

PASS Applying for Site Access

Document number: MAN-00366

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Ver No.	Description	Document Owner		Document Approver		
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2	Amended Version	HSW Systems and Improvements Specialist	Refer to supporting Info in REX	HSW Governance and Culture Business Partner	Refer to supporting Info in REX	23/09/2025

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1. Purpose

The purpose of this Manual 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

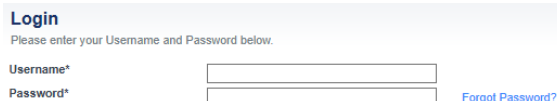
Open the PASS solution as follows:

- 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 – click “Log in with your Seqwater email address”

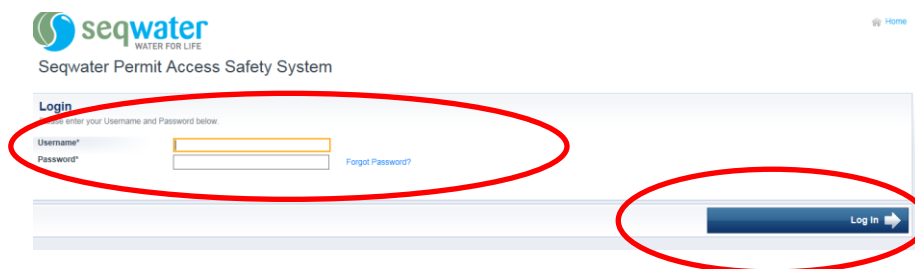


[Log in with your Seqwater email address](#)

- External contractors

User name – this will be your email address

Password – this will be the password allocated to you.

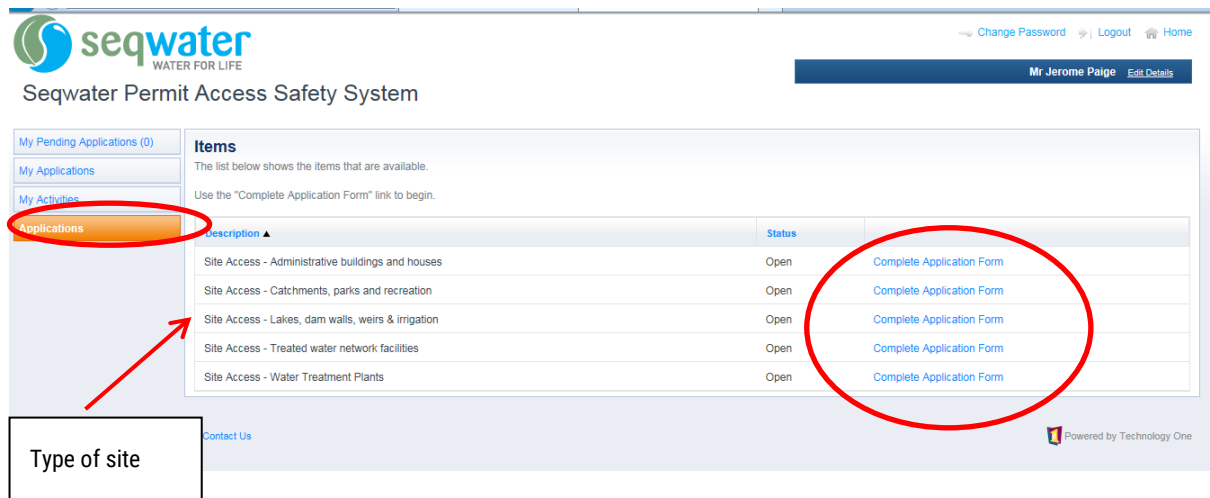


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Step 3

In the **Applications** section select the type of site you will be going to then select **"Complete Application Form"**.



Seqwater Permit Access Safety System

My Pending Applications (0)

My Applications

My Activities

Applications

Items

The list below shows the items that are available.

Use the "Complete Application Form" link to begin.

