

Access Authorisation for ICS Works

Status:		Ref:		Ver:		Date:	
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PART A

For authorisation of 3rd Party access to Industrial Control Systems (ICS) vendors or contractors to access QUU ICS and ICT systems, information and sites for the purposes of ICS works.

Please return the completed form to: ControlSystems@urbanutilities.com.au




A. REQUESTOR

The following signifies agreement from the contracted parties that the requestor will only access the QUU sites, systems and information specified within this form, only for the purposes of the scope of work stated within this form, for the time period specified in this form, and under the terms and conditions of the contract and any additional agreements referred to within this form.

A.1 Requestor	Name	
A.2 Organisation		
A.3 Contact Details		
A.4 Signature		
A.5 Date		
A.6 Requestor Project Mgr	Name	
A.7 Organisation		
A.8 Contact Details		
A.9 Signature		
A.10 Date		
A.11 Prime Contractor		
A.12 Project Manager	Name	
A.13 Contact Details		
A.14 Signature		
A.15 Date		

B. QUU APPROVALS

The QUU approvals signify that the requestor has been approved to access sites, systems and information only for the purposes of the scope of work stated within this form, for the time period specified in this form, and under the terms and conditions of the contract and any additional agreements referred to within this form.

B.1 Project/Contract Mgr	Name	
B.2 Signature		
B.3 Date		
B.4 ICT Security Lead	Name	
B.5 Signature		
B.6 Date		
B.7 Manager, Control Systems	Name	
B.8 Signature		
B.9 Date		

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C. CONTRACT AND SCOPE OF WORK

C.1	Is there a contract covering the work to be performed?	Yes	<input type="radio"/>	Specify in C.2 the Contract Reference (e.g. Number). This must be the contract with the prime contractor.
		No	<input type="radio"/>	Specify below the nature of the engagement of the third party (e.g. purchase order and number).
C.2	Contract Reference OR Nature of Engagement			
C.3	Is the requestor a sub-contractor to a prime contractor?	Yes	<input type="radio"/>	Specify in C.4 the sub-contractor references within the contract or references to other evidence of a valid sub-contractor arrangement.
		No	<input type="radio"/>	Skip to C.5
C.4	Contract references to subcontract OR other evidence of a valid sub-contractor arrangement			
C.5	Does the contract describe the scope of work to be performed applicable to the access required?	Yes	<input type="radio"/>	Specify in C.6 the scope of work references within the contract.
		No	<input type="radio"/>	Specify in C.6 the scope of work applicable to the access authorisation.
C.6	Specify the scope of work for the activity applicable to the access required OR Specify the references (parts, sections, page numbers) to the scope of work statements within the contract applicable to the access required.			

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D. TIMEFRAMES

D.1	Contract Start Date/Time	Date		Time	
D.2	Contract End Date/Time	Date		Time	
D.3	Contract reference specifying Start Time				
D.4	Contract reference specifying End Time				
D.5	Reference(s) to other evidence of Start/End Times				

E. APPROVED ACCESS TO ICT SYSTEMS

System	Access privileges, security groups, locations, etc.	Reason for access requirement
<i>Intranet</i>		
<i>TRIM</i>		
<i>Q-Pulse</i>		
<i>Email</i>		
<i>ShareFile</i>		
<i>Network Drives</i>		
<i>Other</i>		

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F. APPROVED ACCESS TO INDUSTRIAL CONTROL SYSTEMS

System / Component	Access privileges, security groups, locations, etc.	Reason for access requirement
SCADA DMZ		
SCADA Domains		
SCADA Systems		
PLCs, RTUs		

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System / Component	Access privileges, security groups, locations, etc.	Reason for access requirement
<i>SCADA Networks</i>		
<i>Radio Networks at Field Sites</i>		
<i>Radio Networks at Base Stations</i>		
<i>Other</i>		

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G. APPROVED SITE ACCESS FOR ICS WORKS

Site Name	Area / Rooms at Site	Access Category (BH, 24/7, Un/supervised etc.)	Key / Card Issue Reqd	Reason for access requirement
<i>Offices</i>				
<i>STPs /EFPS</i>				
<i>Networks Sites</i>				
<i>Data Centres</i>				
<i>Comms Rooms</i>				
<i>Test Labs</i>				
<i>Other</i>				




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H. FURTHER REQUIREMENTS AND NOTES

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I. VARIATIONS




The following sections are used to capture minor variations to the access authorisation, e.g. time extensions.

I.1	Variation Title			
I.2	Variation Description			
I.3	Form Version		I.4	Date
I.5	Variation Approval			
I.6	Project/Contract Mgr	Name		
I.7	Signature			
I.8	Date			
I.9	ICT Security Lead	Name		
I.10	Signature			
I.11	Date			
I.12	Manager, Control Systems	Name		
I.13	Signature			
I.14	Date			

I.15	Variation Title			
I.16	Variation Description			
I.17	Form Version		I.18	Date
I.19	Variation Approval			
I.20	Project/Contract Mgr	Name		
I.21	Signature			
I.22	Date			
I.23	ICT Security Lead	Name		
I.24	Signature			
I.25	Date			
I.26	Manager, Control Systems	Name		
I.27	Signature			
I.28	Date			

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I.29	Variation Title			
I.30	Variation Description			
I.31	Form Version		I.32	Date
I.33	Variation Approval			
I.34	Project/Contract Mgr	Name		
I.35	Signature			
I.36	Date			
I.37	ICT Security Lead	Name		
I.38	Signature			
I.39	Date			
I.40	Manager, Control Systems	Name		
I.41	Signature			
I.42	Date			

I.43	Variation Title			
I.44	Variation Description			
I.45	Form Version		I.46	Date
I.47	Variation Approval			
I.48	Project/Contract Mgr	Name		
I.49	Signature			
I.50	Date			
I.51	ICT Security Lead	Name		
I.52	Signature			
I.53	Date			
I.54	Manager, Control Systems	Name		
I.55	Signature			
I.56	Date			