

access control

Access Control Card Application



Initial Application Renewal Application Lost/stolen

OFFICE USE ONLY	Application lodged on:	Test completed on:	Time of expiry:	Date of expiry:
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARD NUMBER:		COMPANY NAME:		
<input type="text"/>		<input type="text"/>		

Section 1 - Personal particulars (all sections must be completed)	OFFICE USE ONLY
Surname: <input type="text"/>	
Given Name/s: <input type="text"/>	
Company: <input type="text"/>	Access assigned
Department: <input type="text"/>	<input type="checkbox"/> Approved
Position Title: <input type="text"/> or Job Role Functions: <input type="text"/>	<input type="checkbox"/> Declined
ASIC Card No: <input type="text"/> ACC: <input type="text"/>	Date: <input type="text"/>
Issued by: <input type="text"/> Expiry Date: <input type="text"/>	Assigned by: <input type="text"/>
Address: <input type="text"/>	
Suburb: <input type="text"/>	State: <input type="text"/>
Post Code: <input type="text"/>	
Telephone: (home) <input type="text"/>	(work) <input type="text"/>
(mobile) <input type="text"/>	
Email (work) <input type="text"/>	(home) <input type="text"/>
Date of Birth: ___/___/____	Place of Birth: <input type="text"/>
day month year	town & country
Country of Current Citizenship: <input type="text"/>	
Sex: <input type="checkbox"/> Male	<input type="checkbox"/> Female

NOTE: IF THE ABOVE INFORMATION CHANGES YOU MUST NOTIFY SYDNEY AIRPORT IMMEDIATELY. PLEASE ATTACH PHOTOCOPY OF VALID ASIC

Section 2 - Access request

Please provide details of the duties you will be performing and the areas to which you require access:

Section 3 - Applicant Certification

I, _____
(full name)

- (a) have read and understood the Sydney Airport Security Awareness Guide and the Conditions of Issue & Use for an Access Control Card, including my obligation to return the Access Control Card to Sydney Airport when:
 - (i) the Access Control Card expires, when the current ASIC expires; or
 - (ii) Sydney Airport or my employer notifies me that the Access Control Card has been cancelled or suspended; or
 - (iii) my Access Control Card has been altered, defaced or is not working; or
 - (iv) I no longer need access to the relevant areas at Sydney Airport to perform my duties.
- (b) have read and understood the Privacy Note in this application form and consent to Sydney Airport using and disclosing my personal information in accordance with the Privacy Note and this application form;
- (c) certify that the details contained in this application are true and correct;
- (d) understand that any Access Control Card issued to me remains the property of Sydney Airport.

Signature: _____ Date: _____

Section 4 - Employer Certification

I, _____ being _____
(full name) (position within company)

certify that the person named in this application is currently employed with

(company name)

and requires access to secure areas to perform his/her duties for his/her employment.

- (a) I undertake to notify Sydney Airport immediately if the person ceases to require access to those areas (including when the person ceases their employment with the organisation named above).
- (b) I accept responsibility for the recovery of Access Control Cards issued to the company's employees (including the applicant) upon termination of their employment, and the return of those cards immediately to Sydney Airport in accordance with the Conditions of Issue and Use.
- (c) I confirm that the applicant has been provided with security induction training based on the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use of an Access Control Card.
- (d) I certify that I am a registered authorised signatory on the approved company registration held by Sydney Airport and that I will abide by all the Terms & Conditions applicable to a registered company.

Signature: _____ Date: _____

Cost Centre No. if applicable (eg. QANTAS) _____

Section 5 - Restricted Access Approvals

Other Special Certifications for unique access (as required).

- | | | |
|---|------------------------|--------------|
| <input type="checkbox"/> IT Department | _____ | _____ |
| | company / title / name | Print / Sign |
| <input type="checkbox"/> High Voltage | _____ | _____ |
| | company / title / name | Print / Sign |
| <input type="checkbox"/> Roof | _____ | _____ |
| | company / title / name | Print / Sign |
| <input type="checkbox"/> Other (please specify) | _____ | _____ |
| | company / title / name | Print / Sign |

Privacy Note

In order for Sydney Airport Corporation Limited ABN 62 082 578 809 (Sydney Airport) to process this application for access control, Sydney Airport needs to collect certain personal information about you. This may include, but is not limited to, certain biometric data (e.g. fingerprints and/or iris scans) in order to authenticate your identity at access points.

