



Occupiers Guide to Site Pass Applications October 2016



Culham Science Centre is operated by the United Kingdom Atomic Energy Authority (UKAEA) and is regulated by the Office of Civil Nuclear Security (OCNS) which stipulates the requirement for all site personnel to hold an Authority-issued pass.

Site passes are official government documents. The unauthorised possession, use, retention, alteration, destruction or transfer to another person is contrary to the Civil Nuclear Security Standard 3 which is issued by OCNS.

1. **SITE PASS APPLICATION**

Current forms should be obtained from Commercial Property Group (CPG). Pass applications not on the correct form will be returned to sender.

Complete **Part A** only

CPG Sponsoring Manager completes the remaining details.

UK Atomic Energy Authority

**REQUEST FOR SITE PASS
NEW STARTERS AND RENEWALS**

This form must be completed by personnel from all organisations that require a pass to be issued to facilitate access to the United Kingdom Atomic Energy Authority site. The completed form must be returned to the Pass Office – K1/120b with appropriate proof of identification (PTO).

The information sought on this form will be used for pass issue and security purposes. It may also be used for inclusion in the United Kingdom Atomic Energy Authority corporate system. This information will not be used for any purposes other than those mentioned above unless your express permission has been obtained.

A APPLICANTS DETAILS – PLEASE WRITE LEGIBLY AND USE CAPITALS

Surname:		Dr / Mr / Mrs Miss / Ms	Forenames:	
Date of Birth:		Nationality (including any dual nationality):		
Company/Employer:				
Home Address:				
				Postcode:
Applicant's Signature:				

B TO BE COMPLETED BY THE SPONSORING MANAGER

Category of Pass (please circle)			
UKAEA Employee (Grey)	UKAEA Other Personnel (Yellow)	Annual 2016/17 (Purple)	Other Site Access (Green)
Period of Validity	From (Date):	To (Date):	

Note: For "UKAEA Other Personnel" and "Other Site Access" passes, pass validity should be either the duration of the contract agreement, or a period of 3 years, whichever is the shorter.

Please see notes below (found on the reverse of the form)

NEW STARTER APPLICATIONS ONLY

<p>Sponsoring Manager – PLEASE READ</p> <p>A copy of the proof of identity <u>must</u> be attached to this form. The copy must clearly show all details of the individual including their photograph.</p> <p>It must be clearly stated on the copy of identity "I certify this as a true copy of the original document".</p> <p>The statement should be signed and dated by the person who made the copy.</p>	<p>Acceptable proofs of identity are:</p> <p><u>UK National</u></p> <ul style="list-style-type: none"> - Valid 10 year UK Passport - Current UK driving Licence (photo card or old style both sides). <i>The address on the licence MUST correspond to that on the form.</i> <p>or two of the following:</p> <ul style="list-style-type: none"> - Original Birth Certificate. - Proof of Residence. - Company Identity Document (not a Business Card). - For other forms of ID seek advice from the Security Office. - Current CNC warrant/staff card (for Civil Nuclear Constabulary employees only). <p><u>Other Nationals</u></p> <ul style="list-style-type: none"> - National Passport. - EU Identity card.
<p>For UKAEA employees, UKAEA other personnel and Annual Pass categories only: A copy of the UKAEA Site Safety Induction Certificate must also be provided.</p> <p><i>Applicants must still take the original proof of identity to the Pass Office.</i></p>	

In order to comply with the Immigration, Asylum and Nationality Act 2006 (also known as the 2006 Act), the following must apply to all pass applications submitted for processing.

It is in your company's interest to check the validity of the ID supplied and your responsibility to ensure that the original current/in date ID is produced and a copy taken. The photocopy is then certified by signing and dating it adding the wording "Certified true copy of original" together with your signature and date.

- NOTE: Any incorrect or missing data may delay the issue of a site pass.
- NOTE: A Local Management Check form is no longer required

2. RENEWALS

If a person is remaining on site, and their permanent pass is due for renewal, a current **Request for Site Pass form** (shown above) should be completed and sent to CPG **before the original pass expires**.

When the person is notified that their pass is ready to collect, they will need to take their old pass to hand over to the Pass Office before picking up their replacement pass.

- NOTE: The replacement **pass should be collected prior to the expiry date of the old pass**.

Failure to organise a replacement pass prior to the expiry date could result in the expired pass being removed by security staff on entry to site and the person concerned needing a Visitor Pass to gain entry onto site until a new permanent pass is obtained.

