

ACCESS REGULATIONS FOR SERVICE PROVIDERS AND CONTRACTORS

1. The "Access Request" document must be completed for each job and must be submitted to Security and Logistics Departments at least 5 days prior to the commencement of the job.
2. All persons who conduct work on behalf of a client at the CTICC must be listed on the form below, register, complete induction training and obtain a contractor badge from the P1 parking office.
3. The names listed below must be typed into the Contractor Excel sheet database (downloaded from website) and forwarded, with this completed form, to Zanoxolo Filifili Zanoxolo@cticc.co.za, Parking and Logistics Manager and Louise Van Heerden sheq@cticc.co.za, Safety and Security Manager.
4. The Induction manual can be downloaded from the CTICC website.
5. Contractor ID badges will be prepared and can be collected at the P1 Parking office before entry to the CTICC. Persons without badges will not be allowed access and will be shown to the P1 Parking office.
6. All build-ups and turn around must be planned in liaison with the CTICC's Conference and Exhibition Services department via email confex@cticc.co.za.
7. Parking in the marshalling yard is for loading purposes only. No private motor vehicles will be allowed unless special arrangements have been made. Commercial vehicles used for load in and load out are only allowed during build-up and strike for their relevant allotted time span. Thereafter, the advertised parking tariff will be applied. Special arrangements must be made for any vehicles that will not fit into the parking garages that need to be on site during the event.
8. All access requests must be accompanied by either a hand drawn sketch or an engineer's drawing (depending on the size of the rig) showing full details of the planned work, calculated weights and details on how any attachments onto the building will be made. Where applicable, an engineer's certification must be procured and delivered to the CTICC prior to the event taking place.
9. No smoking is permitted in the venue at any time. Those found smoking will be fined R1000 and repeat offenders will be refused further access.
10. No equipment belonging to the CTICC, whether it be tables, chairs, access equipment, power sources, etc. may be used without the permission of the relevant CTICC manager at the CTICC. Should any equipment be required, please contact the event services manager.



We are a green conscious convention centre.



11. No one will be permitted to drive a forklift without a valid forklift license. The CTICC reserves the right to stop any vehicle at any time and request to see the driver's license. If a license cannot be produced, the CTICC reserves the right to stop further movement of the vehicle.
12. Service Providers that bring externally hired equipment to site must ensure that the CTICC has copies of the nominated operators' licenses and re-evaluation documents. The CTICC reserves the right to stop activities should it not be in possession of the relevant documentation for any operators using the equipment.
13. Only certified fly bar operators will be allowed to use the fly bar system in Auditorium 1. The key to the system will only be handed over to the operator once the CTICC have received a copy of his/her certification. Anyone found using the system without the necessary authorisation will be required to leave the venue immediately.
14. Any power requirements in excess of a normal 16A plug must be ordered through the CTICC. The connection fee must be paid in full before the power will be switched on. It should also be noted that energy consumption is metered and will be billed.
15. All electrical equipment brought onto site must comply with legislation and must be certified as such. A copy of such certification must be available for inspection at all times.
16. All temporary electrical installations must be signed off by a qualified installation electrician who must issue a Certificate of Compliance.
17. Where access is required via any route other than the Marshalling Yard, such access must be pre-arranged. A security officer must be posted at the relevant door leading onto the street. The cost for this officer will be for the service provider's account. Accreditation will be withdrawn for any service provider or their staff who opens a door leading onto the street without prior arrangement.
18. No load in or load out will be permitted at Ballroom West as this causes a disruption to the Westin Hotel. Should load in take place through Ballroom West, the service provider will be liable for any discounts offered to guests at the hotel due to the disruptions.
19. Access to restricted areas is subject to the conditions as set out in the Access Agreement and Contractor badge.
20. Access to restricted areas will not be automatically granted on submission of an application form. The people requesting the access must justify the request to the Safety & Security Manager who will decide whether it is viable.

