

# Digital Site Permits

Indara's digital permit platform makes it easy to request and manage Site Access. Our digital permits provides real time information and a quick and easy way to submit site incidents and download documents - all on a user friendly platform

## 1 Requesting a Permit

Indara customers, customer personnel and contractors access our sites on a daily basis for a variety of reasons. If you need to attend our sites, you will need an Indara digital site permit to do so. The type of permit will depend on your scope of works.

### (✓) For works relating to a customer application to install or modify equipment on an Indara site

Permits are automatically generated as part of our Application Process once the agent has completed the Site Access Request questions. The digital site permit will be issued to the Principal Contractor by email at the time of the application approval.

### (✓) For any planned works

You will need to submit a Site Access Request form the Indara Customer Portal prior to attending the site. Please visit <https://indara.my.site.com> and click on the 'Site Access Permit Request' button. Complete the form by following the prompts.

Once your access has been approved by our Site Management Team, the digital site permit will be emailed to you.

Please contact our Site Management Centre on 1800 006 667 or email [accesstosite@accesstosite.com.au](mailto:accesstosite@accesstosite.com.au) if you require assistance.

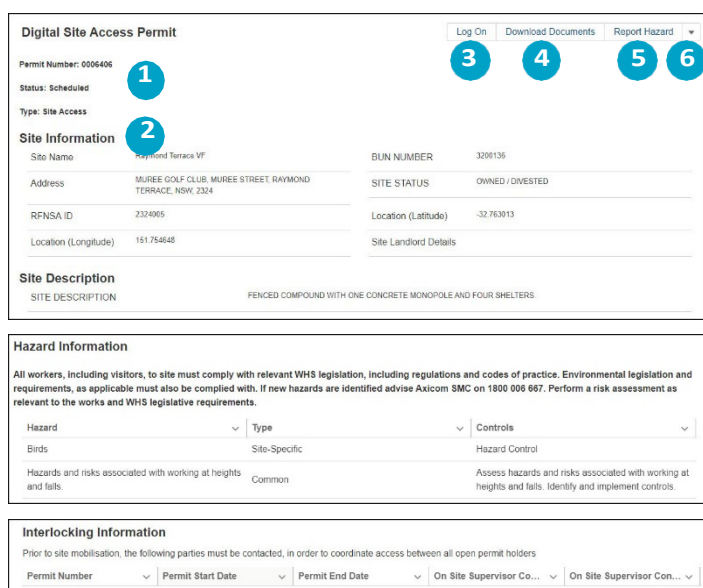
### (✓) For any emergency works



Scan the QR Code on-site to view the Site Information Page. Request a permit by clicking on the 'Request a Permit' button on the top right of the page.

## 2 Navigating Your Permit

Indara's digital site permit provides real-time information relating to the site including access information and hazards documents. You can easily report incidents and hazards, report site details changes and request permit extensions.



The screenshot shows the 'Digital Site Access Permit' interface. At the top right, there are three buttons: 'Log On', 'Download Documents', and 'Report Hazard'. Below these are six numbered callouts: 1 points to the permit number (0006406), 2 points to the site information section, 3 points to the 'Log On' button, 4 points to the 'Download Documents' button, 5 points to the 'Report Hazard' button, and 6 points to the 'Report Hazard' button. The site information section includes fields for Site Name, Address, RFNSA ID, Location (Longitude), BUN NUMBER, SITE STATUS, Location (Latitude), and Site Landlord Details. The hazard information section includes a warning about WHS legislation and a table with columns for Hazard, Type, and Controls. The interlocking information section includes a warning about site mobilisation and a table with columns for Permit Number, Permit Start Date, Permit End Date, On Site Supervisor Co..., and On Site Supervisor Con....

### Easy view of site information and one click downloads and requests

1. Permit information
2. Site information
3. Log on and off site
4. Download site documents
5. Report site hazards
6. Report incidents, site changes, upload photos or request a permit extension

### Easy view of hazard information

All workers and visitors to site must comply with relevant WHS legislation, including regulations and codes of practice

### Information on interlocking permits

If these are listed, you or your nominated on-site supervisor must contact those interlocking permit holders prior to accessing the site

## 3 Arriving On Site

Once you have a site permit and arrive on site, you must log on when arriving and log off when leaving for the day. This needs to be done on a daily basis for the duration of your works.

There are 3 ways to log on and off when arriving and leaving a site

- 1 Click 'Log On' on the top right of your digital site permit
- OR
- 2 Scan the QR Code on-site and follow the prompts
- OR
- 3 Call Indara's Site Management Centre on 1800 006 667

## Need Help?

Our friendly Site Management Team is always on hand to help you get on-site easier and faster. For more information or assistance, please contact us



Contact our SMC on 1800 006 667 or email [accesstosite@accesstosite.com.au](mailto:accesstosite@accesstosite.com.au)