Your use of Access Control Cards, or access permissions contained on your ASIC, and your activities at the airport may also result in Sydney Airport collecting personal information about you (e.g. electronic records of your access to various parts of the airport or use of certain facilities and CCTV footage of you).

Sydney Airport may use personal information which it collects about you for the purpose of its operation of Sydney Airport, including to assess, investigate or respond to any actual or potential operational, safety or security matter at the airport.

Sydney Airport may disclose this information to law enforcement agencies, government departments and agencies, its advisers and your employer.

By making this application, you consent to Sydney Airport collecting, using and disclosing your personal information as set out above. If you refuse to provide us with the required personal information, then we cannot process your Access Control Card application.

Except where precluded by the Privacy Act 1988, you can access the personal information Sydney Airport holds about you by contacting Sydney Airport on (02) 9667 9301. Further information about the way that Sydney Airport handles personal information is set out in Sydney Airport's Privacy Statement, which can be viewed on our website (www.sydneyairport.com.au) or by requesting a copy from Sydney Airport.

Acknowledgment of Receipt of Access Control Card by Applicant (or the Applicant's authorised agent, as applicable)

I understand and agree to these Conditions of Issue and Use, and acknowledge receipt of Access Control Card (ACC) _____ which remains the property of Sydney Airport and is provided for use in accordance with these Conditions of Issue and Use until it is cancelled, expires, is altered or defaced, or I no longer need to enter a secure area for my employment, or on leaving employment. At this time I must return the card to Sydney Airport Service Centre - ID and Access Services and obtain a receipt for proof of its return.

Cardholder Name:	Agent Name (Qantas, Jetstar, Virgin only):
Cardholder Signature:	Agent Signature:
Date:	Date:

Section 6 - OFFICE USE ONLY

Assess against set criteria

- Type of Card sighted

Red / Grey Sydney Airport ASIC Other ASIC Photocopy attached

• Authorised Signatory / Company Registration?	YES / NO <input type="checkbox"/>	Date:	Initial:
• Check comments section in EBI?	YES / NO <input type="checkbox"/>	Date:	Initial:
• Has ASIC expiry been checked?	YES / NO <input type="checkbox"/>	Date:	Initial:
• Security Induction test completed?	YES / NO <input type="checkbox"/>	Date:	Initial:

Payment

Money Order Cheque EFTPOS Account Credit Card

Amount: _____ Receipt No.: _____ Date: _____



1. These conditions

These are the conditions on which your Access Control Card is issued to you by Sydney Airport Corporation Limited (Sydney Airport). Access privileges (if any) will be programmed in accordance with your employment needs and regulatory provisions. Note: You and/or goods in your possession may be subject to inspection on entry, or while in the Secure Areas of Sydney Airport and on exit only by Australian Border Force (ABF).

2. Acknowledgment

You acknowledge that the issue and use of your Access Control Card (ACC) is subject to:

- (a) These Conditions of Issue and Use; and
- (b) The conditions stated in the Sydney Airport Security Awareness Guide

3. Use of Camera Surveillance

Sydney Airport may carry out camera (video) surveillance at Sydney Airport from time to time for aviation safety, security and other operational purposes. Any surveillance may be continuous or intermittent and may be for a specified period or ongoing.

4. Application for an Access Control Card

- 4.1 When you apply for an Access Control Card you must give Sydney Airport a completed application form containing:
 - (a) all of the information required in the application form;
 - (b) your signature, certifying that all the information you have provided is correct
- 4.2 You must attach a photocopy of your ASIC. (If you are submitting an application form prior to having an ASIC issued, the ASIC must be presented at the time the Access Control Card is collected).
- 4.3 If you have been issued an ASIC from an authorised issuing authority other than Sydney Airport you will, unless otherwise agreed by Sydney Airport, be required to have a photograph taken and printed onto your Sydney Airport Access Control Card. Note: This may not apply in certain circumstances where Sydney Airport has made alternative arrangements with the issuing authority.
- 4.4 If you:
 - (a) do not complete the application form correctly; or
 - (b) include false or misleading information in your application form, then Sydney Airport may refuse your application for an Access Control Card (or cancel your Access Control Card if already issued).

