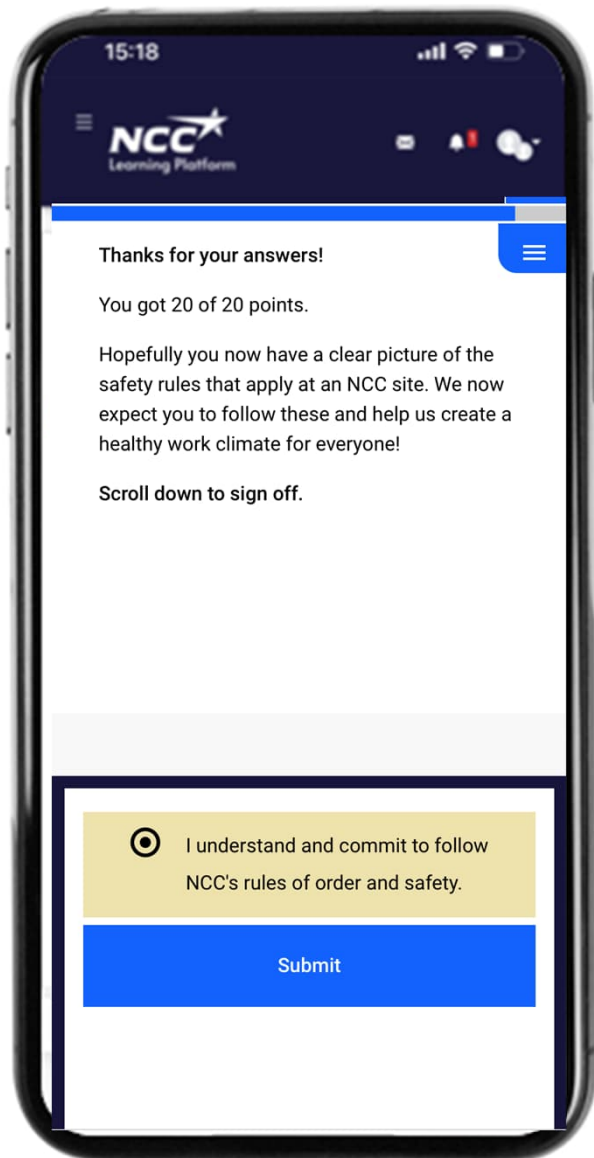




Rules of order and protection as questions

Tips!

- Each rule has a question
- Each question has ONE correct answer
- You get feedback on all your answers
- When an answer is correct, you will get a green mark
- If an answer is incorrect - you will receive tips in the feedback
- All 20 questions must be correct

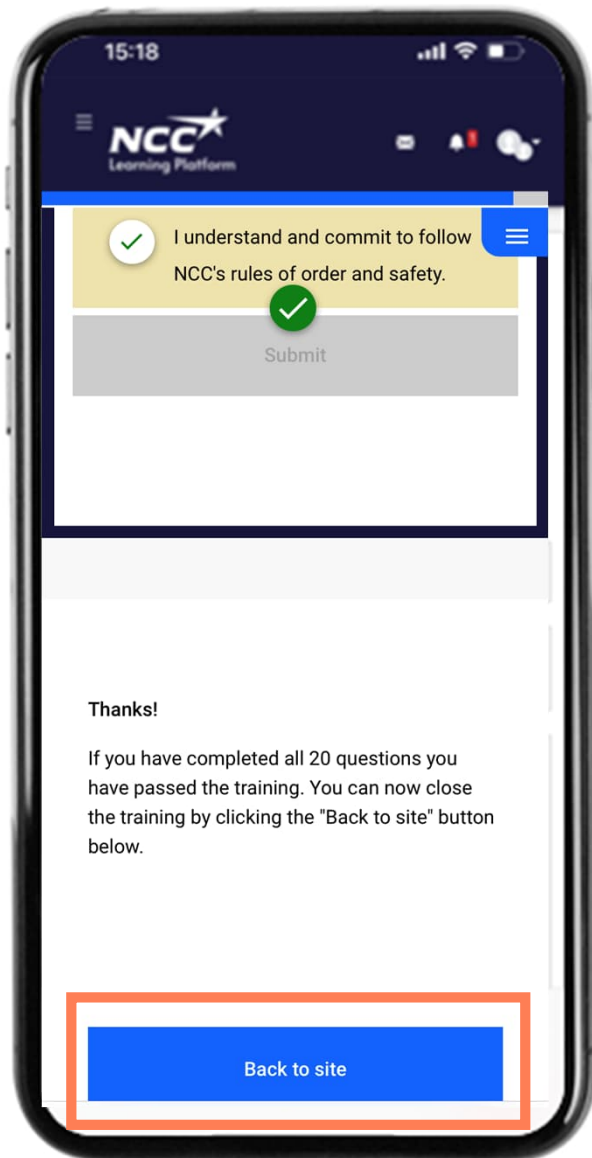


Sign when you are done

When you have got all the questions right, a box will appear to confirm that you have read our rules and want to work according to them together

Tips!

- Check the box and confirm
- Now you are ready to go back to the introduction



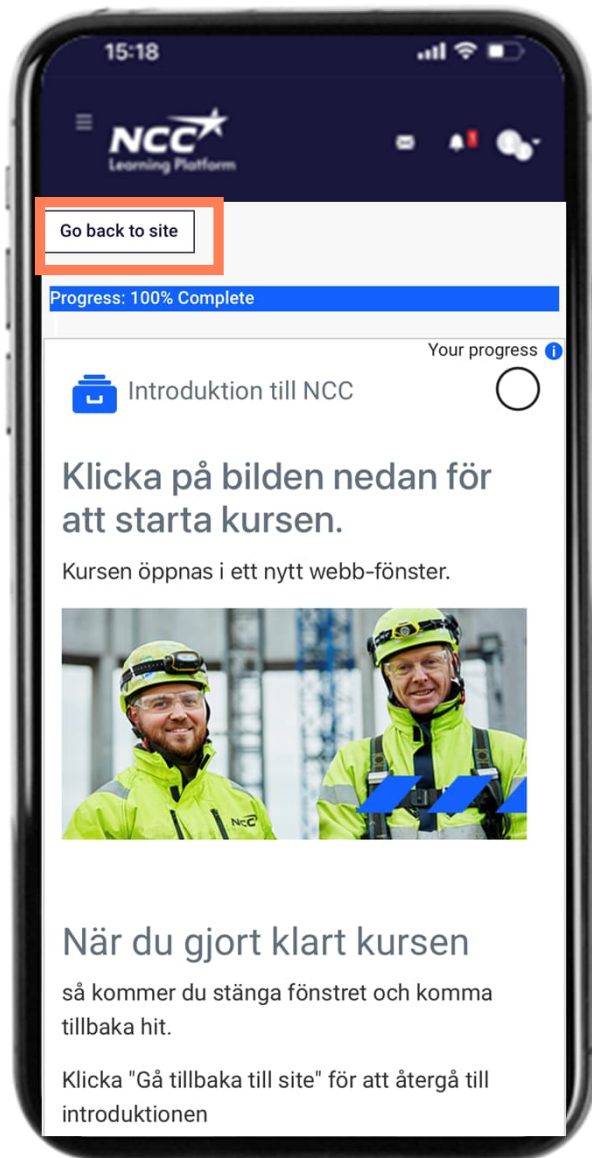
Back to the introduction

Now you're ready to go back

The training part you just did has opened in a new "window" in the mobile and we now need to come back

Tips!

