

# Airport Security and Safety Induction Guide



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## INTRODUCTION

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The following material is unclassified, however it has been copyrighted. Copies may not be made for any purpose without the specific written approval of Alice Springs Airport Pty Ltd. The Airport Security & Safety Induction Guide is designed to inform airport staff, and others involved with the airport, about the requirements for working within the various areas and zones applicable to the airport property.

All persons are to ensure that they are in no doubt as to the procedures and requirements enforced on the Airport property. Ignorance of the relevant law is not an excuse.

### Safety

General aviation safety is overseen by the Civil Aviation Safety Authority (CASA). This agency regulates aircraft, aerodromes, airstrips and flight operations.

Airservices Australia operates the national air traffic control (ATC) system. It also provides the air traffic control services from the tower at Alice Springs Airport. This is for the controlled airspace covering the airport and its approaches. During airport operational hours any aircraft within the designated local airspace must advise the tower of its presence and intentions, and follow directions from the tower.

The Aviation Rescue and Fire-Fighting Service (ARFFS) is a section of AirServices Australia. The ARFFS personnel deal with fires and other emergencies on the airport and within a 1 km radius of the airport. They can also render first aid for accidents, injuries and medical conditions.

Alice Springs Airport and organisations using the airport are responsible for the general safety of their personnel.

### Security

There are three security programs in operation under the requirements of Commonwealth Law and these are administered by the Office of Transport Security within the Department of Infrastructure and Regional Development. These programs are:

- Alice Springs Airport Pty Ltd Transport Security Program
- Alice Springs Airport Pty Ltd Checked Bag Screening Program
- Alice Springs Airport Pty Ltd Aviation Security Identification Card (ASIC) Program

The Transport Security Program details the airport's approach to handling security at the airport. The Checked Bag Screening Program details the operations and contingencies pertaining to the screening of passenger baggage. The ASIC Program details the operation of the airport's activities and actions relating to the issue of ASICs.

All of these program documents are Security-Restricted documents. Each document has been inspected and approved by the Department of Infrastructure and Regional Development. They are modified from time to time as items or conditions change or as the Office of Transport Security directs.

The focus of all these programs is to provide security of aircraft, passengers and personnel at the airport. The following chapters outline the requirements that need to be followed in order to achieve this, and relate to the approved security programs.

Operations pertaining to safety and other matters are also covered in several induction guides (in preparation) and the Alice Springs Airport *Airside Drivers Guide*.

Relevant federal laws and regulations relating to aviation security are covered by the *Aviation Transport Security Act 2004* and the *Aviation Transport Security Regulations 2005*.

## Definitions

Term	Meaning
<b>Airside</b>	The movement areas (runways, taxiways and apron areas) of an airport, adjacent land and buildings, or portions thereof, access to which is controlled.
<b>Apron</b>	That part or parts of an airport used for <ul style="list-style-type: none"> <li>• Parking, refuelling, servicing of an aircraft, or carrying out maintenance on an aircraft,</li> <li>• Enabling passengers to board, or disembark from aircraft, or</li> <li>• Loading freight onto, or unloading freight from aircraft.</li> </ul>
<b>Aviation Security Identification Card (ASIC)</b>	A card issued by an organisation approved by the Department of Infrastructure and Regional Development (DIRD) that permits individuals, who have justifiable need, to have unescorted access to secure zones of an airport. A grey ASIC allows the holder access with tools etc. to Landside security zones. A red ASIC allow the holder access to the Airside area.
<b>Aviation Security (AVSEC)</b>	Aviation security is a combination of measures and human and material resources intended to safeguard civil aviation against acts of unlawful interference.
<b>Landside</b>	That part of an airport's property outside of the Airside Area.
<b>"Regulations"</b>	Refers to the <i>Aviation Transport Security Regulations 2005</i> .
<b>Regulatory Sign</b>	A sign that advises of any law, regulation or restriction for which it would be an offence to disregard.
<b>Screening</b>	Inspection procedures which provide a security clearance of persons, vehicles or goods that are to be given access to a security zone or entry to an aircraft.
<b>Secretary</b>	Refers to the Secretary of the Department of Infrastructure and Regional Development.
<b>Security Zone</b>	A zone within the airport and to which access is restricted to staff on duty or has limitation imposed as to the use of certain tools and prohibited items.
<b>Security Restricted Area (SRA)</b>	An Airside Security Zone, comprising the apron area and any other area so detailed in the Transport Security Program, access to which is not lawful without a valid red Aviation Security Identification Card (ASIC). Note that unscreened passengers and crew must not mix with screened passengers in the SRA.
<b>Sterile Area (SA)</b>	A Landside Security Zone approved by the Secretary under subsection 21(5) of the act, to which persons and goods are not permitted until screened in order to ensure that no weapons or explosives have been admitted. Only ASIC holders or visitors under supervision may possess and use tools and other prohibited items while in the zone.
<b>Visitor Identification Card (VIC)</b>	A card issued by an organization approved by the Department of Infrastructure and Regional Development (DIRD) that permits individuals, who have justifiable need, access at all times to the Airside and the various Security Zones providing that they are escorted at all times.

