Prospective User Enquiry
BD communicates with Prospective User. If applicable BD raises RFQ #
If enquiry continues Prospective User completes ACM-FOR-Enquiry Capture Form
Are the Facilities available and does the project meet access requirements (State's Objectives)?
NO
Prospective User is advised by BD
YES
Is there a conflict with another Prospective User?
YES
The FM makes recommendation to LandCorp based on which Prospective User best meets the State's Objectives.
Is the Prospective User Approved?
NO
NO
BD sends ACM-LET-Letter 1 Prospective User of the AMCCUF and associated documentation Prospective User completes and returns ACM-FOR-User Activity Questionnaire
YES
NO
RFQ Stream
BD raises UA/SA
FM Departments
BD
Assesses completed User Activity Questionnaire
IR
Assess User Employee Relations Risk
CD
Review Insurances / Commercial
OM / FD
Confirm facility allocation
HSE
Risk Rates User Activities
OM
Assess Security (MTOFSA)
Is LandCorp Approval required? Is the project >12 month or >$1 million?
YES
Approval obtained?
NO
BD prepares and circulates to FM Departments ACM-FOR-User or Service Agreement Recommendation and ACM-FOR-Access Recommendation and Contract File
YES
FM Departments sign and GM approves ACM-FOR-User or Service Agreement Recommendation
UA/SA Processing Stream
BD sends ACM-LET-Letter 2 Access to the AMCCUF to Prospective User and UA / SA for signature
Prospective User Signs and Executes UA / SA and returns to BD. BD forwards UA / SA to CD.
Any outstanding Prospective User documentation?
YES
Hold approval process until documents are provided and accepted
NO
FM Departments sign and GM approves ACM-FOR-Access Recommendation
UA/SA Execution (User)
UA / SA is countersigned and executed by GM
BD sends Letter 3 to User and a copy of the countersigned UA / SA
CD Enters UA/SA info Into database system(s)
User completes induction process
Passes issued and User has access to AMCCUF
UA/SA Execution (FM Signature)