



RelyOn Nutec  
360° Safety

## TMS Light

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# Agenda – TMS Light

1. What is TMS Light?
2. What are the key benefits?
3. How does TMS Light work?
4. How does the employee portal work?
5. How does the employer portal work?
6. How does the reporting work?
7. List of e-learnings
8. How to get started

# TMS Light is a free service for training and compliance management

## What is TMS Light?

- TMS Light is a training management service (TMS) that helps you manage your training and compliance.
- We will manage all your training with TMS Light. Not just the training that we provide.

## What is required to set up the service?

- To set up the service, we need your training matrix and training history. A training matrix is a matrix or list that specifies which certificates are needed for the roles your employees perform.

## How does it work?

- Three months before a certificate expires your employee will receive the first booking notification. The notification contains three suggestions for when the employee can take the course needed to refresh the certificate.
- If the employee does not respond we will send two reminders. If the employee still does not respond, we will escalate the issue to the person responsible for training in your company.

## Benefits and pricing

- The aim of TMS Light is to reduce the effort required to manage training and compliance in your organisation.
- You will get access to our preferred prices at third party suppliers. We can also use your own third party supplier if you prefer that.
- TMS Light comes with two free e-learning titles from our Worksafe Essentials range.
- TMS Light is our entry level TMS product and it comes with 25 free seats. You can add more employees for a monthly fee.



# TMS Light: Peace of mind while saving time and money



## Peace of mind

TMS Light automates the booking process and provides a great overview of the training and compliance for your employees so you focus on what you do best.



## Save money

We'll give you the right set up to keep costs to a minimum. Not only do we book training for you proactively, you'll also get access to special prices on training.



## Save time

Get access to our tools to manage your certificates easily and automate tasks such as reminders, booking of training and reporting, to allow you to spend more time on top goals and priorities.



## Upskill your employees

Your employees can benefit from unlimited access to two of our market leading e-learning titles as part of the service. You can add more e-learning titles for a monthly fee.



## All training managed

We will manage all your training. Not just the training we provide. This will give you one easy entry to all your training no matter who the provider is.



## Expert knowledge

We've been in the training management game for over 30 years. Provide us with your requirements and get back a wealth of knowledge at your disposal.



# TMS Light: Automate your training and compliance process

## TMS Light automates the training and compliance process

- TMS Light automates your training management and compliance process by comparing your training matrix with your training history and the expiry dates of your certificates.
- Based on that we will send your employees email notifications if they need any additional training or if their certificates are about to expire.

