

## CHORUS KEY APPLICATION FORM

Security Operations Centre  
 Phone: 0508 10 30 60 option 3  
 Email: [keys@chorus.co.nz](mailto:keys@chorus.co.nz)

1. REQUESTOR/ SUPPORTING MANAGER TO COMPLETE

**Tick One**

- CHORUS STAFF
- CONTRACTOR/SUBCONTRACTOR
- CO -LOCATION
- Other Telco
- CHORUS TENANT

**Tick One**

- NEW ISSUE KEY/S
- REPLACEMENT KEY/S
- LOST KEY/S
- RETURNING KEY/S

**Tick as appropriate**

- PERMANENT ISSUE (More than 3 months)
- TEMP ISSUE (Less than 3 months)
- Spares
- Other

*All Fields marked with a "\*" MUST be Completed for this form to be Processed.*

\*Key holders First Name

\*Key holders Surname

\*Key holders company

\*Key holders Card Access ID Number

\*Key holders contact phone number

\*Key holders email address

\*Physical Address to courier key/s to

\*Town/City & Post Code

2. KEYS REQUIRED

- UAX Hut
- Radio Site
- Roadside Cabinet

- Corporate site
- Exchanges
- Other

- Single lock access required
- Single site access required
- Multiple sites - access required
- CSA Area wide Access required

3. MANAGER/PEOPLE LEADER SPONSORING THIS APPLICATION (Refer Terms and Conditions on page 2 before signing)

\*Name

\*Company & Designation

\*Contact number

\*Signature

In Signing I agree to the Terms and Conditions as outlined on page 2

Access details

Chorus Authority for Approving Access

ALPHA Code  
or  
CSA number

Site Name  
or  
CSA Area

Reason  
for access

\*Initial

\*Signature  
See Notes # 1,2,3,4

\*Designation

\*Contact  
Number

Comments:

**Important Terms and Conditions :**

**Terms, Conditions & Responsibilities for signatory to this Application:**

1. The initial distribution of keys is funded by Chorus and retention and accountability of all keys is critical.
2. All keys will be audited at least annually. A fee for lost, damaged or stolen keys (\$1,000.00 per key for a master key and \$100.00 per key for non Master) will be charged directly to the Sponsors Company/Organisation for any keys that cannot be accounted for (produced or photographed with date stamp). Broken keys will incur the replacement cost of the key on the proviso the broken key is returned before the replacement key is issued.
3. In signing this application the signatory to this APPLICATION accepts accountability and liability for the whereabouts of and fees associated with loss, damage or theft of all Chorus Abloy keys issued under this application on behalf of their company.
4. If this application is for a Network Site: All key holders must have completed the "PTN Accreditation Training" course or refresher within the last 24 months Tick One YES  OR NO   
Date of last PTN Training \_\_\_\_\_ Name of Trainer \_\_\_\_\_ Company \_\_\_\_\_
5. For Network sites the signatory to this application verifies any Person requiring site access has completed the site induction course "Protecting the Network" or thereafter-annual refresher training.

**Terms, Conditions & Responsibilities for key holders:**

6. All Keys issued are the property of Chorus and are subject to regular audits. Keys must be produced within 48 hours of demand to verify possession and retention. Inability to produce evidence of key possession/retention within 48 hours will be considered a lost key.
7. Keys may not be duplicated without direct written authority and approval from Chorus.
8. Upon conclusion of task, job, project or contract - all keys must be returned to Chorus within seven working days. Failure to comply with this condition will be considered a lost key. Responsibility lies with the signatory to this APPLICATION until released by way of written acknowledgement of key return by Chorus.

**Applicant:**

9. I \_\_\_\_\_ the signatory to this application accept responsibility, agree to the terms and conditions above and agree to abide by these terms and conditions should this application be accepted and keys issued.
10. Signature \_\_\_\_\_ Date \_\_\_\_\_.

**11. Chorus Admin**

The Chorus Representative authorising the key issue verifies that access has been granted to sites where the applicant has legitimate access requirement / rights.  
The Chorus Signatory signing this form must be noted as a current "Signatory" and their name can be found in the "Signatory Database for Keys" held and maintained by Security Operations Centre.

Key request approved / declined:  
List here keys issued

Key Type	Key ID	Key Variant	To Access	Despatched via (Courier name and ticket number)	Comments

Key/s will be audited on the Audit date listed below:

Key Type	Key ID	Key Variant	Audit due date	Result	Comments