## Abbreviations

<b>ADA</b>	Authority to Drive Airside. A card issued by the Airport Management allowing a person to drive on the airside of the airport.
<b>AFP</b>	Australian Federal Police.
<b>AQIS</b>	Australian Quarantine Inspection Service.
<b>ARFFS</b>	Aviation Rescue and Fire-Fighting Service.
<b>ARO</b>	Airport Reporting Officer
<b>ASA</b>	Alice Springs Airport Pty Ltd (or the Airport itself). Note this abbreviation may be used elsewhere for Airservices Australia.
<b>ASIC</b>	Aviation Security Identification Card.
<b>ATSR</b>	Aviation Transport Security Regulations 2005.
<b>AUA</b>	Authority to Use Airside. A certificate issued by the Airport Management allowing a vehicle to be used on the airside of the airport. Temporary or long-term authorities can be issued.
<b>AVSEC</b>	Aviation Security.
<b>CASA</b>	Civil Aviation Safety Authority. A federal government agency involved with the regulation and safety of aviation.
<b>CCTV</b>	Closed Circuit Television. (Used for visual monitoring and recording of events.)
<b>DIBP</b>	Department of Immigration and Border Protection.
<b>DIRD</b>	Department of Infrastructure and Regional Development (Not an official acronym).
<b>FOD</b>	Foreign Object Debris and/or Foreign Object Damage
<b>GA</b>	General Aviation. Aviation and services relating to charter air services and private aviation. It may also apply to small regional air services at some airports.
<b>JDFPG</b>	Joint Defence Facility, Pine Gap.
<b>OTS</b>	Office of Transport Security within the Department of Infrastructure and Regional Development.
<b>RPT</b>	Regular Public Transport. In aviation this refers to services run to schedules and on which an individual fare is paid for travel.
<b>SA</b>	Sterile Area.
<b>SACS</b>	Security Access Control System. An electronic monitoring system.
<b>SRA</b>	Security Restricted Area.
<b>VIC</b>	Visitor Identification Card.



## AREAS AND ZONES ON ALICE SPRINGS AIRPORT

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The airport is divided into various areas and zones and these are explained below.

Note that the terminology, particularly the use of the word "area" overlaps to some extent.

The airport is divided into two principal areas: "Airside" and "Landside". The purpose of defining the Airside Area is to control access to operational areas of the airport.

Airside Area refers to the active operational movement areas of the airport and on which aviation activities are confined. See Attachment A.

Landside Area refers to any other area within the boundaries of the airport property.

Within each area there are designated security zones which have additional security requirements. The *Security Restricted Area* is the security zone on the airside area. On the landside the *Sterile Area* within the terminal is the main security zone. These and other areas and the conditions of entry are explained below.

