Arqiva Access Regulations BOP034.20

1.0 Introduction

The Arqiva Access Regulations defines the processes to be followed and the requirements that must be met by all parties and visitors to Arqiva operational and managed sites. It defines an approach to managing access that is designed to minimise, access delays, costs and restrictions to Arqiva customers, whilst providing a robust health and safety management structure.

This document forms part of the Arqiva Site Access Policy which has been put in place to ensure that:

- The safety of all site visitors is assured
- Arqiva and customer assets and services are protected
- Arqiva fulfils its legal obligations as a site provider

Arqiva manages access to site by pre-accrediting the competence of all companies who require access to site, and individuals where higher risk activities are to be undertaken. Once accredited, companies and individuals are trusted to act responsibly and given a large degree of freedom, and unsupervised access will be granted unless there is a significant risk associated with works to be undertaken and/or the site to be visited.

1.1 Objectives

The objective of this document is to ensure that Arqiva performs its legal obligation in ensuring that safety on Arqiva operational and managed sites is positively managed.

The specific aims of these Access Regulations are:

- To ensure Arqiva compliance with the Health and Safety at Work Act 1974 and all other relevant legislation by:
  - Providing a structured system of control for access to minimise the risk of injury to persons by limiting Access to those who are competent.
  - Providing a process by which all visitors to Arqiva sites can be advised of all known permanent and temporary hazards present on site.
- To set out the processes to be followed which will ensure that all competent and legitimate visitors to Arqiva sites can obtain safe access with minimal delay.
- To provide a single point of reference for all persons wishing to access Arqiva sites
1.2 Responsibilities

Arqiva fulfils its responsibilities under the Health and Safety at Work Act 1974 by managing all access to its operational sites via Gateway. All companies requiring access to site must be pre-accredited and all visitors who require access greater than Ground-Cabin level (refer to Appendix C) must also be accredited. Arqiva will only authorise access where it is considered safe to do so based upon the known hazards and risks. All known hazard and risk information will be included in the Gateway permit document.

All activities being undertaken by visitors to Arqiva sites shall at all times be consistent with the provisions of the Health and Safety at Work Act 1974 (including any amendment, alterations, and additions thereto) and other relevant legislation safety and environmental legislation. In addition, all visitors are required to conform to the relevant parts of the current Arqiva policies, as listed in section 1.5 supporting documentation. Whenever permission is granted to access a site, it remains the responsibility of all visitors to plan their visit and work activity taking into account all hazards associated with access to broadcasting and telecommunications sites. It is the accredited access companies’ responsibility to ensure that their staff comply with the contents of these Access Regulations at all times when planning or undertaking activities on Arqiva sites. It is the responsibility of the accredited access company to ensure there are adequate first aid and welfare provisions available on site.

1.3 Scope

This document applies to all persons who have a requirement to access Arqiva sites, including all Arqiva staff.

1.4 Summary of Access Regulations

Compliance with the Access Regulations will be achieved by visitors to Arqiva sites if all the requirements below are met.

1. All companies working on Arqiva sites must be accredited by Arqiva. Unless carrying out non impacting works at ground level all individuals entering an Arqiva site must be accredited by Arqiva.

2. All access must be prior approved using the Gateway online booking system.

3. Access requests must be booked directly by the company entering the Arqiva site. Any supervision fees must be met that company and the Purchase Order number must be that of the company applying for access.

4. All relevant Arqiva safety policies, as listed in this document, must be adhered to as a minimum standard.

5. All persons entering an Arqiva site must have immediate access to the Access Authorisation covering their visit.

6. The Access Conditions listed on the Access Authorisation must be strictly observed. The work to be undertaken must be planned to take account of the specific risks listed on the Access Authorisation.

7. Any unexpected visitor to site or other works being undertaken that have not been pre-authorised by Arqiva must be reported.

8. Any accidents, near misses/incidents on site must be reported.
9. Suitable PPE must be worn at all times taking into account the site specific requirements and activities being undertaken.

