

Arqiva Site Access Rate Card

Guide to Site Access Accreditation and Charges

- All Site Access Authorisations must be made through GATEWAY, Arqiva's online site access application
- Company and individual accreditation should be gained from Arqiva prior to using Gateway

Below is a summary of access types and accreditation requirements

ACCESS CATEGORY	ACCESS DESCRIPTION	ACCREDITATION NEEDED
GROUND CABIN	Access for work on equipment housed at ground level within cabins or buildings	Access Company only needs to be accredited
GROUND OTHER	Access for all other work types to be undertaken at ground level	Access Company and its individual employees requiring access need to be accredited
ROOF	Access to undertake any form of work at roof level or to wall-mounted equipment	Access Company and its individual employees requiring access need to be accredited
STRUCTURE	Access to undertake any work on a mast or tower structure	Access Company and its individual employees requiring access need to be accredited

Accreditation of Access Company and their employees is requested through the **Gateway** application.

- The accreditation period in both cases is 2 years.
- Supporting documentation is to be submitted to demonstrate Access Company and individual competence, e.g. Company H&S Policies ; individual's training certificates etc.

- Individual accreditation also includes attendance at an Arqiva Gateway induction training course (2 hours duration, usually held at the Access Company premises)
- During the accreditation period, Gateway will send out reminders as an individual's training certificate approaches expiry. Updated training certificates are to be submitted before expiry to ensure accreditation is not temporarily lost.
- Accreditation fees are charges for Access Company accreditation and for individual accreditation. The fees cover any ongoing administration associated with keeping individuals training records up to date within the Gateway system and the induction training programme.
- Accreditation fee structure is shown in the table below

Accreditation Fees

Category	Fee £	Renewal Period
Individual	250	24 months
Company	1000	24 months

Supervision arrangements

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.

Supervision Fees

Category	Fee £	Period
More than 5 days' notice	400	per day
Less than 5 days' notice	600	per day