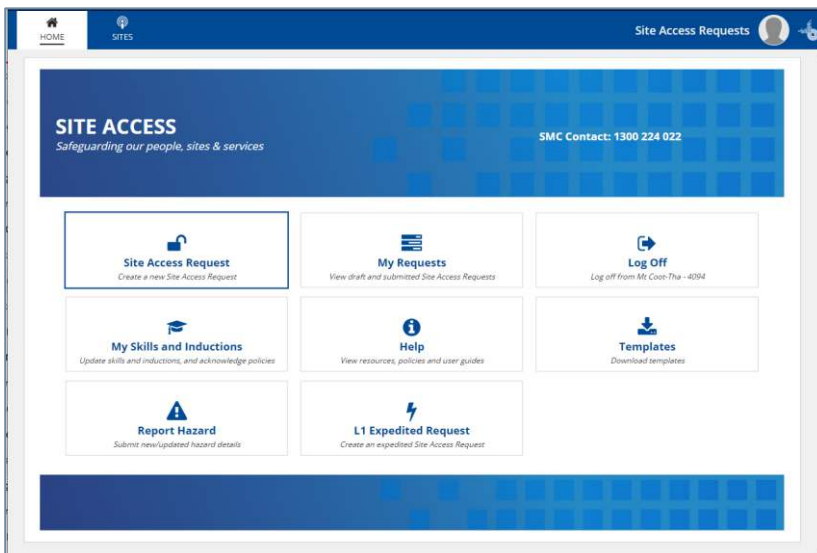


Submitting a Site Access Request

Before attending site to conduct works, you must have an approved site access request relating to the work you are there to do.

- You can create access requests for yourself or for others, for a single person or multiple people and the request can be updated to reflect changes as needed.
- Site access requests go through a review process before final approval. During the review process you will receive email updates on the status of your request.
- Site access requests can be saved in draft format until you are ready to submit. They can also be updated after they have been submitted.

To create a site access request, go to the **Home Page** of the application and select **Site Access**.



Step through each of the following pages:

Site and Schedule

- Use the search box to find the Site you need to access - you can type in the site number or name and, as you type, the search box will suggest sites. You can also search based on the nearest town.
- Check the **Site Controller** for the site. The equipment you need to access may be at a site which is controlled by a 3rd party. If BAI is not the primary site controller you may require approval from both BAI Australia and the appropriate site controller.

The screenshot shows the 'Site Access Request' form. At the top, there is a navigation bar with 'HOME', 'SITES', and 'Site Access Requests'. Below the navigation bar, there is a warning message: 'BAI is not the primary site controller for this site. If you are accessing BAI equipment or areas on this site you may need approval from both BAI Australia and the appropriate site controller.' The form is divided into four sections: 'Site & Schedule', 'Work Type Details', 'Additional info', and 'Confirm & Submit'. The 'Site & Schedule' section contains a 'SITE' search box with the dropdown '2025 - Radio Hill RT - Cooma', a 'SITE CONTROLLER' dropdown with 'Telstra Corporation Limited', and a 'Reason for visit' text area. The 'SCHEDULE' section has a note 'Note: This is the local timezone of the selected site' and two date/time pickers for 'Start date & time' and 'End date & time'. The 'RELATED WORK' section has a table with columns 'Type' and 'Work ID' and a button 'Add Related Work'. At the bottom, there are 'CLOSE' and 'NEXT >>' buttons.

- Enter a short description of your **Reason for visit**.

- Enter the **start and end times** for the visit. The system uses the local time zone for the site you are requesting access to.
- Select the **Main Client** you are doing the work for.

- Provide details of **Related Activity** if this applies. For example, you may have a reference number of an existing Project, Incident or Change. To add this information:
 - Select **Add Related Activity**
 - Choose a related **Activity** type from the drop down menu.
 - Wait for the blue line to move across the top of the screen while the system looks up related activities for the site and client you have selected.
 - Start typing the **ID** into the field and the system will return a list of items.
 - Select the correct activity item from the list.

- Select **Next**

Work Type Details

- Search for and select the **Work Type** from the suggested types. You can reduce the number of work types displayed by selecting a **Work Type Category** which

will filter the **Work Type** selection list to only those relevant to that category (optional – if left blank then WORK TYPE will display all available work types)

- Review any **Required Skills** that are listed under the **Work Type**.
- For a full list of **Work Types** and their corresponding Skills see the **Work Type Required Skills Matrix** available in the **Help** section of the application.

- Add visitor names and review any warnings that are displayed regarding skills. If the visitors have not completed the required prequalification steps such as providing evidence of skills, completion of induction and acknowledgement of policies, it will not be possible for you to add them to the site access request.

