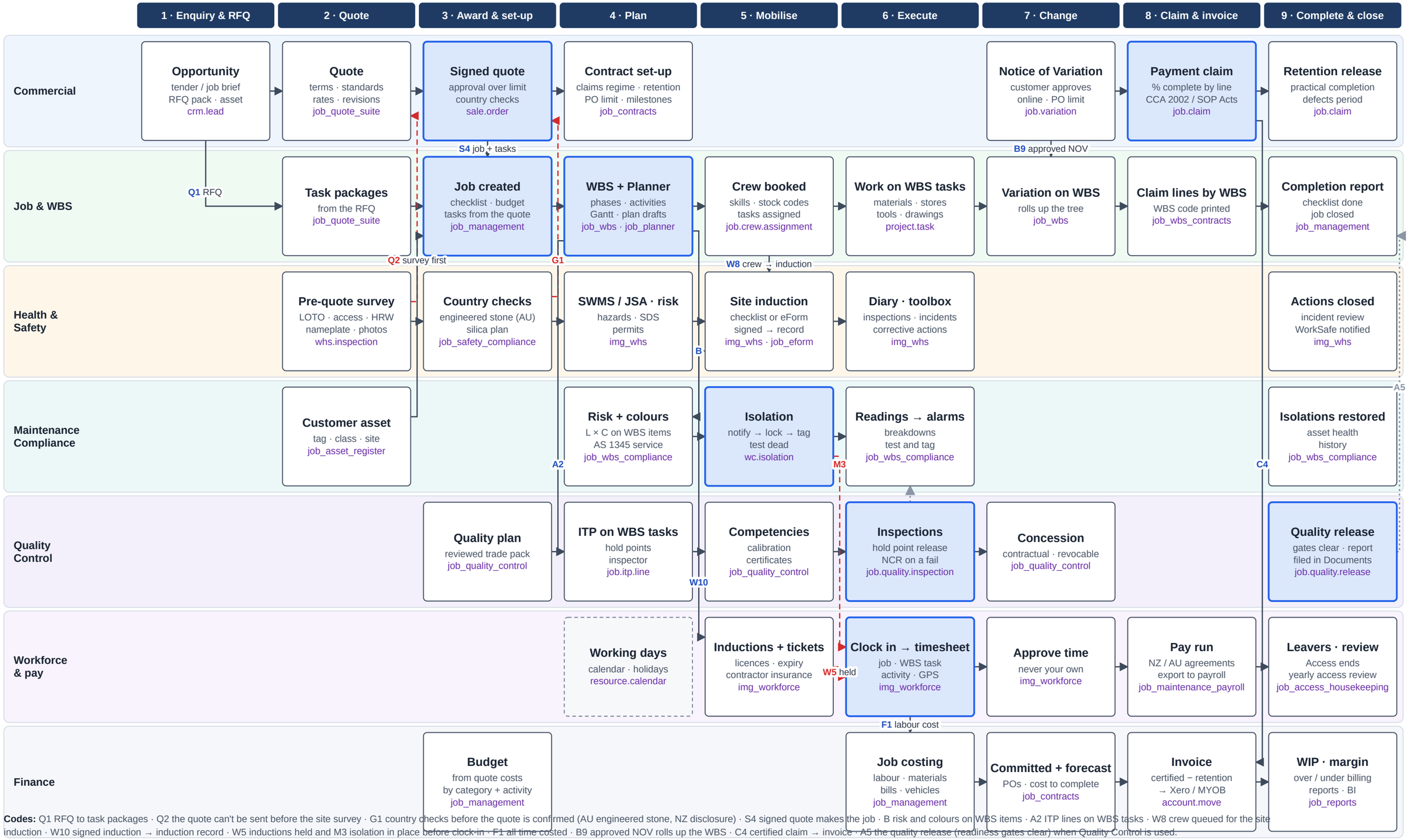
How a job runs in JobLink — from enquiry to close-out (all industries, NZ and AU)

Each column is a stage of the job, each band one part of the system. Arrows show what one part hands to, or checks for, another. Red dashed = a check that blocks or warns. Pages 2–4 show the same job for Engineering Maintenance, Trades and Building Construction with the standards and laws behind each step; page 5 shows the WBS at the centre; page 6 lists every standard and rule.



