

Application for Network Security Key

Applications for network keys shall only be made using this form.

All applications shall be forwarded to the Work Practices group at Mt Waverley for initial assessment.

Further information can be found in the UE procedure; "United Energy Network Access UE PR 0001"

For assistance in filling out this form, please contact the Work Practices team.

PART A - All fields are mandatory

Date:	Employer:	Key Type:
First Name:	Middle Initial:	Surname:
Location:	Email:	Phone:

PART B - Receipt

I understand that all security keys are issued on the basis of my requirement to execute my duties on the United Energy network and I undertake to return the key to the responsible issuing officer when I am no longer required security access or my current employment conditions change.

In applying for UE issued security key(s), I undertake to:

- (a) Abide by all UE and employer compliance and OHS&E requirements at all times
- (b) Be responsible for its security and the security of any assets on site and at all times upon entering or leaving
- (c) Report as soon as practicable but within 24hrs, the loss or theft of the key
- (d) Use the key solely in the performance of my duties
- (e) Use the key properly and for its intended purposes
- (f) Not transfer or loan the key without approval of the issuing officer
- (g) Not duplicate, allow to be duplicated or alter the key(s), locks, or other locking mechanisms
- (h) Not admit unapproved persons into any areas accessed by the security keys
- (i) Return the key within 3 business days when requested by UE;

In signing this Security Key Request, I am acknowledging that I fully understand my responsibilities, the conditions of use in receiving the issued key(s) and that I have read and agree to abide by any policies or procedures in relation to the keys use.

Key Holder's Signature: _____ Date: _____

PART C - Key Return

Key Holder's Signature: _____ Date: _____

PART D - Office Use Only

Date: _____ KEY NUMBER: _____