

Rev	By	Date	Change Description
0	SM	18 Jan 10	First issue

## 1.0 PURPOSE

The purpose of this document is to provide you with guidance on the process and requirements of Users to undertake work at the AMC CUF. The documentation provided with the User Attachment Pack will assist in understanding the requirements for access to the AMC CUF and provide Users with all the reference, information and forms required to complete the process.

## 2.0 APPLICATION PROCESS

The process to obtain access to the AMC CUF is in four (4) stages as described herein. All four (4) stages must be completed to fulfil the access requirements.

### 2.1 STAGE 1: Prospective Use of the AMC Common User Facility

We will acknowledge your initial enquiry in writing and provide you with a User Attachment Pack comprising all forms and reference documentation needed to complete the application process. The following documentation will be provided

To be completed by yourself and submitted (Stage 1):

- o Enquiry Capture Form (BDU-001)

To be completed by yourself and submitted (Stage 2):

- o User Activity Questionnaire (BDU-002)
- o User Agreement Information Form (BD-003)

For information and reference:

- o Process Flow Charts (BDU-401 and BDU-402)
- o Facility Rules (WI-AM-001)
- o Sample User Agreement (UA-CUF)
- o Schedule of Rates 1 July 2009 – 30 June 2010 (COM-01)
- o Employee Relations Policy and Procedures for Acceptance of User's ERMP (P-IR)

To continue with your application, please advise in writing if you wish to proceed with your enquiry, confirming your requirements by reviewing, amending and returning the Enquiry Capture Form (BDU-001). We will then confirm or otherwise the availability of the AMC CUF facilities required and proceed with the administration of the User Agreement and access to the facility.

Stage 1 Completed:      Yes       No

## 2.2 STAGE 2: Access to the AMC Common User Facility

You will be able to gain access to the Facility when the requirements of this stage have been complied. The following submissions are required: -

### User Agreement

- o User Agreement Information Form (BDU-003) to be completed by the User and returned as soon as possible. This provides the information to compile the User Agreement Schedule which will then be forwarded to you for signature and,
- o Current Certificates of Insurance issued by the Approved Insurer. Refer to the Sample User Agreement (UA-CUF) Clause 10.3.

### Physical Access Approval

Before physical access to the AMC CUF is granted, the Facility Manager will require the following documents to be submitted for review and acceptance:

- o User Activity Questionnaire (BDU-002) to be completed by the User to enable the Facility Manager to assess the risks and determine the scope and detail required in the submitted plans.
- o User Occupational Safety and Health (OHS) Plan, refer to Facility Rules (WI-AM-001) for guidance
- o User Environmental Plan, refer to Facility Rules (WI-AM-001) for guidance
- o User Employee Relations Management Plan, refer to our Document Employee Relations Policy and Procedures for Acceptance of Users ERMPs (P-IR).

If you use Contractors/Sub-contractors to undertake the work on your behalf, their documents need to be submitted to us the Facility Manager by you the User as our User Agreement will be with your Company and not the Contractor/Sub-contractor.

Submission by the User and Approval by the Facility Manager of the above documents is mandatory for the User to obtain physical access to the AMC CUF.

Stage 2 Completed:      Yes       No

---

### 2.3 STAGE 3: User Agreement Approved

When we receive the signed User Agreement and copies of your insurance documents, the User Agreement will be countersigned and a copy returned for your records. We now have a two (2) stage process – namely 'Inductions' and then 'Pass Issuance'.

- o Inductions (Safety): The process to obtain AMC CUF passes for your personnel and/or subcontractors can proceed. Please contact 'Inductions' on tel. 08 9437 0400, or email to [inductionsandpasses@amccuf.com.au](mailto:inductionsandpasses@amccuf.com.au) and reference the relevant User Agreement Number (C-04\_ \_ \_)
- o Pass Issuance (Access): To obtain physical access to the AMC CUF you will need to have completed the stream of requirements that have been advised in Stage 2 under Physical Access Approval. You will be advised when Access has been approved. Until physical access has been granted, passes will not be issued.

Stage 3 Completed:      Yes       No

---

### 2.4 STAGE 4: Approval to Access

Once we have received all appropriate documentation access is granted in accordance with the terms of your User Agreement.

Please ensure you comply with the plans and procedures you have submitted and advise the Manager if the work to be performed (Permitted Use) changes or you intend to use contractors/sub-contractors other than those previously advised.

Once access has been granted, please contact our Operations and Maintenance Manager who will co-ordinate with you for your mobilisation to the AMC CUF.

Stage 4 Completed:      Yes       No