

How to complete Onboard COMPANY APPLICATION

01. Register & activate account
02. Select or add your company
03. Company Application:
04. Milestone - Operation
05. Milestone – Key Contacts
06. Milestone - Contracts
07. Milestone - Insurance
08. Milestone - Indemnity
09. Submitting Milestones & Finish

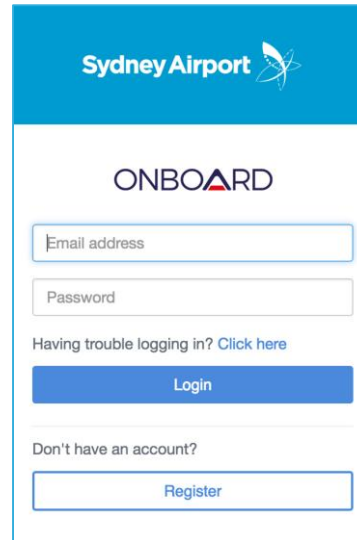


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1 REGISTER & ACTIVATE

1. REGISTER

Go to <https://onboard-syd.airdat.org>, click Register and complete all fields



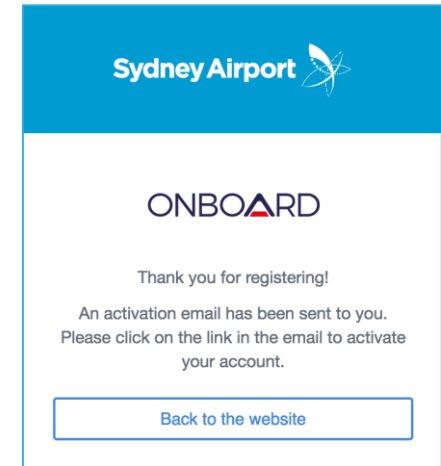
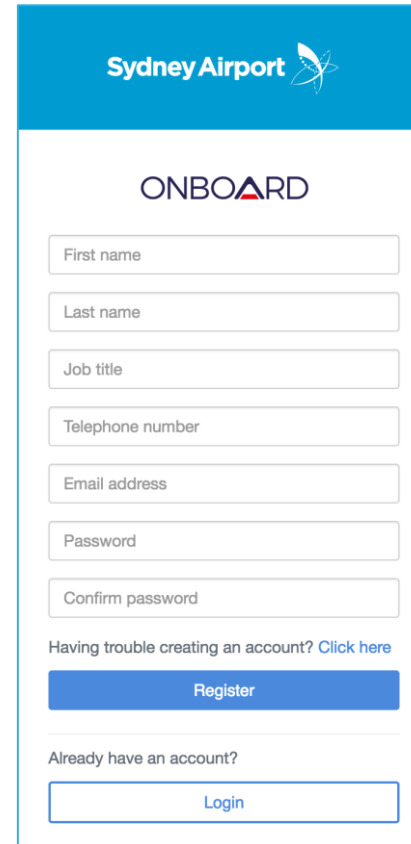
2. ACTIVATE

Check emails and click on the link to activate the account

From: <no-reply@airdat.org>
Date: Fri, Jul 14, 2017 at 6:09 PM
Subject: AIRDAT Onboard - Activate your account
To: uat@airdat.org

Thank you for registering on the AIRDAT Onboard Site. Please click on the following link to activate your account.
<https://onboard-syduat.airdat.org/en/Account/Activate/a4be1b00-c136-48f8-890b-321746de2f73> If your email client does not allow links to be clicked, just copy and paste the address into your browser.
Kind regards

The AIRDAT Team



How to complete Onboard COMPANY APPLICATION

2 SELECT OR ADD YOUR COMPANY

This is a dynamic field. Enter in the first 3 letters of your company name and a list will appear for you to select from

Thank you for choosing AIRDAT.

Before you continue, we just need to take a few more details in order to complete your account setup.

Search for your company

Choose a company

Can't find your company? It may be that it is not setup on our system. To add a new company, [click here](#).

Continue

If your company is not in the drop down list, you will need to set up your company profile and will be asked to provide:

- Company Name
- ABN/ACN Number
- Business type (*drop down*)
- Company address
- Company contact email address and contact number
- Manager name and contact number

Thank you for choosing AIRDAT.

Before you continue, we just need to take a few more details in order to complete your account setup.

Company name

Please enter your ABN or ACN

What is your business type?