Codes: Q1 RFQ to task packages · Q2 the quote can't be sent before the site survey · G1 country checks before the quote is confirmed (AU engineered stone, NZ disclosure) · S4 signed quote makes the job · B risk and colours on WBS items · A2 ITP lines on WBS tasks · W8 crew queued for the site induction · W10 signed induction → induction record · W5 inductions held and M3 isolation in place before clock-in · F1 all time costed · B9 approved NOV rolls up the WBS · C4 certified claim → invoice · A5 the quality release (readiness gates clear) when Quality Control is used.

hands records / data on · check — blocks, gates or warns · only when the other module is installed / shared setting · **AS/NZS …** standard or law (reference only) · **B2** = connection code from the JobLink Workflow Diagram v16

Engineering Maintenance: a maintenance or shutdown job, with the standards behind each step

Plant maintenance, breakdowns and shutdowns for customers' assets (NZ and AU). The job and its WBS run along the top; the safety, compliance, quality and money steps run underneath. Red dashed arrows are checks that stop clock-in or the next step.



Codes: M3 isolation in place before time is booked on a task that needs one · W5 inductions held · W6 contractor contract and insurance current · R6 a submitted check eForm signs the permit / check off · A2 ITP lines sit on WBS tasks · A5 inspections feed the quality release. Standards are references: JobLink records your procedures against them; check intervals and steps against your own copies of the standards and site rules.

Trades: a service call-out or small job, with the rules behind each step

Electrical, plumbing, gas, HVAC, hydraulics and other trades (NZ and AU): from the call-out to the signed service report and invoice. Red dashed arrows are checks.



Codes: W5 inductions held and W6 contractor contract and insurance current before clock-in · R3 a failed critical eForm answer stops clock-in until its urgent action is closed · K4 crew missing a required skill or ticket is warned (never blocked) · S10 required checklist items block finishing the job. JobLink files the certificates your trade issues; it does not issue them.

Building Construction: a building job, with the NZ and AU laws behind each step

Residential and commercial building work under contract (NZ and AU states): tender, programme, build by WBS, monthly payment claims, practical completion and defects. Red dashed arrows are checks.



Codes: G1 the quote can't be confirmed before the country checks (AU engineered stone, NZ disclosure) · G2 no clock-in or claim until the AU home warranty is recorded · G5 silica work can't start without a completed Silica Control Plan · W5 inductions held before clock-in · A9 claims need a current contract review when Compliance Assurance is on. These modules record what the rules ask for; they don't replace legal advice or file anything with a regulator.

——— hands records / data on - - - - check — blocks, gates or warns ····· only when the other module is installed / shared setting **AS/NZS …** standard or law (reference only) **B2** = connection code from the JobLink Workflow Diagram v16

The WBS at the centre: what hangs off one WBS task

Every job can be broken into a WBS (job → phase → package → activity). Each activity is a task, and the safety, compliance, quality, time, stock and money records of the job attach to it, so its % complete, cost and readiness roll up the tree to the job.

One WBS activity and its connections



Not every job needs a deep WBS: a service call-out can be one task. Bigger maintenance, shutdown and building jobs use phases and packages so the same checks, costs and progress roll up. Codes match the JobLink Workflow Diagram v16.

hands records / data on — check — blocks, gates or warns — only when the other module is installed / shared setting — **AS/NZS …** standard or law (reference only) — **B2** = connection code from the JobLink Workflow Diagram v16

Standards and rules map: what each NZ / AU rule means in JobLink

EM = Engineering Maintenance · T = Trades · BC = Building Construction. Check: blocks = the next step is refused; gates = needed before the quality release; warns / reminds = to-do or warning; records = JobLink keeps the record the rule asks for. References only, not legal advice.

