How to submit an expedited Site Access Request

Introduction

Before attending site to conduct works, you must have an approved Site Access Request relating to the work you are there to perform.

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

Standard SARs go through a review process and have a lead time of 3 business days (10 days for high risk work, and 21 days for planned outages) between submission and approval.

Expedited SAR Conditions of use

Where urgent access to site is required, it is possible to use an **expedited Site Access Request** under the following conditions:

Expedited SARs can be used to access site only under the following conditions:

- Where you have been requested to attend site by a BAI representative and they have created the expedited SAR on your behalf.
- If you are attending site on behalf of a customer that has a Level 1 access agreement in place and you are completing:
    - Urgent fault rectification, or,
    - Standard routine maintenance activities as specified in the BAI Site Access Protocol.

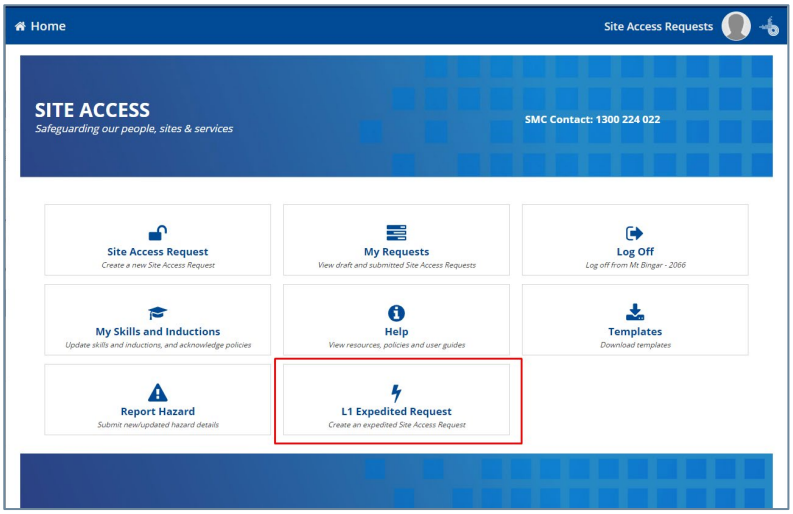
Expedited SARs cannot be used for:

- High risk works (e.g. tower climbs, hot works)
- Construction works

Abuse of the expedited SAR process may result in a reduction to your BAI site access rights.

Expedited SAR Submission

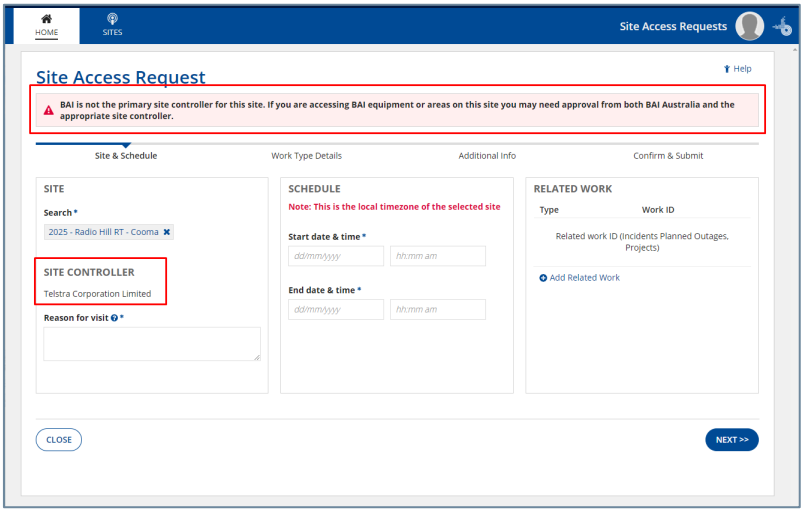
To create an expedited Site Access Request, go to the **Home Page** of the application and select **L1 Expedited Request**.