## The booking process:

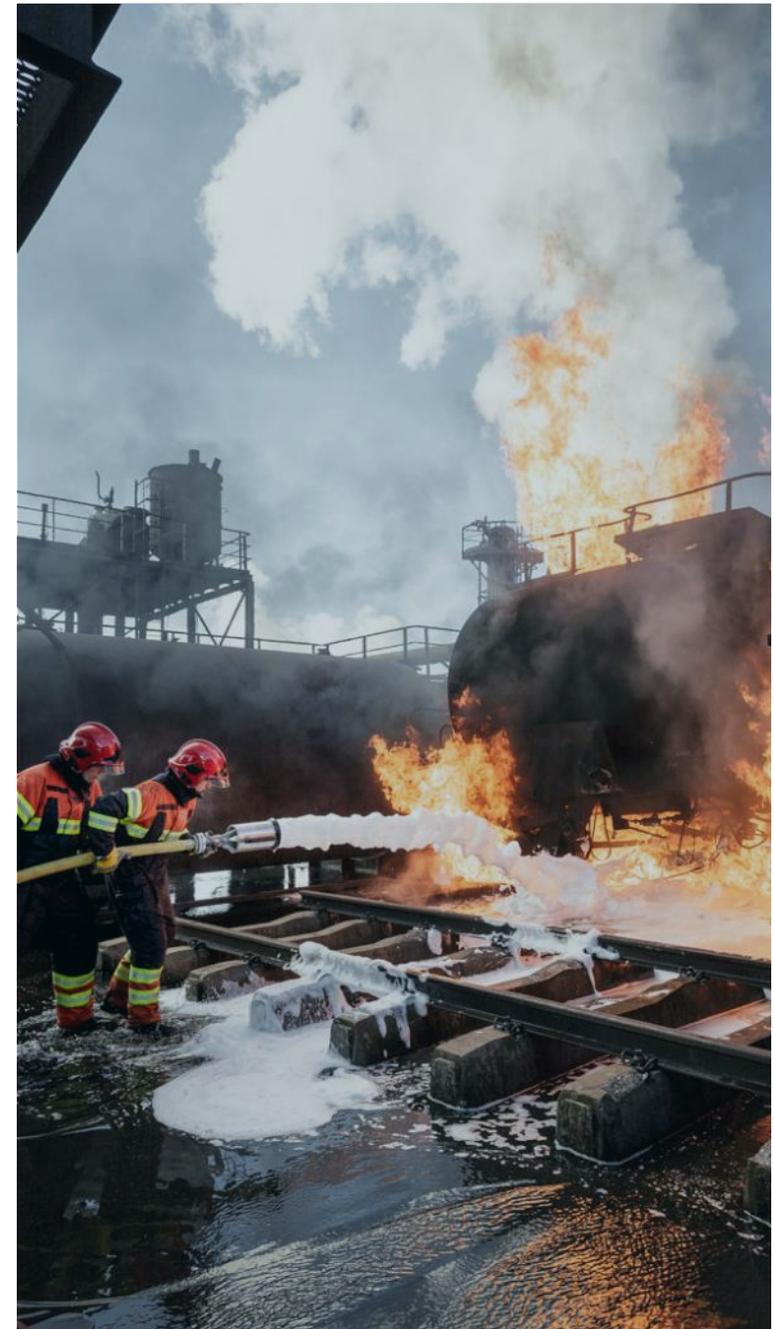
- Three months before a certificate expires your employees will receive the first booking notification. The notification contains three suggestions for when the employee can take the course needed to refresh the certificate.
- If the employee does not respond we will send two reminders. If the employee still does not respond, we will escalate the issue to the person responsible for training in your company.

## What you need to do:

- Inform us about new employees and employees that have left your company.
- Inform us about changes to the training matrix.
- Inform us if some of your employees change position or workplace.

## TMS Light consists of three parts:

- A portal for employees.
- A portal for employers.
- The monthly automatic status reports.



