



# Site Access Authority Form

## 1. CONTRACTOR DETAILS

Start Date:  End Date:

Company Name:

Phone Number:

Contractor Name:

## TRAINING / QUALIFICATIONS

☐ Curtin Contractor Induction

☐ Curtin Laboratory or Local Area Induction

☐ Curtin Electrical License

## REASON FOR ACCESS

## 2. AUTHORISING PERSON DETAILS

Department:

Staff Name:  Mobile No.:

Staff ID No.:  Authorising signature:

## 3. 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)

<input type="checkbox"/> Building Keys	<input type="text"/>		
<input type="checkbox"/> Plant Room Keys	Approved by Facility/Service Manager	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> Data / Comms Keys	Approved by PF&D Operational Tech & ICT Infrastructure Manager/DTS Networks	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> AV Keys	Approved by DTS Audio Visual	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> Fire Keys	Fire Services Manager	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> Electrical Keys	Approved by Curtin Electrical (see ii a)	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> HV Keys	Approved by PF&D Infrastructure Management (see ii b)	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> HV Switch Keys	Approved by PF&D Infrastructure Management (see ii b)	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> PC Laboratory Access	Approved by Laboratory Manager	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> Roof and Roof Spaces	Approved by Facility/Service Manager/ School Business Manager/Head of School	Name: <input type="text"/>	Signature: <input type="text"/>
<input type="checkbox"/> Restricted External Space (B500)	Approved by PF&D (Director Level)	Name: <input type="text"/>	Signature: <input type="text"/>

### Required Information

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

- A copy of this form, signed by the person named above must be represented to Security
- A current Contractors Induction card must be presented to Security:
  - Electrical Keys require Contractors Induction Card to include a round blue sticker
  - HV Keys & HV Switch Keys require Contractors Induction Card to include a round orange sticker
- 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 vehicle 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 each day, prior to leaving the Campus.
- The individual signing for 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.