Step through each of the following pages:

1 Site and Schedule

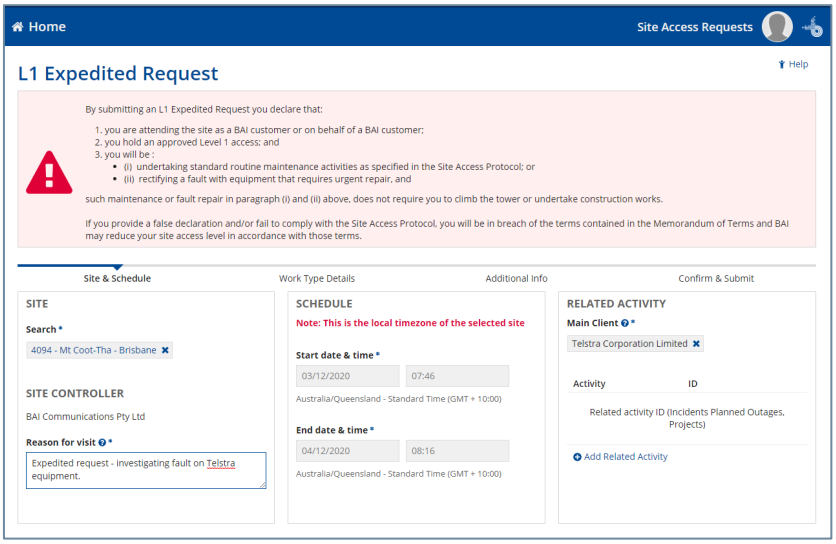
- Use the search box to find the Site you need to access - you can type in the site number or name and, as you type, the search box will suggest sites. You can also search based on the nearest town.
- Check the **Site Controller** for the site. The equipment you need to access may be at a site which 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 **Reason for visit** field will display **Expedited Request.** You should provide additional information here in order to keep our SMC (Service Management Centre) informed.
- The start and end date, and time will be auto populated as:
  - Start: 30 minutes before the current time.
  - End: 24 hours after the start time.

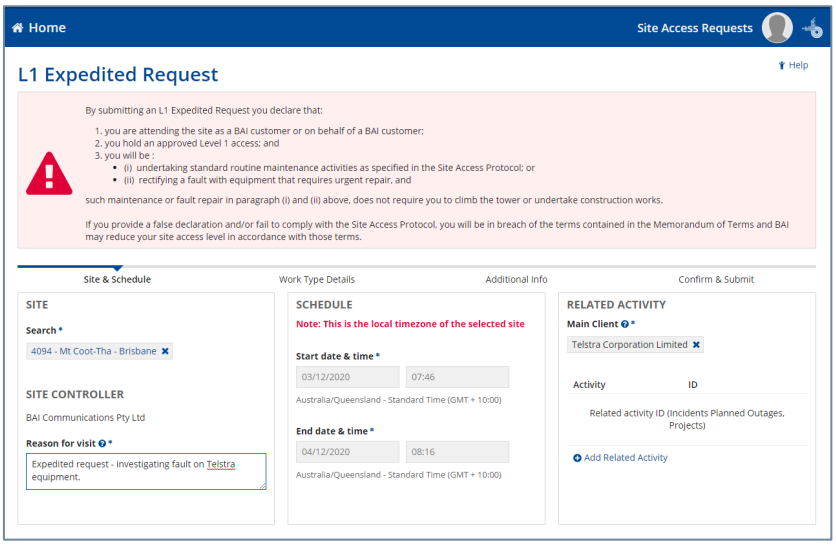
  The system applies the local time zone for the site you are requesting access to.

- Select the **Main Client** you are doing the work for (this must be a customer with a L1 access agreement in place with BAI).



- Provide details of **Related Activity** if this applies (adding a Related Activity is optional). For example, you may have a reference number of an 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 appropriate activity item from the list.

