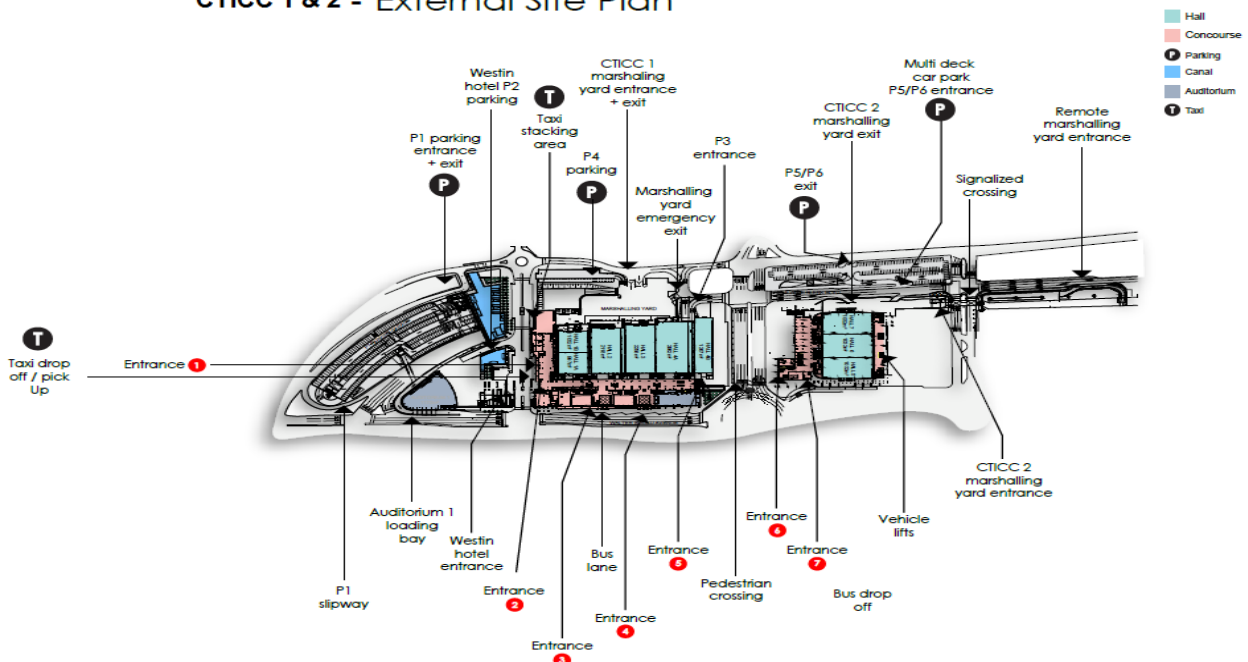


# ACCESS REQUEST AND REGULATIONS



## CTICC 1 & 2 - External Site Plan



1. This "Access Request" document must be completed for each job and must be submitted to SHEQ and Logistics Departments at least 7 days prior to the commencement of the job.
  2. All persons (contractors, sub-contractors, crew members and stewards) who are required to work at the CTICC, on behalf of a client, will need to attend a Safety Induction. Induction training is held at an arranged time and date at the Induction room, Level 0 in P1 parking of CTICC 1.
  3. Persons who require access must be listed in the excel database, send with this form, to register for The names listed in the excel sheet database must be forwarded, with this completed form, to Michael Hendricks, [michaelh@cticc.co.za](mailto:michaelh@cticc.co.za), SHEQ Manager, [shea@cticc.co.za](mailto:shea@cticc.co.za). Michael will be in contact to arrange Induction for your crew.
  4. The CTICC induction manual is accessible and can be downloaded from the CTICC website and provide guidance on requirements at the CTICC.
- Registration on Line - can be done through the CTICC web portal by visiting the suppliers tab and opening the Induction manual, where upon familiarizing oneself with the document a further link is called access request forms is provided to download. Once completed this form can then be send to [shea@cticc.co.za](mailto:shea@cticc.co.za), where after receipt the applicant will be notified when their assigned event contractor's access cards can be collected. –



We are a green conscious convention centre.



OR

- Registration via Email - can be done through the distribution of the CTICC induction manual to our various clients and contractor's , the principal contact for the contracting company, will be required to provide all relevant information on the accompanied access request document. Once completed this form can then be send to [sheq@cticc.co.za](mailto:sheq@cticc.co.za), where after receipt the applicant will be notified when their assigned event contractor's access cards can be collected. –

OR

- Registration via Physical Induction - can be done through the attendance of the CTICC induction presentations at our P1 induction room. This is an informative session of approx. 30 min whereby all the safety and security aspects “do's and don'ts” get explained , where after the attendee's sign the induction register, indemnity and receive an contractors card and wristband to gain access to the facility. –

All crew contractors and suppliers must render the following information to be issued with a contractor's card:

- 1.1.1.** Full name and Surname
- 1.1.2.** Company details (Name, Address, Telephone number & email)
- 1.1.3.** Digital photo- taken on webcam, but not printed on card
- 1.1.4.** ID Number
- 1.1.5.** Event details
- 1.1.6.** Venue details
- 1.1.7.** Dates of access

Once this information is provided, it will be recorded on a database managed by CTICC. A card containing the information will be printed and an access ID card issued. Depending on the information rendered compared to the Events operations list will dictate which area and level of access the persons will get.

