User Manual

PASS Applying for Site Access

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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

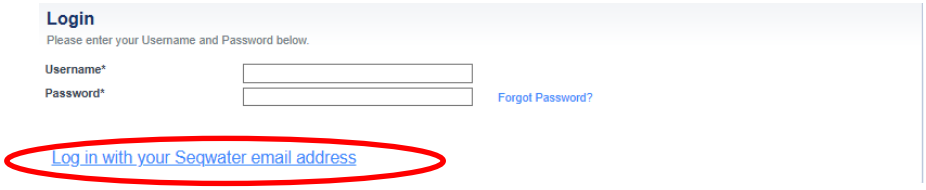
Open the PASS solution as follows:

- Employees should open this via the PASS Intranet page.
- External contractors should open this via the PASS internet page.

Step 2

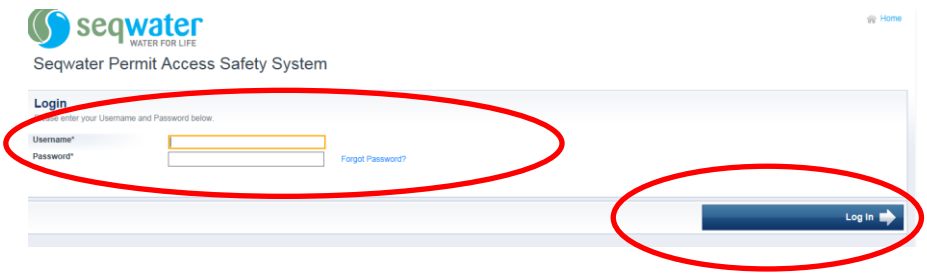
Enter your login details then select login. Your login details will be as follows:

- Employees – click "Log in with your Seqwater email address"



- External contractors

  User name – this will be your email address
  Password – this will be the password allocated to you.



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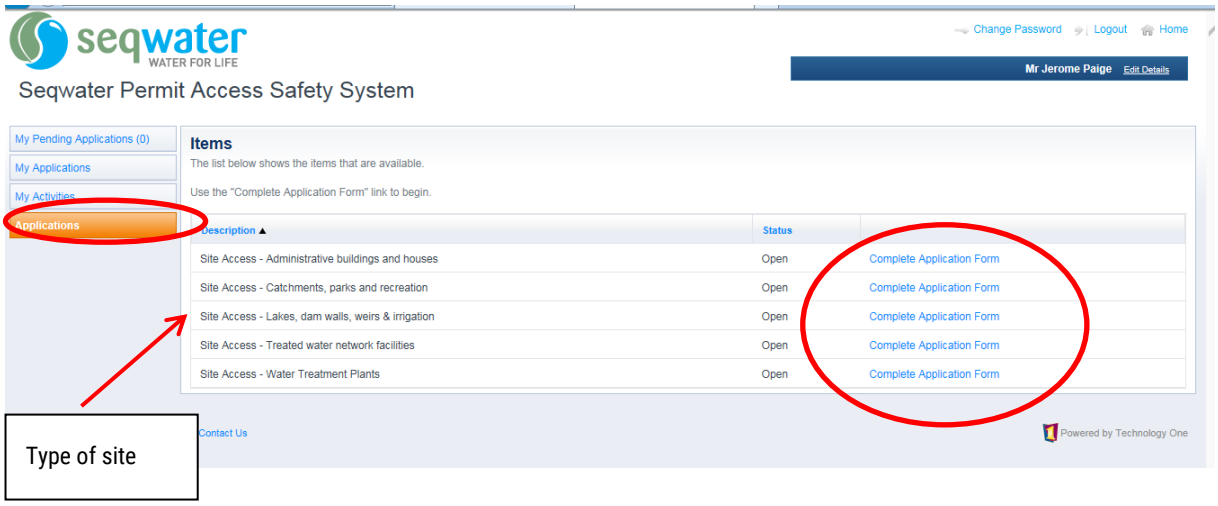
Step 3