- Press the "blue button" to return
- You get a question if you are done with both the correct answer to **20 questions and signed - are you sure press "yes"**



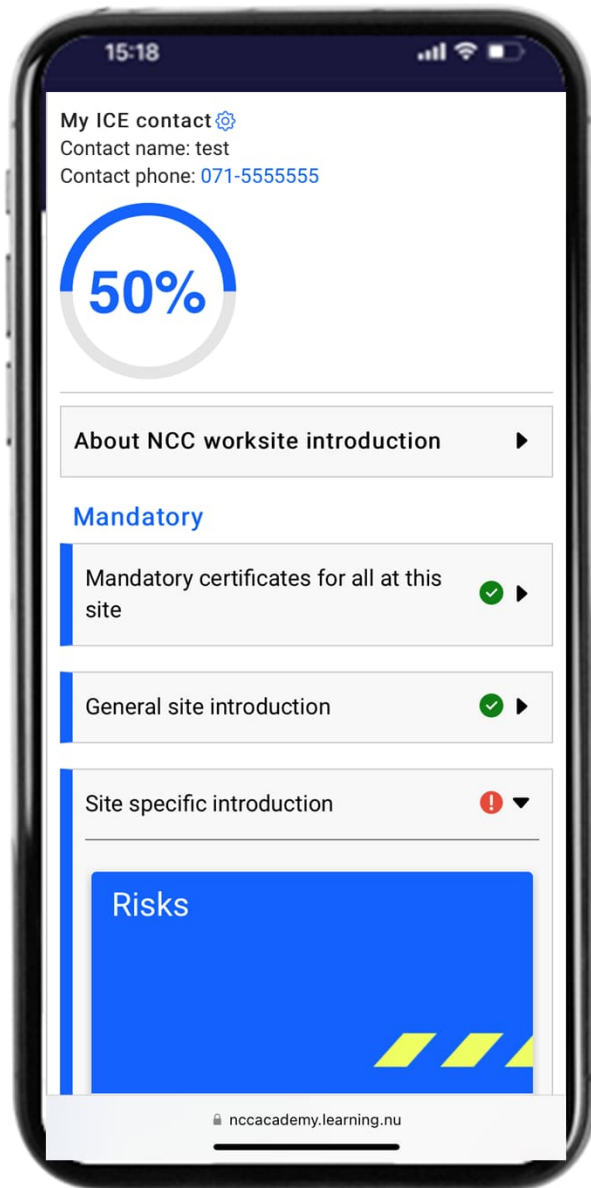
Back to the introduction

Now you're ready to go back

The training part you just did has opened in a new "window" in the mobile and we now need to come back

Tips!

- You will be taken to a new page - follow the instructions to return
- Press "Back to site"



General introduction - clear green!

You're done with this part

You know how to work together in a good and safe way - follow these rules and routines at all our sites

- The general part is complete and appears green at all NCC sites you visit during a year.
- The ring with % may look different depending on whether the mandatory education is green or not
- If you have problems during the general part, there are some tips on the next page that can help

Some tips for moving forward

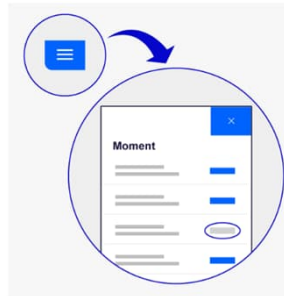
Have you completed everything?

You can see the parts you did not complete.

All questions must be correct before the signing box appears

That is one correct answer to every question

When you are done, this image will be displayed



Difficult to come back?

When you are done with the general part and want to come back.

Follow "buttons" / links with instructions to return or close the "window" in your browser

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If this does not help, there is help available

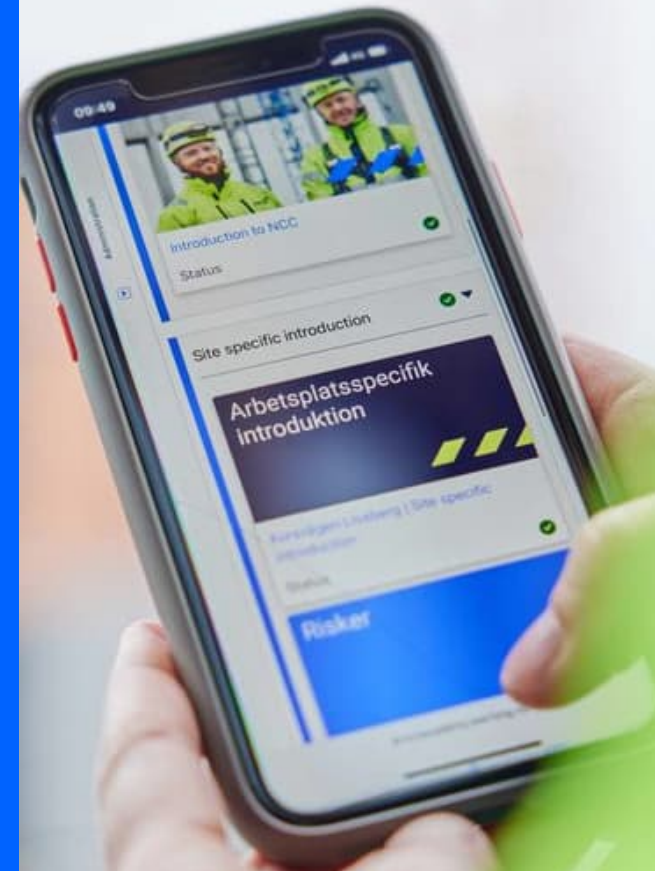
Get help from a colleague or call NCC's Service Desk 0775-518 518

Weekdays 07.00-17.00

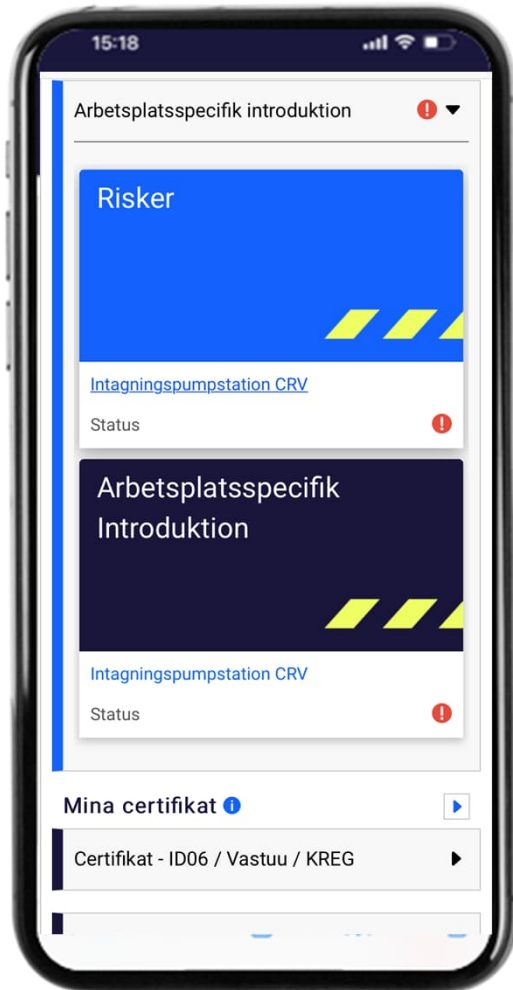
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Carry out site-specific introduction

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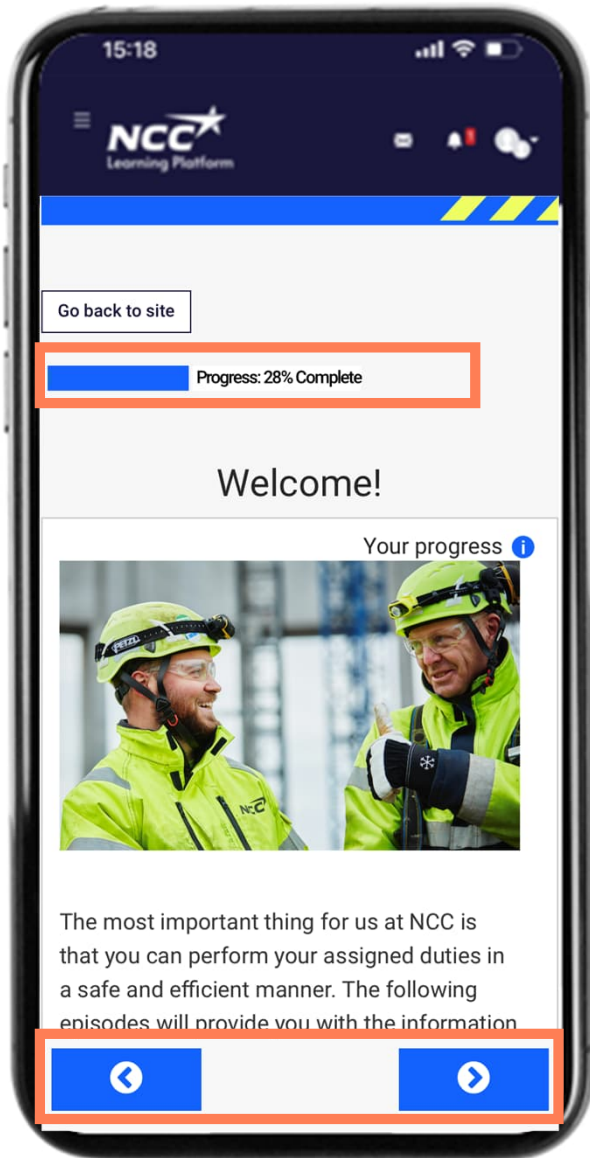


