

PASS CIS Module

Applying for Site Access User Manual

Document number: MAN-00366

Version Date: 14/11/2022

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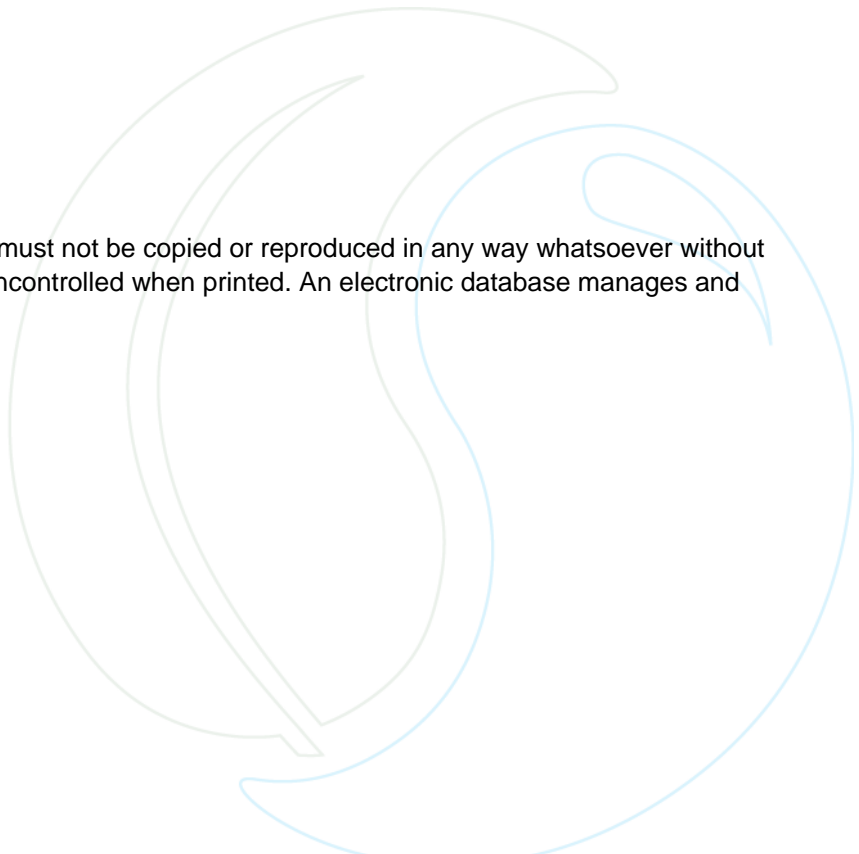
SOURCE



STORE



SUPPLY



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1 Purpose

The purpose of this plan is to provide guidance for the users of PASS for site access.

2 Scope

This manual applies to all employees, contractors and consultants working for or on behalf of Seqwater, that wish to use PASS.

3 User Manual

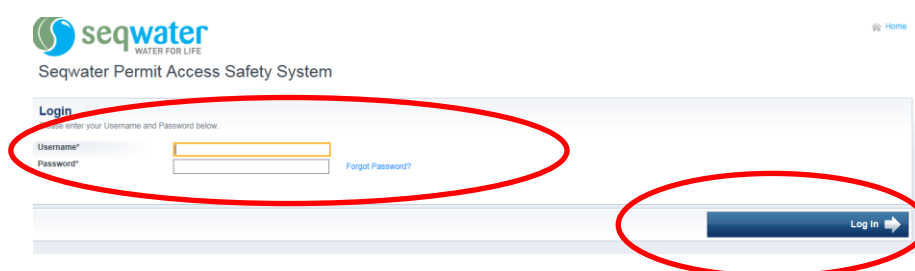
3.1 How to apply for site access

Step 1 – Open the PASS solution as follows:

- Employees should open this via the [PASS Intranet page](#).
- External contractors should open this via the [PASS internet page](#).

