

HIA TRADEPASS

HIA TRADEPASS is a service seeking to assist both builders and subcontractors with the management of their business compliance through an online database, where subcontractors submit their information which is then reviewed by HIA and made available to HIA TRADEPASS Builders (which you have authorised) through a dashboard.

If you are already HIA TRADEPASS Approved, please let us know so we can link with your HIA TRADEPASS Contractor Account and view your relevant business documents.

Benefits of HIA TRADEPASS for you (the subcontractor)

Enclosed with this letter is a summary of the steps a contractor has to undertake to become a HIA TRADEPASS contractor. Although this process does require you to submit your information online, there are a number of benefits from there on:

- **Know you're on top of your business compliance requirements:** HIA will review the submitted information and provide you with feedback as to any issues / gaps you may have. If everything checks out- you will be deemed a HIA TRADEPASS approved contractor.
- **Opportunity to grow your business:** once approved, you will be listed on the HIA TRADEPASS database which means we and other HIA builder members* looking for compliant workers can request to view your information quickly and easily (*Terms and Conditions apply*)
- **Be job ready:** Once linked to a builder* your documentation is verified and ready to go – no hassle, no waiting, no billable hours lost to paper-chasing.
- **Receive reminders:** you will be reminded and asked to resubmit information which has expiry dates (e.g. license details, insurance, etc.). This helps you keep on top of your obligations.
- **Single updates:** when you update your HIA TRADEPASS, you also update any/all builders* linked to your HIA TRADEPASS.
- **User-friendly service:** The HIA TRADEPASS team is available to provide guidance through the process and assist where needed. You can also put your own subcontractors through this process if you registered as a HIA TRADEPASS principal contractor*.
- **Secure online portal:** Be confident your business information will be stored on a centralised secure online portal that you can access 24/7 from home, onsite, or in the office. The portal is where you will store license information, insurance policies etc.

Please note the annual fee requirement of \$125 plus GST (\$100 plus GST if you are a HIA member) is required to be paid to HIA to undertake the HIA TRADEPASS process.

Please note, that the HIA TRADEPASS process will not replace/detail any other of your business requirements such as Contracts, invoicing, site specific SWMS, etc.

HIA TRADEPASS team will send you an email invitation to register, make payment of the annual fee and participate in the online questionnaire.

If you have any concerns regarding the provision of the above information to HIA, please outline these to us in writing within 5 business days.

The HIA TRADEPASS team will be available to assist you in relation to any questions that you have in relation to undertaking the verification process, via 1300 650 620, or hiatradepass@hia.com.au.