Site specific - each workplace



An introduction you carry out for each site with current rules and routines for this particular site:

- A number of sections with information you need to know to work effectively
- Read the sections
- Take part of the work environment plan
- Sign
- Some tips if you have problems



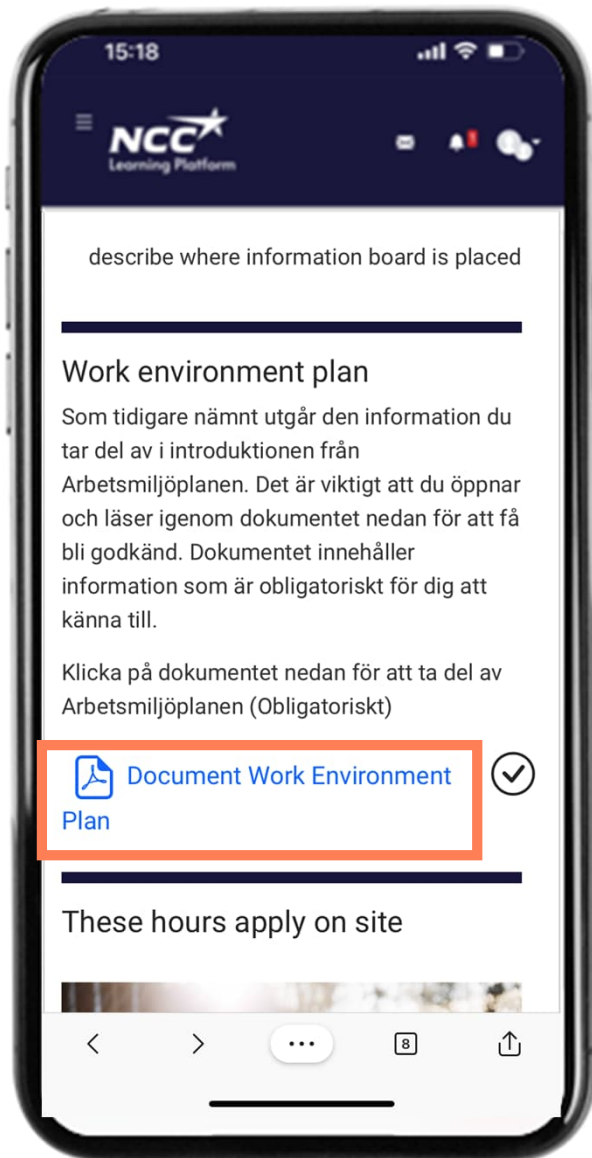
Sections with information

Tips!

You need to read all the sections

Press the blue arrows to move through the information

You see in your progress at the top how much of the information you have done so far



Open work environment plan

Tips!

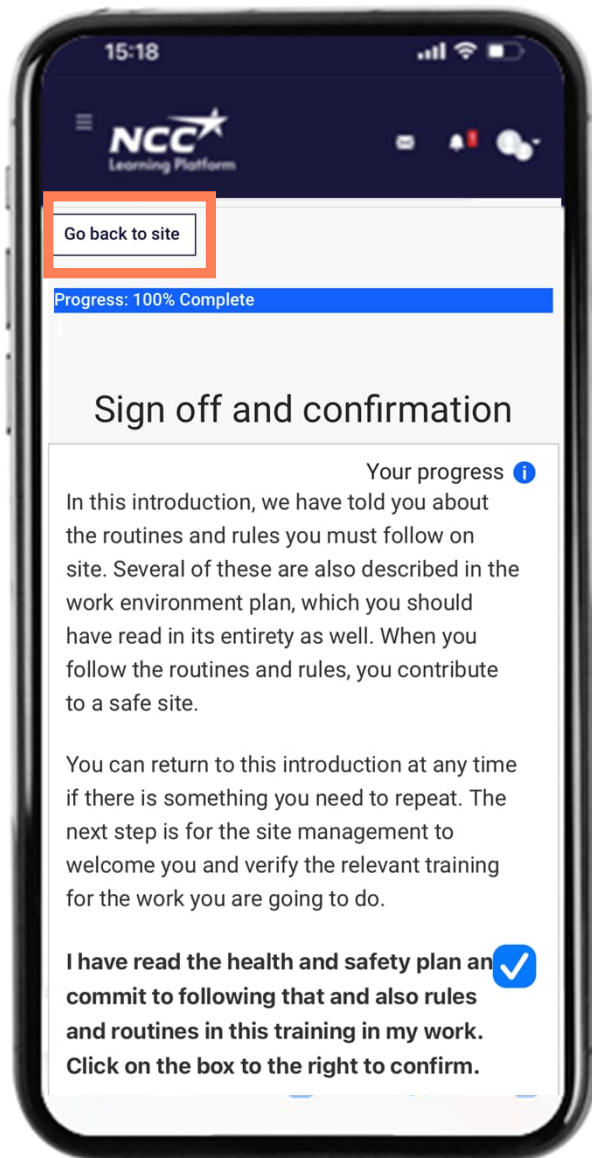
- When you click on the work environment plan, it opens in a new window



Back to the introduction

Tips!

- Once you have read it, you need to get back to the introduction
- Press the "back arrow"

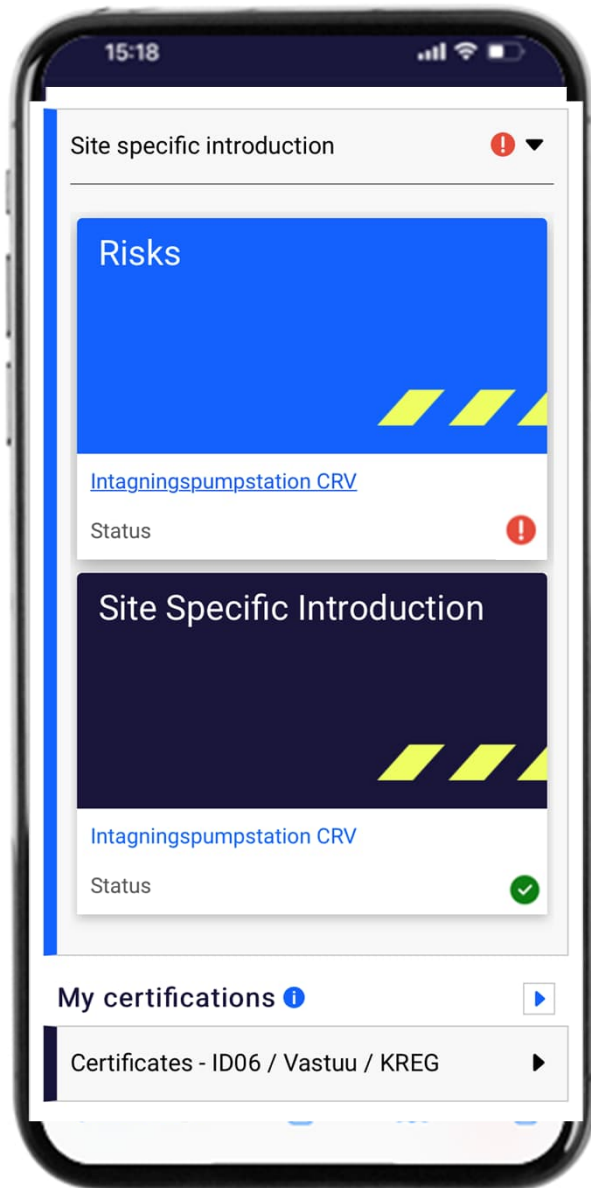


Sign when you are done

When you are done, a box will appear to confirm that you have read our rules and want to work according to them together

Tips!