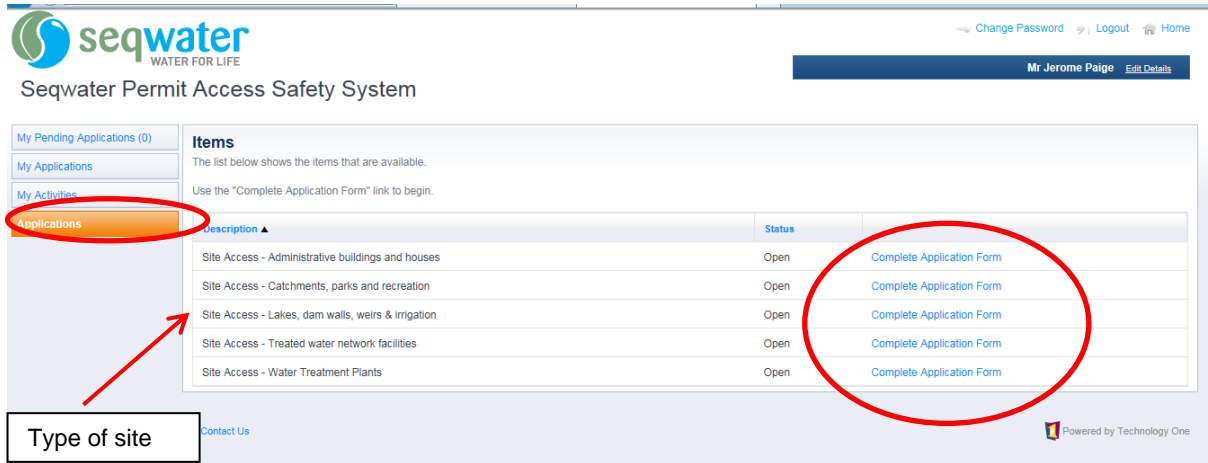
Step 2 – enter your login details then select login. Your login details will be as follows:

- Employees
 - User name - **Corporate** then your network user names (e.g. Corporate\jpaige). Hint - make sure you don't use a forward slash (i.e. /).
 - Password - Your normal network password.
- External contractors
 - User name – this will be your email address
 - Password – this will be the password allocated to you.