### Conditions of entry into Security Areas and Zones

#### Security Restricted Area (SRA)

The SRA is a Security Zone superimposed on the Airside Area by Alice Springs Airport on behalf of the Department of Infrastructure and Regional Development. The SRA consists of the RPT aircraft apron, adjacent areas and entry points and is shown on the map in Attachment B. Most persons entering the SRA have to be screened. The exceptions are Airport operational and security staff on duty, ARFFS, NT Police and certain exempt persons.

Vehicles entering the SRA are subject to inspection and are restricted to those that have been issued with an *Authority to Use Airside*. The drivers of such vehicles must have been issued with an *Authority to Drive Airside*, or be escorted by a driver with an authority. These authorities are only issued to applicants who can demonstrate that they are operating on ASA business. The driver of any vehicle on the airside must be a holder of a valid red ASIC, or hold a VIC and be escorted by a valid red ASIC holder.

Access to the SRA is restricted to persons on duty who possess and are properly displaying a valid red ASIC. Persons who have been issued with a valid VIC may also enter and remain on the SRA only under the escort of a valid red ASIC holder.

Within this zone a higher level of security applies to RPT aircraft and operations..

Random inspection will apply airside. These shall be carried out by ASA Airport Reporting Officers and Security Personnel. Where applicable, this shall include inspection for the following:

- A valid red ASIC / VIC
- A valid Authority to Drive Airside (ADA)
- A valid Authority to Use Airside (AUA)
- A visual inspection of vehicle, which may include requests to open cargo carrying areas.

#### Sterile Area

The Alice Springs Airport Sterile Area is a Landside Security Zone and consists mainly of the screening point, passenger departure lounges, associated shops, the Qantas flight desk, the Qantas Club, The Sir Reg Ansett Meeting Room, restroom facilities, and also extends to the Bistro Garden. It is shown on the map in Attachment B.

Persons and goods entering the Sterile Area must undergo screening and be cleared before entering that area to ensure that weapons, or objects that could be used as weapons,

dangerous goods, explosives or other items that may pose a threat to civil aviation are identified and removed. This process includes the use of any or all of the following:

- X-ray equipment on hand luggage, goods or items,
- Walk-through metal-detectors,
- Explosive trace detection on persons and goods,
- Manual search of hand luggage or goods, or
- "Frisk" searches of persons.
- Persons can refuse to be screened, but they will not be permitted into the Sterile Area.
- Unscreened goods will not be allowed into the Sterile Area.
- Manual searches of persons and bags may also be undertaken if required.
- Retail goods being taken into the Sterile Area via a screening point must be screened using x-ray machines, with the exception of oversize items (as determined by the screeners) which will be screened manually.

Anyone leaving the Sterile Area via the exit beside the screening point must be re-screened before re-entering the Sterile Area.

Law enforcement Officers and specific airport personnel are exempted by DIRD and may enter the sterile area at a point other than the screening point if on duty and displaying a valid identity card.

#### Tools of Trade within the Sterile Area

The DIRD permits items into the Sterile area which are classified as 'Tools of Trade'. Persons entering the sterile area with Tools of Trade must have a valid ASIC card or be escorted by a valid ASIC holder and hold a VIC. These items must not be visible and accessible to the public and must be under visible and physical control at all times by the person carrying and using them.

Retail and food outlets must ensure all sharp items e.g. knives, scissors are not accessible by or visible to members of the public and must be under effective control, locked away or affixed to a shop fitting.

Retailers must ensure that sharp and prohibited items are not offered for sale or displayed in secure areas. It is also recommended that these items not be sold in other parts of the terminal as departing passengers may try to enter the sterile area with those items.

Retailers are also not permitted to supply metal knives to person for the purpose of food consumptions in the secure area. Plastic knives are permitted in the secure area.

Contact ASA for more information on requirements to carry such items into the sterile area.

#### Other Security Zones and Prohibited Areas

Private hangars and other buildings must not be entered unless on duty or on business associated with the owner or tenant of the hangar. ASIC's and VIC's must be displayed at all times within these areas. Note that some hangars have access to both airside and landside areas. The tenants of such facilities are responsible for maintaining the airside security and preventing unlawful access to the airside through their premises. This is achieved by the imposition of a suitable barrier, guard or other procedure.