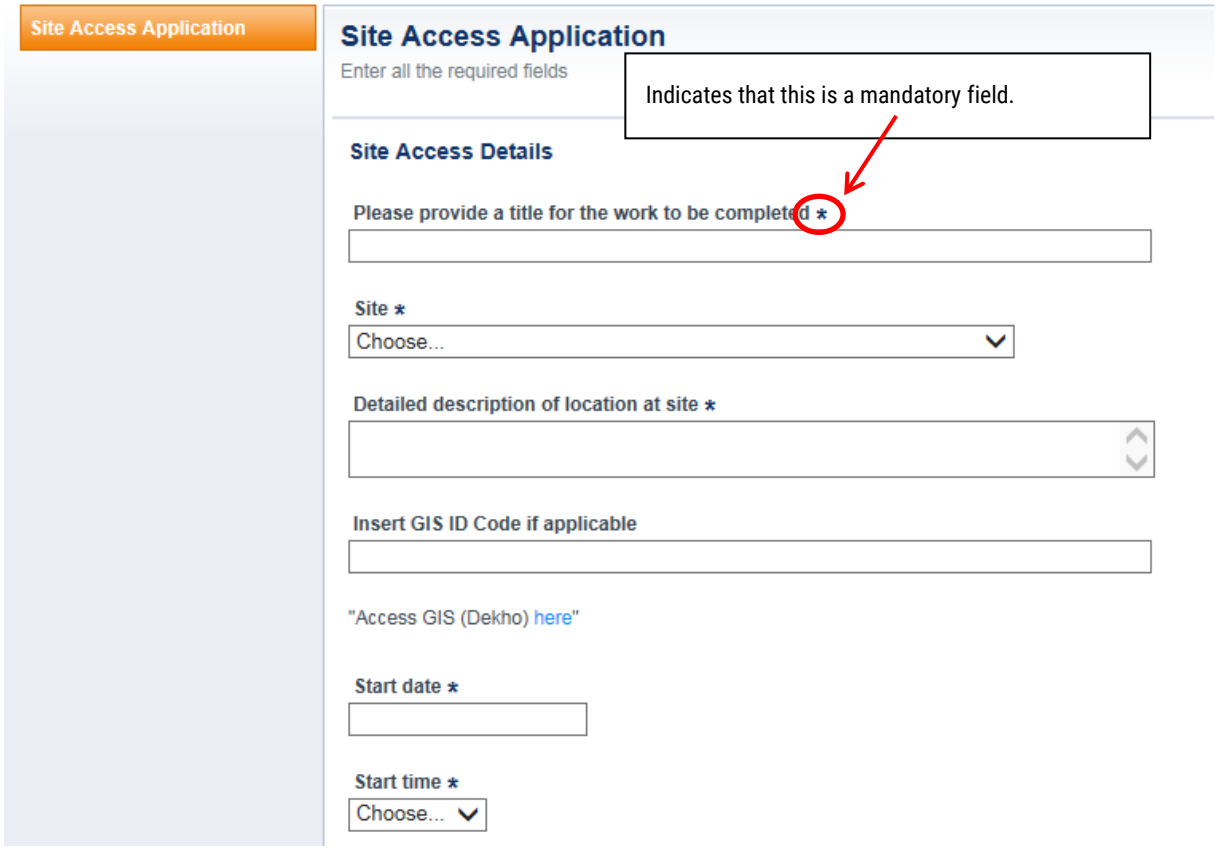
In the **Applications** section select the type of site you will be going to then select "**Complete Application Form**".



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.



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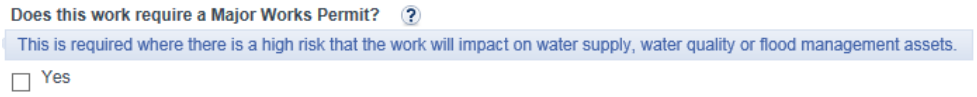
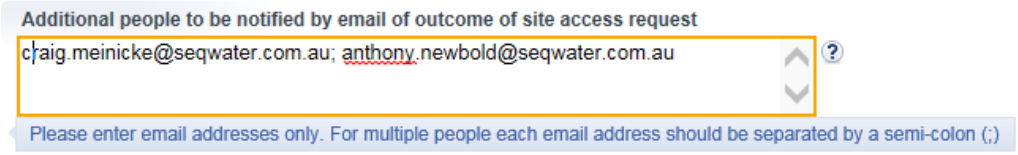
Hints when completing the application form:

- 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.



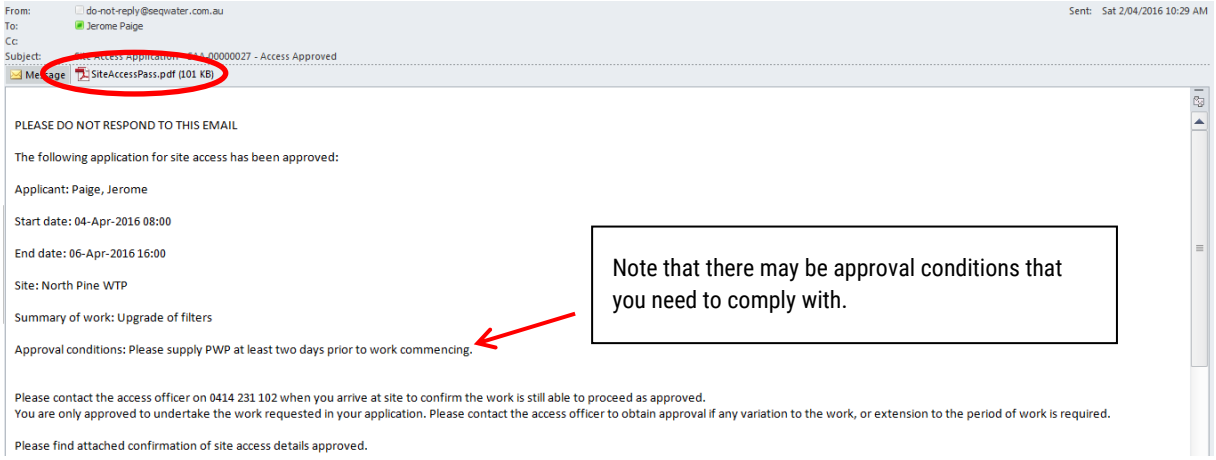
These people will be CCd into the approval email. Note - your application is not able to be approved if these email addresses are incorrect. If you are the person lodging the application you do not need to include your own email address.



