

## Swipe Card Access Requirements for Port Otago

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Obtaining swipe card access to Port Otago is a multi-layered process that requires 3 different modules to be completed before being granted a swipe access card. Below is a quick guide briefly highlighting how you obtain a Port Otago swipe access card

### Contractor Pre-Qualification

This involves Port Otago assessing Business Partners / Port Users to ensure they are committed to safety, have good systems to back up this commitment and are capable of working safely in practice. Pre-qualification is not something new as it has been around for some time here in New Zealand as a critical step for many organisations in the PCBU management process. Pre-qualification allows us to do all we reasonably can to make sure our business partners / Port users and their sub-contractors stay safe and healthy while working with us.

To get access to complete our Pre-Qualification questionnaire please contact Adam Smith at [asmith@portotago.co.nz](mailto:asmith@portotago.co.nz) or 021713058

### Health and Safety Inductions

Anyone wanting unescorted access to Port Otago is required to complete an online H&S induction. An induction must be completed by each individual, even if more than one person is coming from the same organisation. Once you have completed the induction and all assessment questions, Port Otago is notified of your result. There are different inductions related to what work you complete on site, so read the induction advice before selecting the Induction you must complete.

The Health and Safety Induction can be found online at [www.portotago.co.nz](http://www.portotago.co.nz) and is directly available from the homepage. For any queries, please contact the PPO team on [portprotectionofficers@portotago.co.nz](mailto:portprotectionofficers@portotago.co.nz) or 03 472 9877

### Port Authorisation Form

Once both the contractor pre-qualification and the online induction have been completed contractors are then able to complete a swipe card authorisation form which can be found at [www.portotago.co.nz](http://www.portotago.co.nz) under the Marine and Shipping tab and in the Resources for Shipping Agents, Contractors and Suppliers section. A Port Otago Sponsor will need to confirm your reason for being on the port (e.g., If you are a truck driver for our warehousing division when you will need the warehouse manager to sponsor you). There may also be site specific induction requirements so discuss with your sponsor on how to complete these. After this is completed, you can then contact the Port Protection Officer team to arrange an appointment time to get your access card created.

For any queries, please contact the PPO team on [portprotectionofficers@portotago.co.nz](mailto:portprotectionofficers@portotago.co.nz) or 03 472 9877

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