10. Only persons specifically listed on an access authorisation can enter a site (except for Ground Cabin access where anyone employed by the accredited access company can enter the site)

11. All site visitors must observe orderly conduct at all times and be courteous to site providers and neighbours.

12. Site visitors must immediately remove from site all materials arising from their work.

13. Arqiva approved RF monitors must be worn by all climbers at all times. There must be one RF monitor per roof top team (this is not mandatory on BT Reach rooftops).

14. Security passes/swipe cards must only be used by those to whom they have been issued.

15. Works to be undertaken must be accurately described in the access authorisation.

16. Non compliance with the Access Regulations may result in the loss of accreditation of the company, individual or both, or other restrictions on access being approved.

17. Arqiva sites are only to be accessed for the purpose as detailed in the job description of the access authorisation.

1.5 Supporting Documentation

Please refer to your Arqiva representative or visit www.arqiva.com/gateway

2. Accredited Access Companies & Accredited Access Individuals

All companies wishing to access Arqiva sites must be pre-accredited. All individuals who require access to site for works greater than Ground-Cabin category (for definition refer to Appendix A) must also be pre-accredited. It is a condition of the accreditation process that all companies and accredited access individuals abide by these Access Regulations.

All individuals registered on Gateway, including requestors and engineers, are required to complete the online Site Access Induction Course to ensure they are familiar with the Access Regulations and the importance of having safe access to site. Whilst this is mandatory for individuals registered on Gateway, Arqiva recommends that all individuals who are associated with access to Arqiva sites complete this course.

3.0 Access Process

3.1 Permission To Access Site

All requests for access to site must be made via the Gateway system by the accredited access company. No access to site is permitted without a valid Gateway permit, and this must be available on site as either a hard or soft copy.

Arqiva observes all elements of the Access Regulations, however, there may be occasions where, due to connectivity issues, Arqiva representatives may attend site at ground level prior to an access authorisation being
received. Where this occurs and other parties are present on site, the Arqiva individual will make themselves known on arrival, and will liaise with the other parties to ensure access can proceed safely.

**Notice**

For the majority of Arqiva sites access can be booked on same day basis, providing no safety restrictions, supervision requirements or landlord notice is required. Please note that any block bookings on Gateway, with the exception of GC/PC, should not exceed 5 days unless a valid reason is provided.

Certain sites and portfolios do have notice periods which are required so that we can arrange access with the site provider. These are displayed in Gateway for each site to ensure that sufficient notice can be given. Typical notice periods:

- Site Access supervised by Arqiva = 5 clear working days
- Works requiring shutdowns/planned work of broadcast services = 12 clear working days
- Sites requiring supervision by a third party, e.g. EDF sites, police sites, MoD, operational gas sites = 5 clear working days
- Pylon Sites = 7 clear working days
- Wireless Infrastructure Group sites = 7 clear working days
- Access by BT Managed tenants to BT Reach sites = 5 clear working days

**Method Statements & Risk Assessments**

For specific high risk activities which are usually attended by Arqiva, the visiting company will be required to submit method statements and risk assessments prior to access being approved. This includes any powered lifting or any excavation works by third parties. In addition a Site Provider may require these documents. This documentation will be requested by Site Access on receipt of the submitted access request and purchase order covering the supervision fee (if applicable). The release of the access authorisation may become delayed if the Risk Assessment and Method Statement (RAMs) are incomplete/unsatisfactory or not submitted in a timely manner.


**Overlapping Activities**

Arqiva will review overlapping access requests and where low risk will allow several activities to be undertaken at the same time on the same site by different accredited access companies. Where one or more of the overlapping activities is higher risk, it may still be possible for the overlapping visits to proceed, but in this case all parties will be informed in advance. If persons are encountered on site unexpectedly then Site Access must be informed immediately. Any contravention of the Access Regulations will be subsequently investigated by an Arqiva senior manager in accordance with the Breach Management Process.

**Supervision Costs**

Upon submission of the access request, Arqiva will undertake an initial assessment. Where it is assessed that the works have to be supervised by Arqiva, a charge will be made to the company requesting access. The company requesting access will be asked to provide a purchase order number. The purchase order number supplied must be that of the company requesting access. On receipt Arqiva will make the necessary arrangements and access will then be confirmed.