- Check the box
- Now you are ready to go back to the introduction
- Press the "go back to site" button to go back



Site information - clear green!

You're done with this part

You know how to work together in a good and safe way in this site - follow these routines together with NCC's general rules.

The site information is complete and is displayed in green.

You see how far you have come in the ring with%

If you have problems during this section, there are some tips on the next page that can help.

Some tips for moving forward

Have you completed everything?

You need to take part in all sections and open the work environment plan

Confirm that you will follow the rules and routines of the site with a cross

Difficult to come back?

When you open the work environment plan, it is done in a new window

To return - press the "back arrow"

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If this does not help, there is help available

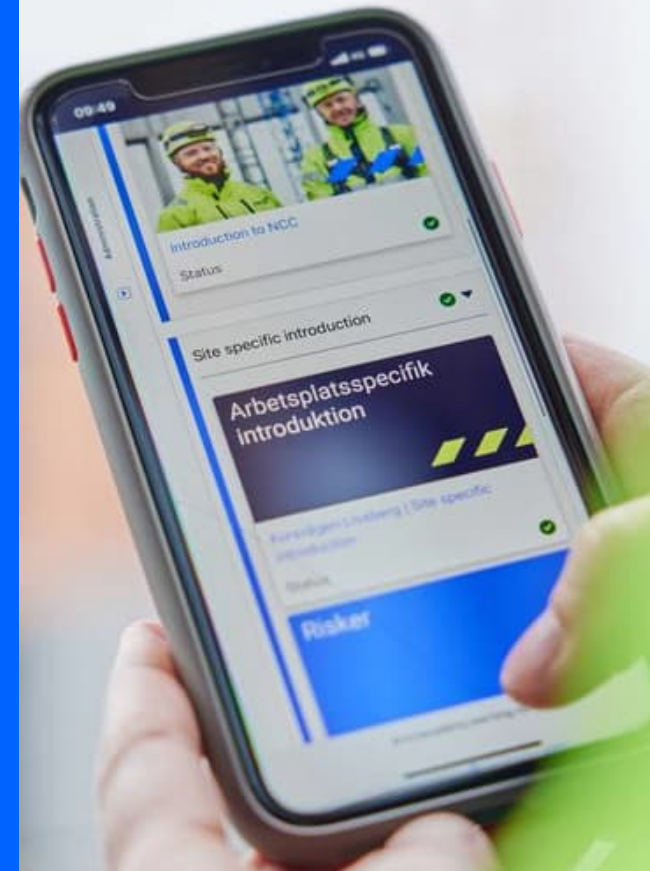
Get help from a colleague or call NCC's Service Desk 0775-518 518

Weekdays 07.00-17.00

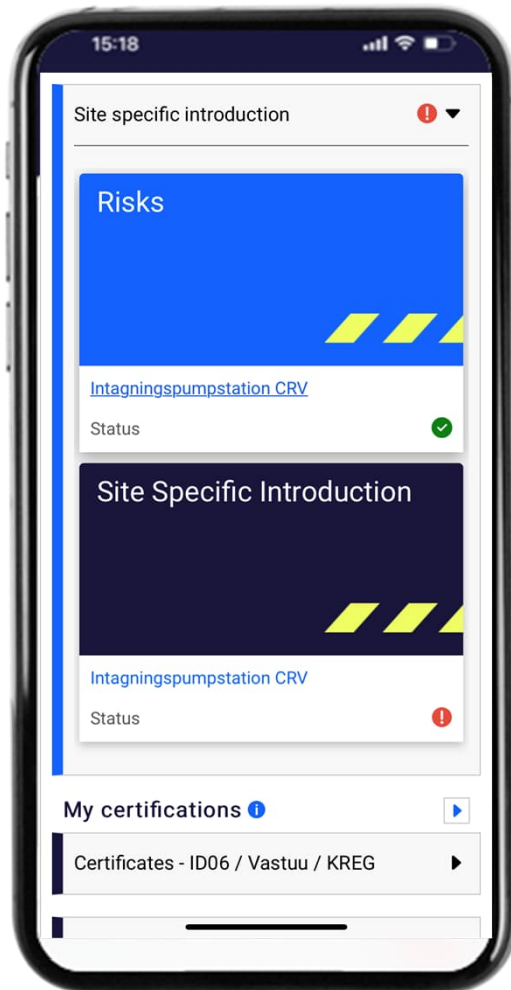
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Carry out risks

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Risks - each site chooses current risks



Each site chooses current risks. These are the overall risks and not a complete list of all the steps that are done. We still need to make careful risk inventories for individual elements, and you need to take part of them in the site during work preparations and similar.

This part of the introduction contains:

- A number of overall risks you need to know to work safely
- Answer questions about risks



Knowledge of risks through questions

Tips!

