

REQUIRED NOTICE:

This form is required to be forwarded and approved before access to Southern Ports (SP) is granted. Applications must be made during office hours, Monday to Friday 7:30 am – 3:30 pm

The application must be emailed to portsecurity@southernports.com.au

ALL SECTIONS (1 to 6) OF THIS FORM MUST BE FILLED OUT CORRECTLY

Section 1: Company / Person Requesting Access

Company Name:		Date:	
Manager Requesting Access:		Position:	

Section 2: On Site Contacts

Company Rep:		Tel No:	
SP /Contractor Manager:		Tel No:	

Section 3: Permit to Work - A Permit to Work is required to be approved by an SP representative before commencing any work on site.

Section 4: Classified Plant – Are you bringing classified plant on site? Yes No

If Yes, complete form “Application to Bring Classified Plant onto SP Site” which can be found on the SP web site www.southernports.com.au under Esperance/Port Operations/Forms.

Section 5: Reason for Access (Give a description of area and type of work to be carried out)

Date and Duration for Access:	Start Date:		Start Time:	
	End Date:		Time Time:	

Section 6: Persons Requiring Access

Name	Company	Individual Dates		Access Card Number
		Start Date	End Date	

Note: Inductions and visitor cards must be arranged in advance through the Port Security Manager.

EXPIRED CARDS CAN NOT BE ACTIVATED. A NEW INDUCTION MUST BE COMPLETED

Section 7: OFFICE USE ONLY

Berth access required	Y	N	Berth 1	Berth 2	Berth 3	Tug Berth
Date Access Granted:	Y	N	Date Access Voided:			
Recorded in Data Base:	Y	N	Recorded by:			