

Request to Activate Access Card

REQUIRED NOTICE:

This completed form must be forwarded to portsecurity@southernports.com.au and approved before access to Southern Ports (SPA) is granted.

Applications are processed during office hours, Monday to Friday 7:30 am – 3:30 pm

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

Section 1: Company / Manager Requesting Access

Company Name:		Date:	
Requesting Manager Name:		Position:	

Section 2: On Site Contacts

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

Section 3: Permit to Work (A Permit to Work is required to be authorised by your SPA-Esp representative before commencing any work on site)

Section 4: 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:		End Time:	

Section 5: Persons Requiring Access

Name	Company	Individual Dates		Access Card No.
		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 6: Request Assurance

Requesting Manager Signature		Date:	
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Section 7: OFFICE USE ONLY

Date Access Granted:		Date Access Voided:	
Recorded in Data Base:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Recorded by: