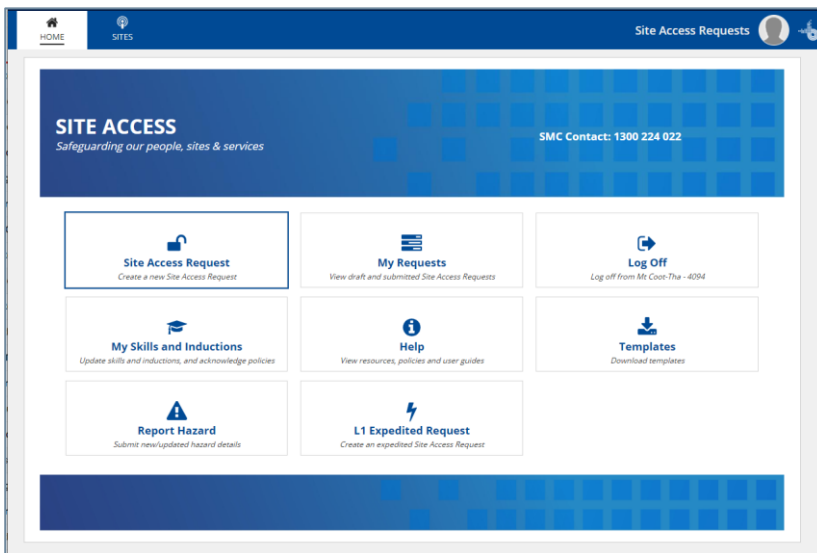


## Submitting a Site Access Request

Before attending site to conduct works, you must have an approved site access request relating to the work you are there to do.

- You can create access requests for yourself or for others, for a single person or multiple people and the request can be updated to reflect changes as needed.
- Site access requests go through a review process before final approval. During the review process you will receive email updates on the status of your request.
- Site access requests can be saved in draft format until you are ready to submit. They can also be updated after they have been submitted.

To create a site access request, go to the **Home Page** of the application and select **Site Access**.



Step through each of the following pages:

## Site and Schedule

- Use the search box to find the Site you need to access - you can type in the site number or name and, as you type, the search box will suggest sites. You can also search based on the nearest town.
- Check the **Site Controller** for the site. The equipment you need to access may be at a site which is controlled by a 3<sup>rd</sup> party. If BAI is not the primary site controller you may require approval from both BAI Australia and the appropriate site controller.

The screenshot shows the 'Site Access Request' form in the 'Site & Schedule' tab. At the top, there is a warning message: 'BAI is not the primary site controller for this site. If you are accessing BAI equipment or areas on this site you may need approval from both BAI Australia and the appropriate site controller.' Below this, the form is divided into three main sections: 'SITE', 'SCHEDULE', and 'RELATED WORK'. The 'SITE' section has a search box with '2025 - Radio Hill RT - Cooma' selected and a dropdown for 'SITE CONTROLLER' with 'Telstra Corporation Limited' selected. The 'SCHEDULE' section has fields for 'Start date & time' and 'End date & time', both with date and time pickers. The 'RELATED WORK' section has a table with columns 'Type' and 'Work ID' and a button 'Add Related Work'. At the bottom, there are 'CLOSE' and 'NEXT >>' buttons.

- Enter a short description of your **Reason for visit**.

- Enter the **start and end times** for the visit. The system uses the local time zone for the site you are requesting access to.
- Select the **Main Client** you are doing the work for.

- Provide details of **Related Activity** if this applies. For example, you may have a reference number of an existing Project, Incident or Change. To add this information:
  - Select **Add Related Activity**
  - Choose a related **Activity** type from the drop down menu.
  - Wait for the blue line to move across the top of the screen while the system looks up related activities for the site and client you have selected.
  - Start typing the **ID** into the field and the system will return a list of items.
  - Select the correct activity item from the list.

- Select **Next**

## Work Type Details

- Search for and select the **Work Type** from the suggested types.
- Review any **Required Skills** that are listed under the **Work Type**.
- For a full list of **Work Types** and their corresponding Skills see the **Work Type Required Skills Matrix** available in the **Help** section of the application.

- Add visitor names and review any warnings that are displayed regarding skills. If the visitors have not completed the required prequalification steps such as providing evidence of skills, completion of induction and acknowledgement of policies, it will not be possible for you to add them to the site access request.

- Upload any documentation that is requested noting that documents with a red star are mandatory.
- Add another work type if required.
- Select **Next**

## Additional Info

- Select the tick box to identify which visitor will supervise the visit. The supervising visitor is responsible for overseeing all work on the site and is the main point of contact for the Site Access Request.
- Provide **Any Additional Information for Reviewers**. For some work types, this field will contain questions to prompt you to provide the correct information.
- If you have a CyberKey select **Yes** and enter your CyberKey reference number. Your CyberKey reference number can be found in the CyberAudit Link smartphone app and is a 9-digit alpha-numeric code.

- Alternately select **No** and tick the box if you require one. The Site Access team will work with you to ensure you have a CyberKey that can provide you with physical access to site.
- Select **Next**.

The screenshot shows the 'Additional Info' tab of the 'Site Access Request' form. It includes a section for 'Select names to assign as supervisors' with checkboxes for 'Visitors' and 'Sash Petreski' (checked). Below is a text area for 'Any Additional Information for Reviewers' with a character count of 266 / 2000. At the bottom, there are radio buttons for 'Do you have a relevant CyberKey for the site?' with 'No' selected, and a checked box for 'Request CyberKey No'.

## Confirm and Submit

- Review the details of your site access request.
- If you are happy with the details, select **Submit** and then **Yes**.

The screenshot shows the 'Confirm & Submit' tab of the 'Site Access Request' form. It displays a summary of the request details in four columns: 'APPLICANT' (Jenny Cook), 'SITE' (4094 - Mt Cool-Tha - Brisbane), 'SCHEDULE' (25 Aug 2020 14:30 to 1 Sep 2020 23:00), and 'RELATED WORK' (Type: Incident, Work ID: FR0000000714315). Below this is the 'Work Type Details' section, which shows 'WORK TYPE' as 'Rigging Basic - RB' and 'VISITORS' as 'Sash Petreski' and 'Paul Pyatt'.

- You will be provided with a **Reference number** for your request which will also be emailed to you.
- Select **Finish** to return to the home page

## Tips and Additional Information

- Select **Save & Close** at any point during the process to save a draft copy of your request.
- For a visitor to be included on a site access request they will need to have:
  - Logged into the site access application.
  - Completed prequalification.
  - For more information on prequalification see the **Completing Prequalification** guide available in the **Help** section of the application.
- Site Access Requests should be submitted at least 3 business days before access to site is required. 10 business days if high risk work (construction or tower climbs) are to be undertaken and 21 business days if outages are required.
- You may need to wait for a few seconds while related work details are retrieved. Keep an eye on the blue bar at the top of the screen for progress.
- Uploaded documents are accepted in the following formats - pdf, txt, doc, docx, xls, xlsx, jpeg, png, jpg
- The Site Access Application is not currently integrated with the CyberKey solution. Integration is planned for a later phase.
- For a full list of **Work Types** and their corresponding Skills see the **Work Type Required Skills Matrix** available in the **Help** section of the application.