### 3.2 Site Supervision

Gateway is designed to ensure that most visits can go ahead without Arqiva supervision. Arqiva will deploy a site representative where there are significant risks to be managed. For example:

- High levels of RF fields or planned work
- Priority broadcast transmitters and the link sites which feed them
• Other works in progress
• Other hazards or abnormalities
• Community relations issues
• Where heavy lifting is used (including dishes of 1.8m or greater)
• Site type and site provider requirements
• Site security
• Excavation on all MF and Platinum classified sites, or where deemed necessary by Arqiva

Additionally, supervision can be requested via Gateway for reasons such as not holding keys or security clearance. Supervision shall be charged to the company requesting access and a valid purchase order number must be supplied in order for the supervision to be booked. The method of invoicing will be agreed between Arqiva and the accredited access company at the time of accreditation.

An authorised access involving Arqiva supervision can be cancelled without incurring a charge, provided that one clear working day’s notice is given between cancellation and commencement of the access. For example, an Access commencing on a Wednesday morning can be cancelled up to 6pm on Monday evening without incurring a charge. If the access is cancelled due to inclement weather or other safety concern outside of Arqiva’s control, any supervision fees will be charged in full.

Further detail is available in the document: **Criteria Which Determine the Requirement for the Attendance upon Activities on Arqiva Sites.**

### 4. Consent To Undertake Works on Site

It is the responsibility of the Site Sharer to ensure that they have the relevant rights and/or consents from Arqiva under the relevant Site Share Agreement to carry out any works on a site. An access authorisation issued in relation to a site does not provide confirmation that the proposed works are permitted under the relevant site share agreement.

### 5. Accessing Sites

#### 5.1 Access Confirmation

Access to site is not authorised until the visitor is in possession of a valid, approved access authorisation. This document must be available as either a soft or hard copy. Access to site is permitted solely for the purpose detailed in the job description.

#### 5.2 Hazards

Any known hazard information will be listed in the access authorisation. For access requiring site attendance, the site representative will hold a site safety meeting before the work starts. This will record the condition of the site and that all the relevant safety matters have been discussed and agreed. Site specific Method Statements, Risk Assessments for all activities must be produced and made available on site by the Accredited access company for inspection by the site representative, taking into account both generic and site specific hazards. Visitors have an opportunity to feed back any non-urgent hazards via the Post Work Report.

#### 5.3 RF Hazards

An Arqiva approved RF meter or monitor is to be used at all times when accessing a structures and rooftops. RF monitors are not mandatory on rooftop sites within the BT Reach portfolio.
Visitors ascending a structure must ensure that they do not stray outside the area specified on the access authorisation for that site.

Arqiva specify that all climbers on our structures, and one per team on rooftops, must use a personal monitor with a shaped response that is designed to alarm at 50% of ICNIRP occupational. This is because of the broad range of broadcasting and telecommunications systems found on our sites. Units that meet this specification are, Nardalert XT D8862, Nardalert 8845-E, Nardalert D8846 and Radman Monitors. Other equipment may also be fit for purpose but this must be verified by Arqiva prior to use on site.

6. Audits

In order to ensure compliance with these Access Regulations, Arqiva reserves the right to carry out a rigorous programme of audits on site. Anyone found not conforming to these Access Regulations will be subject to the Breach Management Process which forms part of the Access Accreditation Process in Appendix D.
7. Housekeeping and Neighbour Relations

Arqiva is fully committed to maintaining good relations with its site portfolio owners, site owners, landlords and neighbours. In order to ensure continued good relations, all visitors are required to plan their visit, ensuring that it can be undertaken without causing unreasonable disturbance, damage or nuisance caused, including but not limited to:

- blocking access, speeding or driving discourteously
- littering, not removing materials, cable drums and packaging
- shouting and the use of offensive language.

All visitors accessing a site must be sensitive at all times to local circumstances and the local environment and community. If visitors to a site are approached by neighbouring residents with complaints, then dependent on the circumstances, they are to notify the Site Access Team or complete the relevant section on the Post Work Report page contained in the Gateway system providing as much information as possible. Sites must only be accessed for the purpose detailed in the access authorisation.

