

FAQ

Am I required to comply with the directions of Sydney Airport Security, the AFP, Customs and Border Protection Service or Aviation Security Officers to leave the Sterile Area if I am not properly displaying my ASIC?

You must comply. It is an aviation offence if you do not comply.

I am a VIC holder. What happens if I am found unsupervised in parts of the Sterile Area such as back of house, back office or behind a closed counter?

You will be escorted out of the Sterile Area. You and the person responsible for supervising you may be issued with a Sydney Airport Aviation Security Notice and may be asked to attend an interview. You could be suspended from obtaining a VIC for a period. The person responsible for supervising you may have their ASIC suspended or cancelled and they could also lose their right to work at the airport.

Am I permitted to have lunch in the Sterile Area of T1?

If you are performing duties in the Sterile Area you ARE permitted to purchase and consume food and non-alcoholic beverages. You are not permitted to purchase any other items.

Staff who work in the Landside Public Area or on the Ramp and are not performing duties in the Sterile Area are NOT permitted to enter the Sterile Area to purchase and consume food and beverages.

If you breach these conditions it may lead to an investigation by Sydney Airport and/or the Office of Transport Security as well as investigation and potential prosecution by Customs and Border Protection.

Your ASIC could be suspended or cancelled. You could receive an exclusion notice from Customs and Border Protection. You could also be fined by The Office of Transport Security for entering the Sterile Area for an unlawful purpose. This means you could lose your right to work at the airport.

Can I take my container of soup, large cup of coffee, jar of honey or Vegemite through the screening point and into the Sterile Area of T1?

Personal items such as beverages, soups, jars of Vegemite (pastes) and honey (gels) (above 100ml) are not considered Tools of Trade and are subject to LAGs restrictions. All 100ml containers presented for inspection at the security screening point must fit within a one litre, clear zip-lock plastic bag. There is a limit of one plastic bag per person. LAG items must be surrendered if the item does not conform to the size and quantity limits.

Can I take personal items such as perfume, cosmetics, deodorants or medicine through the screening point and into the Sterile Area of T1?

Personal items such as perfume, cosmetics and deodorants (above 100mls) are not considered a Tool of Trade and are subject to LAGs restrictions (see previous question). This means you will be required to surrender the item/s at the screening point. Exceptions apply for medicines and medical products if accompanied with a letter/certificate from a doctor.

Can I buy duty free goods or other items (other than food and non-alcoholic beverages) in the Sterile Area of T1?

You are NOT permitted to purchase items (other than food and non-alcoholic beverages for immediate consumption) in the Sterile Area. If you are found buying items other than food and non-alcoholic beverages you could be investigated and prosecuted by Customs and Border Protection. This means you could lose your right to work at the airport.

Am I allowed to go window shopping in the T1 Sterile Area?

You are NOT permitted to browse in stores where you are not specifically performing duties.

Can I enter the Sterile Area of T1 for the purpose of meeting, greeting or farewelling family, friends or colleagues?

You are NOT permitted to meet, greet or farewell family, friends or colleagues in the Sterile Area or Customs Controlled Areas of T1 at any time (on or off-duty).

If you breach these conditions it may lead to investigation by Sydney Airport and/or the Office of Transport Security as well as investigation and potential prosecution by the Australian Customs and Border Protection Service as you entered the Sterile Area for an unlawful purpose. This means you could lose your right to work at the airport.

What if I misplace or lose control of a Tool of Trade or I think it has been stolen?

If you have misplaced or lose control of a Tool of Trade in the Sterile Area you must notify Sydney Airport Security immediately on 9667 9673 so that efforts can be made to locate, recover and secure the item from the risk of acts of unlawful interference with aviation or criminal acts.

If you do not notify Sydney Airport Security as soon as you become aware of the missing tool, there may be significant implications for you, your store, the terminal, the airport, airlines and other businesses.

What happens if I am found not properly displaying my ASIC or other ID?