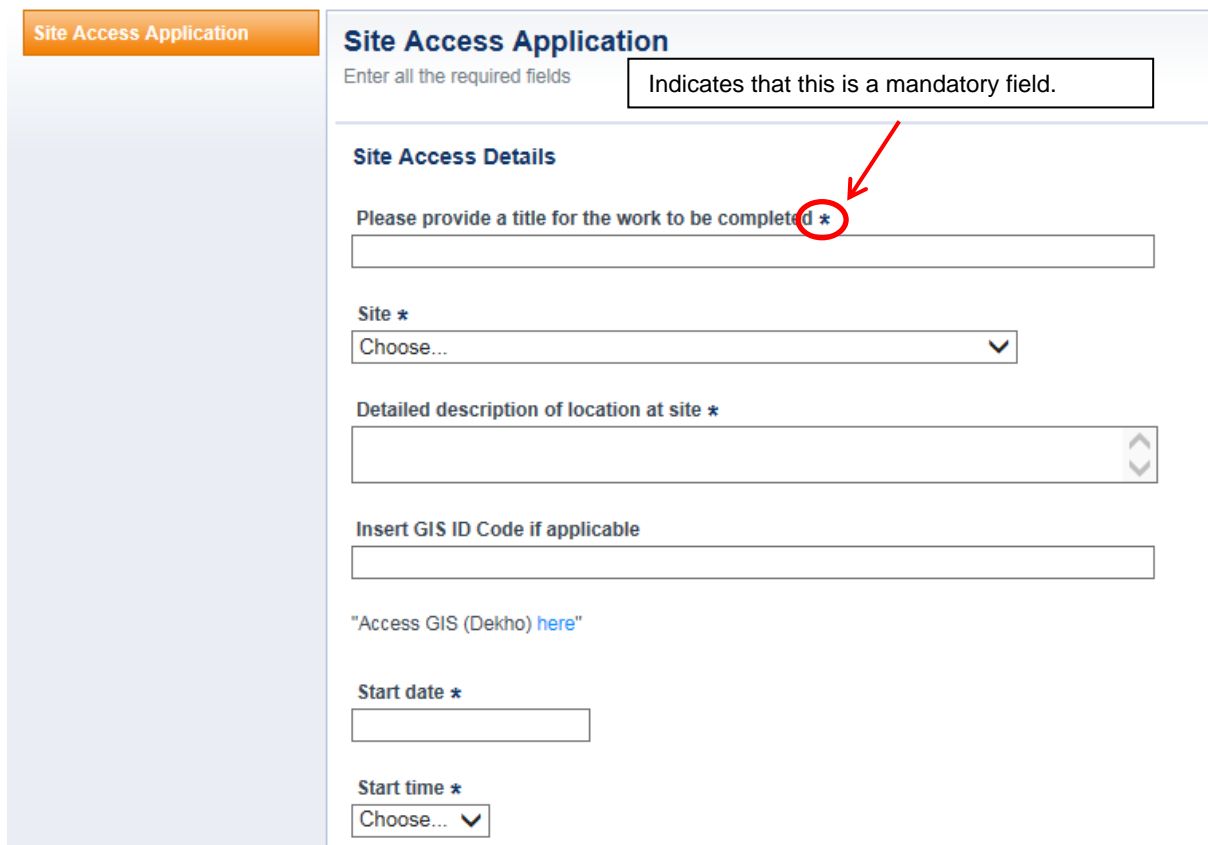


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Step 3 – in the **Applications** section select the type of site you will be going to then select “**Complete Application Form**”. There is a full list of Seqwater sites, include which type of site they are, on both the PASS intranet and internet pages.



Step 4 - Complete all relevant fields on the application form. Mandatory fields are identified with an asterix.



Hints when completing the application form:

- You can select **tab** to move between fields.
- When using the drop downs, if you start typing your desired location or time you will move to that position in the drop down.
- If you put your mouse on the question marks there is additional guidance on completing this part of the form.

Does this work require a Major Works Permit? ?
 This is required where there is a high risk that the work will impact on water supply, water quality or flood management assets.
 Yes

- When entering details of other people to be notified only enter email addresses separated by a semicolon. These people will be CCd into the approval email. Note - your application is not able to be approved if these email addresses are incorrect. If you are the person lodging the application you do not need to include your own email address.

Additional people to be notified by email of outcome of site access request
 craig.meinicke@seqwater.com.au; anthony.newbold@seqwater.com.au ?
 Please enter email addresses only. For multiple people each email address should be separated by a semi-colon (;)

Step 4 – when you have completed all required fields select “**Submit**” to submit your application for consideration by an Seqwater access officer. If you re not ready to submit you application select “**Save & Exit**”. This will save your application as a draft.



Save & Exit → To save your application as a draft to submit at a later date.

Submit → To submit you application to an Seqwater access officer.

When your application is approved you will receive an email. This will include an attachment which confirms the details of the work that has been approved and any approval conditions.



From: do-not-reply@seqwater.com.au
 To: Jerome Paige
 Subject: Site access application 11-00000027 - Access Approved
 Attachment: SiteAccessPass.pdf (101 KB)

PLEASE DO NOT RESPOND TO THIS EMAIL

The following application for site access has been approved:

Applicant: Paige, Jerome
 Start date: 04-Apr-2016 08:00
 End date: 06-Apr-2016 16:00
 Site: North Pine WTP
 Summary of work: Upgrade of filters
 Approval conditions: Please supply PWP at least two days prior to work commencing.

Please contact the access officer on 0414 231 102 when you arrive at site to confirm the work is still able to proceed as approved. You are only approved to undertake the work requested in your application. Please contact the access officer to obtain approval if any variation to the work, or extension to the period of work is required.
 Please find attached confirmation of site access details approved.

Note that there may be approval conditions that you need to comply with.

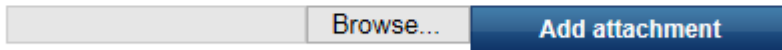
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3.2 Attaching documents to your application

