



EI-FT-005 (formerly IM1113)

Gateway Form for Engineers and Requestors

The following information and documentation is required to support your application for Accredited Access Company Status in accordance with Arqiva Access Regulations

Are you a REQUESTER? – Please complete SECTION 1 only

A requester is an administrator who requires access to Gateway in order to raise permits for their company engineers to access site – Please note, you should only request a login if you will be using Gateway on a regular basis and once you have been advised of your login, it is for your use only.

Are you an ENGINEER? Please complete SECTION 1 and 2

An Engineer is a field-based employee who visits and undertakes work on site.

Depending on your level of company accreditation, there are 4 levels of access for an engineer.

These are listed in section 2 there is also now a requirement for Engineers to provide the relevant information if they require access to National Grid sites. Please ensure you provide the correct level of certification and embed your certificates where required.

Are you BOTH? Please complete SECTION 3

If you are a field-based employee who has a need to raise your own permits, please provide a reason in section 3 as to why a login is required. If a login is not being utilised on a regular basis, it may be deleted and your access to the system restricted.

Are you under the age of 21? Please complete SECTION 4

If you are an engineer below the age of 21 and are requesting either Rooftop or Structure accreditation, then additional information must be provided by your line manager or other senior person in Section 4.

DISCLAIMER:

- Please be aware that only individuals that work for your company directly can be added to your company Gateway. You are not permitted to add any Requesters or Engineers that work for a sub contracting company – This is a breach of the Site Access Regulations.
- Any company that requires access to Arqiva sites must be accredited within their own right.
- By completing and submitting this form you are confirming that you, or the person you are completing this form on behalf of, works for the requesting company directly and if they are attending site, are covered under your company Health & Safety policies & Liability Insurances.
- Any company found to be breaching this regulation will be subject to a possible breach investigation.

SECTION 1

Company Name	
Surname	
First & middle names	
Office Number	
Mobile Number	
Email address	
Please insert or provide a Purchase order number here	

Please tick to confirm the below

Age 16 or 17 (Please note that no engineer between the ages of 16 and 18 will be permitted to have rooftop or structure accreditation)

Age between 18 and 21 (if applying for rooftop or structure accreditation you will need to supply additional evidence in Section 4 of the competence and supervision criteria in place for the individual)

Age 16-17	
Age 18-21	
Age 21+	

SECTION 2

- **Please confirm your level of required access.**
- **Please note, any required certificates must be embedded where requested**
- **Please also confirm if you require access to National Grid sites and provide the relevant Information required**

Please note that Tower Climbing, Tower Rescue, Rooftop and RF certificates must have been completed with an Arqiva approved training course provider. This approved list can be reviewed at the following link: <http://www.arqiva.com/corporate/documentation/gateway/>

How to embed your certificates: Place your mouse cursor over the tick box below. Click on the **Insert** pull down menu and then click on **Object**. Click on the **Create from file** tab. Click on **Browse** and locate the file that you wish to embed. Click on the file and then click on **Insert**. Select the **Display as Icon** check box. Click on **OK**

Please specify	Level of certification Required	Tower Climber	Tower Rescue	Rooftop	RF Awareness	First Aid
	Structure					
	Rooftop					
	Ground Other (no certificates required)					

	Ground Cabin (no certificates required)					
	National Grid (Person) Besc EUSR Number- EUSR Expiry Date-					
	National Grid (Competent person) BESC & NSI4 EUSR Number- EUSR Expiry Date-					

- Please note; your company may be subject to the new engineer charge of £250 + VAT per engineer, depending on which company you are working for or which projects you are working on.
- If this is required, we will advise accordingly. And please also note we cannot transfer engineers we can only re-register their profiles, so fee's will still apply.

SECTION 3

<p>If you are an engineer requiring a login for Gateway, Please tick the box below and provide a reason as to why you require regular access to Gateway:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>YES, I am an engineer that requires a Gateway login</td> </tr> </table>	<input type="checkbox"/>	YES, I am an engineer that requires a Gateway login	
<input type="checkbox"/>	YES, I am an engineer that requires a Gateway login		

SECTION 4 – To be completed for engineers under the age of 21

This section must be completed by the individual's line manager or equivalent:

Name and Job Title of person completing this section	
Please provide details of the applicants career to date <i>(please include the following details:</i> <ul style="list-style-type: none"> • <i>Date started employment</i> • <i>Job roles held and for how long</i> • <i>Previous employment details if applicable)</i> 	
Has the applicant had an induction which includes the companies work at height on mast, towers and rood tops and rescue policy and procedures.	Yes / No Date of induction
If applying for Rooftop Accreditation only, what level of supervision are you providing when accessing a rooftop? <i>(please detail the following:</i> <ul style="list-style-type: none"> • <i>Is the individual allowed to lone work on rooftops</i> • <i>If yes how do you ensure they are complying with your work at height policy / procedure</i> • <i>If no how many other people do they work with as a minimum)</i> 	
If applying for Structure Accreditation, provide details of the way you have assessed the climbing competency of the applicant to ensure they are competent once they have been trained.	

<p><i>(please provide the following details:</i></p> <ul style="list-style-type: none"> • <i>Do you have a procedure that details how you assess climber competence</i> • <i>Who carries out the assessment within your organisation)</i> 	
<p>If applying for Structure Accreditation, has the individual successfully completed the competency assessment process?</p>	<p>Yes / No</p>
<p>If No: Are they still progressing through a competency framework and at which stage are they at?</p> <p>What are the supervision arrangements until completed? <i>(please state what role they play in your climbing teams, are they the second climber or are they not considered a second climber so always work in a team of three)</i></p>	
<p>Use this section to provide any other information you think may be useful</p>	

Please return your completed form by email to accreditation@arqiva.com

Once it has been received you will receive a notification from the team to confirm we are processing your request and provide you with details of how to complete the Online Induction Course. You should not take the course until you have been notified to do so. All requesters and engineers are required to take the course and pass with 80% prior to us activating your account. The Online Induction course outlines the guidelines you should follow when booking access and attending our sites and by taking this course, you are confirming that you have understood and will abide by them.

Should you leave your employment, please can we ask that you advise us accordingly so that we can cancel your Gateway account and login.

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