If you contravene the regulations and do not properly display your ASIC or VIC three times or more within two years you could be disqualified from holding an ASIC for either the longest remaining period that your ASIC was valid for or one year.

You could also be issued with a Sydney Airport AVSEC Notice to attend an interview. You may have to resit a Security Awareness (ASIC) test. Your ASIC and Access could be suspended for a certain period or could be disqualified indefinitely. You could lose your ASIC and your right to work at the airport. You could also be fined by the Office of Transport Security.

What happens if I forget to bring my ASIC/ID to work?

You may have to return home. If that is not possible, you may be issued with a VIC depending on your company's operational requirements.

IMPORTANT INFORMATION

YOU NEED TO KNOW ABOUT ENTERING AND WORKING IN THE STERILE AREA

Please read this brochure to understand your obligations and avoid facing a fine or losing your right to work at the airport



SECURITY
T1: 02 9667 9673 or
T2: 02 9352 7286

EMERGENCY
02 9667 9090



ENTERING AND WORKING IN THE STERILE AREA

What is the security screening process to enter the Sterile Area?

All persons and goods entering a Sterile Area must undergo screening and be cleared before entering the Sterile Area in accordance with government legislation. The screening process involves a combination of the following measures:

- All goods/items must be X-rayed
- All staff must pass through a walk through metal detector (WTMD) or body scanner. If this is not possible (i.e. cannot walk unaided) staff must undergo secondary screening such as a pat down and/or hand-held metal detector screening
- Goods/items are randomly and continuously selected for Explosive Trace Detection (ETD) tests
- Staff are also randomly and continuously selected for ETD tests
- If staff are selected for an ETD test in T1, a liquids, aerosols or gels (LAGs) pat down is performed as an adjunct to the ETD process.

What are the Conditions of Entry for staff?

To enter the Sterile Area you must follow these Conditions of Entry:

- You must undergo security screening each time you enter the Sterile Area
- Have a lawful purpose for being in the Sterile Area (e.g. entering the Area to work in a retail store)
- Have duties to perform in the Area (e.g. work)
- Have authorisation to enter the Area (e.g. you must have the right ID and access privileges)
- Properly display your Red or Grey ASIC, VIC or any other approved ID at all times
- Do not give your ASIC, VIC or your access card to anyone else to use
- Do not tailgate others and do not allow anyone to tailgate you
- Do not meet and greet or farewell friends, relatives or colleagues when you are on or off-duty
- Failure to comply with the conditions of entry means you could be investigated, prosecuted and fined. You could also lose your right to work at the airport.

WHAT IS A TOOL OF TRADE?

The Australian Government allows prohibited items and restricted items (LAGs) to be carried through a screening point as a Tool of Trade if it is for the purpose of carrying out the functions and operation of a retail tenancy. The restriction on LAGs items is for T1 only.

Typically the most common prohibited items (Tools of Trade) are scissors, box cutters, knives, hammers and screwdrivers.

The most common restricted items (Tools of Trade) are cleaning products, sealants, degreasers, glues, paints and oils.



WHAT IS THE PROCESS FOR TAKING A TOOL OF TRADE INTO THE STERILE AREA?

Employees or contractors who need to take Tools of Trade into the Sterile Area must complete a Security Direction at the screening point for temporary working requirements or present a Sydney Airport approved permanent Tools of Trade card.