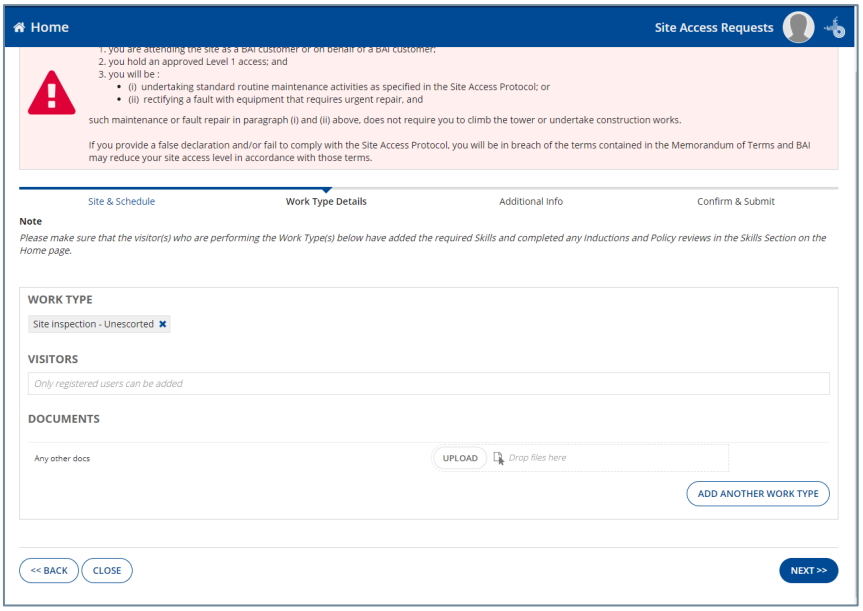
  Note: Adding a Related Activity is optional.



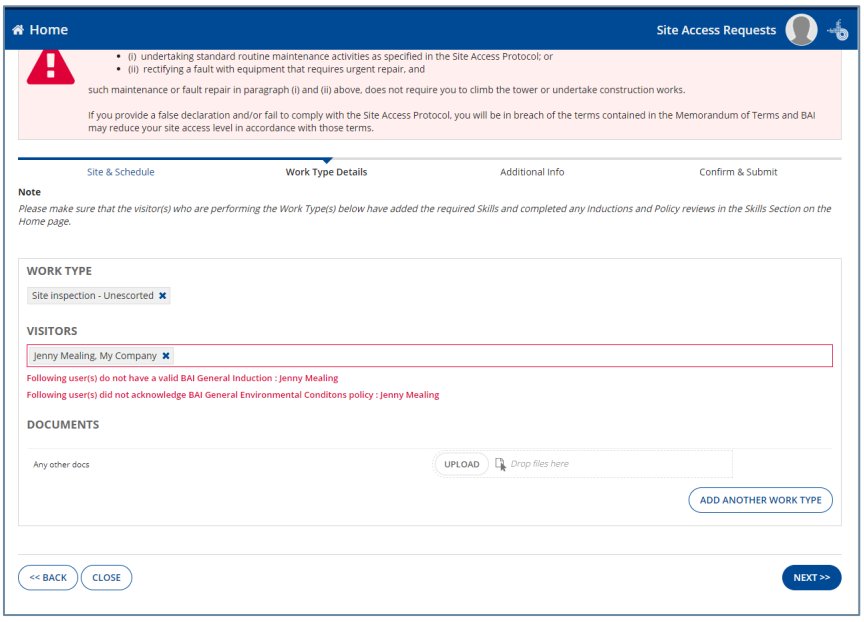
- Select **Next**

2 Work Type Details

- Expedited SARs are allocated a default work type of **Site Inspection – Unescorted**. BAI trust that those accessing site using an expedited SAR are doing so under the conditions outlined in **Expedited SAR Conditions of use** above.



- 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.