Step 5

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.

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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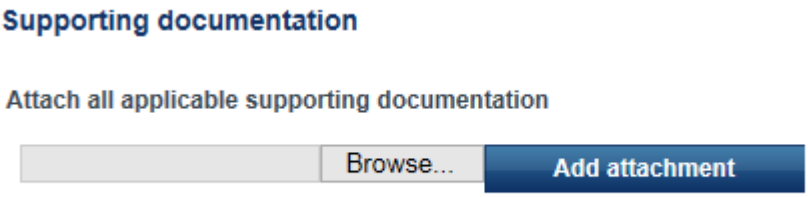
3.2. Attaching documents to your application

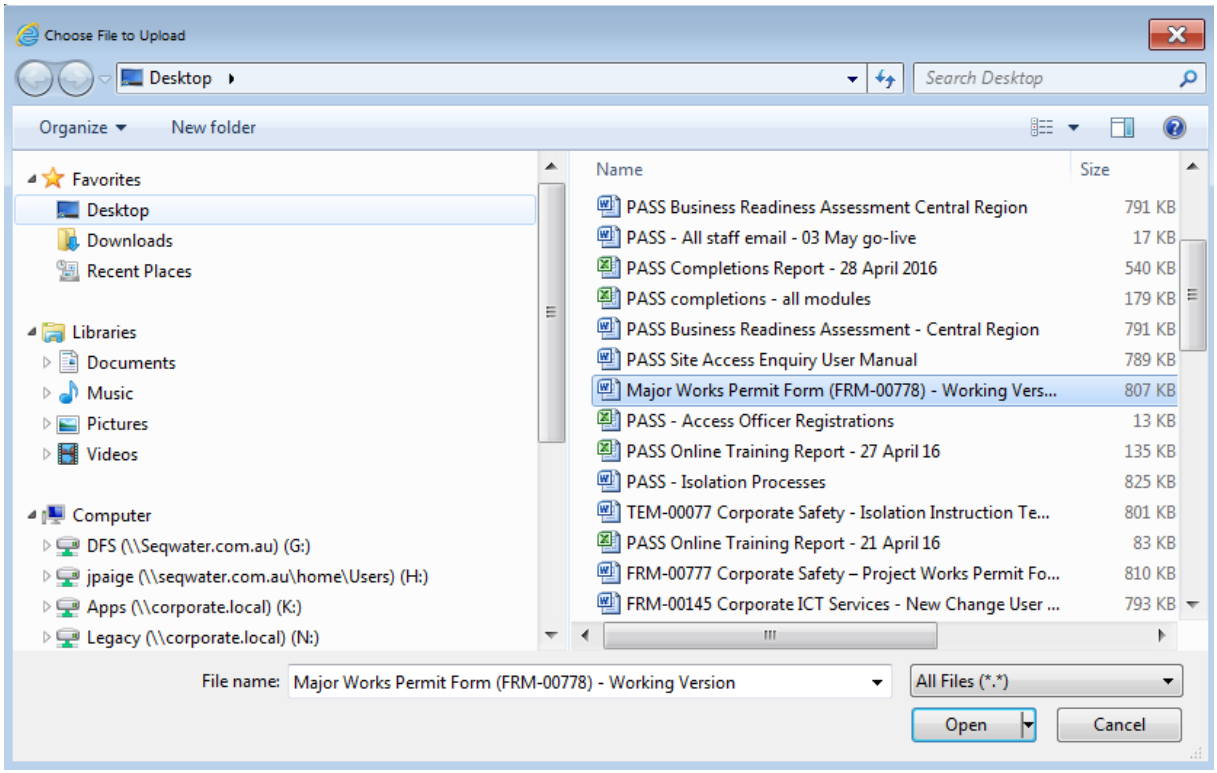
Step 1



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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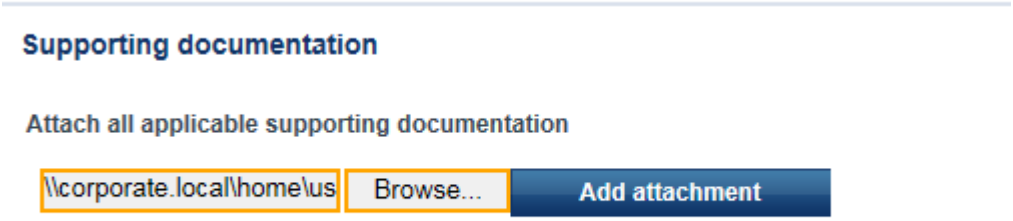
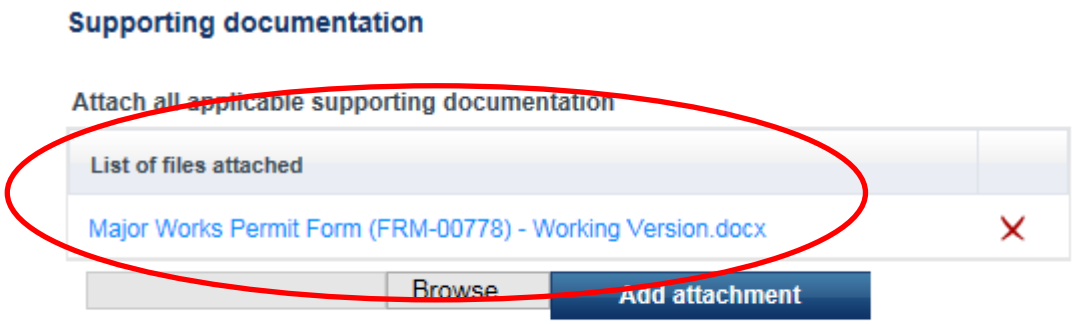
Step 3

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