The methods used for custody and control of Tools of Trade in the Sterile Area includes:

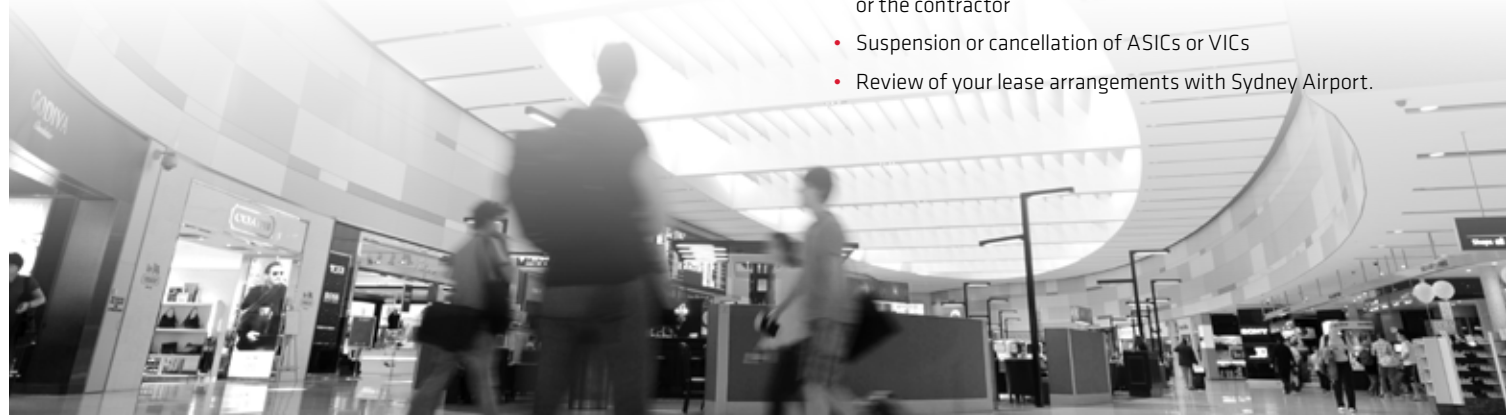
- Carrying the item in a secure manner on a person at all times
- Having the item under constant visual and physical control of the item when in use
- Locking the item away when not being used, if the item is not chained or cabled to an immovable part of the work area
- Not leaving the item unattended and accessible to passengers and the general public in the Sterile Area
- Being chained or secured by a flexible steel cable to an immovable part of the work area (e.g. chained to a kitchen bench or cash register).

WHAT ARE THE REQUIREMENTS FOR KEEPING TOOLS OF TRADE IN THE STERILE AREA?

All tenancies must have and use a Tools of Trade register. The register keeps track of all Tools of Trade brought into your tenancy on a permanent or temporary basis. The register provides proof of custody and enables tenancies to keep items accountable. The register must be maintained on a daily basis.

You can obtain a copy from Sydney Airport Security at airportsecurity@syd.com.au

Tenancies must also display a Tools of Trade Security Direction certificate in areas where staff can readily view it and be reminded of their obligations and requirements. Tenancies generally display Security Directions on or inside a cupboard door behind the counter or on a wall in the back office.

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Are Tools of Trade compliance inspections conducted?

Regular inspections are conducted by Sydney Airport Security and Inspectors from the government regulator, the Office of Transport Security, to ensure your Tools of Trade are kept secure or under physical control at all times.

Inspectors will check to see if your Tools of Trade Security Direction is displayed and that your register is being maintained daily, proving that you're keep account of your tools.

WHAT ARE THE IMPLICATIONS OF NON-COMPLIANCE?

There are serious implications to your tenancy's operation if a Tool of Trade is found unsecured.

The implications could include:

- Evacuation of the Sterile Area by all staff and passengers
- Closure of all Sterile Area tenants
- Aircraft delays. Aircraft will not be able to depart and arriving aircraft will be forced to wait before they can disembark passengers
- Significant financial loss across the airport, airlines, industry and your tenancy
- Government enforcement actions
- Your Tool of Trade being used to commit an act of unlawful interference with aviation.

A breach of any of the Tools of Trade conditions of use will be taken seriously. Sydney Airport reserves the right to enforce severe penalties which may include:

- Removal of Tools of Trade from the Sterile Area tenant or the contractor
- Suspension or cancellation of ASICs or VICs
- Review of your lease arrangements with Sydney Airport.