



Site Access Authority

CONTRACTOR DETAILS

Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Company Name:	<input type="text"/>		
Phone No:	<input type="text"/>	Mobile No:	<input type="text"/>
Contractor Name:	<input type="text"/>		

AUTHORISING PERSONS DETAILS

Authorising Person:	<input type="text"/>	Department:	<input type="text"/>
Staff ID No:	<input type="text"/>	Mobile No:	<input type="text"/>

Authorising Signature

Please indicate the level of access the contractor will require when attending site

- Cardax Building Access: Access Card Only - No keys will be issued
- Building Keys Only: Building No.
- Plant Room Keys: Approved by Facilities Management
- Data / Comms Keys: Approved by CITS Networks Name: Signature:
- AV Keys: Approved by CITS Audio Visual Name: Signature:
- Electrical Keys: Approved by Curtin Electrical Name: Signature:
- Fire Keys
- HV Keys: Approved by HV Electrical Name: Signature:
- Laboratory Access: Approved by Laboratory Manager 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 along with the Electronic Permit Approval Notification, must be presented to Security
- ii. A current Contractor Induction Card must be presented to Security
- iii. A valid Driver's License 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 Contractors/Visitors 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 permit.

Signature of Contractor Date

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