3. BUILDING FOB ACCESS (if required)

Where a building access fob is required, this form needs to accompany the **Request for Site Pass** form completing the coloured sections as shown below. **The middle section (highlighted in green)** should be completed either by a company manager or the person processing the application. After the applicant has collected their pass, they should come to CPG to collect their fob.

This form is not required for any renewals.

 UK Atomic Energy Authority		
REQUEST FOR BUILDING ACCESS FOB		
<small>The information sought on this form will be used for security record purposes. The information will not be used for any other reason unless your express permission has been obtained.</small>		
Details of Applicant		
Surname:	Forenames:	Title:
Parent Company:		
Building Number:		
+ To be completed by the Parent Company Manager - Access Requirement <small>Access Required for Building Number(s)</small>		
Name (Capitals):	Signature:	
Date:		
Please now forward to Commercial Property Group, E1/1.74 for approval		
TO BE COMPLETED BY THE CPG AUTHORISING MANAGER ONLY		
PASS NUMBER	FOB NUMBER	EXPIRY DATE
ACCESS APPROVED		
Name:	Signature:	
FOB RECEIVED		
Signed	Dated	
<small>Sept 2014</small>		

In the event of a person losing their fob, please contact CPG for a replacement.

The completed application forms, together with a certified copy of the ID should be brought to CPG for checking and signing. CPG then forward these to the Pass Office. The Pass Office will notify CPG when the pass is ready for collection who, in turn, will notify you.

The Pass Office is open Tuesday, Wednesday and Thursday each week from 1000-1200 hrs

New Starters – When collecting their pass, they must again produce the original of the ID submitted with their application.

4. LOST PASS

In the event of a person losing their site pass a Lost Pass Form should be completed and taken or sent directly to the Pass Office. A replacement pass will usually be ready for collection after a period of 5 days has elapsed following submission of the form in case the pass should re-appear.

 <p>UK Atomic Energy Authority</p>			
<p>REPORT OF LOSS OR THEFT OF SITE PASS</p> <p><i>The information sought on this form will be used by United Kingdom Atomic Energy Authority Security for security record purposes. The information will not be used for any other reason unless your express permission has been obtained.</i></p>			
<p>I wish to report the loss/theft* of my site pass. The details are as follows:</p>			
Details of Subject			
Surname:	Forenames:	Title:	Date of Birth:
Company/Employer:		Building:	Tel Ext.:
Details of Loss/Theft			
Date Loss/Theft Occurred:		Place of Loss/Theft:	
Circumstances of Loss/Theft:			
The loss/theft must be reported to the Patrol Service			
Reported to Patrol Service YES/NO*		Date:	
If the pass was lost/stolen off-site, it must also be reported to the Police Force in whose area it occurred.			
Reported to Police YES/NO*	Date:	Police Station:	Crime Number (if known):
Declaration by Subject			
If I subsequently find the pass I undertake to return it promptly to the Site Pass Office			
Signature	Name	Date	
Details of Pass (For Pass Office Use)			
Category of Pass (please circle the appropriate box)			
United Kingdom Atomic Energy Authority - (Grey)	Contractor - (Red)	Other Site Access - (Green)	
Name on Pass:	Serial Number:	Expiry Date:	
Distribution			
United Kingdom Atomic Energy Authority Pass Office	United Kingdom Atomic Energy Authority Security Office	Patrol Service	
* Delete as appropriate			
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If a person attends site less than once a month, a permanent pass should not be requested. Instead a Visitor Pass should be raised using the On-line Visitor Management System (OVMS) and sent to Main Gate Reception prior to attendance on site. For details on registering for OVMS see www.culham.org.uk/Occupiers-Area/.

5. LONG TERM ABSENCE / CEASING EMPLOYMENT

As with staff leaving your employ, anyone on long term absence (8 weeks or longer) which would include sabbatical, maternity, paternity etc., should now hand their pass and fob (where appropriate) in to you to surrender to CPG for safe keeping. On return to site they should follow the standard procedure and attend at Reception to get a day pass and then arrange to collect their pass from CPG (provided it is still in date) or arrange for a new pass.

If passes and fobs are not returned, the UKAEA Pass Office will write to the ex-employee to ask for the return of the pass (and fob where applicable).

If an employee dies whilst in service, CPG should be notified as soon as possible in order to avoid letters being sent to the bereaved family.