



PORT OTAGO

# SWIPE CARD AUTHORISATION FORM

All contractors are required to complete an online induction prior to site access being granted this is completed online via <https://portotago.brackenlearning.com/>

**Please note** - before you can access a Port Otago Swipe Card your company must complete the Port Otago Contractor Company Pre-Qualification. Please contact Adam Smith ([ASmith@portotago.co.nz](mailto:ASmith@portotago.co.nz)) for further information or speak to a member of the Port Otago Safety team.

Applicant Name:			
Company Name:			
Company Manager Name:			
Company Manager phone number:			
Company Contact Email address:			
Applicant Drivers Licence ID:		Expiry Date:	___/___/___
Applicant Email Address:			
Applicant Mobile Number:			
Date You Completed Your Online Safety Induction:			
List Any Other Site Specific Induction Training Completed:			
Previously Accessed Port Otago?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes, provide detail:
Applicants Reason for Access:			
What Gates Do You Want Access To?			
Type of Access Required:	Pedestrian <input type="checkbox"/>	Vehicle <input type="checkbox"/>	
Signature of applicant:		Date:	___/___/___
Name Of Authorising Company Representative:			
Signature Of Authorising Company Representative:		Date:	___/___/___
Your Port Otago Sponsor Name (must be a Port Otago Manager):			
Signature Port Otago Sponsor (must be a Port Otago Manager):		Date:	___/___/___
<b>Port Otago To Complete</b>			
Contractor Register Checked By:			
Photo Captured for Gallagher By:			
ID Verification Done By:			
Issued Gallagher Card No.			
Name of Issuing Card/Key Security Officer:			
Signature of Issuing Card/Key Security Officer:		Date:	___/___/___

Once form is completed please email the team [portprotectionofficers@portotago.co.nz](mailto:portprotectionofficers@portotago.co.nz) to book an appointment for your ID Check and photo