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21. The service provider must ensure that all reasonable steps are taken to limit damage to the CTICC, the furniture, fittings, fixtures and the infrastructure. Any negligent actions by the service provider will result in their immediate removal from site. All damages will be charged to the service provider. The onus rests on the service provider to prove that damage was not caused by them.
22. Any accidental damage must immediately be reported to the event services manager. Timeously reported damage will be charged out at cost. Unreported damage will be subject to a surcharge as determined by the CTICC.
23. Service Providers and contractors must ensure that work is performed in such a manner that it does not impact negatively on the CTICC's operations, its clients and other parties in the building.
24. Service Providers should note that the turnaround time in venues is often very tight. They must conduct their work as quickly as possible to allow adequate time for the rest of the room setup to take place timeously.
25. The service provider must ensure that the venue is left in a clean and tidy state. All gaffer tape, cable ties and any other form of temporary attachment must be removed and the marks removed. Should the CTICC have to clean up, the extra cost will be passed onto the service provider. Marks left on carpets and floor finishes by gaffer tape will be removed at the cost of the service provider.
26. The service provider and contractor are responsible for ensuring that any area where rigging is taking place is safe. This includes the posting of signs, use of hard hats and advising of others that may want enter the area. All rigging must be done in accordance to the generally accepted rigging standards and/or legislation, and the CTICC reserves the right to stop any work if CTICC staff is of the opinion that this is not the case.
27. The CTICC reserves the right to call in a specialist at the cost of the service provider to assess the rigging should it be deemed necessary.
28. Fire equipment may not be removed from their fixed points without written permission from the CTICC's Safety & Security Manager. Fire equipment is never to be used as door stops or for any other purpose on other than its designated function. A fine of R1500 will be imposed on the service provider should any of their staff be observed abusing the life safety equipment.
29. Fire detection and sprinkler may not be obstructed or isolated. Should foggers, hazers and Pyro-techniques be used, approval should be in writing to the Safety and Security Manager. Fireworks require a Fireworks permit issued by SAPS. A trained fire marshal will be required.
30. It is the service provider's responsibility to ensure that all staff is fully conversant with this document, the relevant Health & Safety Laws and Regulations and any other statutory requirements.

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31. The areas indicated on the attached drawing are "No Go Zones". No equipment, cabling rigging or any other materials may be placed or stored in these areas. Anyone placing anything these areas will be held liable for any damage to the blinds.
32. These regulations may be updated from time to time and the service provider is responsible to ensure that they are in possession of the latest version.

I hereby accept receipt of this document and acknowledge that I have read and understood the content of this document.

Service Provider/ Contractors Signature

Date

Print Name

Initial_____

ACCESS REQUEST FORM

(Also update the excel database as this is used to generate ID badges)

TEL. NO: (021) 410-5000 FAX NO.: (021) 410 5191
 E-mail: parking@cticc.co.za ; confex@cticc.co.za or sheq@cticc.co.za

Event Name: _____

1	Name of contractor's company		
	Name of responsible contractor		
	Contact number		
	Remuneration Commissioner's number		
	Certificate of Remuneration Commissioner in order	YES	NO
	Public liability insurance number and level of cover		
2	Description of work assignment:		
3	Venue where work will be performed		
4	Duration of work from / / until / /		
	Work hours	List	
	Work performed over weekend(s)	YES	NO
5	Possible disruption/disturbance YES NO	YES	NO If "Yes", specify:
6	In case of Ballrooms & Auditorium 1: Do you require access to the space above the ceiling?	YES	NO
7	If Yes for question 6, did you request the rigging point and weight load certificates	YES	NO

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8	Names of contract workers	Qty. of badges:	

NOTE: **Security companies** must submit their PSiRA registration certificate and the listed security officer registration numbers and grade. CTICC allow access to security officers for events with Grades A, B and C only.

Safety officers must submit their highest level of safety qualification as part of this process. NOF Level 5 is required for access to the CTICC.

Medics must provide a copy of their valid HPCSA card and registration and specify their level of cover: Basic/ Intermediate/ Advanced Life Support

It is declared herewith that the responsible contractor, subcontractor(s) and employees are familiar with the Occupational Health and Safety Act and Regulations (Act 85 of 1993 as amended) and other applicable regulations, legislation, ordinances and standards as well as CTICC's "Induction Manual" and that the prescribed requirements and rules will strictly be applied there under.

I furthermore indemnify CTICC of any legal steps or claims of any nature in the event of injury, disability or death resulting from my work activities on CTICC's premises during the above-mentioned period of time.

Signature of Responsible Contractor

Date

Initial_____

ACCESS AGREEMENT BALLROOM / AUDITORIUMS CEILING SPACE

Name of contractor's company: _____

Name of responsible contractor: _____

Contact number: _____

Remuneration Commissioner's number _____

Certificate of Remuneration Commissioner in order YES NO

Public liability insurance number _____

Level of cover: _____

By signing this agreement the contractor agrees:

- Access to restricted areas will not be automatically granted on submission of an application form or by signing this agreement. The people requesting the access must justify the request to the Maintenance Manager who will decide if it is acceptable. The preferred way for rigging in the Ballrooms is from below.
- Rigging plan must be submitted
- An inspection of the area was completed with a representative of the CTICC and all defects have been noted prior to handover of the space.
- To only allow competent staff into the space.
- To stick to the walkways provided in the space unless agreed otherwise with the CTICC in writing.
- Should permission be granted to access areas not covered by the walkways, all safety precautions reasonable will be taken to ensure the safety of the staff in terms of working at heights.
- Any damage to infrastructure, services finishing's etc. will be for the contractor's account.
- The contractor is responsible for the keys to the space and must sign for it at the Control room.
- Should the keys be lost, the contractor will be liable for the cost of new locks with keys.

Print Name: _____ Signed: _____

Designation: _____ Date: _____

Initial _____