SOUTHERN PORTS
ALBANY BUNBURY ESPERANCE

Request to Activate Albany Port Access

PLEASE NOTE THE BELOW CONDITIONS
• **This form is to be fully completed and submitted to SPA-Albany before unescorted access to a SPA-Albany site is granted.** • **Applications must be made during office hours – Monday-Friday 8.00am – 4.00pm.** • **Applications are processed upon the requestor attending the SPA-Albany office in person to have identity documents verified, unless by prior arrangement.** **THIS FORM CAN BE EMAILED TO:** msic.albany@southernports.com.au

SECTION 1: PERSON REQUESTING ACCESS			
Full Name			
Company		MSIC #	
Role		Access Card #	
Induction Date		Drivers Licence #	

SECTION 2: COMPANY REPRESENTATIVE			
Full Name			
Company		Role	
Operational Need Letter Submitted?	☐ Yes	☐ No	

SECTION 3: GIVE A DESCRIPTION OF THE WORK YOU ARE PERFORMING

SECTION 4: OFFICE USE ONLY			
☐	HSES induction completed	☐	Letter of operational need
☐	Photocopy drivers licence	☐	Take photo of applicant
☐	Activate access in MaCS	☐	Verify MSIC in Auscheck