8. Security & Keys

Access keys or cards provided from an authorised Arqiva source must be kept safe and secure at all times and returned within the relevant requested time scales. Keys and access cards must only be used by the person to whom they have been issued. Where non-Arqiva locks are fitted, it is the responsibility of the visitors on site to ensure that they do not impede other users, and that where required, padlocks are fitted in series. Fences, anti-climbs and gates must not be climbed-over or removed under any circumstances.

Any damage to fencing, buildings, or the structure, or any evidence of trespass must be reported to Arqiva as a Near Miss. All visitors must ensure that they do not facilitate access to the site for any other individual either intentionally or by accident, and that the site is kept secure during and upon completion of all works. If any part of the site cannot be locked and secured, the Site Access Team must be informed before leaving the site; visitors may be required to remain on site until the site is secured.

OBASS cards must be used in accordance with BT’s terms and conditions including only being used by the person to whom the card is registered and also ensuring the PIN number is kept confidential.

9. Incidents

9.1 Accidents and Emergencies

Any accidents or serious incidents on site must be reported to Site Access at the earliest opportunity. All work must stop until Arqiva have made any necessary enquiries and are satisfied that it is safe for the work to continue. Any accidents, incidents or near misses must be reported to 01926 416650.

9.2 Environmental Hazards

Should any environmental hazards be found or suspected on site, then work must cease immediately and if requested by Arqiva, the site vacated. A near miss must be raised and Site Access must be informed immediately to ensure that any further access can be restricted until the issue has been investigated and resolved.
9.3 Damage

Any minor damage found on site must be reported via the Post Work Report, and photographs supplied where possible. Major damage, such as missing gates/fences must be reported to Site Access to check if they are aware, and a Near Miss raised as necessary. Should any damage occur whilst on site then Site Access must be notified immediately for further guidance.
Appendix A

Arqiva Contact Details

**Site Access Team:**
Tel: 01926 416236  
Access.gateway@arqiva.com

**Site Access Escalation Process**
Leanne Beswick & Joanne Base: 01926 416236  
Gary Starr: 07580 528739

**Site Access Accreditation Team:**
Tel: 01926 416895  
accreditation@arqiva.com  
security.vetting@arqiva.com

**Site Access Accreditation Manager:**
Huw Williams: 07581010380

**Site Access Policy Owner**
Huw Williams: 07581010380  
Huw.williams@arqiva.com

**Arqiva IT Service Desk (for problems logging into Gateway):**
0800 1830048

**Arqiva Incident Reporting Line (for accidents, incidents and near misses):**
01926 416650
Appendix B

i) Access Accreditation Process

In support of the Access Regulations, all companies requiring access to Arqiva sites must be suitably accredited, and where necessary, individuals must be additionally accredited. The access accreditation process operated by Arqiva is a chargeable two tier system:

- Companies
- Individuals

Accreditation in both tiers will be valid for a period of two years and individual accreditation for accredited access individuals will only be possible for direct employees of accredited access companies. Site activity is defined as one of six generic types:

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description of activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure work.</td>
<td>Any activity which involves the climbing of a mast, tower, stub tower on a roof, a pylon or any similar structure</td>
</tr>
<tr>
<td>Rooftop work.</td>
<td>Any activity which involves work on a roof</td>
</tr>
<tr>
<td>Rooftop - cabin</td>
<td>Any activity which involves working within a sharer’s cabin on a rooftop</td>
</tr>
<tr>
<td>Satellite Antenna Field</td>
<td>Access to or in close proximity to ground mounted satellite dishes</td>
</tr>
<tr>
<td>Ground - other.</td>
<td>Any activity which involves working outside of a building without working at height. e.g. grass cutting, trenching, fence repairs, etc.</td>
</tr>
<tr>
<td>Ground - cabin.</td>
<td>An activity which involves working inside the Site Sharer’s equipment building/cabin.</td>
</tr>
</tbody>
</table>

Each accredited access company, and its staff, must be accredited to the appropriate level for the work they wish to carry out. All individuals visiting site must be registered by the accredited company with the exception of any site activity which is categorised as “Ground - cabin”.