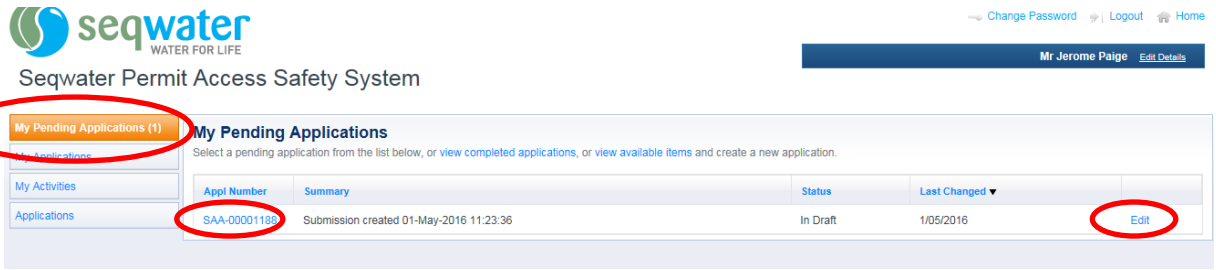


You will see the document you have attached in the "List of files attached" section.



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.



Submitted applications are available in **My Applications**

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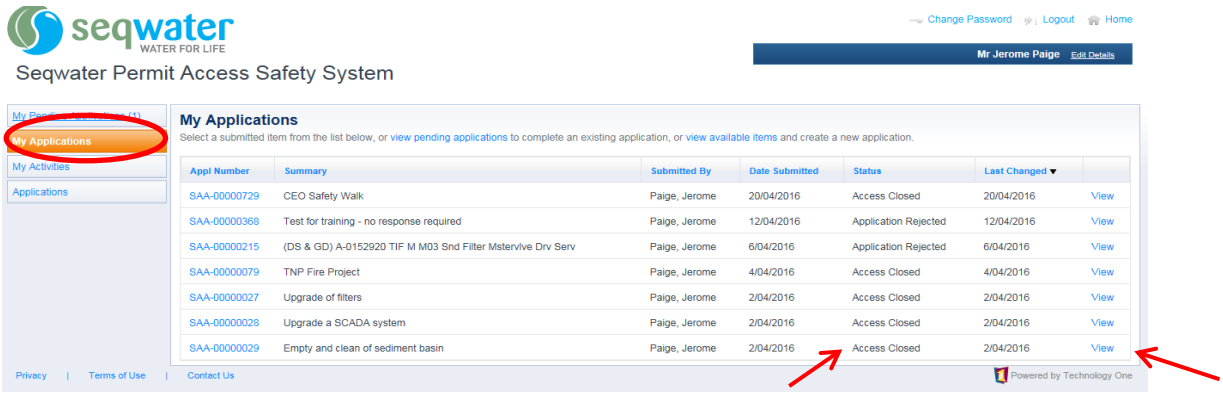

The status column shows the status of your applications (e.g. whether it has been approved).

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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