- Upload any documentation that is requested noting that documents with a red star are mandatory.
- Add another work type if required.
- Select **Next**

Additional Info

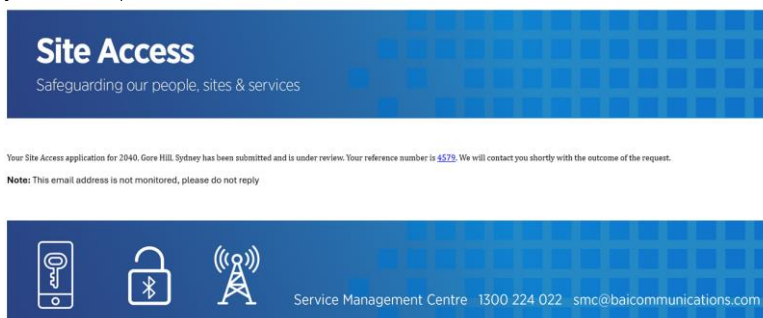
- Select the tick box to identify which visitor will supervise the visit. The supervising visitor is responsible for overseeing all work on the site and is the main point of contact for the Site Access Request.

- Provide **Any Additional Information for Reviewers**. For some work types, this field will contain questions to prompt you to provide the correct information.
- If you have a CyberKey select **Yes** and enter your CyberKey reference number. Your CyberKey reference number can be found in the CyberAudit Link smartphone app and is a 9-digit alpha-numeric code.
- Alternately select **No** and tick the box if you require one. The Site Access team will work with you to ensure you have a CyberKey that can provide you with physical access to site.
- Select **Next**.

Confirm and Submit

- Review the details of your site access request.
- If you are happy with the details, select **Submit** and then **Yes**.

- You will be provided with a **Reference number** for your request which will also be emailed to you. Example of email:



- Select **Finish** to return to the home page

Tips and Additional Information

- Select **Save & Close** at any point during the process to save a draft copy of your request.
- For a visitor to be included on a site access request they will need to have:
 - Logged into the site access application.
 - Completed prequalification.
 - For more information on prequalification see the **Completing Prequalification** guide available in the **Help** section of the application.
- Site Access Requests should be submitted at least 3 business days before access to site is required. 10 business days if high risk work (construction or tower climbs) are to be undertaken and 21 business days if outages are required.
- You may need to wait for a few seconds while related work details are retrieved. Keep an eye on the blue bar at the top of the screen for progress.
- Uploaded documents are accepted in the following formats - pdf, txt, doc, docx, xls, xlsx, jpeg, png, jpg
- The Site Access Application is not currently integrated with the CyberKey solution. Integration is planned for a later phase.
- For a full list of **Work Types** and their corresponding Skills see the **Work Type Required Skills Matrix** available in the **Help** section of the application.

Notification of approval

During review and approval of your SAR, you may receive additional notifications via email requesting additional information. Example below:



Your Site Access application for 2040, Gore Hill, Sydney ref #579 requires further information.

Comments: Example of referral back for action: The requested date is not available due to conflicting work at the site. Please select a new start date on or after 20/09/2024

Please login to review and update the application. If the required information cannot be provided, your application may be denied or delayed.

Note: This email address is not monitored, please do not reply

You may respond to this by clicking on the highlighted reference number which will take you to your SAR to make any necessary updates. The status of the SAR will be “On Hold” and will remain in this state until it has been updated and resubmitted.

Site Access Ref # 4579 - On Hold

ADD PERMIT CONDITION ADD CYBERKEY

Summary Perms Conditions Reviews Internal Discussion Discussion Audit Log Related Actions

Site & Schedule

<p>APPLICANT</p> <p>Rick Proucan</p> <p>PHONE</p> <p></p> <p>EMAIL</p> <p>Rick.Proucan@baicomm.com.au</p>	<p>SITE</p> <p>Search *</p> <p>2040 - Gore Hill - Sydney</p> <p>SITE CONTROLLER</p> <p>BAI Communications Pty Ltd</p> <p>Reason for visit</p> <p>Operational site through fibres during SAR submission, review and approval</p>	<p>SCHEDULE</p> <p>Note: This is the local timezone of the selected site</p> <p>Start date & time</p> <p>18 Sep 2024 08:00 Australia/Darwin - Standard Time (GMT + 10:00)</p> <p>End date & time</p> <p>18 Sep 2024 17:00 Australia/Darwin - Standard Time (GMT + 10:00)</p>	<p>RELATED ACTIVITY</p> <p>Main Client *</p> <p>BAI Communications Ltd</p> <p>Activity</p> <p>ID</p> <p>Related activity ID (Incidents Planned Outages Projects)</p>
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To update the SAR, select Related Actions from the top line options and choose “update request”. This will allow changes to most aspects of the SAR.

Update Site Access Request

Help

What would you like to update?

Site Access Schedule
Related Work
Visitors
Documents
Work Type Question(s)
New Work Types
Supervisors
Cyberkey

Please update all relevant sections before reviewing changes. Any updates will re-trigger approval process. Changes will not be effected until they are reviewed and submitted.

CANCEL

REVIEW REQUEST DETAIL

In this example, we would select “update schedule” and change the dates as requested:

Site Access Ref # 4579 - On Hold

Update Site Schedule

SITE
2040 - Gore Hill - Sydney

SCHEDULE

Start date & time
20/09/2024 08:00
Australia/NSW - Standard Time (GMT + 10:00)

End date & time
21/09/2024 17:00
Australia/NSW - Standard Time (GMT + 10:00)

CANCEL CHANGES UPDATE SCHEDULE

After amending dates, click on the “UPDATE SCHEDULE” button and confirm when prompted. This will return you to the update options list – select any additional items that need to be changed. When all required amendments have been made, click on the “REVIEW REQUEST DETAIL” button. This will take you to the SAR summary page where you can check that all details are correct. At this point, no changes have been submitted.