#### Access Register

Once contractors have obtained their access card, they must enter the facility at the security container in the marshalling yard and sign the access register. A coloured wristband relevant for that day will be issued to the contractor and they must display this when requiring access to the relevant event space. The wristbands colour will be changed on a daily basis. Contracted security companies for events, must be informed of this procedure and co-operated with the Security team at the CTICC.

### 3.2 Card procedure

Where the contractors have supplied all relevant information as set out above, this information will be loaded onto a database. This database is a software application linked to a label printer. A label with this information will be printed and the label will be applied to a pre-prepared ID type CTICC plastic badge.

The contractor must wear this badge at all times.

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**Principal Contractor badge:****Event Contractor badge****Wristband**

CTICC Principal Contractors will have access for a period of 1 year before having to renew the ID cards; this is done by attending a refresher induction class prior to the card expiration.

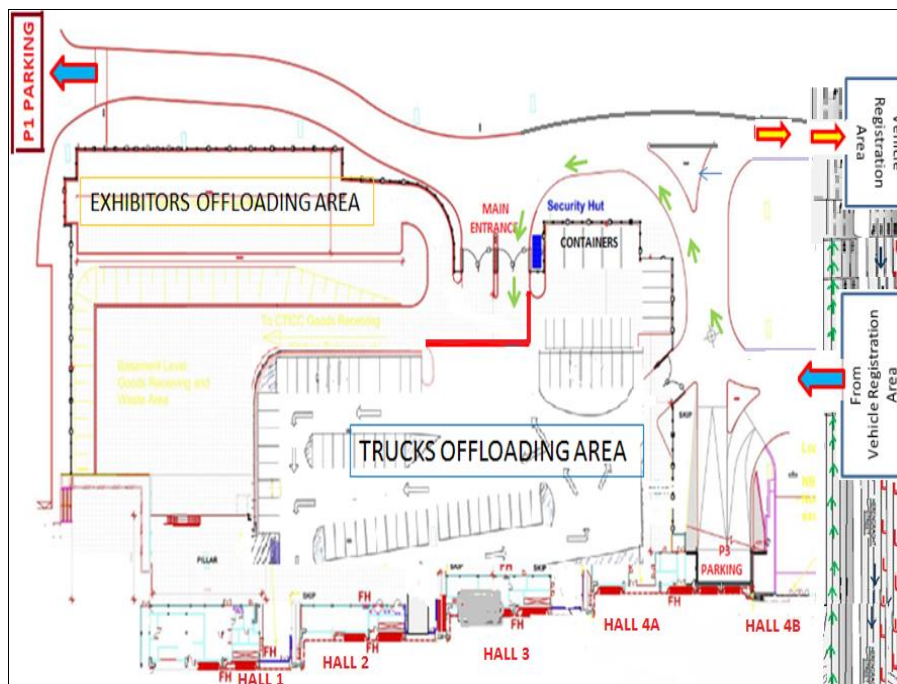
Event Contractors access badge will be valid for the event duration only, however should they return within 6 months under valid induction period, a further induction will not be required for that period.

5. Once induction is completed and all relevant registers signed, persons will be handed a contractors access card and coloured wrist band. This wrist band will be valid for the duration of the build-up, event and strike.
6. Persons without a valid contractor's card will be asked to re-sit induction in order to obtain a replacement. Loss of the contractor's access card will result in a penalty cost to the respective contractor. The replacement cost of R150.00 will have to be paid before a new access card will be issued. Vital that persons do not remove their wrist band for the given period. You will not be allowed access to the CTICC if a wrist band is not worn.
7. Access to restricted areas is subject to the conditions as set out in the Access Agreement and rented space as part of the general terms and conditions.
8. Access to restricted areas will not be automatically granted on submission of this form. The people requesting the access must justify the request to the Safety & Security Manager who will decide whether it is viable.
9. 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 contractor's account. Any contravention to this rule carries a penalty fine of R1500 payable by the contractor.
10. All build-ups and turn around must be planned in liaison with the CTICC's Parking & Logistics and Conference & Exhibition Services departments via email [confex@cticc.co.za](mailto:confex@cticc.co.za) and [parking@cticc.co.za](mailto:parking@cticc.co.za).
11. 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

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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.