Description	Status	
Site Access - Administrative buildings and houses	Open	Complete Application Form
Site Access - Catchments, parks and recreation	Open	Complete Application Form
Site Access - Lakes, dam walls, weirs & irrigation	Open	Complete Application Form
Site Access - Treated water network facilities	Open	Complete Application Form
Site Access - Water Treatment Plants	Open	Complete Application Form

Contact Us

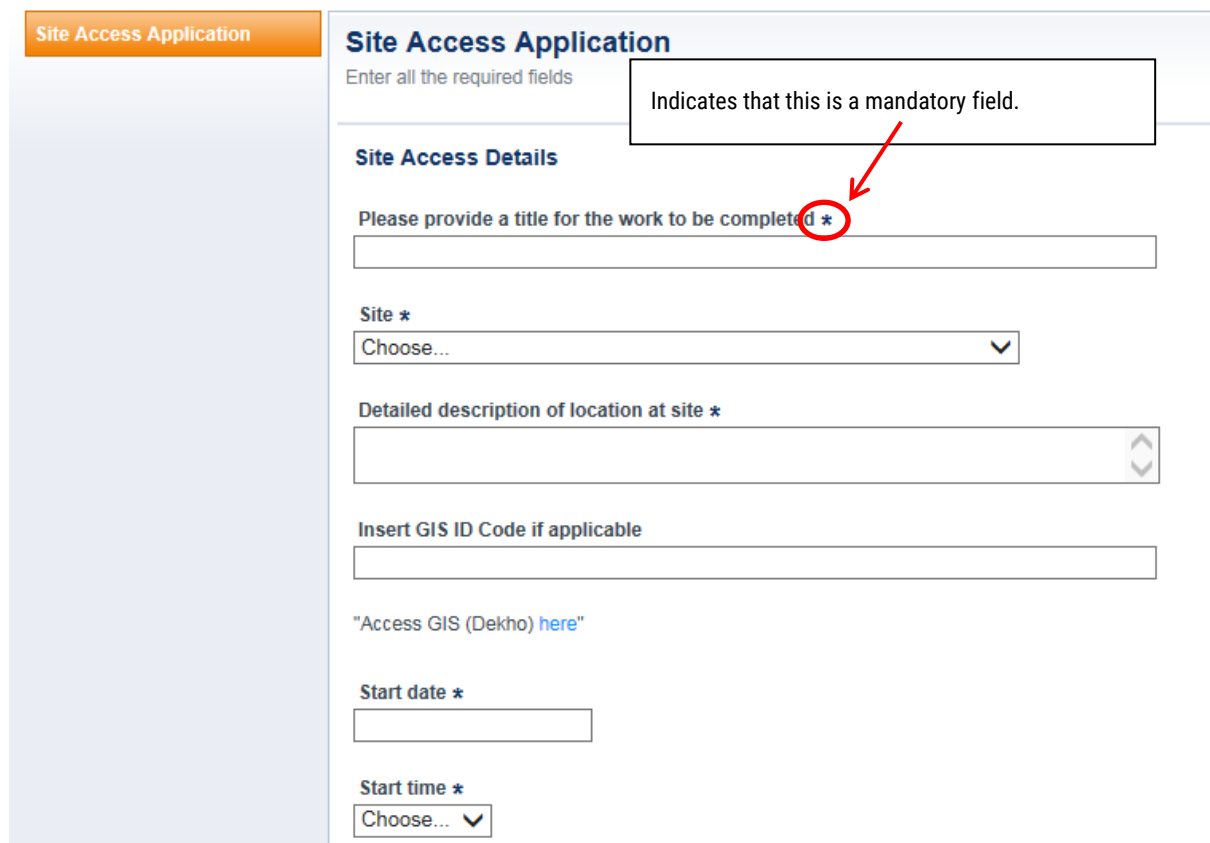
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Type of site

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.



Site Access Application

Enter all the required fields

Site Access Details

Please provide a title for the work to be completed *

Site *

Choose...

Detailed description of location at site *

Insert GIS ID Code if applicable

"Access GIS (Dekho) [here](#)"

Start date *

Start time *

Choose...

Indicates that this is a mandatory field.

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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.
- When entering details of other people to be notified only enter email addresses separated by a semicolon.

