

CHORUS CO-LOCATION ACCESS CARD APPLICATION FORM

Enquiries | Email: Colocation@chorus.co.nz

Chorus Co-location Customers must submit this form for all staff, including contractors and sub-contractors, via the Chorus Ordering System

CARD HOLDER TO COMPLETE

Tick One

NEW <input type="checkbox"/>	EXPIRED <input type="checkbox"/>	BROKEN/DAMAGED <input type="checkbox"/>
REPLACEMENT <input type="checkbox"/>	LOST <input type="checkbox"/>	WORN OUT <input type="checkbox"/>

All fields marked with a "*" MUST be completed for this form to be accepted and processed.

*First Name _____ *Surname _____ *Signature (free hand only) _____

*Card Number (if known) _____ *4 Digit PIN Number (new cards only) _____ *Mobile Phone Number _____

* Chorus Co-location Customer Name _____ Job Title _____

*Work Address _____ *Company (if Chorus Customer Contractor) _____

*Address to post card to _____ *Town/City & Post Code _____

*E-mail Address _____

PHOTOGRAPH (Guidelines and requirements are on page 2. All NEW applications must be submitted with a photograph)

Photograph on file is current (less than 5 years old) New Photograph submitted with application

MANAGER SUPPORTING THIS APPLICATION: See Notes Below

1. By supporting this application, you are endorsing that the cardholder is competent in their role and has the necessary training to carry out their job effectively.
2. Access approval for Chorus sites shall be in accordance with the Card Access Approval Delegations Authority chart, which is appended to the Site Access and Security Manual.
3. H&S: Everyone on any Chorus premises or working on a Chorus activity has a responsibility to keep themselves safe, to actively look out for the safety of others and to speak up early if they have any concerns

SUPPORTING MANAGER TO COMPLETE (Chorus Co-location Customer)

*Contact Number _____ *Designation _____ *Print Name _____ *Signature (free hand only) _____

Access Competence

To access network areas/security equipment (e.g. Cardax, MDF, Server or Switch Room) the following competencies must be completed:

Has the Applicant/Cardholder completed the PTN "Accredited Training" course/refresher within the last 24 months? YES NO *Date PTN Completed: _____

*Name of Chorus approved PTN Trainer: _____

Authority for Approving Access

Access Required				Chorus Colocation Signatory (Chorus use only)			
Site / Building Name	Doors / Levels	Mon - Fri 6AM-6PM	24 Hour	*Signatory Name	*Signature	*Designation	*Contact Number
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				

Comments

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Signatures

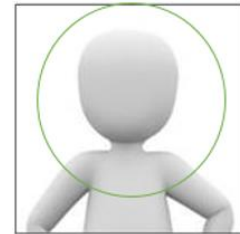
- Signatures must be in free hand only. Digital signatures will not be accepted.

Personal Identification Number (PIN)

- All applicants are required to provide a 4 digit PIN number
- All PINs must be selected by the applicant
- A PIN must NOT be:
 - Reoccurring or repeated (e.g. 1111)
 - Sequentially ascending or descending (e.g. 1234/2468).

Photographs

- Photographs must be kept current and renewed every 5 years.
- Guidelines and requirements:
 - Zoomed out, full coloured photograph
 - Head, shoulder and chest area, directly facing the camera.
 - Plain white or light neutral background, well-lit, sharp and clearly visible.
 - No hats or sunglasses, unless it is for medical or religious reasons (e.g. prescription glasses, religious head-wear)
 - HD image in .JPG or similar format



Your Chorus Access Card is also your Chorus Identification (ID) Card. Once this is received and activated, you will be allowed to access certain Chorus premises. Chorus has strict protocols regarding security of their property. Activating and using your Chorus Access Card, is evidence that you have read and agree to abide by the card access conditions of use, as outlined below:

Conditions of Use

- For all card assistance, call the Chorus **Security Operations Centre (SOC)** on **0508 10 30 60, Option 3.**
- You must immediately report the loss of your Chorus Access Card to Chorus SOC, so that it can be cancelled
- When on Chorus premises, you must wear your Chorus ID/Access Card, so it can be seen clearly
- Never reveal your Access Card PIN to anyone, other than staff at Chorus SOC
- Never loan your Access Card to any person
- Politely challenge any person that you see tailgating i.e. a non-cardholder following in behind a legitimate cardholder
- Cardholders are responsible for notifying the appropriate manager of their cards expiry, one month prior, to ensure continuity of access
- When entering doors at Chorus premises, you must swipe your Chorus Access Card at all times
- When an entry PIN is required, enter your PIN and then press "IN" on the card reader
- Where exit card readers are fitted (usually Network sites), you must swipe your Access Card to exit. Failure to do so may deny you further access to Chorus sites
- Ensure all doors, both external and internal, lock on closure before leaving a secure area

General

- Your Chorus ID and Access Card, remains the property of Chorus and must be returned to your manager upon leaving the company in all instances
- Chorus Access Cards must not be copied, defaced or mutilated
- Please advise Chorus SOC of any changes to your mobile number or address, to ensure your personal details are kept up to date

Health & Safety

- Everyone on any Chorus premises or working on a Chorus activity, has a responsibility to keep themselves safe, to actively look out for the safety of others and to speak up early, if they have any concerns