ACCESS



IRIS

KEYSAFE



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## **ACCESS REQUEST / DUTIES EXPLANATION**

- · Your PIN (Personal Identification Number) is for your use only. It must not be used by anyone else.
- You must keep the key secure at all times.
- · You may only use the key in the course of your approved duties and may not use it for any other purpose.
- A Security Key is issued to you on a personal basis and must not be transferred.
- Loss or Damage of a Security Key is to be reported IMMEDIATELY to the Sydney Airport Intergrated Operations Centre on (02) 9667 9673, and to your employer. Any Damage to keys must be reported to (02) 9667 9666. The Security Key/s remains the property of Sydney Airport Corporation Ltd at all times and must be presented for inspection or returned on request by an authorised airport officer.
- Security Key/s must be returned at the end of each day/shift to the key cabinet where the key was issued from. Failure to return the key may result in your access being revoked or your company paying to re-key the areas affected.
- · Keys are on a tamper proof key ring. Persons found to have tampered with keys or key rings may face prosecution.
- Misuse of a Security Key may result in withdrawal or cancellation of your access privileges.

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APPLICANT CERTIFICATION										
1										
APPLICANT NAME										
a. certify that the details contained in this application are true and correct; and										
<ul> <li>acknowledge that the conditions of Issue and Use for a Sydney Airport access control card, and the Privacy Note set out in my initial access control card application, continue to apply to the use of my access control card following this application for access upgrade; and</li> </ul>										
c. agree to the Terms and Conditions for access to and use of security keys set out in Section 5.										
Signature: Date: D D M M Y Y										
APPLICANT SIGNATURE										
EMPLOYER CERTIFICATION (to be signed by listed signatory with Sydney Airport)										
1										
		EMPLOYER NAME								
Of										
COMPANY NAME										
Certify that the person named in this application is currently employed with our organisation and requires access to the above mentioned areas to perform his/her duties for his/her employment.										
<ul> <li>I undertake to notify Sydney Airport immediately if the person ceases to require access to these areas (including when the person ceases their employment with the organisation named above).</li> </ul>										
b. 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 of the terms and conditions applicable to a registered company.										
Signature:	EMPLOYE	R SIGNATURE	Date:	D D M M Y Y						
EMPLOYER SIGNATURE  NOTE: If access is being requested for a particular company's leased area (eg: Qantas Club), you must attach written consent from an authorised representative of that company.										
RESTRICTED ACCESS APPRO	OVALS									
Other Special Certifications for unique access (as required).										
Technology	Approved by:	SYDNEY AIRPORT AUTHORISED	SIGNATORY Signature:							
High Voltage	Approved by:	SYDNEY AIRPORT AUTHORISED	SIGNATORY Signature:							
Mechanical Services	Approved by:	SYDNEY AIRPORT AUTHORISED	SIGNATORY Signature:							
Electrical	Approved by:	SYDNEY AIRPORT AUTHORISED	SIGNATORY Signature:							
Property	Approved by:	SYDNEY AIRPORT AUTHORISED	SIGNATORY Signature:							
Customs Controlled Area	Approved by:	COMPANY/TITLE/NA	ME Signature:							
Other (please specify)	Approved by:	COMPANY/TITLE/NA	ME Signature:							
ONCE COMPLETED THIS FORM CAN BE MAILED TO idservices@syd.com.au										

OFFICE USE ONLY - Assessment and Notes										
Authorised Signatory / Company Registration	YES / NO	Initial:	Date:	D D M M Y Y						
Check comments Section in EBI	YES / NO	Initial:	Date:	D D M M Y Y						
Notes:										

NOTE: Submission of this application form is subject to final assessment by Sydney Airport Corporation Limited.

 $ID\ and\ Access\ Services\ -\ Locked\ Bag\ 5000,\ Sydney\ International\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal,\ Sydney\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Airport\ Services\ Centre,\ Level\ 3,\ International\ Terminal\ Airport\ NSW\ 2020\ or\ Ai$ 

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