5. Purpose of an Access Control Card

The purpose of an Access Control Card is to allow access to Secure Areas at Sydney Airport if you have an operational need to enter such areas.

6. Use of an Access Control Card

You acknowledge that you:

- (a) can only enter and remain in a Secure Area for the purpose of your employment; and
- (b) must not give your Access Control Card to anyone else to use. It is for your use only while on duty; and
- (c) must keep your Access Control Card secure at all times (even when you are not using it); and
- (d) may only use the Access Card issued to you for use at Sydney Airport and you must not use any other person's access card at Sydney Airport.

7. Notification to Sydney Airport

You must immediately notify Sydney Airport if you:

- (a) become an "unlawful non-citizen" or no longer have a right to work in Australia; or
- (b) no longer need frequent access to enter a Secure Area for your employment; or
- (c) change your employer; or
- (d) subsequently discover that the information you have given in your application was false, misleading or has changed; or
- (e) change your personal details that you have supplied on this application.

8. Suspension and Cancellation of an Access Control Card

Sydney Airport may cancel or suspend your Access Card if you fail to comply with one of these conditions. For example, if you;

- a) Fail to supervise the holder of a VIC while that person is in a Secure Area; or

- b) Have given your Access card to someone else to use to gain entry to a Secure Area; or
- c) Are found in a Secure Area other than for an operational purpose (for example, if you have left your employment or you are not on duty); or
- d) Have failed to notify Sydney Airport set out in clause 7 (above); or
- e) Provided information in your Access application which Sydney Airport discovers was false or misleading; or
- f) Misuse your Access card (e.g. to provide access to a Secure Area for persons who do not have an operational reason to be in that area); or
- g) Tamper or reduce the effectiveness of preventative security measures, including but not limited to CCTV, access control systems/hardware or door hardware; or
- h) Misuse or force open a door; or
- i) Tamper with or amend a security boundary without the written consent of a representative from the Sydney Airport Security department.
- j) Have used someone else's ACC to gain access into secure areas.

Sydney Airport will determine the period of suspension, having regard to:

- a) The nature of the contravention; and
- b) Whether you have previously contravened these terms and conditions or the Regulations.

If your Access Control Card has been cancelled or suspended, you must immediately return your Access Control Card to the Sydney Airport Services Centre.

9. Return of Access Control Cards

You must immediately return your Access Control Card to the Sydney Airport Services Centre if:

- (a) your Access Control Card has expired; or
- (b) Sydney Airport or your employer notifies you that your card has been cancelled or suspended; or
- (c) Your Access Control Card has been damaged, altered, defaced or is not working; or
- (d) You no longer need to enter a Secure Area for the purposes of your employment or have left your current employment.

10. Loss of Access Control Card

You must immediately notify Sydney Airport ID & Access Services (ph. 02 9667 9301) if your Access Control Card has been lost, stolen or destroyed. After Hours: 9667 9673

11. Property of Sydney Airport

The Access Control Card issued to you remains the property of Sydney Airport Corporation Limited.

12. Security Awareness Test

If required by Sydney Airport you must complete successfully a security awareness computer based test.

13. Validity Period of Access Control Card

The Access Control Card is valid for a maximum period of 2 years or for the validity period of your ASIC (whichever time frame is shorter).

14. Access Control Card Expiry / Renewal

An Access Control Card expires in accordance with the expiry date displayed on your ASIC. It is your responsibility as the access card holder to have your access privileges renewed at the time of renewing your ASIC.

Failure to do this will result in your access privileges being suspended on the last day of the month displayed on your ASIC.

NOTE: Your ASIC issuing body may have prearranged procedures for the renewal of your access privileges.

I understand and agree to the terms and conditions of issue and use (to be signed at time of card issue).

Cardholder Name: _____

Cardholder Signature: _____

Date: _____