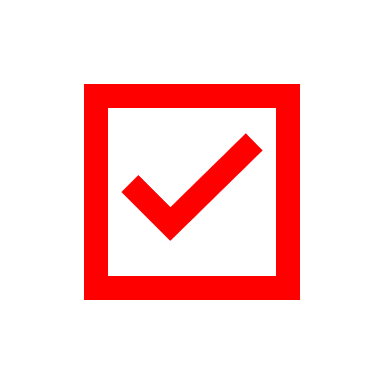
Related Document

Metrol and DRS Pass Access Procedure (A6339/L0-OPS-PRO-022).

**Please tick** () **applicable access you are requesting or cancelling** **Metrol Access Pass**  **DRS Access Pass** 

***(may be one or both)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** | **Authorised Personnel requesting/cancelling Security Access PASSES** | | |
|  |  |  |  |
| Name: | Kai Longley | Employee No: | 920550 |
| Job Title: | Project Engineer (Industrial Control Systems) | | |
| Department: | CMS Test & Comissioning | | |
| Organisation: | Rail Network Alliance | | |
| Email: | Kai.longley@railnetwork.com.au | Phone: | 0409873362 |
| Signature | KL | Date: | 03/09/24 |

Please tick () the appropriate response.

|  |  |  |
| --- | --- | --- |
| **Reason for Request** | New Access Pass Checkbox Checked with solid fill | Replacement Access Pass Issued  |
| Access Level Change  | Cancellation of Access Pass  |
| Reason for access/replacement | Testing campaign from Metrol for integration testing | |
|  |  | |

|  |  |
| --- | --- |
| **Section 2** | **MUST be completed by the Department Manager in charge of the EMPLOYEE / CONTRACTOR seeking the access PASS** |

Please tick () the appropriate response.

**Access Pass Approved?** Yes No 

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | Simon Lehman | | | | | |
| Job Title: | Control Systems Manager | | | | | |
| Department: | CMS Test and Comissioning | | | | | |
| Signature: |  | | | Date: |  | |
|  |  | | |  |  | |
| **Section 3** | **MUST be completed by THE HEAD OF METROL** **(or Their delegate)** | | | | | |
|  |  | | | | | |
| Issued Pass No: | |  | Date Processed: | |  |

Details entered into Metrol Security Database? Yes No 

Details forwarded to DRS Manager VicTrack Yes No 

Access Pass issued to Employee/Contractor? Yes No 

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Job Title: |  | | |
| Signature: |  | Date: |  |

Once this form has been completed and signed by the Department Manager, forward it to the Head of Metrol for processing. Alternatively, completed forms can be emailed to metrol.admin@metrotrains.com.au.