

**STA Creation Request Form**

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| --- | --- |
| Requestor Name |  |
| Requestor Contact Number |  |
| Requestor email address |  |
| On-Site Contact |  |
| Requested STA Site name |  |
| Address of STA |  |
| Distance from nearest live STA |  |
| Delivery Vehicle Access |  |
| Ready to Use Stores Storage |  |
| Security  |  |
| Yard Opening Times |  |
| Forklift and Stores Management |  |
| Stores Transactions / Deliveries |  |
| IT and Functionality/Network Availability to Barcode Scan and send electronic transactions |  |
| Name of Stock Management System |  |
| Stock Management System complies to Openreach Interface Specification |  |
| Reason for STA Setup |  |
| Benefits or Savings to Openreach |  |
|  |  |
| Specify work program(s) e.g.BDUK, ONSA, Fibre Cities, MDU, etc(Important to pick up the correct Buffer overlay) |  |
| Security Requirements – Please read the associated document - **3rd Party Stores Site Physical Protection Guidelines,** and confirm the security requirements listed in the table on page 6 (also shown below) have been met by providing a YES/NO or Not Applicable answer against each item. |  |

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| --- | --- | --- | --- |
| **Physical** |  | **Yes/No or N/A\*** |  |
| Perimeter Fences and Walls – 2.4m Weld Mesh or Palisade | **1** |  |  |
| Anti Climbing Aids | **1** |  |  |
| External Door Sets – LPS1175 Rated | **2** |  |  |
| External Door Sets – Sound Construction | **2** |  |  |
| External Doors Sets directly into valuable asset areas – LPS1175 SR3 | **1** |  |  |
| External Windows/Skylights – LPS1175 SR3 | **2** |  |  |
| External Windows/Skylights into valuable area– LPS1175 SR3 | **1** |  |  |
| **Electronic** |  |  |  |
| Site Access - Pedestrian & Vehicle EAC PIN/PROX | **2** |  |  |
| Site Access – Vehicle drop arm barrier EAC PIN/PROX | **1** |  |  |
| External CCTV – Perimeter/Critical External Assets | **1** |  |  |
| Approved Entry Points into Building – EAC PIN/PROX | **1** |  |  |
| CCTV Monitoring the Building Shell | **1** |  |  |
| Building Shell Intruder Detection System | **1** |  |  |
|  |  |  |
| **Key: 1 = Minimum requirement;**  **2 = May be required subject to Site Specific Risk Assessment;**

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| --- |
| **\*If indicated NO or Not Applicable above - please specify** |

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The Loss Prevention Certification Board (LPCB) Loss Prevention Standard (LPS) certified security products can be found in the Red Book or online at [www.redbooklive.com](http://www.redbooklive.com). Tested products are given a Security Rating (SR) which determines the level and duration of forced attack they will sustain before being breached

Please attach photos of requested site

***Insert Photo***

External yard frontage

***Insert Photo***

External yard frontage (pedestrian access)

***Insert Photo***

Free Issue Stores Small Material Storage Area

***Insert Photo***

Covered Cable Storage Compound

***Insert Photo***

Free Issue Stores Small Material Storage area – Internal

***Insert Photo***

CCTV System (24 hour surveliance provided)

***Insert Photo***