Area	Standard or law (country)	What JobLink does	Module	Check	Industry
H&S	HSWA 2015 (NZ) · WHS Act 2011 (AU): duties to workers	site inductions before clock-in · SWMS / JSA · diary, toolbox, inspections, incidents and actions	img_whs · img_workforce	blocks	EM · T · BC
H&S	Notifiable events: HSWA s56 (NZ) · WHS Act s38 (AU)	urgent email to H&S managers; chased until WorkSafe / the regulator is recorded as notified	img_whs	reminds	EM · T · BC
H&S	SWMS for high-risk construction work (AU WHS Regulations)	SWMS per job or task, signed by the crew	img_whs	records	T · BC
H&S	SDS register (AU WHS Regs · NZ Hazardous Substances Regs)	SDS PDF, GHS classes, 5-year review date and daily reminders	job_safety_compliance	reminds	EM · T · BC
H&S	Psychosocial hazards (AU WHS Regs · WorkSafe NZ guidance)	14 psychosocial hazard types and a Psychosocial Risk Check	job_safety_compliance	records	EM · T · BC
H&S	Engineered stone ban (AU, from 1 July 2024)	quotes for engineered stone can't be confirmed unless legacy work; legacy job needs the regulator notified	job_safety_compliance	blocks	T · BC
H&S	Respirable crystalline silica	Silica Control Plan before work starts; air monitoring with a to-do over the limit	job_safety_compliance	blocks	BC
H&S	Registered plant (AU) · certificates of inspection (NZ)	registrations on the customer asset, expiry reminders, warning on its jobs	job_safety_compliance	warns	EM · BC
Maintenance	AS/NZS 4836 · WorkSafe NZ isolation guidance	isolation certificate steps, personal locks, danger tags, test dead; time blocked until in place	job_wbs_compliance	blocks	EM
Maintenance	AS 1319 safety signs · AS 1345 / AS 2700 colours	risk colour with words on WBS items; service identification colours on items and assets	job_wbs_compliance	records	EM
Maintenance	AS/NZS 3760 in-service inspection and testing	test and tag on tool serials with the Table 4 intervals; overdue tools warn the WBS task	job_wbs_compliance_stores	warns	EM · T
Maintenance	Hot work AS 1674.1 · confined spaces AS 2865 · heights AS/NZS 1891	shutdown permits and check eForms (isolation, gas log, hot work, heights); fails → actions	job_shutdown · job_shutdown_eform	records	EM
Quality	Inspection and test plans, hold points (contract requirements)	ITP lines on WBS tasks; hold points released only by the authorised person; NCR and concessions	job_quality_control	gates	EM · T · BC
Quality	Calibration and competency evidence	calibration certificates, equipment dossiers, required competencies before release	job_quality_control	gates	EM · T · BC
Building NZ	Building Act 2004: residential work ≥ $30,000	checklist and disclosure statement before the quote is accepted	job_building_compliance	blocks	BC
Building NZ	Building Act 2004: Licensed Building Practitioners	Record of Work per LBP on a consented job, PDF for the owner and council	job_building_compliance	records	BC
Building NZ	Compliance schedule SS1–SS16 · BWOF · IQP Form 12A	the building's specified systems, inspections as tasks, BWOF due date	job_safety_compliance	reminds	BC · EM
Building AU	Home warranty insurance (HBCF, DBI, QBCC and other states)	no clock-in or claim on a residential job over the limit until the certificate is recorded	job_building_compliance	blocks	BC
Contracts NZ	Construction Contracts Act 2002	payment claims with the Act wording; retention held in trust with 3-monthly statements	job_contracts · job_building_compliance	records	EM · T · BC
Contracts AU	Security of Payment Acts (each state) · NSW / QLD retention trusts	claim regime per state: reference dates and due dates; subcontractor retention ledger	job_contracts · job_building_compliance	reminds	EM · BC
Tax AU	ATO Taxable Payments Annual Report (TPAR)	payments to building and construction contractors to 30 June, exported	job_building_compliance	records	BC
Tax NZ	Schedular payments (withholding tax, IR330C)	tax withheld on contractors' supplier bills; monthly report (tax code WT)	job_payroll_compliance	records	EM · T · BC
Payroll AU	STP Phase 2 · super on OTE · Payday Super · payroll tax by state	STP category per pay code; super estimate and due date; payroll tax check	job_payroll_compliance	warns	EM · T · BC
Payroll	NZ employment agreements · AU Modern Awards / EAs	pay agreements: overtime, penalties, allowances, leave loading; pay runs; exports	job_maintenance_payroll	records	EM · T · BC
Accounting	GST (NZ / AU) · chart of accounts · Peppol A-NZ BIS 3.0	installs Odoo's NZ or AU accounting and optional Peppol e-invoicing	job_country_setup	set-up	EM · T · BC
Privacy	Privacy Act 2020 (NZ) · Privacy Act 1988, APP 11 (AU)	induction answers private; tabs and fields by role; yearly access review; leavers	img_tab_access · job_access_housekeeping	blocks	EM · T · BC
Fraud controls	Separation of duties	bank details verified by a 2nd person; buyer can't confirm delivery; no own timesheet approval	job_money_steps · img_workforce	blocks	EM · T · BC

JobLink helps you record and follow your procedures under these rules. It does not certify compliance, file returns or replace professional advice: check intervals, thresholds and wording against your own copies of the standards, the current law and your site rules.