

# MELBOURNE AIRPORT

## Security Services Office

B219, 5-9 Francis Briggs Rd, Melbourne Airport VIC 3045

Locked Bag 16, Tullamarine VIC 3043

Email: access@melair.com.au | Phone: +61 3 9297 1872

# Visitor Pass Application

## Office Use Only

- |   |   |
|---|---|
| <input type="checkbox"/> Daily (24hrs)  | <input type="checkbox"/> Weekly (7 days)          |
| <input type="checkbox"/> Original Application Form                                | <input type="checkbox"/> Valid Photo ID provided  |
| <input type="checkbox"/> Original Employer Support Letter of Operational Need; or |   |
| <input type="checkbox"/> ASIC Application Pending                                 | <input type="checkbox"/> T&Cs (p3 & 4) to Visitor |

Printed/Issued By:.....

Date:.....

VIC Number:

VIC Number  
Sticker (7 days)

## Visitor's Details

Visitor's Full Name:.....

Mobile No.:.....

Company Name:.....

Description of work being conducted and operational need for Visit: **Please Note: "Electrician – electrical work" is NOT acceptable. Mention specific projects or scope of work and location/s and how it relates to airport operations.**

Location/s:.....

**Your VIC must be clearly visible at ALL times and must displayed/worn as follows:** Above your waist, and below your neck. On the front of your body and on the outside of your clothing. In the case of armbands, on the side of your upper arm and on the outside of your clothing.

## Drug and Alcohol Policy Acknowledgment

All SSAA employees (including contractors, visitors) are anyone who are performing Safety Sensitive Aviation Activities (SSAA), activities that have a direct or indirect impact on the safe operation of an aircraft. Melbourne Airport requires and expects that all regular SSAA employees will similarly comply with their Melbourne Airports DAMP obligations.

I,..... acknowledge and declare that I have read and understood my obligations in the Melbourne Airport DAMP summary.

VIC Signature:.....

DATE: ..... / ..... / .....

## ASIC Sponsor

Sponsor Name:..... Sponsor Company:.....

Sponsor ASIC No.:..... Sponsor ASIC Expiry:.....

I confirm that the VIC holder's above listed operational need is accurate, has a lawful purpose and requires the applicant to hold a Visitor Identification Card (VIC) and enter a secure area of Melbourne Airport.

Sponsor Signature:.....

DATE: ..... / ..... / .....

## Prerequisites Required

Applicants must present an **original Application form at submission, no photocopies.**

Applicants must present an **original and valid form of Photo ID, no expired IDs.**

**Weekly Applicants MUST have either:**

- 1) present a **valid Company Support Letter** signed by an Authorised Signatory and dated no longer than 1 calendar month from the submission date of the application, attached to your application; or
- 2) a **current ASIC Online Application** pending.

## Definitions

**VIC:** Visitor ID Card

**SPONSOR:** the ASIC holder that is responsible for validating that the Visitor has a lawful operational need to access the security areas of Melbourne Airport, providing sponsorship for the duration of the issued visitor pass.

**ESCORT:** An Escort is the person (relevant ASIC holder) escorting you at any given time throughout your visit to Melbourne Airport and is directly responsible for your actions whilst you are under their supervision. A Sponsor may act as an escort.

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**There are three general categories of security areas that require a VIC.**

**Please ensure you are aware of the area that you are in at any given time and comply with all of the above and the following area specific requirements stated below:**

### Domestic Terminal Sterile Area (Terminals 1, 3 & 4)

Once you, as a VIC holder have accessed the Domestic Terminal Sterile Area you must be escorted for the duration of your time in that area:

- When your primary place of employment is within that Sterile area; or
- When accessing or having direct access to areas that are NOT generally accessible by passengers or the general public

NOTE: There is no requirement to wear a VIC or be escorted when you are:

- On a break from work; and
- Only accessing areas that are commonly accessible by passengers or the general public.

### International Terminal Sterile Area (Terminal 2)

At all times any Visitor within the International Terminal Sterile Area must have a justification/approved reason for being in that specific area in addition to being escorted by an ASIC holder.

You must NOT meet, greet or farewell friends or relatives AT ANY TIME whilst in the International Terminal.

### Airside - Security Restricted Area (SRA)

At all times any Visitor within the Airside\SRA area must have a justification/approved reason for being in that specific area in addition to being escorted by an ASIC holder.