The *Fuel Storage*, *Air Traffic Control Facilities*, and the *Navigational Aids Zones* are secure areas and must not be entered by unauthorised persons. There are also other sections of the terminal, external buildings and other premises which are not accessible to the public. These must not be entered unless on business and in the company of authorised personnel from the airport or the agency responsible for the zones and the relevant buildings or facilities.

## Customs Controlled Areas

There are no designated Customs Controlled Areas at ASA. However, when an international charter flight embarks or disembarks passengers, The Australian Customs Service will operate in an area set aside for its operations and which is separated from public areas by suitable partitions. Access to a Customs Controlled Area is limited to passengers holding valid applicable travel documentation and only those persons who are required to perform their duties therein, or provide relevant services. All visitors must have a legitimate reason to be in a Customs Controlled Area. Possession of a valid ASIC or VIC does not automatically give the wearer authority to be in that area.

## Directives from Authorised Personnel

Persons in secure areas or zones are to follow any directions given by any ASA staff, Airport Security Guards, NT Police or relevant agency staff immediately that direction is given. Failure to obey any direction so given will result in access being denied to areas and property controlled by Alice Springs Airport. The NT Police will be called to assist if required.

## Relevant Attachments:

- A. Diagram of the airport showing the airside area and general layout. It also has a diagram of the Sterile Area.
- B. Diagrams showing detail of the Sterile Area and Security Restricted Area.

**CHALLENGE ANYONE NOT DISPLAYING A VALID RED ASIC CARD AIRSIDE**



# AVIATION SECURITY IDENTIFICATION CARDS (ASICs)

## Introduction

The purpose of Aviation Security Identification Cards is to identify personnel who need access to a security-sensitive or security-controlled area of aviation activity. Alice Springs Airport is an *ASIC Issuing Authority* and can issue ASICs for use specifically at ASA or nation-wide. An ASIC will only be issued to a person who has an operational need. Other issuing authorities include Qantas, Airservices Australia, CASA, and other aviation industry participants.

An applicant for an ASIC must:

- Have a requirement to enter secure areas of an airport for the purpose of employment.
- Undergo a background check which will be coordinated by the AusCheck organisation which will contact the following Government agencies to obtain information about you:
  - CrimTrac
  - Australian Security Intelligence Organisation (ASIO)
  - Department of Immigration and Citizenship (DIAC)
 (For more information please refer to the AusCheck Privacy Notice which is presented in the ASIC Application Form.)

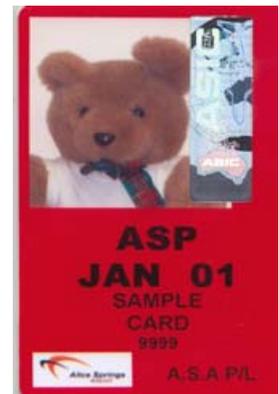
This issuing process can take 2-3 weeks from the date of the application, and in some cases much longer.

Successfully complete the Airport Security and Safety Induction Program refer to page 28 for booking procedures.

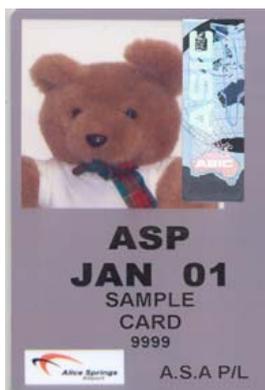
Following is an outline of the ASICs that Alice Springs Airport issues, some of their conditions of issue and use and the requirements of issue for each type.

## Aviation Security Identification Cards (ASICs) - RED

A red ASIC will be issued to a person who needs frequent access to security sensitive areas and security controlled areas at Alice Springs Airport (Airside, the Security Restricted Area, Sterile Area, and Prohibited Areas). The ASIC includes an image of the holder.



