



OCCUPIERS GUIDE

to

SITE PASS APPLICATIONS

UKAEA Property Unit
April 2019

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.


The Culham Site Rules found on www.culham.org.uk/Occupiers-Area/ provide additional relevant information about accessing site.

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.

 <p>UK Atomic Energy Authority</p>	<p>REQUEST FOR SITE PASS NEW STARTERS AND RENEWALS</p>		
<p><small>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. For Tenant Applications the completed form must be returned to the Property Office E1/1.74 with appropriate proof of identification (PTO).</small></p>			
<p>A APPLICANTS DETAILS – PLEASE WRITE LEGIBLY AND USE CAPITALS</p>			
Surname:	Dr / Mr / Mrs Miss / Ms	Forenames:	
Known As:			
Nationality (including any dual nationality):	Date of Birth:		
Company/Employer:			
Home Address:			Postcode:
<p>I consent to a copy of this form being retained for the duration of employment or assignment and for 12 months following the cessation of employment or assignment. I consent that this form can be used for pass issue and security purposes only.</p>			
<p>Applicant's Signature:</p>			

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

NEW STARTER APPLICATIONS ONLY	
<p>Authorised Signatories – PLEASE READ</p> <p>A copy of the proof of identity must 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>For UKAEA employees, UKAEA other personnel and Annual Pass categories only:</p> <p>A copy of the UKAEA Site Safety Induction Certificate must also be provided.</p> <p>Applicants MUST bring the original proof of identity to the Pass Office</p>	<p>Acceptable proofs of identity are:</p> <p>UK National</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>Other Nationals</p> <ul style="list-style-type: none"> - National Passport. - EU Identity card.

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

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.


A new Pass application will now be valid for three months only. If it is not collected within that time, the application will expire and a new one will have to be made. If a pass has not been collected within three months, please consider if the application needs to be made.

- NOTE: Any incorrect or missing data may delay the issue of a site pass.
- NOTE: 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/.

2. **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 go to the CPG office(E1/1.74) to collect their fob. *The fob collection will have a three-month deadline, the same as for a Pass Application.*

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 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

After the applicant has collected their pass, if a fob was requested, they should come immediately to CPG to collect their fob. E1/1.74.

3. 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 at least ten days 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.

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.

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. During the five-day period the person will need to collect a visitor pass each day.



Report of Loss or Theft of Site Pass

The information sought on this form will be used for pass issue and security purposes. This information will not be used for any purposes other than those mentioned above unless your express permission has been obtained.

I wish to report the loss/theft* of my site pass. The details are as follows:

Details of Subject			
Surname:	Forenames:	Title:	Date of Birth:
Company/Employer:	Building:	Tel Ext:	

Are there any Access Controlled Specific Areas programmed onto your pass? (J1, D1, MDF, MRF, RACE, STO)
If so please state these area below:

Has the access stated above been disabled?	YES /NO *	Date:
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Details of Loss/Theft

Date Loss/Theft Occurred:	Place of Loss/Theft:
Circumstances of Loss/Theft:	

A replacement Pass will not normally be issued earlier than 5 days after the loss. A Visitor Access Card can be issued by your department secretary so that you can continue to access buildings.

Declaration by Subject

If I subsequently find the pass I undertake to return it immediately to the Pass Office

Signature	Name	Date
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Details of Pass (For Pass Office Use)

Category of Pass (please circle the appropriate box)			
UKAEA Employee (Grey)	UKAEA Other Personnel (Yellow)	UKAEA Fixed End Date (Annual Change of Colour)	Other Site Access (Green)
Name on Pass:	Serial Number:	Expiry Date:	

* Delete as Appropriate

When completed, this form contains personal information. It will be used by UKAEA solely for Pass issues and Security purposes and will be retained for 12 months after which the personal information will be destroyed.

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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., *must 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 visit 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.