|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RF Engineer** | (if used) |  | **NATA Review Sign Off** | |
| **Civil Designer** | (if used) |  | **Project ID #** |  |
|  | **Project Reference Identifier** |
| **Telstra Site Name** |  |  | **Name** |  |
|  | **Print Name** |
| **Site Address** |  |  | **Sign off** |  |
|  | **Signature** |
| **RFNSA No** |  |  | **EME Assessment Company** |  |
|  |
| **Date** |  |  |
| **Company Name (NATA Certified)** |

**Application**

This Review must be completed for each RF design. It should be filled out with reference to:

* 005486 Chapter 2, Attachment A01 EME Design Guide; and
* 005486 Chapter 2, Attachment A02 Mobile Base Station Application Note

and submitted with the Design Pack to Telstra for review. EME Design Assessment for review against the 005486 EME Design Guidelines will include all known RF infrastructure on site as per standard RFSCP processes.

* Telstra contractors can access the 005486 EME Design Guide through their contract manager via TCSS.
* Telstra Staff can access the 005486 EME Design Guide at: <http://www.in.telstra.com.au/ism/eme/sitemanagement.asp>

**Process for Telstra Site Share Access Seekers only**Use this form for all EME Design Reviews. The completed Design Review must then be submitted to:

|  |  |
| --- | --- |
| **Access Seeker classification** | **respond via e-mail address** |
| **Carrier** | ***! TW Site Share*** |
| **Non Carrier** | ***! Facilities Access Management*** |

See [http://www.telstrawholesale.com.au/products/facilities/tower-site-sharing/index.htm#tab-3](http://www.telstrawholesale.com.au/products/facilities/tower-site-sharing/index.htm%23tab-3) for 005486 Chapter 2 Attachment A01 EME Design Guide.

##### **Checklist**

| **Question** | **?** | **Comment** |
| --- | --- | --- |
| Does the design meet all the requirements of the EME design guidelines for:  i) EME exclusion zones and separation distances  ii) common public areas  iii) residential property and sensitive sites  iv) residential apartment buildings  v) other buildings  vi) power lines | Yes    No  Yes/No   Yes/No  Yes/No  Yes/No |  |
| Are there any areas accessible to the general public around the RF transmitting infrastructure? | Yes/No | Describe the area: |
| Have you avoided a design where any EME exclusion zone extends above adjacent residential properties or sensitive sites? | Yes/No | Describe the location of any relevant adjacent residential properties / sensitive sites and the reasons it is not possible to avoid them. |
| Have you avoided a design where any EME exclusion zone extends into trees? | Yes/No | Describe extent to which the EME exclusion zone extends into trees and why it is not possible to avoid this. |
| Have you identified and included all antenna services installed on site or in close proximity to the site in the EME assessment review? | Yes/No | If No and unknown antenna services do exist on site or in close proximity to the site then the design is to be escalated using F01 form. |
| **Applying the hierarchy of access restrictions** | | |
| Do the separation distances apply to the technology for which you are designing? | Yes/No | If no, detail the technology. |
| Have you identified the separation distances that would apply to the design proposed? | Yes/No | Detail the applicable separation distances: |
| Can access restriction be achieved through meeting the separation distances? | Yes/No |  |
| If it can, have you designed to ensure that anti-climb devices are installed if necessary? | Yes/No | Please detail the anti-climb devices: |
| If it can't, have you designed fit for purpose physical access restrictions? | Yes/No | Please detail the physical access restrictions and why they are fit for purpose: |
| Are access restrictions to any EME exclusion zone provided by some other means? | Yes/No | Please describe below and escalate this design to the EME design specialist. |
| **Signage** |  |  |
| Have you identified the point of access restriction? | Yes/No | Please identify the point of access restriction. |
| Have you selected appropriate signage for the point of access restriction? | Yes/No | Please identify the signage proposed: |
| Where necessary; have you selected signage for identifying the:  * + 1. general public EME exclusion zone?     2. occupational EME exclusion zone?     3. measured occupational EME hazard zones? (i.e. pass through areas on broadcast sites) | Yes/No | Please detail the signage proposed: |
| Detail other EME signage proposed. |  |  |
| **Other design considerations** |  |  |
| Is your design in or near a premises listed in Part 8 of the EME Design Guide – EMI design requirements? | Yes/No | If yes, describe the premises: |
| Can you comply with the EMI design requirements | Yes/No |  |
| Have you allocated numbers to all feeders and antennas Part 9 of the EME Design Guide? | Yes/No | Detail allocated numbers: |
| Are there any other issues involving EME exclusion zones and areas that are accessible to the general public; | Yes/No |  |
| Any other comment? | Yes/No |  |