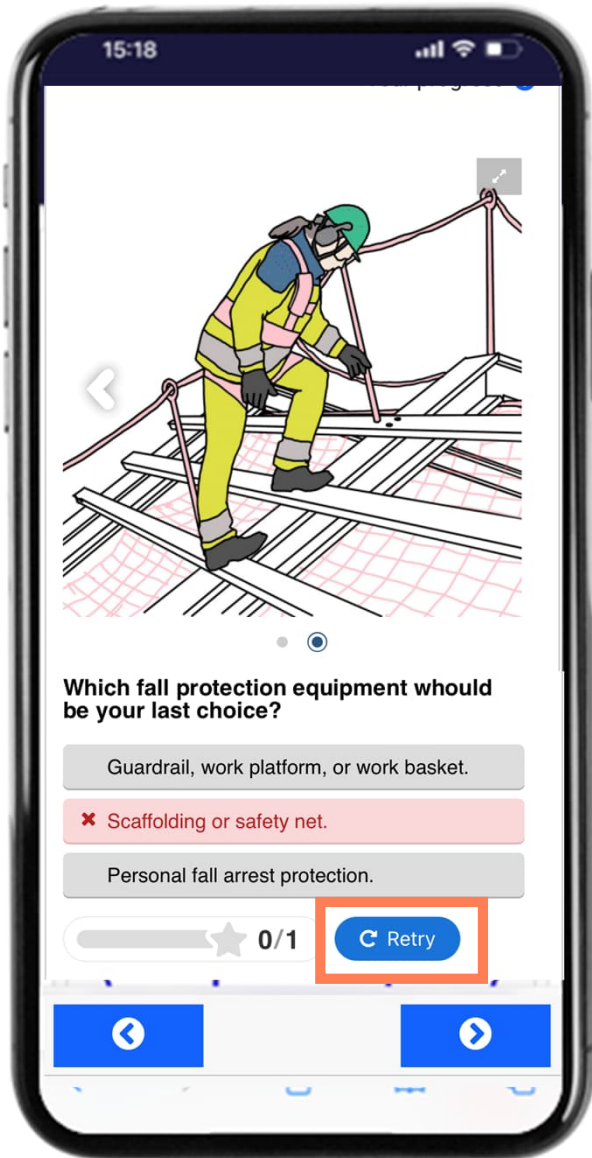
Read the information carefully

Answer the question

It could be more than one correct answer

Press "check" to leave your answer

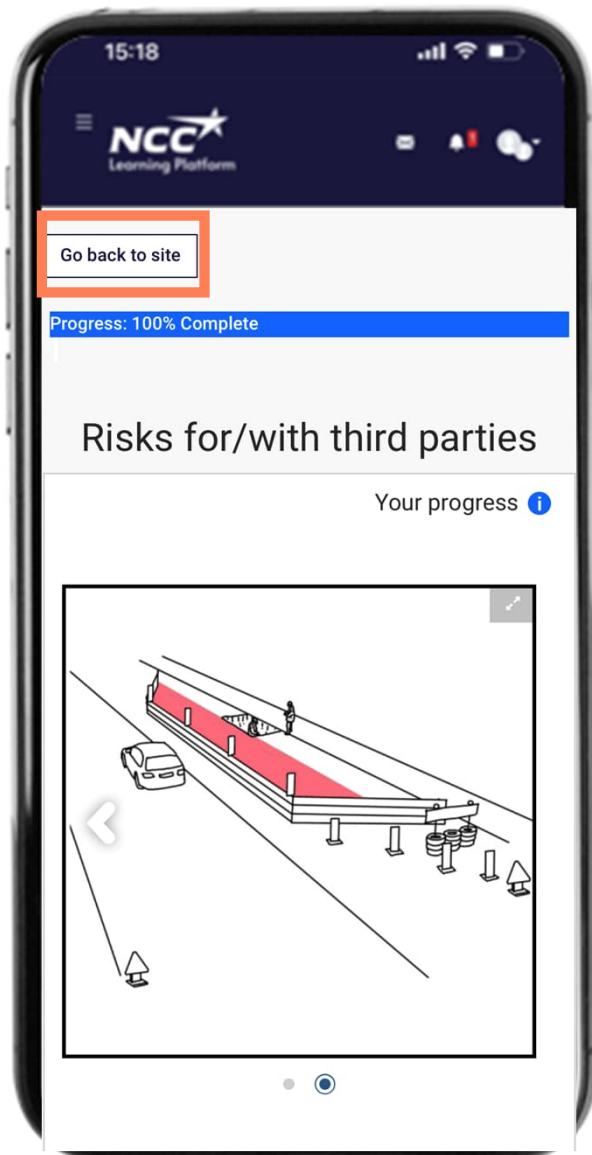
Press the right arrow to see the next risk



Knowledge of risks through questions

Tips!

Do you need another attempt - press "retry"

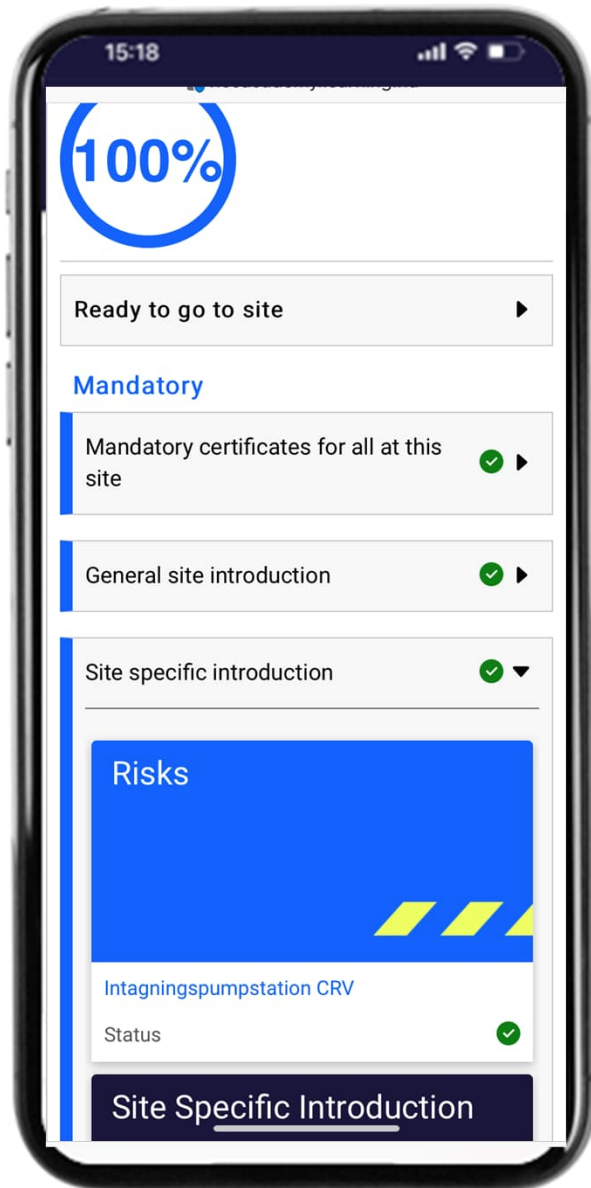


Back to introduction

When your Progress goes up to 100% you are done with this part and you are ready to go back

Tips!

Press the "Back to site" button to return



Risks – clear green!

You're done with this part

You know what the overall risks are and how to act in the workplace.

The risk part is clear and appears green.

You see how far you have come in the ring with%

If you have problems during this part, there are some tips on the next page that can help

Some tips for moving forward

Have you completed everything?

You need to answer all the questions about risks

Difficult to come back?

When you are done with all the risks, press "Go back to site" - this button is located at the top and bottom of the window

[Back to table of contents](#)

If this does not help, there is help available

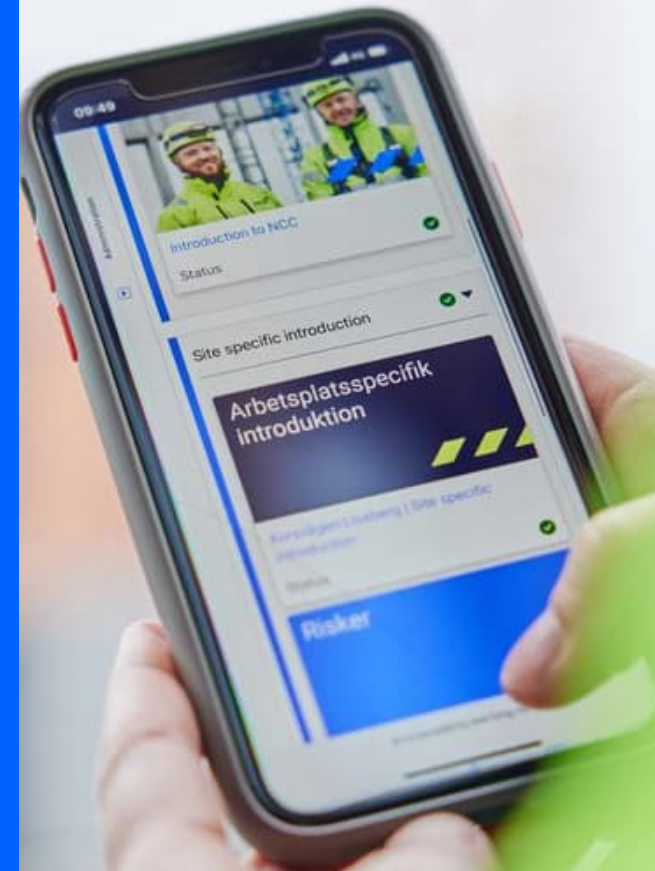
Get help from a colleague or call NCC's Service Desk 0775-518 518

Weekdays 07.00-17.00

– Step by step guide

Ensure that educations and certificates are visible

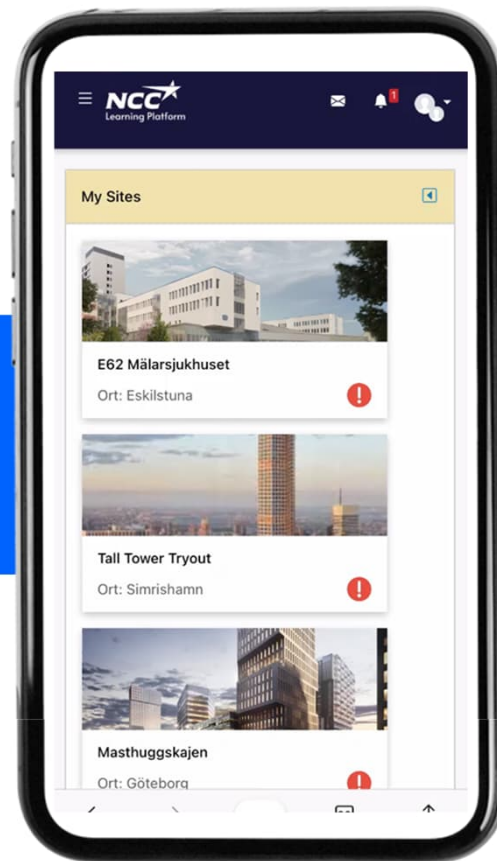
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Certificates how does it work?