Site Access Ref # 4579 - On Hold

Site & Schedule

No changes will be effected until submitted by pressing the button Update Site Access Request in the lower right hand side of screen.

APPLICANT
Rick Finucane

PHONE

EMAIL
Rick.Finucane@roadcastAustralia.com.au

SITE
Search *
2040 - Gore Hill - Sydney

SITE CONTROLLER
BAI Communications Pty Ltd

Reason for visit
Demonstrate message flows during SAR submission, review and approval.

SCHEDULE
Note: This is the local timezone of the selected site

Start date & time
20 Sep 2024 08:00
Australia/NSW - Standard Time (GMT + 10:00)

End date & time
21 Sep 2024 17:00
Australia/NSW - Standard Time (GMT + 10:00)

RELATED ACTIVITY
Main Client *
BAI Communications Ltd

Activity ID
Related activity ID (incidents Planned Outages, Projects)

Work Type Details

WORK TYPE
Site Inspection - Unescorted

VISITORS
Rick Finucane

DOCUMENTS

Scroll to the bottom of this summary page:

Cyberkey Details

Cyberkey Provided

#	CyberKey
1	K12000999

Comments

Any additional information

0 / 2000 characters

BACK UPDATE SITE ACCESS REQUEST

Any additional information that may have been requested can be added in the “Comments” text box. Verify that all required changes to the SAR have been made. To submit the SAR with all changes, click on the “UPDATE SITE ACCESS REQUEST” button. All changes will be committed and sent at this point.

The SAR status will now change to MODIFIED:

It will re-enter the review and approval process. Once all necessary reviews have been completed, the SAR status will change to APPROVED and a confirmation email will be sent to the applicant:

Only limited changes to the SAR can be made after this point, most of which will revoke the APPROVED status and require re-approval. Exceptions are adding visitors to existing work types, requesting an extension of the SAR end date, and cancellation of the SAR.

Once an APPROVED SAR reaches the nominated start date and time, site logon will be allowed.

Confirmation of permit conditions and Site Safety Information

(Forthcoming change to process)

A new stage of the process between review and final approval will be progressively rolled out in the future, commencing with an initial pilot in WA sites.

After reviewers have signed off the request, it will now go to a status of Awaiting Acceptance. The Summary page will display a banner with a check box, similar to the following example:

Site Access Ref # 4577 - Awaiting Acceptance

Summary **Permit Conditions (1)** Discussion (2) Related Actions

Help

Permit Conditions

Review and acknowledge permit conditions

- Simulated permit condition

Ensure you have read and acknowledged all Site Safety information and synchronised your key before attending site. Only once all Supervisors acknowledge these conditions will the request be approved

ACKNOWLEDGE

Site & Schedule

APPLICANT

Zelda Finucane

PHONE

0434672340

EMAIL

rickfinucane@hotmail.com

SITE

Search*

6112 - Belmont MF - Perth

SITE CONTROLLER

BAI Communications Pty Ltd

Reason for visit

Simulated request for 2 work types, 2 supervisors, showing prompts for confirmation of permit conditions and site safety information.

SCHEDULE

Note: This is the local timezone of the selected site

Start date & time

9 Sep 2024 09:00

Australia/Perth - Standard Time (GMT + 08:00)

End date & time

10 Sep 2024 19:00

Australia/Perth - Standard Time (GMT + 08:00)

Reason for late access submission

Testing only

RELATED ACTIVITY

Main Client

BAI Communications Ltd

Activity

ID

Related activity ID (Incidents Planned Outages, Projects)

Each person who has been listed as a supervisor will receive an email like the one below:

ACTION REQUIRED - Your Site Access application for 6112, Belmont MF, Perth reference number 4577 is Awaiting Acceptance.



Site Access Test <SiteAccessTest@baicomcommunications.onmicrosoft.com>
to rickfinucane, Rick.Finucane, me

11:30 (9 minutes)



Site Access

Safeguarding our people, sites & services

Your Site Access application for 6112, Belmont MF, Perth ref [4577](#) is Awaiting Acceptance. Please click on the SAR link to login to review and acknowledge permit conditions of your application. Only once accepted by all supervisors will the Site Access be approved.

Note: This email address is not monitored, please do not reply

The SAR reference number will be a clickable link which will take you to the SAR. All visitors who have been listed as supervisors will need to select the check box and acknowledge button, signifying that they have read any messages in the Permit Conditions tab, and will read site safety information (links will be enabled in the SAR once it becomes Approved) and any CyberKey being used for access will be synced to activate prior to attending the site. As each supervisor acknowledges, this will be indicated against their name in the SAR in the list of supervisors.

Supervisor(s)

- Zelda Finucane
- Rick Finucane

Once all supervisors have acknowledged, the SAR status will change to Approved. Confirmation email will be sent as previously described and logon to site enabled when the SAR start time is reached.