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

These people will be CC'd 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

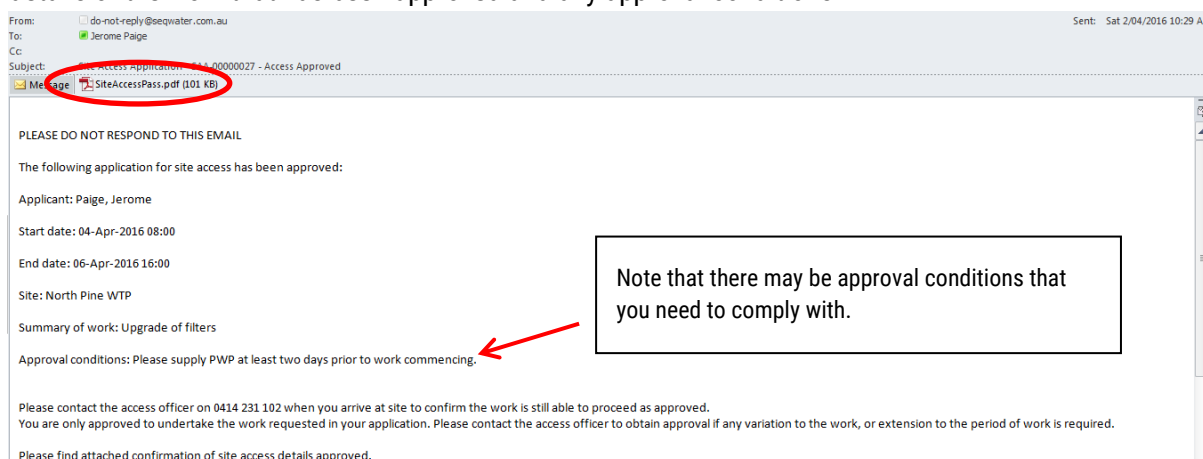
craig.meinicke@seqwater.com.au; anthony.newbold@seqwater.com.au

Please enter email addresses only. For multiple people each email address should be separated by a semi-colon (;)

Step 5

When you have completed all required fields select **"Submit"** to submit your application for consideration by an Seqwater access officer. If you are not ready to submit your application select **"Save & Exit"**. This will save your application as a draft.

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.



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3.2. Attaching documents to your application