Educations at NCC

NCC
Learning Platform



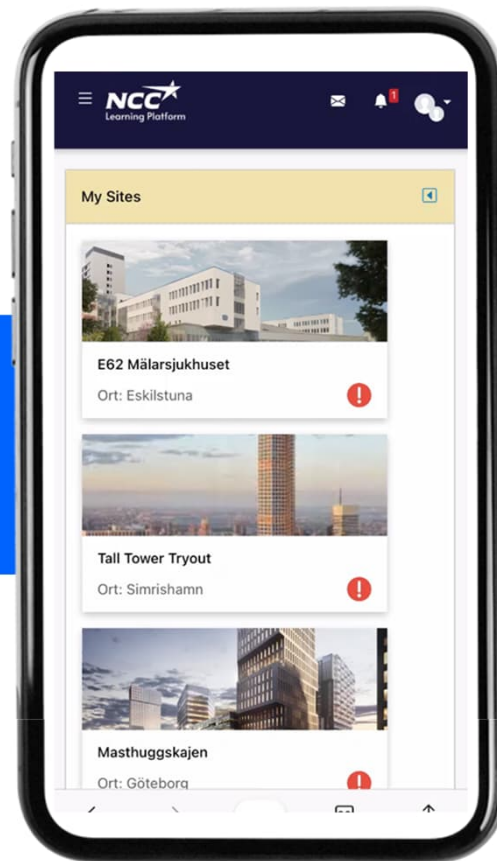
NCC's current platform for storing training courses has been built on with additional functions

NCC Site Introduction

Certificates how does it work?

Educations at NCC

NCC
Learning Platform

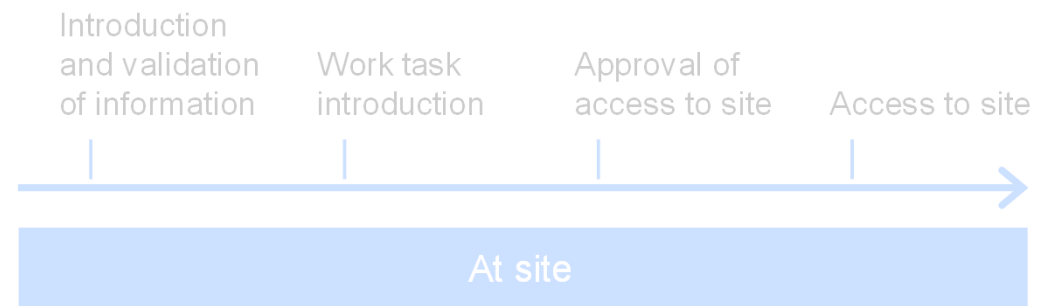
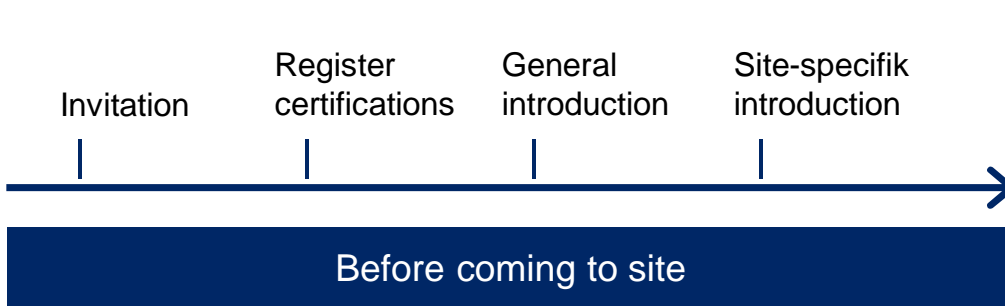
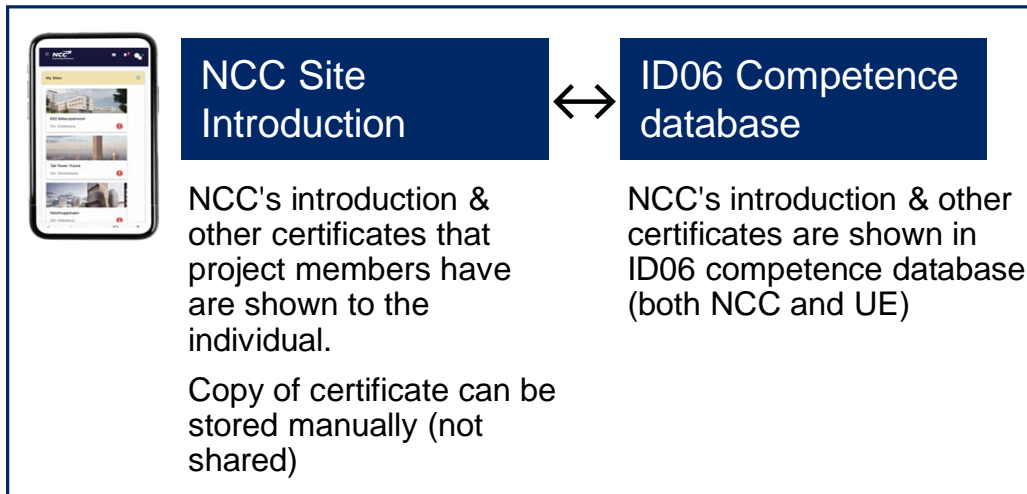


Other certificates / educations
you have are stored at NCC
(NCC employees)

A copy of the certificate that is missing
in the ID06 competence database can
be registered manually
(not shared with ID06)

The process of certification at registration

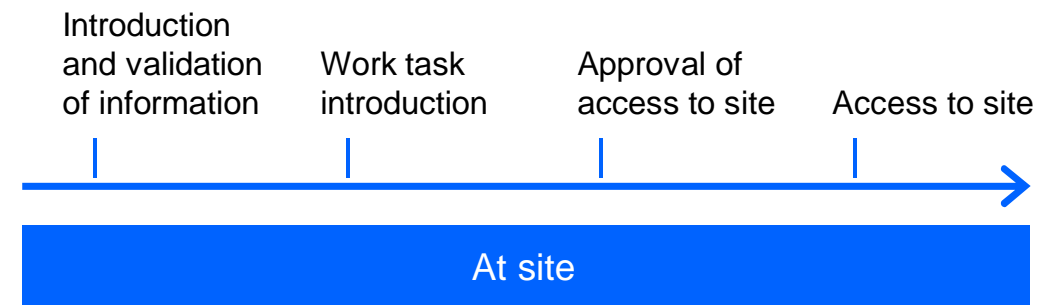
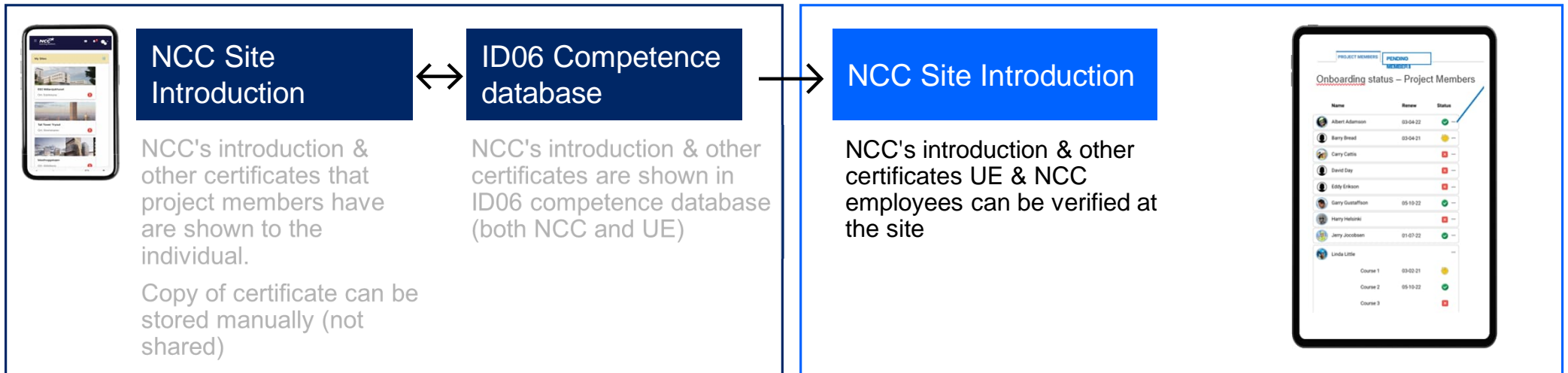
The individual's control before introduction