Company registered address

Address lookup

Contact details

Manager

Complete setup

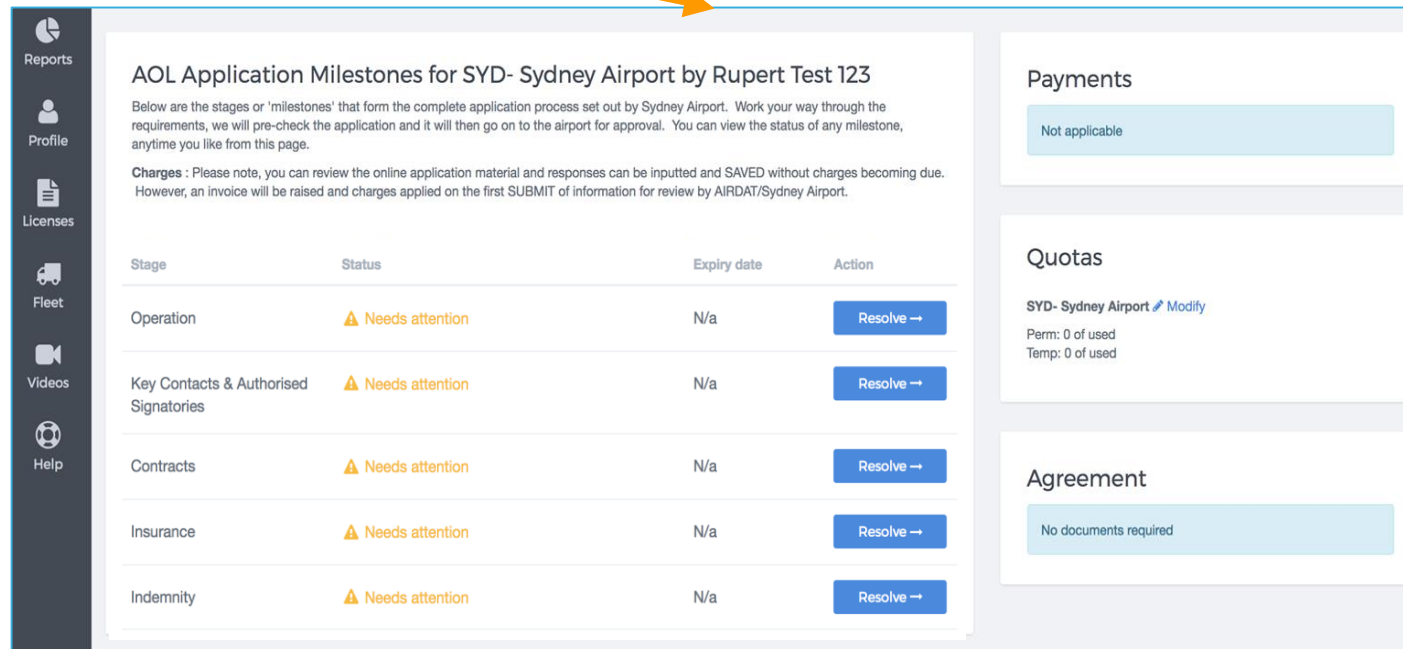
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3 START COMPANY APPLICATION

Airport applications in progress

Please select an application below to view its progress, or select 'Begin Application' to apply at another airport.

Airport	Status	Action
Sorry, no applications currently exist. Please select the 'Begin application' button below to start.		
Need to apply for another airport?		Begin application →



AOL Application Milestones for SYD- Sydney Airport by Rupert Test 123

Below are the stages or 'milestones' that form the complete application process set out by Sydney Airport. Work your way through the requirements, we will pre-check the application and it will then go on to the airport for approval. You can view the status of any milestone, anytime you like from this page.

Charges : Please note, you can review the online application material and responses can be inputted and SAVED without charges becoming due. However, an invoice will be raised and charges applied on the first SUBMIT of information for review by AIRDAT/Sydney Airport.

Stage	Status	Expiry date	Action
Operation	⚠ Needs attention	N/a	Resolve →
Key Contacts & Authorised Signatories	⚠ Needs attention	N/a	Resolve →
Contracts	⚠ Needs attention	N/a	Resolve →
Insurance	⚠ Needs attention	N/a	Resolve →
Indemnity	⚠ Needs attention	N/a	Resolve →

Payments
Not applicable

Quotas
SYD- Sydney Airport [Modify](#)
Perm: 0 of used
Temp: 0 of used

Agreement
No documents required

ONBOARD

How to complete Onboard COMPANY APPLICATION


4

MILESTONE - OPERATION



Tell us about your Airside Operation

This milestone is used to let Sydney Airport know what kind of services you intend to supply at the airport, to whom, and how many vehicles you may require in order to do that:

- Select services provided at Sydney Airport from the list 
- Do you have an airport vehicle/equipment maintenance provider? if so, who?
- Where are your vehicles primarily parked when not in operation?
- Please indicate the number of PERMANENT vehicle passes that you will require at any one time [number]
- Please indicate the number of TEMPORARY vehicle passes that you will require at any one time [drop down number]*
- Is your company an Airside Operating Licence (AOL) signatory?
- If Yes, please download and complete the Sydney Airport Non-Motorised GSE register. Once completed please upload below. The register is available for download below.

