## Access Upgrade & Keysafe Request Application





| Section 1 - Personal Particulars   |  | OFFICE USE ONL                            |
|--|--|---|
| Surname:   |  | Application lodged or                     |
| Given Name/s:  |  |   |
| Company:   |  | Insert Date Stamp  Access assigned/declin |
| Department:  |  | 7100000 doorg110011 doors                 |
| •  | or Job role functions:                   | Insert Date Stamp                         |
| Contact No. (mobile preferred)   |  | Assigned by:                              |
| Email Address (for notification purposes):   |  |   |
| ASIC / LTC / Access Control Card No:   |  |   |
|  |  |   |
| Section 2 - Duties What duties will you be performing in the a   | areas you have requested access to in S  | Section 3 below.                          |
|  | areas you have requested access to in S  | Section 3 below.                          |
| What duties will you be performing in the a  |  |   |
| What duties will you be performing in the a section 3 - Access Request Please list below the door numbers and a                      | description of the door location you are |   |
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| What duties will you be performing in the a section 3 - Access Request Please list below the door numbers and a                      | description of the door location you are |   |
| What duties will you be performing in the a  Section 3 - Access Request  Please list below the door numbers and a  Door No:  Descrip | description of the door location you are | requesting access for.                    |
| What duties will you be performing in the a section 3 - Access Request Please list below the door numbers and a                      | description of the door location you are |   |

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.

□ Kevsafe

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

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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| Se                                      | ction 5 - Applicant Certification   |       |  |  |  |
|---|---|-------|--|--|--|
| Ι,                                      |   |       |  |  |  |
| (a)<br>(b)                              | (full name) certify that the details contained in this application are true and correct; and acknowledge that the conditions of Issue and Use for a Sydney Airport access control card, and the Privac set out in my initial access control card application, continue to apply to the use of my access control card this application for access upgrade; and | ,     |  |  |  |
| (C)                                     | agree to the Terms and Conditions for access to and use of security keys set out in Section 5.  |       |  |  |  |
| Signature: Date:                        |   |       |  |  |  |
| Sec                                     | tion 6 - Employer Certification   |       |  |  |  |
| NOT                                     | ification by company authorised signatory.<br>E: If access is being requested for a particular company's leased area (eg: Qantas Club), you must attach wr<br>sent from an authorised representative of that company.   | itten |  |  |  |
| l,                                      | of (full name) (company)  |       |  |  |  |
| cert                                    | fy that the person named in this application is currently employed with   |       |  |  |  |
| and<br>(a)<br>(b)                       | when the person ceases their employment with the organisation named above).   |       |  |  |  |
| Sigr                                    | ature: Date:  |       |  |  |  |
| Section 7 - Restricted Access Approvals |   |       |  |  |  |
| Oth                                     | er Special Certifications for unique access (as required).  |       |  |  |  |
|   | IT - Approved by  company / title / name Print / Sign   |       |  |  |  |
|   | High Voltage  |       |  |  |  |
|   | company / title / name Print / Sign   |       |  |  |  |
|   | Mechanical Services   company / title / name   Print / Sign   |       |  |  |  |
|   | Electrical company / title / name Print / Sign  |       |  |  |  |
|   | Customs Controlled Area   |       |  |  |  |
|   | company / title / name Print / Sign   |       |  |  |  |
|   | Other (please specify)  |       |  |  |  |
|   | company / title / name Print / Sign   |       |  |  |  |
| Se                                      | ction 8 - OFFICE USE ONLY   |       |  |  |  |
|   | sess against set criteria   |       |  |  |  |
|   | uthorised Signatory / Company Registration YES / NO  Date: Initial:   |       |  |  |  |
|   | heck comments Section in EBI YES / NO Date: Initial:  |       |  |  |  |
|   |   |       |  |  |  |
| Αр                                      | proval and Comments   |       |  |  |  |
|   |   |       |  |  |  |
|   |   |       |  |  |  |
|   |   |       |  |  |  |

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.

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