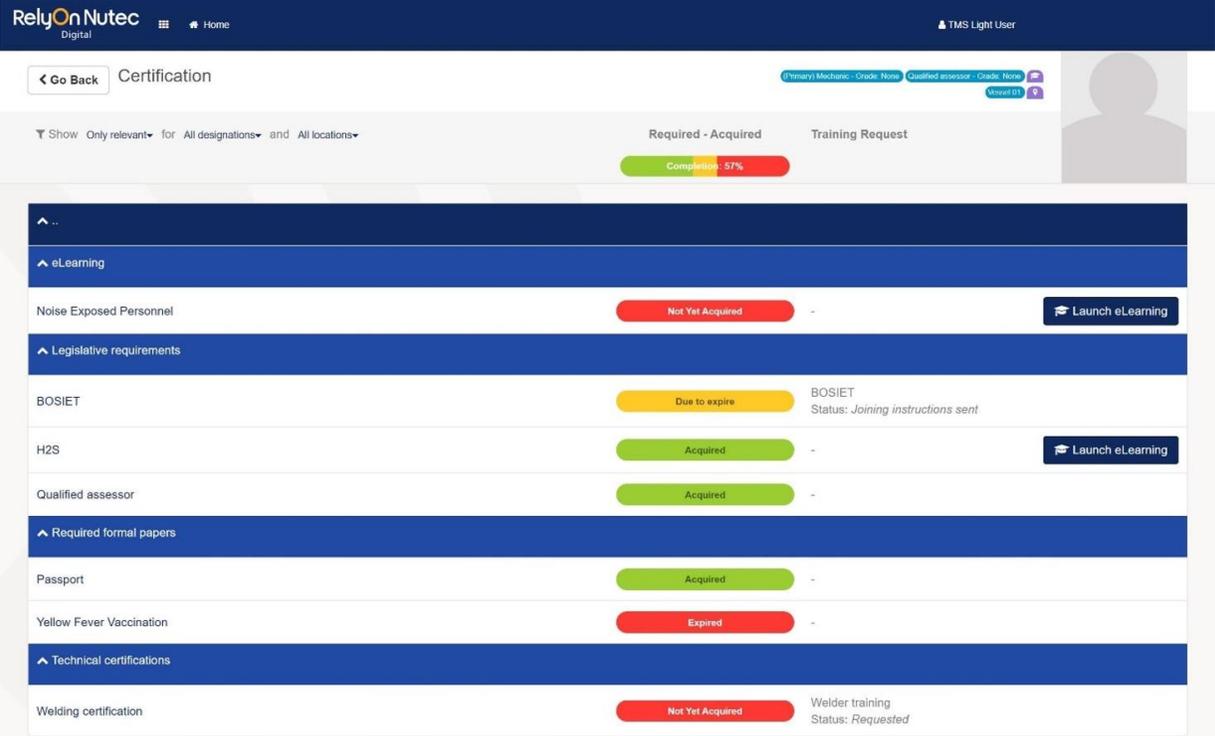
# The employee portal makes it easy for each employee to see the status of their training and access certificates

## The purpose of the employee portal:

- The purpose with the employee portal is to give your employees easy access to their training status and certificates.
- Each of your employees will get access to their own dedicated TMS Light dashboard that will show the compliance against their requirements.
- Using one simple overview, your employee can find the status of any of the required certifications or bookings, communicate with our TMS team and have access to our extensive library of e-learning courses.

## Key features:

- View compliance against your job requirements.
- Access your training bookings and communicate with our staff for availability.
- Access our e-learning library to develop your skills.



## Explanation of the screenshot

- The screenshot shows the training overview for an employee.
- The overview contains all courses the employee need in order to perform his / her job.
- The status of any booking is noted next to the course. See for example the BOSIET course.

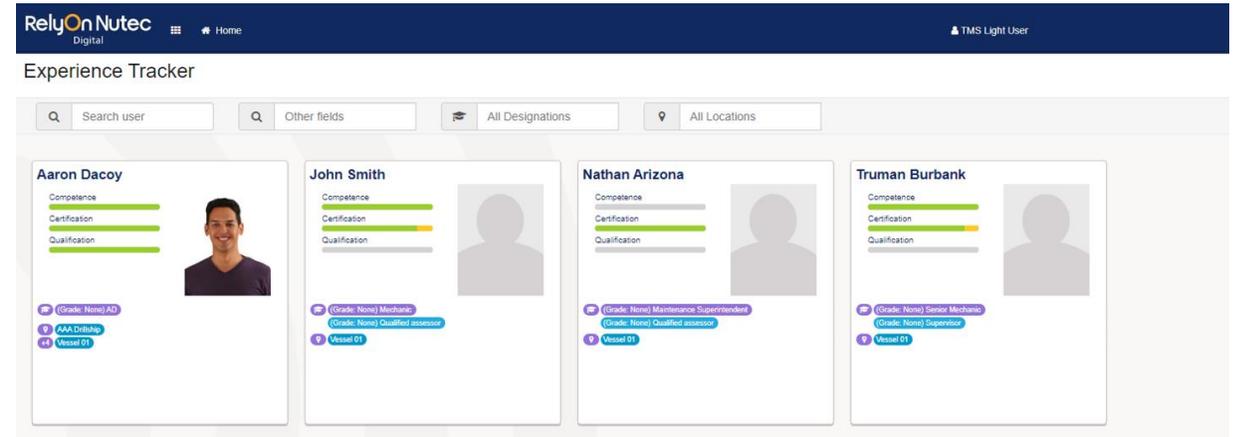
# Get an easy overview of all your employees in the employer portal

## The purpose of the employer portal:

- The purpose with the employer is to give a good overview of the training status for each employee.
- Our employer dashboard lets you see the status and progress of each of your employees at all times and allows for running the automated reports ad hoc.