All vehicles requiring access to the various marshalling yards must report to the vehicle stacking area on F.W. De Klerk Blvd for registration of the vehicles. The vehicle will be accredited with a VAP (vehicle access pass) and the vehicle driver will receive a wristband accreditation that only afford the driver entrance to the Marshalling yard with the vehicle but no further access.



**EXHIBITORS**

Exhibitors do not need to register for an access card. They however need to proceed via the stacking area with their vehicle to obtain a vehicle pass and exhibitor sticker before they can access the Marshalling yard, an off load or pick up period of 1 hour will be afforded into the Marshalling yard where after the exhibitor vehicles will have to move and be parked in either P1 or P3 parking.

Example of Exhibitor Sticker:



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12. All special items and custom build stand must be approved prior to build up and 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, certification must be produced and delivered to the CTICC prior to the event taking place.
13. No smoking is permitted in the venue at any time. Those found smoking will be fined R1500 and repeat offenders will be refused further access.
14. 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.
15. 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.
16. Contractors that bring externally hired equipment to site must ensure that the CTICC has copies of the nominated operators' licenses and statutory 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.
17. Only approved 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.
18. 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.
19. 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.
20. All temporary electrical installations must be signed off by a qualified installation electrician who must issue a Certificate of Compliance.
21. Where overhead works are carried out, a safety officer must be present.
22. All rigging require an inspection by a qualified rigger and confirmation in writing that all rigging have been inspected and are in order before the event start. A statement of conformity is required and must be placed on file.
23. 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 contractor will be liable for any discounts offered to guests at the hotel due to the disruptions.
24. The contractor 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 contractor will result in their immediate removal from site. All damages will be charged

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to the contractor. The onus rests on the contractor to prove that damage was not caused by them.

25. 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.
26. 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.
27. Contractors 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.
28. The contractor 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 contractor. Marks left on carpets and floor finishes by gaffer tape will be removed at the cost of the contractor.
29. The contractor and rigger 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.
30. The CTICC reserves the right to call in a specialist at the cost of the contractor to assess the rigging should it be deemed necessary.
31. Fire equipment is for emergency use only and may not be removed from their fixed points without written permission from the CTICC's Safety & Security Manager.
32. 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 contractor should any of their staff be observed abusing the life safety equipment.
33. Fire detection equipment and sprinklers may not be obstructed or isolated. Should foggers, hazers and pyro-techniques be used, approval should be sought in writing to the Safety and Security Manager. Fireworks require a Fireworks Permit issued by SAPS. A trained fire marshal will be required at cost to the contractor.
34. CCTV is provided throughout the venue for monitoring of general safety and security. Interference with CCTV equipment carries a fee of R1500 payable by the contractor. Should an incident result in the need for further investigation by the contractor or SAPS, requests must be put in writing to the Safety and Security Manager. Once approved a CCTV release declaration must be signed for which there may be a cost for the release of images.
35. There are areas within the ball room that are "No Go Zones". No equipment, cabling rigging or any other materials may be placed or stored in these areas. Anyone placing anything in these areas will be held liable for the costs of any damage to the blinds.

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36. All AV- flight boxes, transport trollies, pulleys and carts must be fitted with rubber corner protection in order to minimise any damage caused to the building while transporting equipment through the venue.
37. These regulations may be updated from time to time and the contractor is responsible to ensure that they are in possession of the latest version.
38. It is the contractor's responsibility to ensure that all staff are fully conversant with this document, the relevant Health & Safety Laws and Regulations and any other statutory requirements.

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

\_\_\_\_\_  
Contractor/ Contractors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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## ACCESS REQUEST FORM

(Schedule Induction training prior to build up)

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

Event Name: \_\_\_\_\_

|   |  |               |                    |    |
|---|--|---------------|--------------------|----|
| 1 | Name of contractor's company   |               |                    |    |
|   | Name of responsible contractor   |               |                    |    |
|   | Contact number   |               |                    |    |
|   | Remuneration Commissioner's number (COID)  |               |                    |    |
|   | Address of Company   |               |                    |    |
|   | 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<br>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 |
| 8 | Contract Worker: Name & Surname  |               | Identity Number    |    |
|   |  |               |                    |    |
|   |  |               |                    |    |
|   |  |               |                    |    |
|   |  | Mobile Number |                    |    |

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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. NQF Level 5 is required for access to the CTICC.

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

Section 37.1 agreement; as appointed contractor to the client, 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 by-laws, 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**

Name of contractor's company: \_\_\_\_\_

Name of responsible contractor: \_\_\_\_\_

Contact number: \_\_\_\_\_

Public liability insurance number \_\_\_\_\_

Any Special effects or equipment being used: (please declare)

\_\_\_\_\_

\_\_\_\_\_

**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 as stated 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: \_\_\_\_\_

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