The process of certification at registration

The individual's control before introduction

Site management's control on site upon registration



Educations and certificates



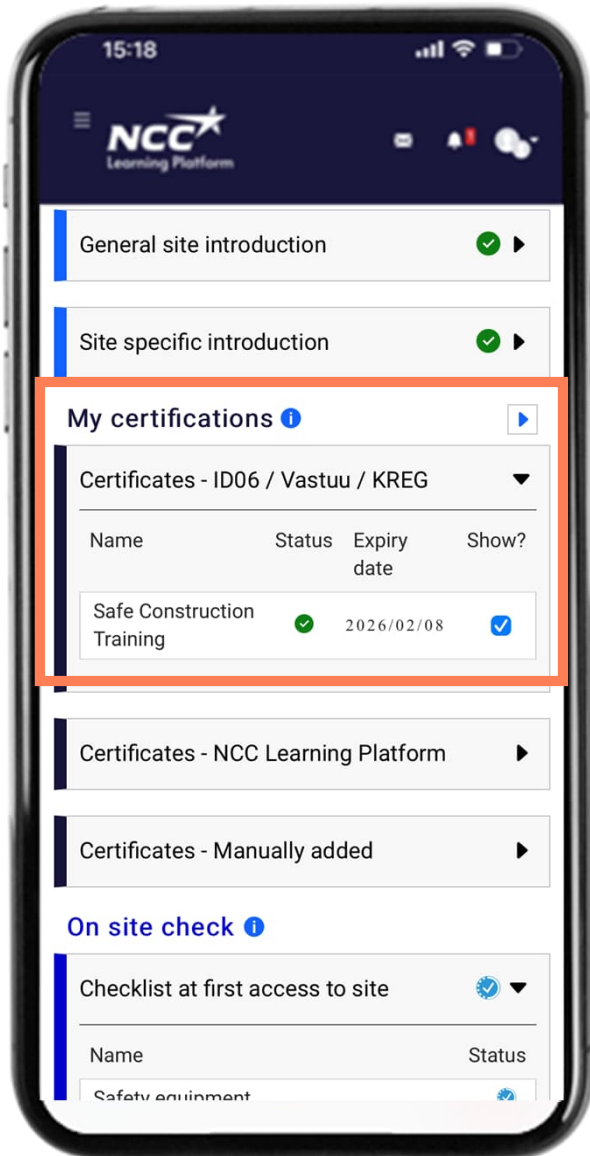
Mandatory certificates from ID06 competence database are shown under the heading "Mandatory training for this workplace"

My certificates

All your educations that are on ID06 are shown under "My certificates"

Here are also the certificates you have uploaded manually

NCC employees also see their training from the Learning platform

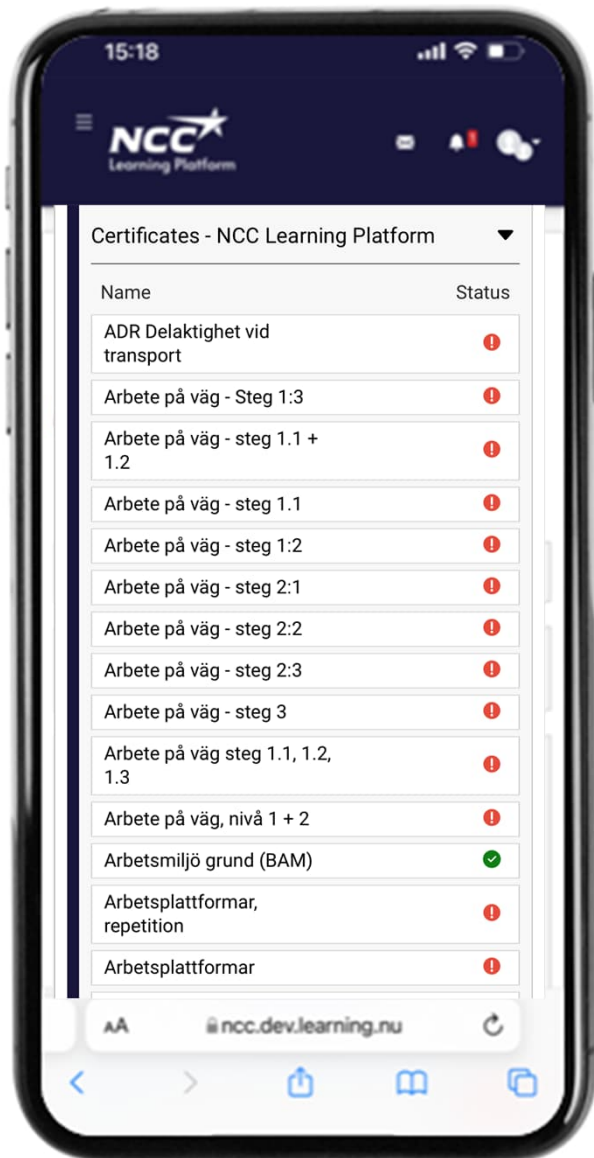


Educations

Tips!

If you have given consent to store certificates on ID06, these can be seen here.

In Sweden, Safe Construction Training is mandatory at all sites and is therefore shown both in "mandatory training at this site" and under "my training"

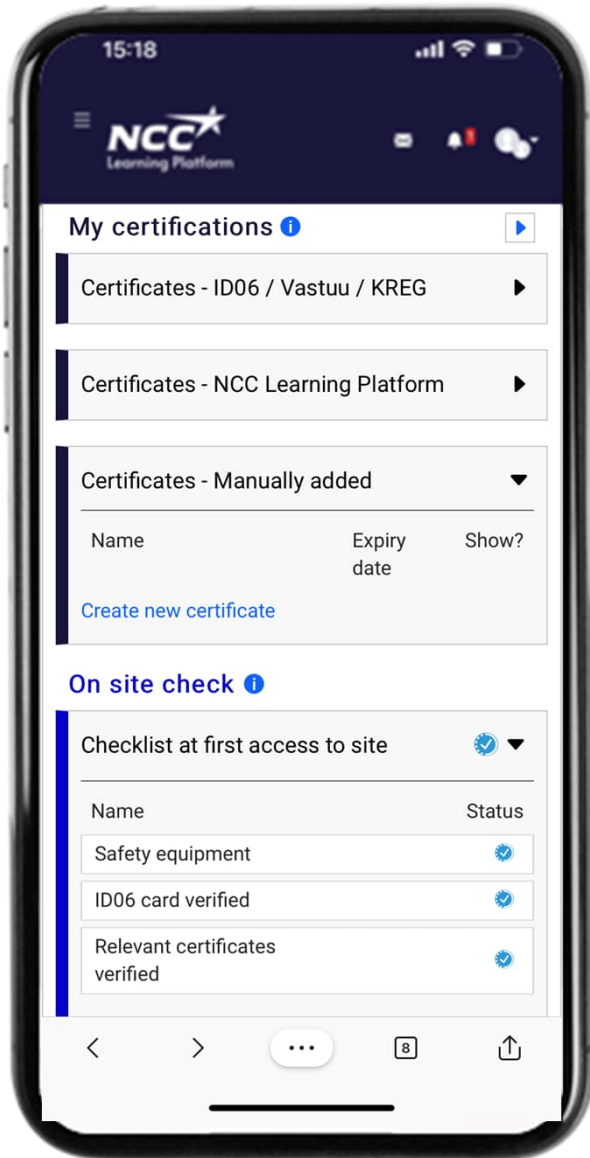


Educations NCC employees

For you who are an NCC employee, a selection of the educations you have attended is displayed

Tips!

