

# UP FRONT

## Siteshare RFNSA Site Update Advice (SUA)

### Purpose

Telstra has identified the potential for electromagnetic energy (EME) compliance and OH&S issues to manifest where there is a time lag between construction finalisation and the updating of Site Safety Documentation, including the EME Guide (EMEG) and the loading of that documentation to the Radio Frequency National Site Archive (RFNSA) database.

### Background

The time lag between construction finalisation and the updating of the Site Safety Documentation and the loading of that documentation to the RFNSA can create a situation where another party accessing the site is not aware of the changes at site which may have resulted in a changed EME profile. This creates a significant OH&S risk.

Updating the RFNSA with a Site Update Advice (SUA) as soon as construction is completed will help mitigate this risk.

### What has changed?

Telstra now requires at the completion of the construction activity (i.e. same day) that a SUA must be placed on the RFNSA where the EME profile at the site has changed.

A SUA is set on the RFNSA for a given site to alert the reader/access seeker that changes have occurred on site and the EME Site Safety Documentation, including the EMEG has not yet been updated or temporary changes are in place which may affect the currency and accuracy of the EME Site Safety Documentation.

The Site Update Advice should read: "*Site Update Advice - EME conditions at this site have changed and the Site Safety Documentation (including the EME Guide) are in the process of being updated. Changes at site include: [insert (for example NR3500 now existing on site)].*"

*Refer to the "EME Safe Work Procedures" tab before accessing this site. Please contact 0418 707 000 if you require further information".*

Without the SUA, an access seeker has no way of knowing that the EME profile at the site has changed and may rely on out of date (and incorrect) safety information while the Site Safety Documentation is being updated.

Once the Site Safety Documentation has been updated, the Radio Frequency (RF) Assessor will remove the SUA and replace it with the updated Site Safety Documentation on the RFNSA.

### Who does the Procedure apply to?

Customers (and their contractors) are required to comply with the procedure under their agreements with Telstra for access to Telstra Sites.

This change of process is a change to Telstra's Technical Standards and is subject to 20 Business day notification to take effect.

### Important dates to remember

The new Procedure will take effect from 25 May 2020.

### Updated documentation

We will be updating the Telstra Siteshare Colocation Submission Guide to reflect the required changes. The updated Colocation Submission guide will be available at the following link.

<https://www.telstrawholesale.com.au/facilities/tower-site-sharing.html#2>

## For further information

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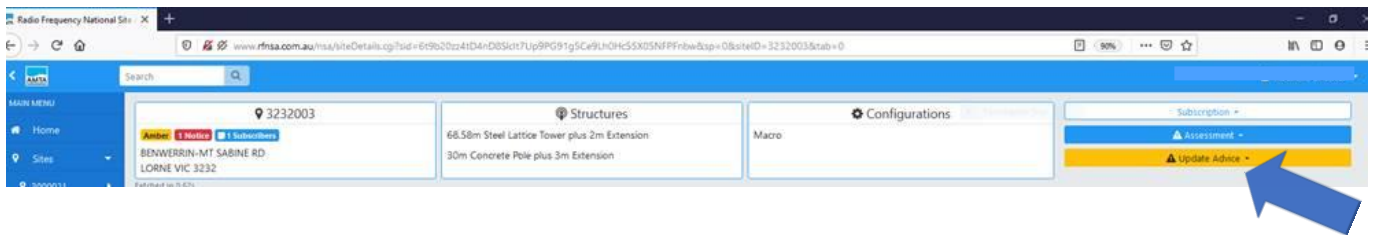
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## Instructions for updating the RFNSA with a SUA.

