

# Site Access Authority

## CONTRACTOR DETAILS

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

## AUTHORISING PERSON DETAILS

Authorising Person: \_\_\_\_\_ Department: \_\_\_\_\_

Staff ID No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Authorising Signature: \_\_\_\_\_

## LEVEL OF ACCESS THE CONTRACTOR WILL REQUIRE WHEN ATTENDING SITE

Buildings/Area that Contractor requires access to:

- Gallagher Building Access (access card only - no Keys will be issued)

### Building Keys

Plant Room Keys	Approved by Facilities Management	Name: _____	Signature: _____
Data / Comms Keys	Approved by PF&D Network Infrastructure Manager/DTS Networks	Name: _____	Signature: _____
AV Keys	Approved by DTS Audio Visual	Name: _____	Signature: _____
Fire Keys	Fire Services Coordinator	Name: _____	Signature: _____
Electrical Keys	Approved by Curtin Electrical (see ii a)	Name: _____	Signature: _____
HV Keys	Approved by HV Electrical (see ii b)	Name: _____	Signature: _____
HV Switch Keys	Approved by HV Electrical (see ii b)	Name: _____	Signature: _____
PC Laboratory Access	Approved by Laboratory Manager	Name: _____	Signature: _____
Restricted Roof Space (B303 & B306)	Director, Properties Facilities & Development	Name: _____	Signature: _____
Restricted External Space (B500)	Director, Properties Facilities & Development	Name: _____	Signature: _____

## Required Information

*Failure to provide any of these may result in the Contractor being refused access to the site.*

- i) A copy of this form, signed by the person named above must be represented to Security
- ii) A current Contractors Induction card must be presented to Security:
  - a. Electrical Keys require Contractors Induction Card to include a round blue sticker ●
  - b. HV Keys & HV Switch Keys require Contractors Induction Card to include a round orange sticker ●
- iii) A valid Driver's Licence as Proof of Identity

## General Information

- Only one (1) full set of Keys will be issues to an individual. All Visitors/Contractors to the site must display a Curtin Visitors/Contractors Identification.
- All vehicles parked on site must display a valid Parking Permit and be parked accordingly.
- The individual signing for the Keys/Access Card is responsible for ensuring they are returned.
- The individual signing this form agrees to abide by the procedures related to the issue of Keys, Access Cards and Parking Permits.

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure the completed form is handed (in person) to Curtin Security, Building 115.