

Access Authority (AA) – Guideline

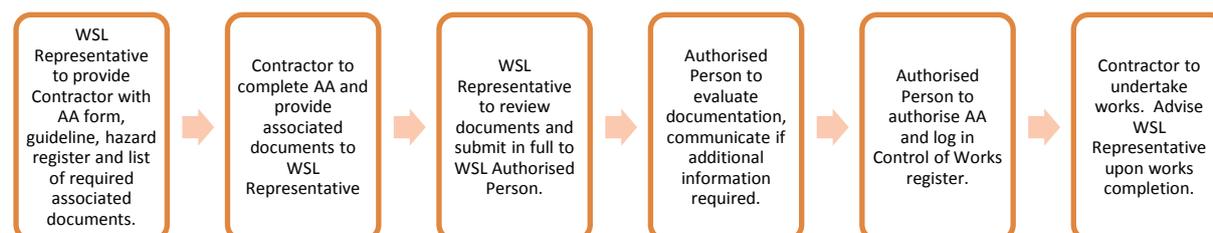
The Access Authority (AA) is the governing document for controlling works on a Watercare site. It is used to record detail about site access and security arrangements, work activities, responsible personnel, associated documentation required and authorisation. The completed AA form must be approved by Watercare prior to work starting on the site.

Roles and Responsibilities

The following roles have accountabilities to ensure the AA process is followed.

Role	Description
Contractor	A person/organisation engaged by Watercare Services Limited (other than as an employee) to do work. Responsible for: requesting the AA, compiling and providing the information required, communicating and abiding by the arrangements agreed.
Watercare's (WSL) Representative	The Project Manager or Representative Responsible for: Consultation with the Authorised Person, communicating the information required to the Contractor, ensuring all the details are provided in full by the Contractor. Submitting AA and associated documents to the Authorised Person.
Watercare's (WSL) Authorised Person	The Operations Controller or Representative Responsible for: evaluating the documentation provided and communicating additional requirements or authorising the AA. Logging and maintaining the AA in the Watercare Control of Works register. Note: All information must be provided prior to approval being given.
Operations	The Group who has overall accountability, responsibility and authority for the direction and control of the water and wastewater management.

AA Process



Validity

The AA will be issued for:

- Project works - the duration of the works (maximum 12 months)
- General Works - maximum 12 months

Recording

The WSL Authorised Person shall:

1. Log and maintain the AA in the Control of Works register
2. Cancel AA when works are complete.
3. Retain electronic or written documentation for 5 years following completion of works.