- Aircraft Catering
- Aircraft Engineering
- Aircraft Pushback and Repositioning
- Aircraft Refuelling
- Aircraft Servicing
- Aircraft Maintenance
- Baggage Handling
- Cargo Handling
- Construction
- Deliveries
- Facilities Maintenance
- Fleet Presentation
- Government Operation
- Mail Handling
- Passenger Handling
- Passenger Transport
- Vehicle/GSE Maintenance
- Other (if selected please describe below)

How to complete Onboard COMPANY APPLICATION

5

MILESTONE – KEY CONTACTS & AUTHORISED SIGNATORIES



Please insert contact details for each of the categories below and select if they are an authorised signatory.

Department Contact

Day of Ops Contact

Senior Management Contact

Emergency Contact

For each contact:

- Name
- Job Title
- Email
- Phone Number
- Mobile Number

How to complete Onboard COMPANY APPLICATION

6

MILESTONE – CONTRACTS



Please supply proof of contracts to support your airside operations. Acceptable forms of proof include: - A copy of the of the signed contract between your company and customer. - A contractors letter of support from your customer outlining the nature of your contract in support of your need to operate airside and the contract length.

Please specify the contract name in the filename of the upload(s).

Step 1: select document expiry date

Expiry date of document

If you are an airline or government agency and do not have a contract please tick this box.

How to complete Onboard COMPANY APPLICATION

7

MILESTONE – INSURANCE



Insurance

All AUA applications must be lodged with a certificate of currency confirming the following cover provisions: (1) For state or territory road registered vehicles no less than \$20 Million. (2) For non-state or territory road registered vehicles no less than \$50 Million.

Does this company hold an overarching liability insurance which covers all vehicles which may apply for an Airside Vehicle Permit? *

No

If YES, set the insurance expiry date then upload a copy of your certificate(s) here:

If NO, you will need to upload a copy of the relevant insurance certificate for each vehicle under Fleet Management.

How to complete Onboard COMPANY APPLICATION


8

MILESTONE – INDEMNITY




Indemnity

Please download and sign the AUA Deed of Indemnity below. Once signed please upload and submit here. *

 test page.docx [View](#)

For assistance with this step, please view our supporting document below.

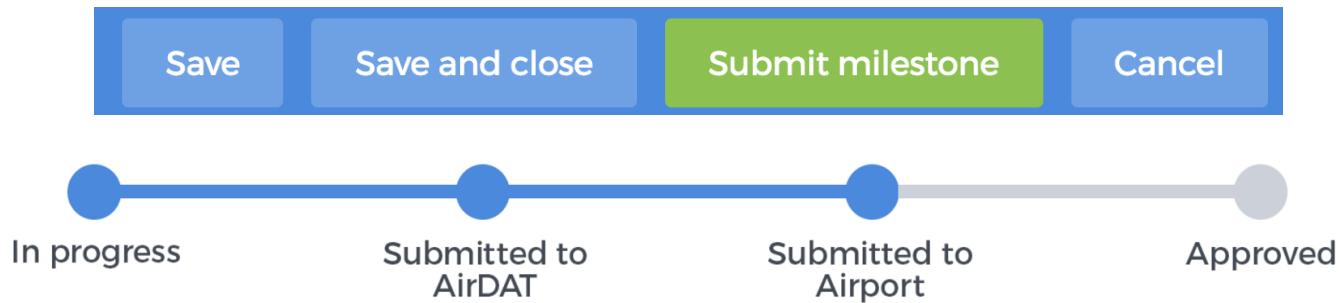
 [View document](#)

How to complete Onboard COMPANY APPLICATION

9

SUBMITTING MILESTONES

As you complete each Milestone, you can **SUBMIT MILESTONE**



To the right of the webpage is a comment section. You can use this to ask questions to help you through your application.

Post a comment...

ONCE YOU HAVE COMPLETED ALL YOUR MILESTONES, YOUR APPLICATION WILL BE SUBMITTED TO SYDNEY AIRPORT FOR REVIEW