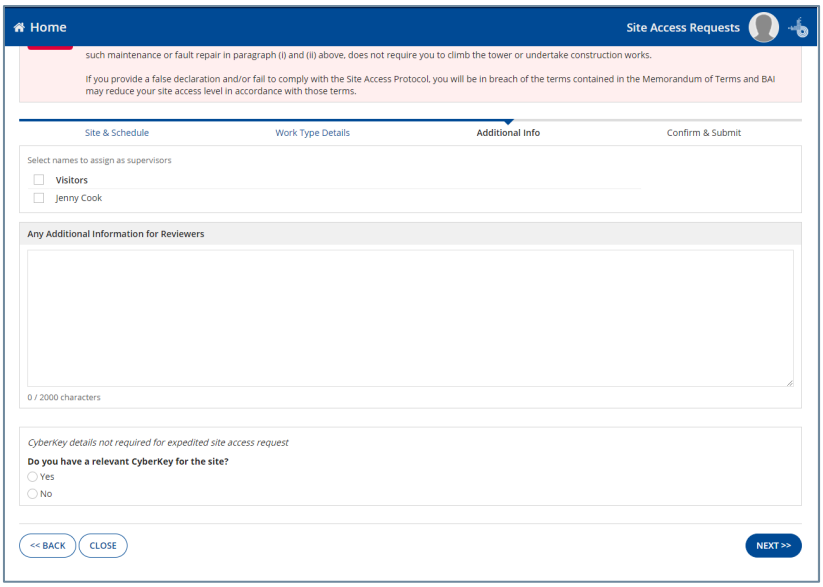


- Select **Next**

3 Additional Info

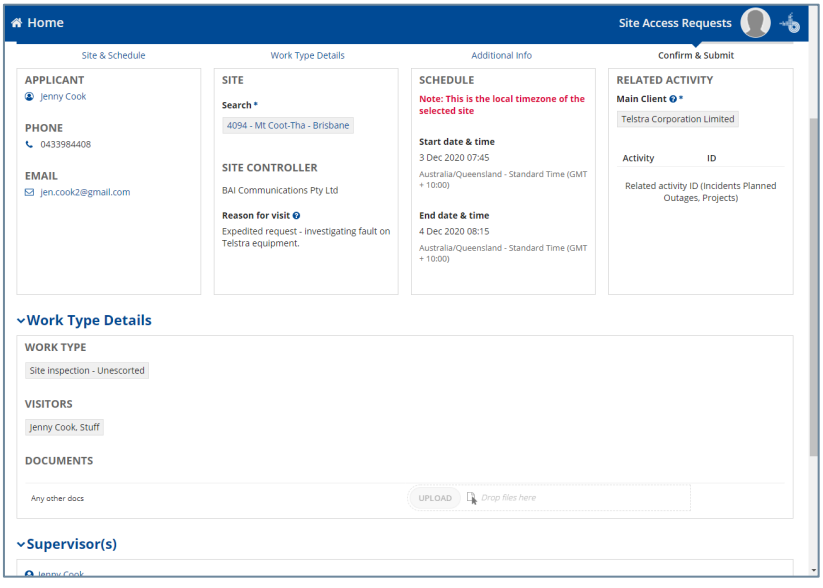
- Select the tick box to identify which visitor will supervise the visit. The supervising visitor is responsible for overseeing all work on the site and is the main point of contact for the Site Access Request.

- **You do not** need to provide additional information for reviewers as the request will be auto-approved.
- **You do not** need to provide Cyberkey information as the Expedited request process assumes that you already have a CyberKey programmed with access to the site (adding Cyberkey details is optional). If you do NOT have a CyberKey or your key does not have permanent access to this site programmed for it**, you MUST contact the SMC by phoning 1300 224 022** after lodging the expedited SAR to arrange for the necessary key/access to be set up. **Failure to do so will result in delay to your being able to enter the site.**
- Select **Next**.



4 Confirm and Submit

- Review the details of your expedited Site Access Request.
- If you are happy with the details, select **Submit** and then **Yes.**



- You will be provided with your reference number and your request will be approved in approximately 60 seconds.
- 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 SAR.
- For a visitor to be included on a Site Access Request they will need to have:
  - Registered and signed into the Site Access application.
  - Completed prequalification.
  - For more information on prequalification see the Completing Prequalification guide available on the BAI Communications website.
- 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 to indicate progress.
- Uploaded documents are accepted in the following formats - pdf, txt, doc, docx, xls, xlsx, jpeg, png, jpg.