Arqiva recognises that there may be occasions where a company may be required to attend a site as a one-off visit only and it is therefore not considered practical to undergo the accreditation process. Where a MEWP or scaffolding company is required to attend site, Arqiva will not expect this company to become accredited, although the company instructing this activity must be sufficiently accredited and will be required to book the access and supervise the works. This will be in addition to any supervision that may be required. Arqiva will issue a dispensation for accreditation for such occasions, but these may be subject to Arqiva supervision charged at the appropriate rate. Should this situation arise, please contact the Accreditation team for guidance.

ii) Accreditation Process for Companies:

A company wishing to either apply to Arqiva for, or renew its accreditation to become an Accredited access company will need to fully complete the relevant application form, available at [www.arqiva.com/gateway](http://www.arqiva.com/gateway), and return it via email with the requested supporting documentation. A fee will be charged for this accreditation by Arqiva and a purchase order must be supplied with the completed application form. Please refer to Appendix B for charges. Arqiva will then review and assess the information provided, along with any history of activity where a previously accredited access company is applying for re-accreditation.

Following successful assessment by Arqiva a 2 year accreditation to the company shall be granted. At this point Arqiva will request details of those who require a Gateway login. This will allow the company to access Gateway...
to make access bookings. Logins are issued per individual and are not permitted to be shared. Any breaches in
the use of logins shall result in their revocation.

All accesses to Arqiva sites should be undertake work on Arqiva assets or equipment or on behalf of Arqiva’s site
share customers. Arqiva shall require confirmation from the relevant Site Sharers that they authorise the
accredited company to work on their behalf. This ensures as far as possible that access to each customers
equipment is properly controlled. It will be the accredited access company’s responsibility to provide this
information to Arqiva.

iii) Merger/Amalgamation of Companies or Transfer to
Staff From Two Accredited Companies.

In the event of companies merging or staff being transferred from one accredited company to another, Arqiva
shall require confirmation from both companies and confirmation of the requestors and engineers to be migrated.
Where individuals are self employed and not under contract to the originating company then they must confirm the
request to be transferred. Any outstanding requests and Post Work Reports must be completed before the
transfer can be completed. Once the migration has been completed, where a Purchase Order number is to be
supplied, this must be that of the new company. Arqiva does not accept third party purchase order numbers.
The re-accreditation fee will be payable by the new employer.

iv) Accreditation Process for Individuals:

All individuals who require access to site above Ground-Cabin level must be accredited. The engineer
application form must be completed and returned with the supporting information requested and a valid purchase
order number. Arqiva will review the certificates and record the expiry dates within Gateway. Once accredited, all
registered individuals will be required to complete the Site Access Induction course. The accreditation for
accredited access individuals will be valid for two years.

If a mandatory certificate of competence expires within the two year accreditation period, in order to ensure
accreditation continues evidence of re-certification is supplied to Arqiva. As a prompt, Gateway will issue an
automatic notification to the accredited access company to warn of the imminent expiry of an individual’s
certificate. For certain site activities, e.g. abseiling, additional evidence of competency must be supplied to Arqiva.
An individual may only be accredited to one company at any one time. Once accredited an individual may
transfer companies for no additional charge. Arqiva shall require written confirmation from the company to which
the individual is to be moved and shall require all relevant certificates to be produced.

v) Use of Temporary Resource/Agency Staff

Arqiva recognises the requirement for temporary resource to be used from time to time. Arqiva will permit an
accredited company to use temporary staff providing the below conditions are satisfied:
• The accredited company assumes responsibility for the induction of the individual and ensuring they work in
  accordance with their companies policies and procedures
• The accredited company provides all relevant PPE such as RF monitors.

Where an accredited company requires the use of temporary resource for works greater than Ground-Cabin
individuals must become accredited and will be subject to the standard accreditation fee. Should an accredited company wish to use the resource of another accredited company or agency in conjunction
with their own access request, then this must be stipulated in both parties access requests. The company
supplying the temporary resource must include the Access Request ID of the accredited company to which they
are supplying the resource.
Appendix C

Site Access Rate Card

Please note that all purchase order numbers supplied must be that of the accredited company. Arqiva do not accept third party purchase order numbers.