## Aviation Security Identification Cards (ASICs) - GREY



A grey ASIC will be issued to a person who needs frequent access to security sensitive areas and security controlled areas at Alice Springs Airport but has no requirement to operate on the Airside. These cards are issued to staff working in the Sterile Area.

## Display of ASICs

According to the Regulations, ASICs (and VICs) must be "Properly Displayed". That is:

- (1) Somebody is ***properly displaying*** an ASIC or VIC only if it is attached to his or her outer clothing:
  - (a) above waist height; and
  - (b) at the front or side of his or her body; and
  - (c) with the whole front of the ASIC or VIC clearly visible.
- (2) He or she is not ***properly displaying*** the ASIC or VIC if anything adhering to it obscures a photograph or anything else on it.

Failure to comply with display requirements is an offence under the Regulations and may result in an infringement notice or cancellation of your ASIC.

## Name Change

An ASIC holder who changes their name has 30 days to notify Alice Springs Airport. The notification must be in the form of a statutory declaration and submit a copy of the name change certificate. An individual commits an offence if they do not notify Alice Springs Airport.

## Return of ASICs

An ASIC issued by Alice Springs Airport must be returned to the Airport if:

- It is no longer required for access to secure areas, or
- There is a change of employer for which the possession of the ASIC was required.
- It has expired (on the last day of the month of the year indicated on the card).

*Note - An ASIC is an accountable security instrument and it must be returned to the Airport Management Centre when required. Failure to do so is an offence under the Australian Transport Security Regulations 2005.*

## Lost or Stolen ASIC

You must immediately notify ASA on (08) 8951 1211 during business hours if your ASIC has been lost, stolen or destroyed.

Within 7 days you must report the loss in the form of a statutory declaration to Alice Springs Airport.

*Note that it is also an offence under the Regulations if you fail to notify Alice Springs Airport that your ASIC has been lost, stolen or destroyed.*

**CHALLENGE ANYBODY NOT DISPLAYING THE CORRECT ID**

## VISITOR IDENTIFICATION CARDS (VICs)

Any person who does not hold an ASIC and needs access for work purposes into a secure area and / or an area that is not generally available to the public is required to obtain a VIC and be escorted at all times.

If a VIC is required, the applicant together with a supervising ASIC holder must attend the Airport Management Centre and apply for the card. A VIC is issued on a personal basis for a specific period. A VIC must not be transferred to anyone else.

As is the case for the proper display of an ASIC, a VIC must also be displayed clearly on the torso above waist level at all times.

Visitors who are issued with a VIC must be escorted by a valid ASIC holder when entering into any secure area. Any supervising ASIC holder that leaves a VIC holder unsupervised in a secure area commits an offence under the *Aviation Transport Security Regulations 2005*.

A person who holds a VIC, and was supervised by an ASIC holder into a secure area, must leave the area immediately if the ASIC holder is no longer present.

Applicants who have 'Tools of Trade' and are working in the Sterile Area of the terminal must wear a valid Visitor Identification Card and be accompanied by a person who holds a valid red or grey Aviation Security Identification Card (ASIC) at all times.

The visitor will not have any access to –

- Aircraft engaged in prescribed air services,
- Passengers boarding such aircraft or
- Anything being loaded or unloaded on board such aircraft

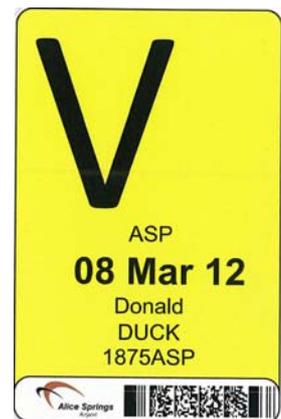
(unless supervised by a valid ASIC holder who is a representative of a prescribed air service).

An applicant must report immediately to the Airport Management Centre if the VIC has been lost, stolen or destroyed. A statutory declaration of the loss must be made within 7 days of becoming aware of the loss of the VIC. Failure to do so penalties may apply.

