

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	
COVID-19 vaccination status 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
	COVID vaccination status		Verify MSIC in Auscheck
	Activate access in MaCS		