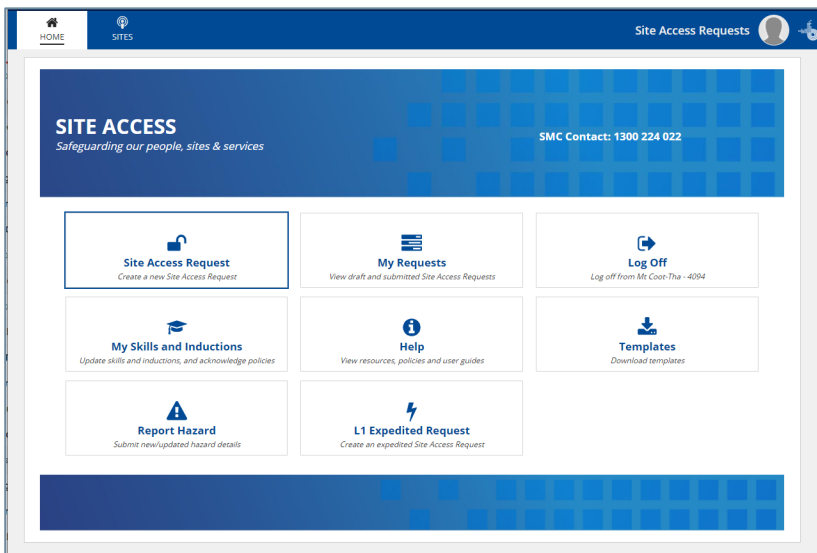


Submitting a Site Access Request

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' and 'SITES' icons, and the title 'Site Access Requests'. Below the navigation bar, the form title 'Site Access Request' is displayed. A warning message is shown: '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 link '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**.

The screenshot shows the 'Additional Info' tab of a 'Site Access Request' form. At the top, there is a warning banner: 'It typically takes 3 business days to process a standard Site Access Request with no construction activity. To manage a Fault Response within 24 hrs use Expedited Request. Refer to Site Access protocol for more details and lead times relating to Service Impacting/Installation Works/Climbing etc.' Below this, the form is divided into sections: 'Select names to assign as supervisors' with a checked 'Visitors' box and 'Stitch Finucane' listed; 'Will this work impact any broadcast services going to air? (Including reduced power, monitoring or control)' with 'No' selected; 'Do you have a relevant CyberKey for the site? (You will be asked to enter details below)' with 'No' selected; and 'Request issue of loan CyberKey from BAI' with a checked box 'Yes, please allocate a CyberKey for me to use'. An instruction box states: 'INSTRUCTION: Loan key to be obtained from BAI prior to attending site, please contact Wetherill Park Office on +612 9609 1775 for collection at 15/1 Cowpasture Place, Wetherill Park NSW 2164'. At the bottom are buttons for '<< BACK', 'CLOSE', 'SAVE & CLOSE', and 'NEXT >>'.

Confirm and Submit

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

The screenshot shows the 'Summary' page for 'Site Access Ref # 52999 - New'. It features a navigation bar with 'Summary', 'Permit Conditions', 'Discussion', and 'Related Actions'. The main content is organized into sections: 'Site & Schedule' with sub-sections for 'APPLICANT' (Zelda Finucane), 'PHONE' (0434672340), 'EMAIL' (rickfinucane@hotmail.com), 'SITE' (2040 - Gore Hill - Sydney), 'SITE CONTROLLER' (BAI Communications Pty Ltd), 'Reason for visit' (Example of raising SAR), 'SCHEDULE' (Start date & time: 4 May 2024 08:00, End date & time: 4 May 2024 17:00), and 'RELATED ACTIVITY' (Main Client: BAI Communications Ltd, Activity: ID). A note states: 'Note: This is the local timezone of the selected site'. At the bottom is the 'Work Type Details' section with 'WORK TYPE' (Electrical work), 'VISITORS' (Stitch Finucane), and 'DOCUMENTS'.

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