- The educations you have passed results in a green mark.
- If you do not have training, relevant for production, or feel that the values shown are not correct - contact the Service Desk

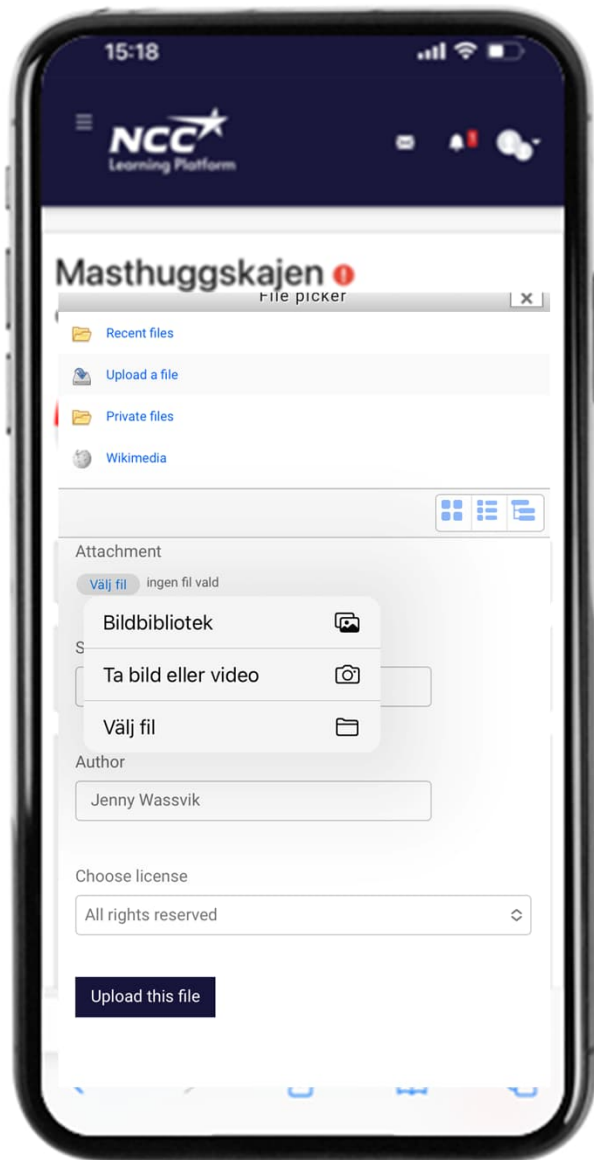


Create certificate

Tips!

You can upload educations you are missing from ID06

Select create certificate



Create certificate

Tips!

Fill in information about your certificate

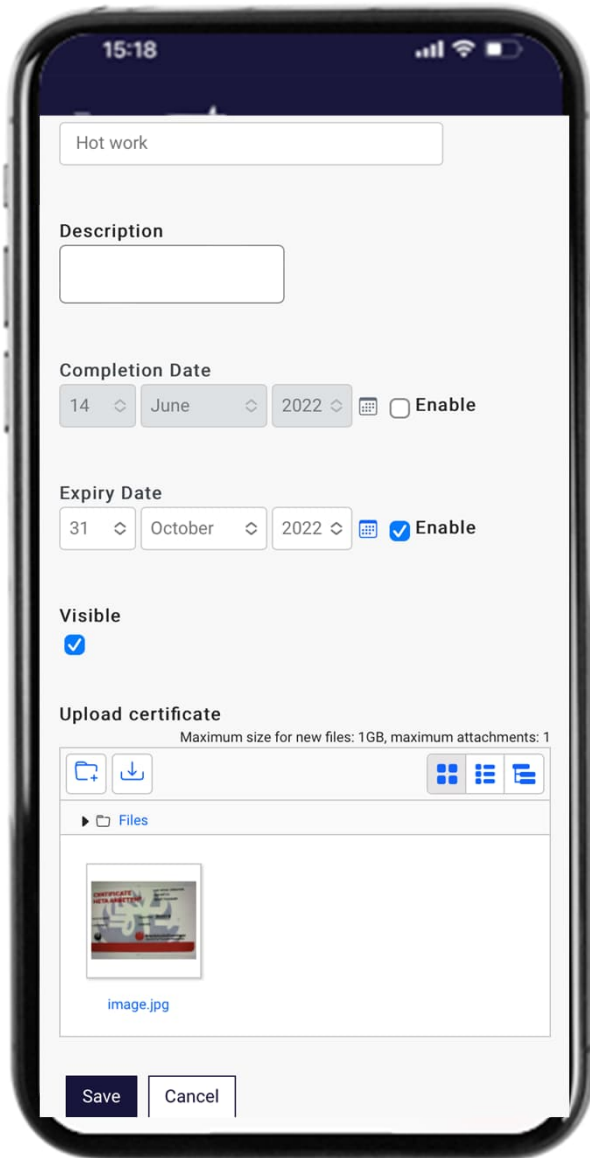
Upload a photo by taking a photo of the certificate

Create certificate

Tips!

Upload a photo by taking a photo of the certificate

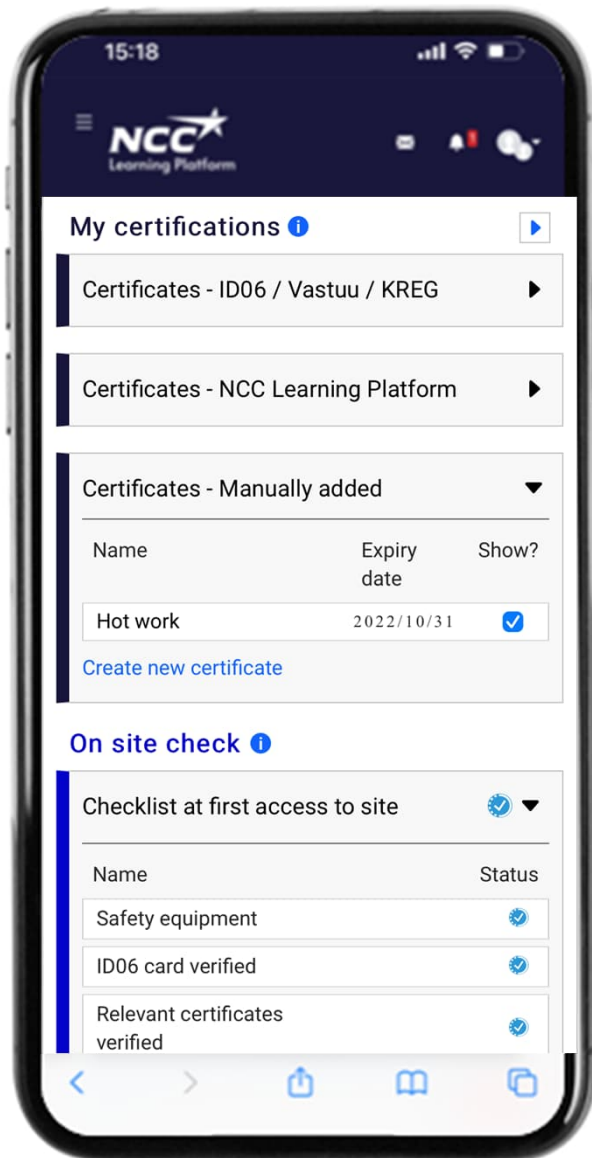




Create certificate

Tips!

Make sure you saved the image on the certificate you uploaded



Create certificate

Tips!

Check that your certificate can be read by the workplace by checking that the box "visible?" is marked



Educations ready - everything 100%!

Now you're ready

You have done everything you can do and your status shows blue

You are now ready to come to the site and meet the site management to go through:

- Educations/certificates
- Protective equipment
- Work steps

If you have problems during this section, there are some tips on the next page that can help

Some tips for moving forward

Are your educations not visible on the ID06 competence database?

Most often it is because you have not given consent to ID06, see instructions on the next page for how to do this.

How do I carry out "Safe Construction Training"?

Take part of information with a link to the education at [Byggbranschens Utbildningscenter](#).

If this does not help, there is help available

Get help from a colleague or call NCC's Service Desk 0775-518 518

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Consent for registration

In order for educations to be registered at ID06, consent must be given

1. Go to www.id06kompetensdatabas.se
2. Click on "Show my educations / Consent for registration"
3. Log in with Mobilt BankID
4. Under the Central Consent tab - select allow

Feel free to take part in [ID06 instruction film](#) if you need extra guidance