Accreditation Fees

All companies requiring access to Arqiva sites must firstly become accredited, and upon successful accreditation, all individuals who require access to site greater than Ground-Cabin level shall also need to become accredited.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee £</th>
<th>Renewal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>250</td>
<td>24 months</td>
</tr>
<tr>
<td>Company</td>
<td>1000</td>
<td>24 months</td>
</tr>
</tbody>
</table>

Site Access Supervision Fees

Supervision will be provided in exceptional circumstances to manage site specific H&S risks, due to the nature of the work being undertaken, or to meet some site provider requirements. Where an access request is cancelled, any supervision fee will be waived providing more than one full working days notice has been provided.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee £</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 5 days’ notice</td>
<td>400</td>
<td>per day</td>
</tr>
<tr>
<td>Less than 5 days’ notice</td>
<td>600</td>
<td>per day</td>
</tr>
</tbody>
</table>
Appendix D

Definition of Terms

‘Access’
The right to access and enter a site pursuant to the terms and conditions contained in these Access Regulations.

‘Access Authorisation’
Formal agreement in writing by the Site Access Team allowing access to a site.

‘Access Diary’
Diary showing any existing access booked for a site.

‘Access Regulations’
The regulations governing access to sites as contained herein, including any appendices attached hereto forming part of this document.

‘Access Accreditation Process’
The process by which any company or individual gains accreditation by Arqiva to become an accredited access company, or accredited access individual.

‘Accreditation Team’
The team responsible for arranging accreditation for companies and employees. This team also assist with the issuing of keys and arrangement of security clearances.

‘Accredited Access Company/Companies’
Company/companies accredited by Arqiva to the access accreditation process.

‘Accredited Access Individual(s)’
A suitably qualified individual who is registered to an accredited access company who assumes full health and safety responsibility.

‘Breach Management Process’
Process to manage contraventions of the Access Regulations.

‘Clear Working Day’
Normal Site Access Team hours of working 8am-6pm in a working day. Refer to the definition of working day, below.

‘Competent’
The attainment of the required qualification through experience and training to undertake a particular task or activity, or to meet particular Arqiva requirements in relation to access to a site.

‘COSHH’
Control of Substances Hazardous to Health Regulations 2002 (COSHH).

‘Gateway System’
Arqiva’s electronic database system for submitting access requests to book access to a site.

‘ICNIRP’
International Commission for Non Ionising Radiation Protection.

‘Method Statement’
A written statement detailing a safe system of work for the planned activity, cognisant of site, and task hazards at a site.
‘Post Work Report’
Form to be filled in and submitted via the Gateway system following an access to a site.

‘PPE’
Personal Protective Equipment being industry standard protective equipment for works on sites.

‘RF’
Radio frequency.

‘Risk Assessment’
A written assessment of the safety and environmental risks associated with the activities being carried out on a specific site, taking into account the hazards present.

‘Rooftop’
Any Site located on the roof of a building.

‘Safe Roof Access Area’
An area at a site enclosed by handrails or a parapet, with a safe means of access and egress.

‘Site(s)’
Any site(s) from the Arqiva site portfolio of land and/or buildings owned by or leased or licensed to Arqiva as well as all land or buildings managed by Arqiva on behalf of third parties.

‘Site Access Team’
The team authorised to deal with requests and confirmation of Access to sites on behalf of Arqiva.

‘Site-Activity’
As detailed in Appendix D – Access Accreditation Process.

‘Site Attendance’
Requirement for Arqiva employees, agents or site owners to attend a site for the purposes detailed in Appendix B.

‘Site Representative’
An Arqiva employee, agent or site owners attending a site as for the purposes detailed in Appendix B.

‘Site Owner’
Owner of the freehold or the leasehold at a site.

‘Site Residual Risk Register’
Register of known hazards on sites.

‘Site Share Agreement’
The relevant agreement containing the terms and conditions under which site-sharing rights are granted to a site sharer.