You must NOT meet, greet or farewell friends or relatives AT ANY TIME whilst in the Security Restricted Area.

### Visitor Identification Card (VIC) Terms and Conditions of Use

These Terms & Conditions provide you with Melbourne Airport's requirements for holding a Visitor Identification Card (VIC). To maintain the responsibilities and expectations of a VIC holder whilst visiting Melbourne Airport you must:

- Always act in a manner that is aligned with both security and safety best practice
- Comply with all Aviation Transport Security Regulations (ATSR 2005)
- Always be escorted by an ASIC holder when in a security area (see specifics below)
- Always remain under the direct supervision of your escort (ASIC holder)
- Comply with all reasonable directions from your escort (ASIC holder)
- Maintain security in the area that you are in at all times
- Report any security or safety concerns that may arise
- Do not interfere with passengers or aircrew at any time
- Ensure you are escorted through any secure door(s) by your escort (ASIC holder) only
- Ensure all doors are securely closed behind you
- Ensure no person tailgates (follows close behind) you through any security door(s)
- Ensure no tools of trade are left unattended at any time in Sterile Areas
- Ensure that you carry your identification with you at all times while in possession of your VIC
- Comply with any instruction from any Authorised Person when in Restricted or Sterile Areas
- With this application **you must provide valid identification** (As per ATSR 2005).

- **Report any hazards or any emergency situations to MACC immediately (9297 1601).**

- Smoking is **NOT** permitted in any Sterile Area, Restricted Area, terminal or structure at Melbourne Airport.

- Personal Protective Equipment (PPE) **MUST** be worn at all times in the Security Restricted Area of Melbourne Airport. This includes high visibility fluorescent yellow safety vests. Observe all work-site OH&S conditions of entry.

- **A person may utilise a VIC to a maximum number of 28 times in any given year.**

#### **Holding a VIC does NOT exempt you from security screening:**

Every time you enter a Sterile Area or Security Restricted Area you will be subjected to security screening as per Government Legislation and requirements. If you refuse to undergo any of these screening processes you will be refused entry and your VIC will be removed from you. You may be subject to prosecution.

**You must NOT leave items unattended at any time:** If you see any unattended item(s), contact the Airport Coordination Centre (ACC) immediately on **(03) 9297 1601**.

**Tools and Equipment:** If you need to carry tools of trade into the Sterile Areas, it is your responsibility to ensure that these items are NOT visible or accessible to the public and are under visible and physical control at all times. Any breach of this condition, your VIC Visitor Pass will be confiscated and you will be removed the Sterile Area.

**VIC pass (single or multi day) need not be returned,** but must remain in your control for the duration of its validity to ensure it cannot be used by other persons, if preferred this can be returned to the place of issue. You may be subject to prosecution.

Printed plastic VIC passes are required to be returned immediately to the place of issue upon expiry of operational need or validity. Not returning this specific form of VIC is an offence of strict liability.

### Acknowledgment

I,..... have read and understood the Terms & Conditions of Use.

I have never been found ineligible for an Aviation Security Identification Card (ASIC) and I have not been refused an ASIC.

I understand that the Visitor Pass remains the property of Melbourne Airport. Any loss of the card must be reported to Security Services immediately. Upon expiry of the Visitor Pass or at the request of Melbourne Airport, the card will be surrendered to Security Services at the address above.

I have not been issued with a VIC for Melbourne Airport for more than a total of 28 days in the past 12 months.

Signature and Date:.....

## Visitor Pass Application Terms and Conditions of Use

Visitor's Full Name: .....

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You must NOT meet, greet or farewell friends or relatives AT ANY TIME whilst in the International Terminal.

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- Comply with all reasonable directions from your escort (ASIC holder)
- Maintain security in the area that you are in at all times
- Report any security or safety concerns that may arise
- Do not interfere with passengers or aircrew at any time
- Ensure you are escorted through any secure door(s) by your escort (ASIC holder) only
- Ensure all doors are securely closed behind you
- Ensure no person tailgates (follows close behind) you through any security door(s)
- Ensure no tools of trade are left unattended at any time in Sterile Areas
- Ensure that you carry your identification with you at all times while in possession of your VIC
- Comply with any instruction from any Authorised Person when in Restricted or Sterile Areas
- With this application **you must provide valid identification** (As per ATSR 2005).