Step 1

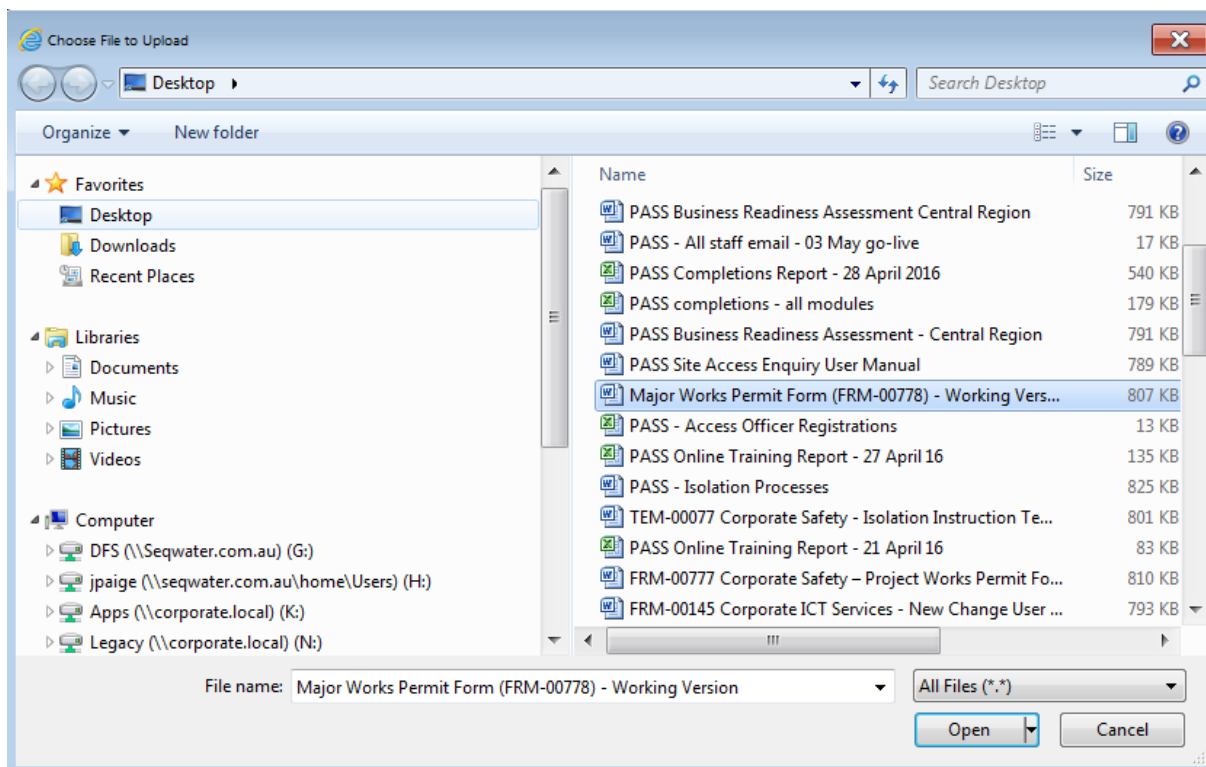
Supporting documentation

Attach all applicable supporting documentation

Select **Browse** to locate the file you wish to attach.

Step 2

Select the file you wish to add then select **Open**.



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Step 3

Select **Add attachment** to add the file to your application.

Supporting documentation

Attach all applicable supporting documentation

\\corporate.local\home\us

Browse...

Add attachment

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

Supporting documentation

Attach all applicable supporting documentation

List of files attached

Major Works Permit Form (FRM-00778) - Working Version.docx


X

Browse

Add attachment

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.


Seqwater Permit Access Safety System

[Change Password](#) | [Logout](#) | [Home](#)

Mr Jerome Paige | [Edit Details](#)

My Pending Applications (1)

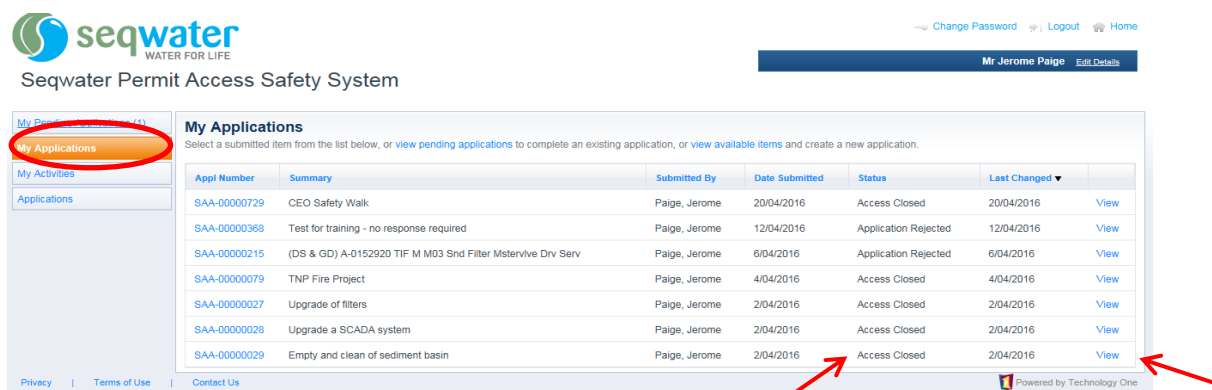
My Pending Applications

Select a pending application from the list below, or view completed applications, or view available items and create a new application.

Appl Number	Summary	Status	Last Changed	
SAA-0001130	Submission created 01-May-2016 11:23:36	In Draft	1/05/2016	Edit

Submitted applications are available in **My Applications**

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My Applications

Select a submitted item from the list below, or [view pending applications](#) to complete an existing application, or [view available items](#) and create a new application.

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

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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 and Related Materials

Description	Location
PRO-01820 Permit Access Safety System (PASS) Procedure	REX
MAN-00363 PASS CIS Module - PASS Access Officer User Manual	REX
MAN-00364 PASS CIS Module - PASS Major Works Permit and Control Access Permit User Manual	REX
MAN-00365 PASS CIS Module – PASS Site Access Enquiry User Manual	REX

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