



PROFILE COMPLETION FORM

Personal Details:

Surname

First Name

Employer

Last Day On Site

Reason for completion:

☐ Gone to Another Site

☐ Resigned

☐ Deceased

☐ Retired

☐ Dismissed

☐ Work Completed

☐ Duplicate Name

☐ Non Graceful

If Non Graceful, please advise who to contact for more information if this person wishes to return to site in the future

Company Authorisation:

Name

Position

Signature

Date

This form must be signed by a Manager or delegate before being submitted to the Travel Team



Administrative Use Only - Travel Team

Remove from InFlight User Security and Travel Approver Levels

Remove from Work Site Security

Remove from Camp Security

Cease data entered

Form sent to phoinxsupport@bhp.com

Administrative Use Only - INX Support Team

InFlight User Security and Travel Approver Levels removed

InControl open events and actions reassigned

InViron profile deactivated

InTuition User Security removed

InControl Scheduled Events reassigned

INX Cloud profile removed

All INX Modules assigned scheduled reports reassigned/removed

InControl User Security removed

Person deactivated

InControl notifications reassigned/removed

InControl Security Roles removed