- **Report any hazards or any emergency situations to MACC immediately (9297 1601).**
- Smoking is **NOT** permitted in any Sterile Area, Restricted Area, terminal or structure at Melbourne Airport.
- Personal Protective Equipment (PPE) **MUST** be worn at all times in the Security Restricted Area of Melbourne Airport. This includes high visibility fluorescent yellow safety vests. Observe all work-site OH&S conditions of entry.
- **A person may utilise a VIC to a maximum number of 28 times in any given year.**

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**Tools and Equipment:** If you need to carry tools of trade into the Sterile Areas, it is your responsibility to ensure that these items are NOT visible or accessible to the public and are under visible and physical control at all times. Any breach of this condition, your VIC Visitor Pass will be confiscated and you will be removed the Sterile Area.

**Displaying your VIC Visitor Pass:** Your VIC must be worn above your waist, and below your neck, on the front of your body, and outside your clothing, and in the case of armbands, on the side of your arm, on the outside of your clothing. The face of the VIC must be visible at all times.

Sticker VIC pass (single or multi day) need not be returned, but must remain in your control for the duration of its validity to ensure it cannot be used by other persons, if preferred this can be returned to the place of issue. You may be subject to prosecution.

Printed plastic VIC passes are required to be returned immediately to the place of issue upon expiry of operational need or validity. Not returning this specific form of VIC is an offence of strict liability.

## Visitor Pass Application Terms and Conditions of Use ... Continued



### APAM Drug and Alcohol Management Plan (DAMP) Summary

Melbourne Airport is required by Part 99 of the Civil Aviation Safety Regulations 1998, (CASRs), to develop and implement a DAMP that covers all persons who perform, or are available to perform, a Safety-Sensitive Aviation Activity (SSAA). Specifically, Airside Driving is considered a primary SSAA.

To review the DAMP, please scan the QR code.

**CASR Part 99 requires Melbourne Airport contractors (including their sub-contractors) that undertake a SSAA to comply with Melbourne Airport's DAMP or have its own DAMP.**

#### What is SSAA?

SSAA employees (including contractors) are anyone who are performing Safety Sensitive Aviation Activities (SSAA), activities that have a direct or indirect impact on the safe operation of an aircraft. This includes all Airside Drivers, persons employed directly by Melbourne Airport, contractors & subcontractors working at Melbourne Airport and any other personnel from organisations working at Melbourne Airport who choose to comply and operate under Melbourne Airport DAMP.

A regular SSAA employee means a SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.

#### Expectation of SSAA Employees

Melbourne Airport requires and expects that all regular SSAA employees will similarly comply with their Melbourne Airports DAMP obligations. SSAA employees must not exceed the permitted level for alcohol or drugs in an SSAA.

Permitted levels prescribed under the CASR Part 99 include:

- **ALCOHOL — a Blood Alcohol Content (BAC) of below 0.02%**
- **TESTABLE DRUG — a concentration of the testable drug that is less than the confirmatory target concentration for that drug as specified in Australian Standard 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine**

#### Drug and Alcohol Testing program

SSAA employees may be subject to drug and alcohol testing by both CASA and authorised drug and alcohol testers appointed by Melbourne Airport. Testing at Melbourne airport will be conducted under the following circumstances:

- Post-accident or serious incident**
- On reasonable suspicion**
- Random testing**

In the event where an individual produces a result above the permitted levels, the tester will produce a copy of the result. The SSAA employer will be notified of the result and the SSAA employee' will be referred to a Medical Review Officer (MRO) in consultation with the person's direct employer. Melbourne Airport will consult with the employee's company to ensure safe passage to a MRO or home.

The SSAA employee and their employer will be notified that the SSAA employee must not again perform or be available to perform SSAA until advice has been received from the MRO, in consultation with the employee's treating clinician (if any), that the employee is fit to resume performing or being available to perform a SSAA.

**Note: This Summary sheet should be read in conjunction with the Melbourne Airport Drug and Alcohol Management Plan**

#### Further Information

For further information with regard to the DAMP, please contact the:

**Airfield Operations Manager**

**Phone: (03) 9297 1742**

**Email: [airsidesafety@melair.com.au](mailto:airsidesafety@melair.com.au)**