**Design Sign off: Completed by:**

|  |  |
| --- | --- |
| Name | Role and date |
|  |  |
|  |  |

**Reviewed By:**

|  |  |
| --- | --- |
| Name | Role and date |
|  |  |
|  |  |

**Definitions:**

**Accessible**

A place accessible to the general public is a place where a person who is not an RF worker might reasonably be expected to be in the ordinary course of his or her private life or work.

See Chapter 2 Attachment A01 EME Design Guide Part 4 Restricting Public Access – General Principles p11.

**ACMA**

Australian Communications and Media Authority (<http://www.acma.gov.au>).

**ARPANSA**

Australian Radiation Protection and Nuclear Safety Agency. The Federal Government agency charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of ionising and non ionising radiation ([http://www.arpansa.gov.au](http://www.arpansa.gov.au/)).

**Access Seekers**

A Customer (or a contractor of a Customer) under a Non-Carrier Facilities Access Agreement and an Applicant (or a contractor of an Applicant) under the Telstra Wholesale Co-location Agreement and means a person who physically accesses Telstra’s antenna support structures or proceeds beyond the point of access restriction.

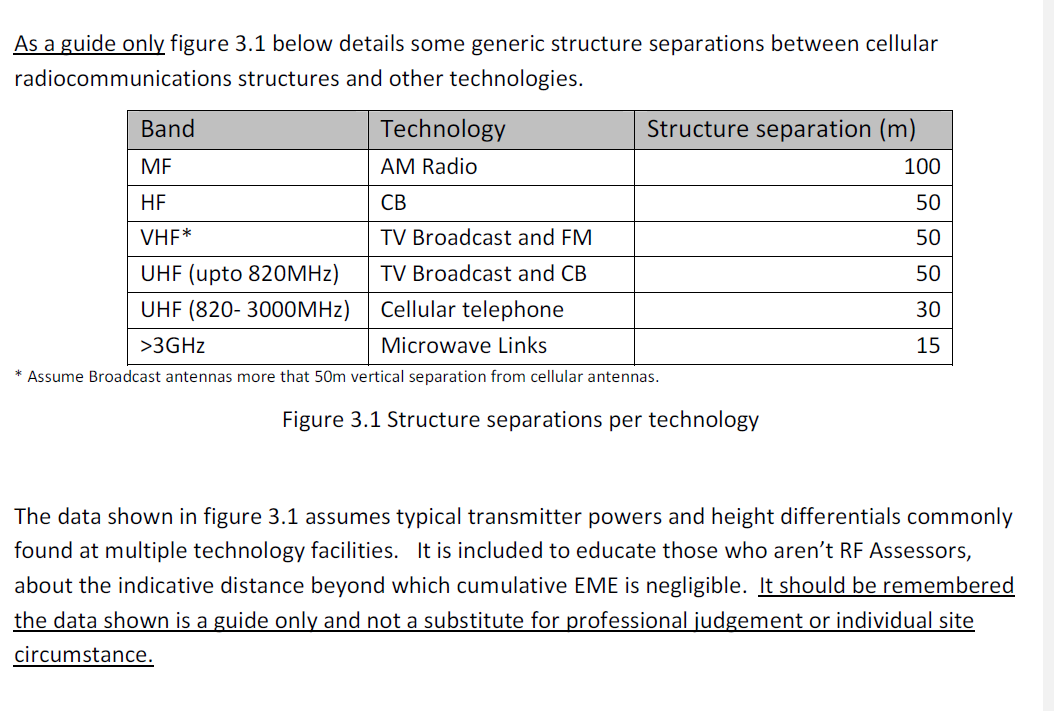
See 005486 Chapter 3 “Working Safely on or Around RF Transmitting Infrastructure” for more detail regarding access seekers on Telstra sites and structures.

**Antenna Support Structure**

Means towers, masts, poles, antenna mountings and other similar structures which bear or are capable of bearing radiocommunications equipment and which are owned, maintained or operated by a party.

