



# Tour Request Form

Return To: PWCS Reception By: Fax: (02) 4907 3000  
 Email: reception@pwcs.com.au

## IMPORTANT TOUR INFORMATION

- PWCS has an Alcohol & Other Drugs (“A&OD”) Policy to create a safe working environment for employees and visitors. PWCS prohibits the possession or consumption of alcohol and/or illegal drugs onsite. Random A&OD testing takes place on a regular basis. The Alcohol limit is .02. If you think you or one of your guests may breach the A&OD Policy please contact Reception to re-schedule your tour.
- PWCS requires a minimum of **ONE (1) WEEK** notice to arrange a standard tour.
- Tours are held on **TUESDAY’S, THURSDAYS & FRIDAY’S ONLY** and are subject to availability.
- A PWCS tour consists of a Power Point Presentation, followed by question time and then a vehicle site tour of PWCS’ Kooragang Terminal. The duration of a standard tour is approximately 1.5 hours.
- PWCS’ Administration Building is a busy office area and we would appreciate it if guests could keep noise to a minimum.
- PWCS has vehicle transportation available for a maximum group of **SEVEN (7) PERSONS**. Groups larger than this **MUST** provide their own vehicle to accommodate all visitors.
- PWCS has a duty of care to protect all visitors whilst touring our site therefore all visitors must remain in the vehicle at all times. Visitors are not permitted to leave the vehicle to view the plant.
- Children under 12 years of age are not permitted to participate in a standard tour due to OH&S purposes.
- All tours will be confirmed via email as soon as a tour guide has been confirmed.

### Your Details:

Company: .....

Contact Details:

Person: .....

Phone: .....

Fax: .....

Email: .....

### Visit Details:

Proposed Day:

(Please circle a day)

Tuesday

Thursday

Friday

Proposed Date: .....

Proposed Time:

am / pm

(Times are subject to availability)

No. of Guests: .....

### Guest Details:

Company

Name

Position

Company	Name	Position

### Reason for visit and other areas of interest or special requirements:

.....

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Please tick to confirm you have read the “Important Tour Information”

Yes

No

Would you like a map with your confirmation letter?

Yes

No

Will you be utilising PWCS’ tour vehicle?

Yes

No