## Key features:

- View employees' compliance to your training requirements at any time.
- Check outstanding booking requests.
- Request training for employees yourself.
- Predict training budget based on upcoming expiring certifications.
- Analyse training expenditures.
- Download (PDF) copies of certifications.



## Explanation of the screenshot

- The screenshot shows the overview for an employer.
- In this case the employer has 4 employees.
- In the overview, it is easy to see if the employees are compliant or not.
- If a employee is non-compliant, you can click on him / her and access their training overview. Here you can see what training they lack and if it has been booked or not.

# Ensure that you are compliant in 5 minutes every month

## The purpose of the monthly reports:

- The monthly KPI reports on the service performance will be automatically sent to you.
- The latest compliance status report can be adjusted to your specific preferences, a simple high-level overview or very detailed, like the sample below.

## Key features:

- Complete team status overview.
- Individual employee sales CV / status report.
- Training expenditure and forecast report (last month, expected expenditure for the next two months).
- And several others on request.

**Certificate compliance matrix**

Selected rig(s): Vessel 01 | Expiring within: 3 months

**Color legend:**  
 Expired / missing: Red  
 Valid: Green  
 Expiring within selected period: Yellow  
 Course booked: Orange

Current positions		eLearning			Legislative requirements			Required formal papers			Technical certifications	
		First aid	Noise Exposed Personnel		BOSIET	H2S	Qualified assessor	Passport	Yellow Fever Vaccination		Energy Isolation	Sewage Sys training
[-] Vessel 01		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
[-] Mechanic	In position till 31 May 2020	100%	M	100%	M	M	100%	M	M	100%	M	M
John Smith	31 May 2020	100%			27-Apr-20	31-Dec-21		09-Mar-20	29-Jan-21			
[-] Qualified assessor	In position till 31 May 2020	100%			NaN		M	100%			NaN	
John Smith	31 May 2020	100%										
Nathan Arizona		100%										
[-] Senior Mechanic	In position till 31 May 2020	100%	M	100%		M	100%				NaN	M
Truman Burbank		100%	03-Mar-24			26-Apr-22						17-Jun-24
[-] Supervisor	In position till 31 May 2020	100%			NaN		M	100%	M	M	100%	
Adam Mendic		100%						01-Jul-29	31-Dec-21			
Truman Burbank		100%						30-Jan-29	04-Dec-21			

Upcoming promotions / transfers		eLearning		Legislative requirements		Technical certifications		
		First aid		H2S		Energy Isolation	Sewage System training	Welding certification
[-] Vessel 01	In Position Since 1 Jun 2020	78%	0%	0%	100%	100%	100%	100%
[-] Senior Mechanic	In position from 1 Jun 2020	78%	M	0%	M	100%	M	M
John Smith	1 Jun 2020	78%	20-May-20		31-Dec-21		27-Apr-24	

