



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.

<b>Applicant Name:</b>			
<b>Company Name:</b>			
<b>Company Manager Name:</b>			
<b>Company Manager phone number:</b>			
<b>Company Contact Email address:</b>			
<b>Applicant Drivers Licence ID:</b>		<b>Expiry Date:</b>	___/___/___
<b>Applicant Email Address:</b>			
<b>Applicant Mobile Number:</b>			
<b>Date You Completed Your Online Safety Induction:</b>			
<b>List Any Other Site Specific Induction Training Completed:</b>			
<b>Applicants Reason for Access:</b>			
<b>What Gates Do You Want Access To?</b>			
<b>Type of Access Required:</b>	<b>Pedestrian</b> <input type="checkbox"/>	<b>Vehicle</b> <input type="checkbox"/>	
<b>Acknowledge you have been informed of the Covid19 protocols:</b>	<b>Initial here:</b>	<b>Further information from your Port Otago sponsor</b>	
<b>Signature of applicant:</b>		<b>Date:</b>	___/___/___
<b>Name Of Authorising Company Representative:</b>			
<b>Signature Of Authorising Company Representative:</b>		<b>Date:</b>	___/___/___
<b>Your Port Otago Sponsor Name (must be a Port Otago Manager):</b>			
<b>Signature Port Otago Sponsor (must be a Port Otago Manager):</b>		<b>Date:</b>	___/___/___
<b>Port Otago To Complete</b>			
<b>Contractor Register Checked By:</b>			
<b>Photo Captured for Gallagher By:</b>			
<b>ID Verification Done By:</b>			
<b>Issued Gallagher Card No.</b>			
<b>Name of Issuing Card/Key Security Officer:</b>			
<b>Signature of Issuing Card/Key Security Officer:</b>		<b>Date:</b>	___/___/___

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