MELBOURNE
A I R P O R T

Qantas Access Card – Applications Procedure

1. **APAM External Stakeholder Applications**

    You are required to have to have approval from APAM before proceeding with the online application

    a. Please email your Melbourne Airport contact to request approval

    b. Melbourne Airport contact will email approval to stakeholder and Aaron Di Mieri

    c. Stakeholder then completes the online application via the Qantas Access Card Application Online Portal *(Google Chrome as web browser recommended)..* Please refer to the Guide on Page 2

    e. Stakeholder to email copy of ASIC to idsecurity@qantas.com.au

    f. If assistance is required at any stage, please email your Melbourne Airport contact

2. **APAM Staff Applications**

    a. Staff to email their line manager to request approval for a card

    b. Line manager to email approval to staff member and Aaron Di Mieri at QF MEL

    c. Staff member to complete the online application via the Qantas Access Card Application Online Portal *(Google Chrome as web browser recommended)..* Please refer to the Guide on Page 2

    d. Staff member to send a copy of ASIC to idsecurity@qantas.com.au to complete the application process.

***Please Note**:*
- *Processing time for applications is between 3-4 weeks*
- *All cards will be sent to the APAM Corporate Reception on Level 2, Terminal 4 and can be collected during normal business hours.*

MELBOURNE AIRPORT

<u>**Online Application Guide***</u>

Comply Flow Training does not apply to APAM Staff and Contractors

- **Work Location** is MELBOURNE AIRPORT
- **Mailing address the card is to be mailed to** is MELBOURNE AIRPORT, LOCKED BAG 16, TULLAMARINE, 3045,
- **If you require access to Airside Areas** – fill out the details as noted (ASIC Issuing Body name is MELBOURNE AIRPORT); Start and End date of the access card should reflect the duration of time you are required to access the terminal only.
- **The QF Approver** is **Aaron Di Mieri**. His title is Facilities Manager and his email is aarondimieri@qantas.com.au
- **Justification for requiring the pass** – please include (1) if you are Construction/Trade or Retail and (2) how long you require access. This would be when your ASIC expires.
- Submit Application and don't forget to save a copy of your application.

Contact

Amber Shaw
amber.shaw@melair.com.au

Status of Application
idsecurity@qantas.com.au

Qantas Access Card - Activation Procedure

Activating your card

- Access on your ASIC is <u>disabled</u> if it has <u>not been used</u> for a continuous 30 day period.
  - o Use the QR Code below to Activate your card which will be activated in 48 hours

https://forms.office.com/r/HVSHdcEUFk

  - o Urgent card activations (defined as operational staff rostered within 48hours) can call ACAMs centre on 02 9691 7532 to reinstate their access.

Lost or Stolen Cards

Call ID Services on 1300 303 411 or AH (02) 9691 7532 to disable access

Expired Card or Leaving Your Organisation

- You must hand in your expired cards before your new card is handed over.
- If you are leaving your organisation, please hand to your line manager who will return it to APAM, Attention: Anita Gibbs

If you have any questions regarding the progress of your card, please contact Qantas directly on (02) 9691 7532 or by email idsecurity@qantas.com.au