



Site Access Authority

CONTRACTOR DETAILS

Start Date: End Date:

Company Name:

Phone Number:

Contractor Name:

AUTHORISING PERSON DETAILS

Staff Name:

Staff ID No.: Department:

Mobile No.:

Authorising signature:

REASON FOR ACCESS

TRAINING/QUALIFICATIONS

Curtin contractor induction

Curtin laboratory or local area induction

Current electrical license

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:
Roof	Approved by PF&D	Name:	Signature:
Restricted Roof Space (B303 & B306)	Approved by PF&D (Director Level)	Name:	Signature:
Restricted External Space (B500)	Approved by PF&D (Director Level)	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 issued 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 to Curtin.
- 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 Safer Community Team, Building 115.