**Close Proximity**

For further details regarding “close proximity” refer toFigure 3.1 below (as extracted from Radio Frequency Site Compliance Program (RFSCP) Manual 2; p169).

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**EME**

Electromagnetic energy.

**EME Information pack**

See document 018422f17 “Landowner Information Pack” as referenced in section 3.5 of the Site Acquisition Manual (018422).

Contract management can access the landowner information pack (018422f17) via the TCSS interface and Telstra staff can access the pack via the intranet site at <http://www.in.telstra.com.au/ism/deploymentandcommunityconsultation/processdocuments.asp>.

**EME Design Guide**

See document 005486 Chapter 2 - Attachment A01 EME Design Guide.

Access Seekers can access the EME Design Guide at <http://www.telstrawholesale.com.au/products/facilities/tower-site-sharing/index.htm#tab-3>.

Telstra contractors can access the EME Design Guide through their contract manager via TCSS.

Telstra Staff can access the EME Design Guide at: <http://www.in.telstra.com.au/ism/eme/sitemanagement.asp>

**EME Exclusion Zone**

The area within which the EME is predicted to be above both the RPS3 occupational exposure limit and general public exposure limit. The EME exclusion zone is the area depicted as either yellow or red shaded areas within RCSMB RADHAZ Drawings.

See 005486 Chapter 2 Attachment A01 EME Design Guide part 4 and 5 for Telstra EME exclusion zone separation distances and design review trigger points. Physical access restrictions and EME signage requirements are detailed in parts 6 and 7.

**EMI**

Electromagnetic interference. See 005486 Chapter 2 Attachment A01 EME Design Guide part 8, p39.

**General Public Exposure Limit**

The EME reference level for general public exposure specified in RPS 3.

**Low Impact Facility**

Low impact means a facility defined in the Telecommunications (low-impact facilities) determination 1997 (Cth).

**MERCS**

Mobile Carriers Forum EME Regulatory Compliance Strategy. It is now known as the RF Safety Compliance Project (see RFSCP).

**NATA**

National Association of Testing Authorities. The authority responsible for the accreditation of laboratories, inspection bodies, and more throughout Australia. They provide independent assurance of technical competence using industry experts for customers who require confidence in the delivery of their products and services.

<http://www.nata.asn.au/>

**Occupational Exposure Limit**

The EME reference level for occupational exposure specified in RPS 3.

**Point of Access Restriction**

The point at which the physical access restriction is placed to prevent public access to the EME exclusion zone.

The point of access restriction will be clearly identified by EME signage.

This is referred to as the "controlled area" in RPS3. See also 005486 Chapter 2 attachment A01 EME Design Guide parts 6 and 7.

**RF**

Radio Frequency.

**RFNSA**

Radio Frequency National Site Archive. An online industry system which includes a repository of radio EME site compliance data. It contains site antenna and transmitter data, compliance reports, photos, site drawings, industry documents and more. It is part of the RFSCP.

**RFSCP**

Radio frequency safety compliance program (formally MERCS)

**Radio Frequency (RF) Assessor**

A NATA accredited organisation with current certification for EME assessment by both computation (modelling) and measurement.

A list of accredited assessors is available from Radio Frequency National Site Archive (RFNSA) <http://www.rfnsa.com.au/nsa>.

**RADHAZ Drawings**

Site drawings clearly illustrating and detailing areas cumulatively assessed as being above the occupational exposure limit or general public exposure limit.

**RCSMB**

Radio Communications Site Management Book (formally Site Radiation Folder) available via RFNSA. Also released in updated format known as the “EME Guide” from October 2014.

**RPS3**

ARPANSA Radio Protection Standard No 3 “*Maximum Exposure Levels to Radio Frequency Fields 3 KHZ to 300 GHz*”.

<http://www.arpansa.gov.au/publications/codes/rps3.cfm>

**Shared Sites**

A place on which Telstra RF transmitting infrastructure is installed where Telstra does not have sole control of access so it is not a Telstra Site. See document 005486 - Chapter 2.

**Telstra Site**

A place on which Telstra RF transmitting infrastructure is installed in respect of which Telstra has sole control of access, including the access of other emitters. See document 005486 - Chapter 2.