

Gladstone Ports Corporation Identification Card Application Form Contractors and Port Users

PERSONAL DETAILS

Applicants Name:	First Name	Surname	
Address: (Residential)			
Contact Details:	Telephone	Mobile	
Drivers Licence No:		MSIC No: (if applicable)	MSIC Expiry:
Signature of Applicant:			
<i>I declare the information contained within this application is true and correct and by signing this form I agree to abide by the conditions of use set by the Gladstone Ports Corporation. By submitting this document, you consent to Gladstone Ports Corporation collecting, using and storing the personal information you have provided in accordance with the National Privacy Principles under the Information Privacy Act 2009.</i>			

EMPLOYER DETAILS & PORT ACCESS REQUIREMENTS

Company Name			
Address:			
Contact Details:	Telephone	Mobile	Fax
Email:			
GPC Contract Number:	(If applicable)		
Reason For Access:	<input type="checkbox"/> General Contractor Work <input type="checkbox"/> Coal Sampling / Surveyor <input type="checkbox"/> Provedore / Agent <input type="checkbox"/> Tenant <input type="checkbox"/> Crew Transfer <input type="checkbox"/> Stevedore <input type="checkbox"/> Other:		
<i>I, _____ of _____ can confirm the following:</i> <ul style="list-style-type: none"> • The above applicant is a current employee and are required to perform work on sites owned and operated by the Gladstone Ports Corporation • I acknowledge that the Gladstone Ports Corporation reserves the right to restrict or deny access to GPC Facilities at any time • I agree to the obligations for employers as set by the Gladstone Ports Corporation in the online induction 			
Signature of Employer:	Position:	Date:	

AUTHORISING PERSON (Applications without a signature WILL NOT be processed)

To be signed by a representative of the Gladstone Ports Corporation OR a Tenant of a GPC Facility


Authorising Person Name:	(Signature)		
Department:	Contact No.:	Date:	
As a representative for the Gladstone Ports Corporation I can confirm that, as per the information provided, the above applicant acting as an employee of the stated company has a legitimate operational need to gain access to GPC infrastructure and should be issued a GPC ID card for (please tick): <ul style="list-style-type: none"> <input type="checkbox"/> Port of Gladstone <input type="checkbox"/> Fisherman's Landing <input type="checkbox"/> Port of Rockhampton 			

GPC SECURITY OFFICE USE ONLY

ID Number:	<input type="checkbox"/> Contractor <input type="checkbox"/> Port User	<input type="checkbox"/> Port of Gladstone <input type="checkbox"/> Fisherman's Landing <input type="checkbox"/> Port of Rockhampton	<input type="checkbox"/> Change Of Employer <input type="checkbox"/> Replacement <input type="checkbox"/> New <input type="checkbox"/> Card Extended
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How To Apply For Your GPC Site Identification Access Card

STEP 1: Complete Online Contractor Induction:

- Go online to the Gladstone Ports Corporation website at www.gpcl.com.au
- On the home page click into the **Contractor Inductions & MSIC**
- At the bottom of the page click on the link 
- **The induction *must* be completed by the applicant applying for the ID Card.**
- The induction will cover Port of Gladstone, Fishermans Landing & Port of Rockhampton and must be followed through right to the end for it register as completed.
- After successfully completing the induction and answering all assessment questions, an email will be sent to your supplied email address with your Online Induction Completion Transcript. **Print this transcript.**



STEP 2: Complete the Identification Card Application Form:

- Personal Details – To be completed and signed off by the applicant.
- Employer Details – To be completed and signed off by the employer to verify employment.
- Authorising Person – To be completed and signed by your GPC Representative (whomever has engaged the company to work on site – GPC staff or Port User) and returned to the applicant to bring to their appointment.

Forms Will Not Be Accepted Unless All Sections Are Completed & Signed Off Correctly.

STEP 3: Make an appointment with the GPC Induction Office to have your card printed:

- Appointments are required; please contact our office on the details below.
- At the time of the appointment, ensure the applicant brings the completed Site ID Application Form, the email notification (transcript) confirming their induction completion & photo identification (eg: driver licence).

Please note that we are unable to process an application if the form is not fully completed & signed off, if we cannot verify that the induction has been completed, or if we are unable to verify the applicants' identity.

Each site ID access card is valid for two years from the date of the induction, after which time you must re-sit the online induction and submit a new application form.

Appointment Times:

Tuesday, Wednesday & Thursday's

8.00am – 12.30pm (15min Appointments)

07 4976 1350

induction@gpcl.com.au

GPC Security Department
44 Goondoon Street Gladstone
(Next door to Kullaroo House)



Renewals of Existing GPC Access Cards:

Providing that you have remained with the same company printed on your card, there is no requirement to come in to our office to renew an existing GPC site access card. The following documents can be emailed to us for processing:

- Completed application form, Induction transcript, Drivers licence (for ID & signature verification), current MSIC (if held) & existing GPC card (to verify all details remain correct).

GPC Induction Office will verify all details are correct and extend the access on the card for another 2 years, then advise once this is completed.