

TOOLS OF TRADE (PROHIBITED ITEMS) REGISTER

Company/Store Name: _____

Week Commencing: _____

- You must ensure each Prohibited Item is accounted for. Log the time and initial the appropriate column at the start and finish of each day.
- Any discrepancies **must** be reported immediately to your Supervisor/Manager and to the Integrated Operations Centre (IOC) on (02) 9667 9673.
- Refer to your **Security Direction – Tools of Trade Certificate** and your **Sterile Area Tenants Security Program** documentation for more information or contact the Security Operations Coordinator on (02) 9667 6509 if you have any questions.

Sharps Items (Do not include cutlery knives or corkscrews. However, Waiters Friends/Corkscrew with knives must be included.)	Monday Start Time & Initial	Monday Finish Time & Initial	Tuesday Start Time & Initial	Tuesday Finish Time & Initial	Wednesday Start Time & Initial	Wednesday Finish Time & Initial	Thursday Start Time & Initial	Thursday Finish Time & Initial	Friday Start Time & Initial	Friday Finish Time & Initial
<i>E.g. 1.x Stanley Knife</i>	06:30 LN	22:30 LN	08:00 LN	22:30 LN	07:00 LN	22:00 LN	07:00 LN	22:45 LN	06:00 LN	22:45 LN
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
Items (sharps) Continued...	Saturday Start Time & Initial	Saturday Finish Time & Initial	Sunday Start Time & Initial	Sunday Finish Time & Initial	Any Comments (if applicable):					
<i>E.g. 1.x Stanley Knife</i>	06:15 LN	22:30 LN	07:00 LN	22:25 LN						
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

- All Sharps items must be secured appropriately, for example; chained to an immovable part of the work area (i.e. kitchen knife chained to kitchen bench or scissors to a drawer) or stored in a lockable drawer where the public cannot access such as the back office. You must keep the drawer key on your person at all times;
- All Sharps items must be carried in a secure manner on the person if the item is being carried in the Sterile Area;
- All Sharps items must be under constant supervision when being used in the Sterile Area; and
- All Sharps items must be locked away when not being used.

Note: Please ensure this register is maintained at all times as random security audits will be conducted by Sydney Airport Security and the Office of Transport Security (Department of Infrastructure). Non-compliance is considered a security breach which may result in penalties.