



### Registration

- It's recommended you complete registration and prequalification from your computer rather than a mobile device.
- To register and log in go to [siteaccess.baicommunications.com](http://siteaccess.baicommunications.com) and choose **'Select if you are a Customer, Contractor, or FIM'**.
- To register you will need either a **Microsoft Work Account, a Microsoft Personal Account, a Google Account or a LinkedIn Account**.
- If you do not have any of these accounts, choose an account type and you will have an option to create a new one.
- Log in with account, complete your registration details and tick the box to accept the terms of use.

### Prequalification

- Prequalification is the process of ensuring a visitor has been inducted and has the correct qualifications to allow them to attend a BAI Communications controlled site.
- Until you have completed Prequalification, it is not possible to use the Site Access Application to submit Site Access Requests for a site or to be included on a Site Access Request.
- Make sure you have digital copies of your licences and certificates and you have saved them somewhere convenient.

There are 3 parts to Registration & Prequalification

### 1 Skills

For certain work types, specific skills are required. This page lists your current skills including status and expiry dates.

To upload your skills for review:

- Go to **'My Skills'** and then **'Skills'**.
- Select **'Add Skills'**.
- Select the appropriate skill from the skills drop down box.
- Select the type of document you are going to provide as evidence.
- Enter an expiry date for the document you are uploading
- Select the plus symbol to upload your supporting documentation.
- Select **'Submit'** and confirm **'Yes'**.

Once the skill has been sighted by the Site Access Team it will show as approved in your list of skills

### 2 Induction

- Go to **My Skills > Inductions** to review your required inductions.
- Completion of the general site induction is required for everyone who is visiting a site.
- You may also find inductions for specific sites listed.

For each required induction:

- Expand the item in the list and select **'Enrol'**.
- Once enrolled, select **'Launch Course'** to step through the induction information.

### 3 Policies

- Go to **My Skills > Policies** to view a list of policies that require your review.
- You must review and acknowledge all policies listed before you can be included as a visitor on a site access request.

For each policy:

- Click the arrow to expand the policy.
- Select **'Click here to review and acknowledge'**.
- Review the details of the policy, tick the acknowledgement and select **'Submit'**.

### Tips and things you should know

- You will receive email notifications each time the status of your skill changes.
- The general site induction takes about 20 minutes to complete and requires you to answer some questions.
- Everyone must complete the general site induction even if you have previously been inducted. The general site induction is valid for 3 years.
- The mobile app has all the functionality of the web app and is convenient for logging on and off site.



Download the Appian app from the Apple App or Google Play store. Launch the app, select 'Add Account' and type the address below.

[siteaccess.baicommunications.com](http://siteaccess.baicommunications.com)

Sign in using the account you registered with.



For more information, assistance or to provide feedback, contact the site access project team: [access@baicommunications.com](mailto:access@baicommunications.com)