‘Site Sharer’
Any customer of Arqiva that shares use of a site.

‘Structure’
Any mast, tower or antenna support located at a site the access to which permits ascent beyond 2m above ground or roof level.

‘Visitor’
Any person visiting and Arqiva site to undertake work of any type.

“Working Day”
Any day excluding Saturday, Sunday and public holidays.
# Appendix E

## Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Scope</td>
<td>2</td>
</tr>
<tr>
<td>Summary of Access Regulations</td>
<td>2</td>
</tr>
<tr>
<td>Supporting Documentation</td>
<td>3</td>
</tr>
<tr>
<td>Incidents</td>
<td>6</td>
</tr>
<tr>
<td>Accidents and Emergencies</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Hazards</td>
<td>6</td>
</tr>
<tr>
<td>Damage</td>
<td>6</td>
</tr>
<tr>
<td>Accredited Access Companies &amp; Accredited Access Individuals</td>
<td>3</td>
</tr>
<tr>
<td>Access Process</td>
<td>3</td>
</tr>
<tr>
<td>Permission To Access Site</td>
<td>3</td>
</tr>
<tr>
<td>Site Supervision</td>
<td>4</td>
</tr>
<tr>
<td>Consent To Undertake Works on Site</td>
<td>4</td>
</tr>
<tr>
<td>Accessing Sites</td>
<td>5</td>
</tr>
<tr>
<td>Access Confirmation</td>
<td>5</td>
</tr>
<tr>
<td>Hazards</td>
<td>5</td>
</tr>
<tr>
<td>RF Hazards</td>
<td>5</td>
</tr>
<tr>
<td>Audits</td>
<td>5</td>
</tr>
<tr>
<td>Housekeeping and Neighbour Relations</td>
<td>5</td>
</tr>
<tr>
<td>Security &amp; Keys</td>
<td>6</td>
</tr>
<tr>
<td>Appendix A</td>
<td>7</td>
</tr>
<tr>
<td>Appendix B</td>
<td>7</td>
</tr>
<tr>
<td>Appendix C</td>
<td>9</td>
</tr>
<tr>
<td>Appendix D</td>
<td>10</td>
</tr>
<tr>
<td>Appendix E</td>
<td>12</td>
</tr>
<tr>
<td>Arqiva Contact Details</td>
<td>7</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>10</td>
</tr>
<tr>
<td>Access Accreditation Process</td>
<td>7</td>
</tr>
<tr>
<td>Accreditation Process for Companies</td>
<td>8</td>
</tr>
<tr>
<td>Merger/Amalgamation of Companies or Transfer to Staff From Two Accredited Companies</td>
<td>8</td>
</tr>
<tr>
<td>Index</td>
<td>12</td>
</tr>
<tr>
<td>Accreditation Process for Individuals</td>
<td>8</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>1</td>
</tr>
<tr>
<td>Site Access Rate Card</td>
<td>9</td>
</tr>
<tr>
<td>Supporting Documentation</td>
<td>3</td>
</tr>
<tr>
<td>Use of Temporary Resource/Agency Staff</td>
<td>9</td>
</tr>
</tbody>
</table>
Amendment Record

Issue 1. Initial issue on amalgamation of NGW and Arqiva.
Issue 2. Updates and revised style.
Issue 3. Correction of Nardalert XP number.
Issue 4. Reworded explanation of Earth Station Dishes
Issue 5. Typo corrections
Issue 6. Amendment to style
Issue 7. Rewording
Issue 8. Rewording
Issue 9. Amended to RF monitor requirement
Issue 10. Amendment to include excavation
Issue 11. Amendment on accreditation exemptions
Issue 12. Amendment to block bookings
Issue 13. Amendment to individual transfer process
Issue 14. Update to field process
Issue 15. Update to site details.
Issue 16. Update to Site Access details
Issue 17. Addition of approved RF monitor.
Issue 18. Change of security classification from Company Confidential to Public
Issue 19. Updated in line with changes to BOW011 and contacts updated.
Issue 20. Updated contact details and website information – Apr 2016