## Explanation of the screenshot

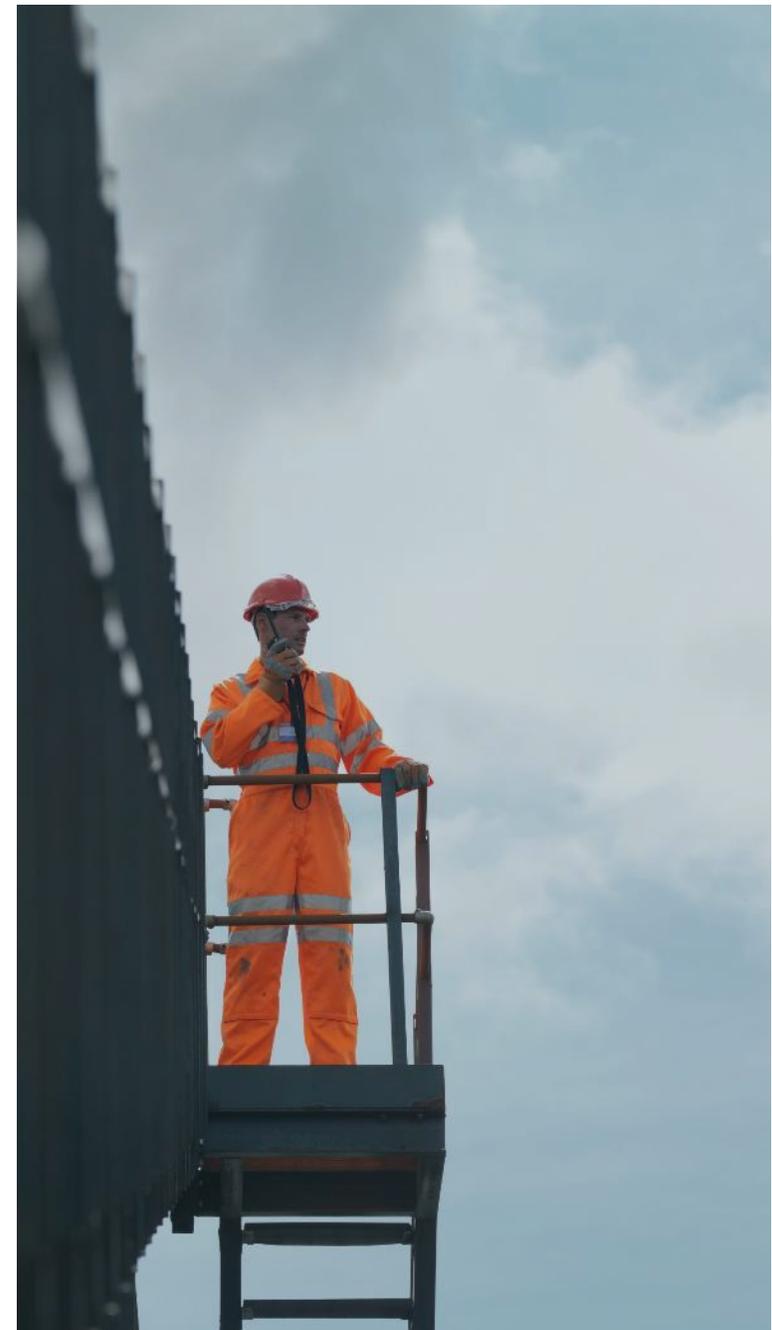
- The screenshot shows an example of a report.
- The report shows the status for each employee structured based on their title.

# TMS Light: Digital Learning Library

The Digital Learning Library includes 100+ titles specifically designed to align with global compliance requirements within safety critical industries.

TMS Light customers will get access to two of these titles for free

- Manual Handling
- Working At Height
- Slips, Trips and Falls
- Fire Safety Awareness
- Noise Awareness
- PPE Awareness
- Control of Substances Hazardous to Health (COSHH)
- Hazard Awareness and Identification
- Dropped Objects
- Hand Safety
- Asbestos Awareness
- Stress Management
- Mental Health Awareness
- Workplace Hazards and Personal Safety
- Waste Management Awareness



# How do we get started?

## What we need

- Your current training matrix in a Microsoft Excel file
- The master data on the employees you want to sign up to TMS Light
- The training history of the employees you have signed up to TMS Light

## Timeline

- Once we receive your information our dedicated support staff will set up the service and prepare the system for you.
- It will approximately take 14 days.

