MELBOURNE AIRPORT

ASIC ONLINE APPROVER
CONTRACTOR OVERVIEW

The below is a guide for all Sub-Contractors as to the process which needs to be followed in order to complete ASIC applications online. For further information relating to ASIC online please visit our website **www.melbourneairport.com.au/asic**

☐ Company Registration Process

All companies (Primary Contractors & Sub-Contractors) are to be registered before any applications can be processed online. Registration forms are available on our website: **www.melbourneairport.com.au/asic** under ASIC Information for Companies.

☐ Employer/Sub-Contractor Requirement

To ensure that the application process is as smooth as possible, the Subcontractor should issue a letter of operational need for all ASIC applicants to their On-Airport company (Primary Contractor) prior to an ASIC application commencing, the letter should contain at a minimum:

- Names of Employee/s seeking to hold an ASIC

- Operational Need of applicants to work in Legislated Security Areas either Landside or Airside Security Zones.

Failure to issue this letter to the Primary Contractor before commencing/completing an ASIC Application may result in the Primary Contractor rejecting the application. An application cannot be approved without this letter being attached by the Primary Contractor during the approval process.

☐ ASIC Application

When the employer has received confirmation that the company is registered online, the ASIC applicant can proceed with the application process. ASIC Applicants will need to register to use ASIC Online prior to being able to commence an application.
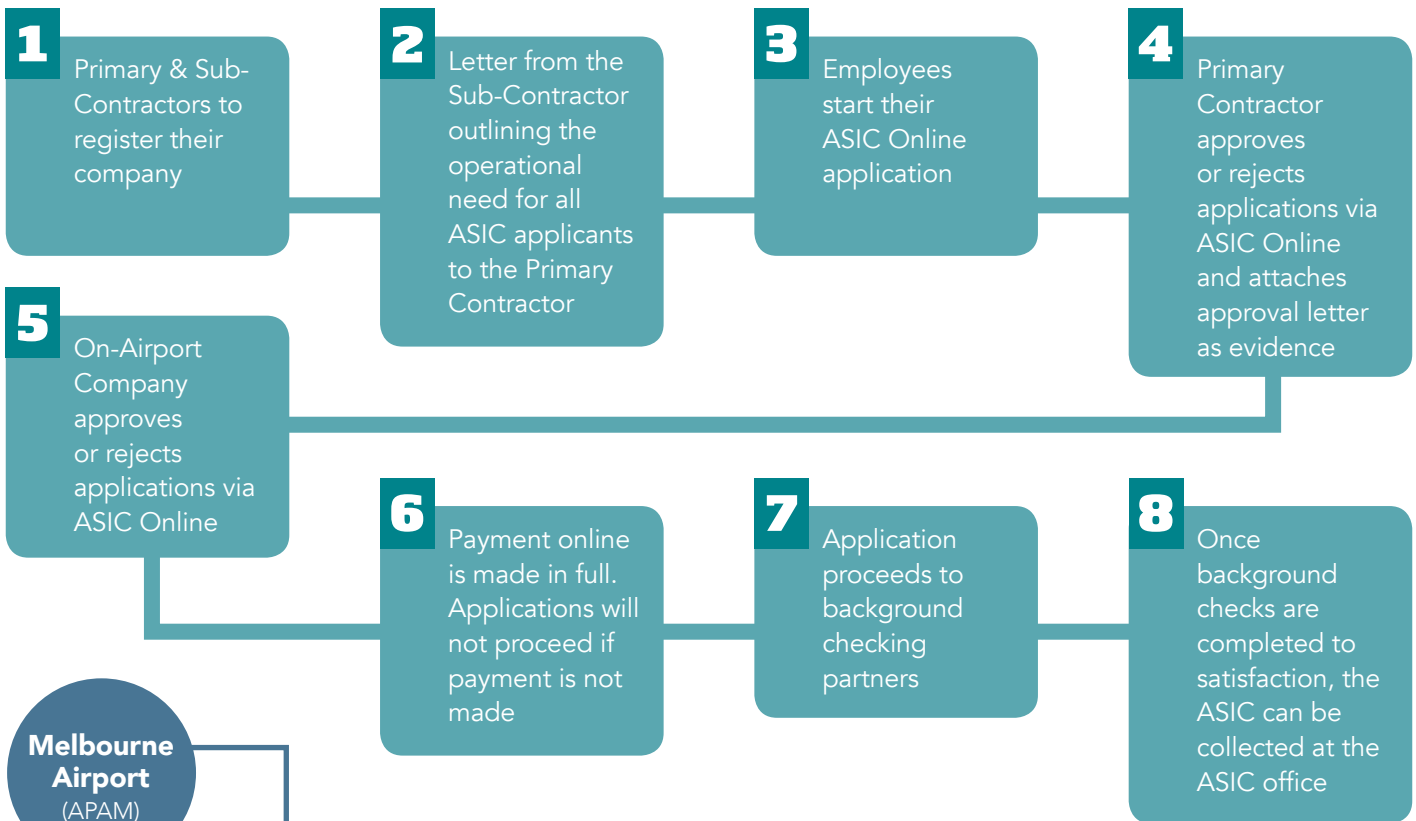
☐ **Primary Contractor Approval**

The Primary Contractor will be the first level approver within ASIC Online for all Sub-Contractor Applications. The Primary Contractor will need to complete the following actions to progress an ASIC application to the next level. Once all of the steps below are completed, the application can be approved and progress.

▪ Review the application to ensure all details are accurate

▪ Confirm attached identification is valid and upload documents are of good quality

▪ Complete Approvals section of application such as operational need, ensuring that the letter contains the name of the applicant

A QUICK SNAPSHOT

1 Primary & Sub-Contractors to register their company

2 Letter from the Sub-Contractor outlining the operational need for all ASIC applicants to the Primary Contractor

3 Employees start their ASIC Online application

4 Primary Contractor approves or rejects applications via ASIC Online and attaches approval letter as evidence

5 On-Airport Company approves or rejects applications via ASIC Online

6 Payment online is made in full. Applications will not proceed if payment is not made

7 Application proceeds to background checking partners

8 Once background checks are completed to satisfaction, the ASIC can be collected at the ASIC office

Melbourne Airport (APAM)

Primary Contractor (On-Airport)

Sub-Contractor

Primary Contractor A primary contractor is the Company that has a direct relationship with Melbourne Airport, typically in the form of a contract or an official agreement.

Sub-Contractor Any subsequent contracted Companies that have an indirect relationship with Melbourne Airport (via the Primary Contractor). This includes: Labour Hire, Delivery Drivers, Specialist Consultants to name just a few.

If you require further assistance before moving forward in this process as a sub-contractor, please contact the Security Services Office via **access@melair.com.au** We are located at: **B219, 5-9 Francis Briggs Rd, Melbourne Airport VIC 3045**.

We are open **Monday to Friday, 8am to 3pm**. We are closed on Public Holidays.