



Network Access and Key Application Form

Please complete required fields, sign and email to oriontraining@oriongroup.co.nz

Employee's Name _____ Orion competency number _____

Employer _____ Date: _____

Manager Approval

Please indicate the access¹ and/or keys you authorise the above applicant to have. This should be based on their competency and the type of work your company is contracted² to do.

Access Only	Access & Key	Access Only	Access & Key
<input type="checkbox"/>	<input type="checkbox"/> Low level gate locks	<input type="checkbox"/>	<input type="checkbox"/> Building Substations
<input type="checkbox"/>	<input type="checkbox"/> Toilets	<input type="checkbox"/>	<input type="checkbox"/> Zone Substations
<input type="checkbox"/>	<input type="checkbox"/> Overhead Lines ³	<input type="checkbox"/>	<input type="checkbox"/> Switchyards
<input type="checkbox"/>	<input type="checkbox"/> Underground Cables ⁴	<input type="checkbox"/>	<input type="checkbox"/> ABIs
<input type="checkbox"/>	<input type="checkbox"/> Distribution Cabinets	<input type="checkbox"/>	<input type="checkbox"/> Towers
<input type="checkbox"/>	<input type="checkbox"/> Kiosk Substations	<input type="checkbox"/>	<input type="checkbox"/> Switchyard equipment/HV/Ripple/Safety Key

I authorise the applicant to be allocated access and/or keys for undertaking work covered in our contract with Orion. I understand that:

- It is the company's responsibility to return the issued keys
 - (a) at Orion's request, or
 - (b) upon key holder's termination of employment, or
 - (c) upon expiry of applicant's competency
- Keys cannot be loaned or transferred to another person
- If keys are lost or damaged Orion is to be notified a.s.a.p.
(0800 3639898 or email keys@oriongroup.co.nz)

Manager's Name: _____

Signed: _____

Notes:

1. 'Access' allows a person to be in a restricted area unsupervised (unless stated as a restriction on their certificate). While your company may be approved for accessing a range of restricted areas, you should consider the work the applicant will be doing and their competencies when deciding their individual access.
2. Your company contract will state what type of work you are authorised to do. This dictates the areas your company will have access to. Contact your contract manager if you have questions about what areas are approved for your company.
3. For the purpose of access Overhead Lines is defined as overhead works that are used or intended to be used for the conveyance of electricity.
4. For the purpose of access Underground Cables refers to any portion of the underground power cables that are not insulated to full working voltage. e.g. terminations

Collecting keys or tool

Applicant to complete this section when collecting keys or tool

By signing below I understand that:

- These keys remain the property of Orion and must be returned at Orion's request, or when my employment is terminated or when my Orion competency is expired.
- I will only access the network for the purpose of my employer's contractual work.
- I must advise my employer immediately if the keys are lost.
- I will not loan or transfer my keys to another person
- I will ensure site security is maintained at all times, and sites are left secure when leaving.

Key Received by Name: _____ Signature: _____ Date: _____

Key Issued by Name: _____ Signature: _____ Date: _____

Office Use Only -Collecting

Tool ID Number _____ (N/A if none issued)

Key Types Issued (Circle) GA1 BT1 AT8 AT7 At6 AT5 AT4 AT3 AT2 AT1 AX

Key ID Numbers: _____

Heritage Keys issued:

Rural _____ Long Yale _____ Short Yale _____ Master _____ Grand Master _____ Abloy _____

Returning keys or tool

Complete this section when returning keys or tool

Key Returned by Name: _____ Signature: _____ Date: _____

Key Received by Name: _____ Signature: _____ Date: _____

Office Use Only - Returning

Tool ID Number _____ (N/A if none returned)

Key Types Returned (Circle) GA1 BT1 AT8 AT7 At6 AT5 AT4 AT3 AT2 AT1 AX

Key ID Numbers: _____

Heritage Keys returned:

Rural _____ Long Yale _____ Short Yale _____ Master _____ Grand Master _____ Abloy _____