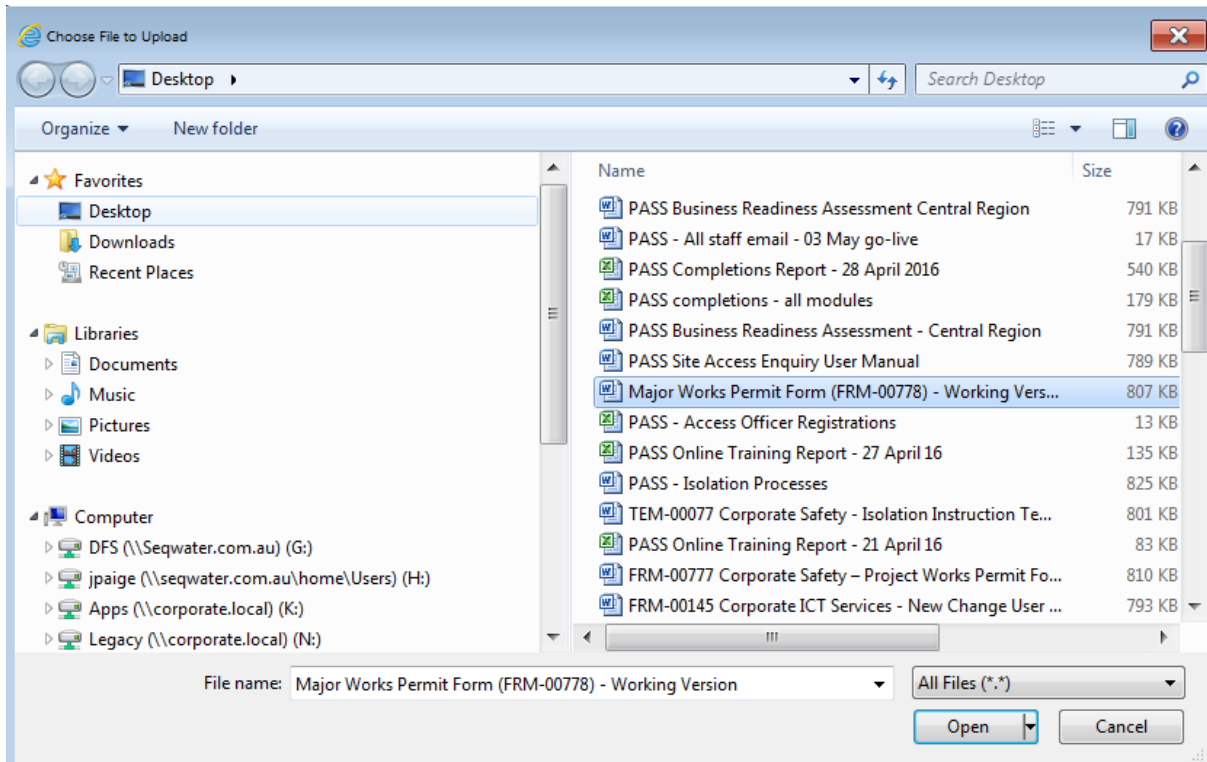
Step 1 – Select **Browse** to locate the file you wish to attach.

Supporting documentation

Attach all applicable supporting documentation



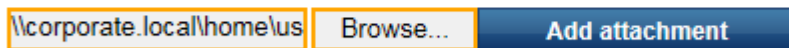
Step 2 – select the file you wish to add then select **Open**.



Step 3 – Select **Add attachment** to add the file to your application.

Supporting documentation

Attach all applicable supporting documentation



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You will see the document you have attached in the “List of files attached” section.

Supporting documentation

Attach all applicable supporting documentation

3.3 Monitor the status of your application

Draft applications are available in **My Pending Applications**. You can open the application to submit it by clicking on the application number or edit.

Appl Number	Summary	Status	Last Changed	
SAA-00001138	Submission created 01-May-2016 11:23:36	In Draft	1/05/2016	Edit

Submitted applications are available in **My Applications**

Appl Number	Summary	Submitted By	Date Submitted	Status	Last Changed	
SAA-00000729	CEO Safety Walk	Paige, Jerome	20/04/2016	Access Closed	20/04/2016	View
SAA-00000368	Test for training - no response required	Paige, Jerome	12/04/2016	Application Rejected	12/04/2016	View
SAA-00000215	(DS & GD) A-0152920 TIF M M03 Snd Filter Mstervive Drv Serv	Paige, Jerome	6/04/2016	Application Rejected	6/04/2016	View
SAA-00000079	TNP Fire Project	Paige, Jerome	4/04/2016	Access Closed	4/04/2016	View
SAA-00000027	Upgrade of filters	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	View
SAA-00000028	Upgrade a SCADA system	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	View
SAA-00000029	Empty and clean of sediment basin	Paige, Jerome	2/04/2016	Access Closed	2/04/2016	View

The status column shows the status of your applications (e.g. whether it has been approved)

You can view the details of the applications you have submitted by clicking on view

4 References

Description	Status	Location
PRO-01820 – Corporate Safety – Permit Access Safety System (PASS) Procedure	Active	REX
MAN-00363 – Corporate Safety - PASS Access Officer User Manual	Active	REX
MAN-00364 – Corporate Safety - PASS MWP Approver User Manual	Active	REX
MAN-00365 – Corporate Safety – PASS Site Access Enquiry User Manual	Active	REX

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