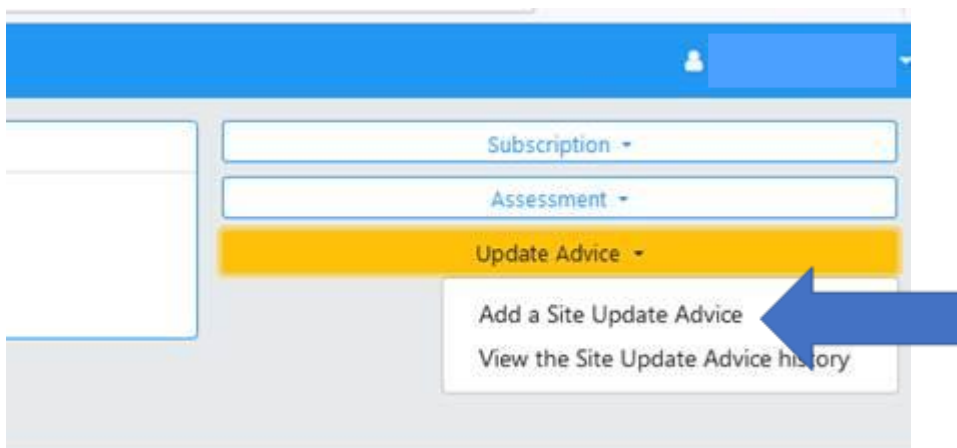
**Step 1:** Log onto the RFNSA (you must have a login and password).

**Step 2:** Enter site ID.

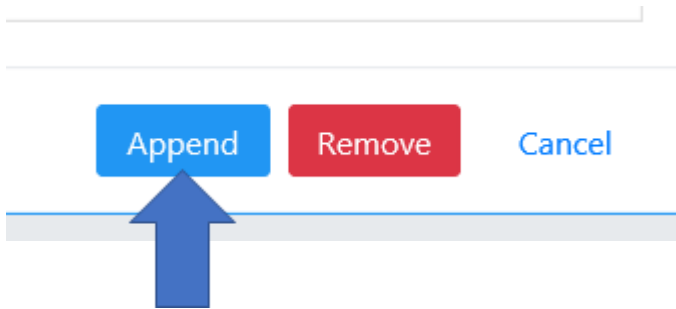
**Step 3:** Click on “Update Advice” (top right of screen in yellow).



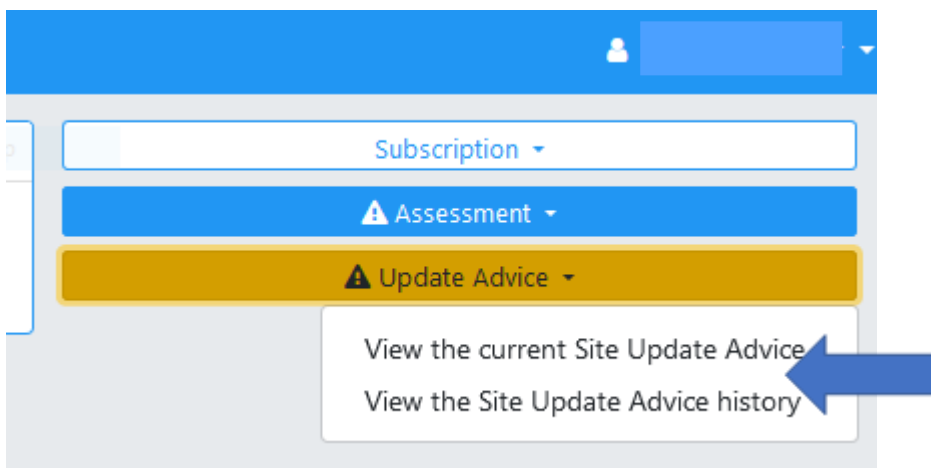
**Step 4:** Click on “Add a Site Update Advice” and insert: “Site Update Advice - EME conditions at this site have changed and the Site Safety Documentation (including the EME Guide) are in the process of being updated. Changes at site include: [insert (for example NR3500 now existing on site)]. Refer to the “EME Safe Work Procedures” tab before accessing this site. Please contact 0418 707 000 if you require further information.



**Step 5:** If an SUA already exists, use the “Append” function. Do not delete existing SUAs.



**Step 6:** You can also “View the current Site Update Advice” or “View the Site Update Advice History”.



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