

## SERVICE PROVIDER INDUCTION & ACCESS CONTROL PROCEDURE

### POLICY

Legislation and CTICC Rules & Regulations require that all contractors, suppliers and service providers delivering a service at the CTICC, whether it is for the venue or any of its clients, are required to undergo a brief Health & Safety induction.

All staff working on the site will be required to be inducted. The validity period of the induction will be for twelve (12) months. At the renewal date, the staff member will need to be re-inducted. To access the site, the staff member will need to provide positive identification, and will be provided with a wrist band (*which will allow Security Personnel to identify and control access to only those persons registered to be in specific venues for specific events*), and a temporary access card (*to identify those who have been inducted*) which must be worn at all times while within the Centre. No access to the venue will be permitted without the wrist band and access card. It is advisable to forewarn the security personnel up to seven (7) days ahead of an event build-up of the staff compliment so that the filed details of the individual staff member can be readily accessed ahead of their arrival. This will significantly speed up the process of gaining access to the site.

To streamline the process, CTICC has implemented the following induction processes:-

#### 1. Registration on Line:-

- Visit CTICC website [www.cticc.co.za](http://www.cticc.co.za), to access both the CTICC Access Request Form and the Induction Manual.
- Familiarise yourself with the Induction Manual
- Print and complete the Access Request Form
- Scan and email the Access Request Form to [shaq@cticc.co.za](mailto:shaq@cticc.co.za)