A VIC issued by Alice Springs Airport must be returned to the Airport Management Centre once it is no longer required, or upon expiry as it is an accountable security instrument.

Note that it is both the VIC holder and the escorting ASIC holder's responsibility to return the VIC. Failure to do so is also an offence under the *Aviation Transport Security Regulations 2005*.

VICs can be obtained from the Airport Management Centre during office hours. *Only in urgent situations will VICs be issued outside of these hours. ASA operations staff is to be notified in advance of any such requirement.*



# **MOVING THROUGH SECURITY CONTROLLED AREAS**

## **Introduction**

Anyone entering most Security Controlled Areas is required to pass through a locked door or gate using an access card or gate airkey ("zapper"). The access card can be an ASIC or specific terminal access card that has been programmed to be readable by card proximity readers that control doors or gates. The motorised sliding gates may also be accessed by gate airkeys. Staff entry points are clearly identified and staff should only enter their workplaces at these locations. Upon entering, your ASIC or VIC must be properly displayed at all times. Your access is monitored and recorded by the airport's Security Access Control System (SACS). Compliance is actively enforced by the ASA Security and Compliance Officer and Airport Reporting Officers, Airport Security Guards, and Airline Security Representatives.

## **YOU MUST**

- Display your ASIC or VIC prominently above the waist.
- Deny access to anyone without correct identification ASIC or VIC.
- Challenge person not displaying correct identification and ask them to leave the area.
- Contact the Airport Management Centre on 8951 1211 if you see someone without any identification / expired ASIC or VIC.
- Report all security incidents to Alice Springs Airport Management Centre, Airport Reporting Officer or Security Officer. Refer page 28 for contact numbers.

## **YOU MUST NOT**

- You must not force any door or access point which your access card does not let you through. This will be recorded by the SACS in the Operations Centre and you may lose your access for unauthorized use of your card. All security doors in the terminal are monitored.
- You must not allow people to tailgate through a gate or door without checking their identification. Challenge them.
- You must not ignore suspicious items and persons, even in the security sensitive areas. REPORT IT to the Airport Management Centre on 8951 1211.
- You must not use your ASIC on card readers at locations you do not need to pass through to lawfully carry out your duties. The security access control system detects these unauthorized attempts and you and your employer will be contacted and your access may be withdrawn.
- You must not prop open an entry gate or door to the airside or any secure zone. If you need to re-enter the airside, Security Restricted Area etc, you must close the gate or door and reopen it when required. You may leave the gate or door open only if you provide a static guard to prevent unlawful entry by third parties. The static guard may be anyone possessing and displaying a valid red ASIC. Under no circumstances are you to allow a secure gate or door to remain open with no one in attendance.

**REPORT ANYTHING SUSPICIOUS**

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## IMPORTANT SECURITY FACTS & PROCEDURES

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### Meeters and Greeters

Meeting, greeting or farewelling family, friends, colleagues in the Security Restricted Area is not allowed. Doing so may lead to loss of your ASIC.

### Tailgating

Tailgating is the practice of someone or a vehicle accessing secure areas by following you or your vehicle through a door or gate that you have opened with your access card or gate airkey. You are not permitted to allow another person access to a secure area unless they are under your direct escort or you verify their identification. If you are escorting someone into a security controlled area, provide the access then proceed directly behind them using your access card each time. Tailgating by vehicles is very dangerous and leads to the breakdown of security. Report and challenge anyone engaging in tailgating.

### Off Duty

When you are off duty, you are not authorized to go into Security Controlled Areas. You may be prosecuted and your ASIC and access cancelled.

### Close Doors and Gates

Close doors and gates behind you and ensure that they are fully locked. If you see a security door or gate wedged open, close it and report it to the Airport Management Centre on 8951 1211 and quote the door number and or location. On weekends and after hours report any security breaches to the Airport Reporting Officer on 0402 088 154.

### Well Maintained Fences and Access Points

Damaged fences and access points make it easy for people to access the Airside Security Zone. Report any broken fences to the Airport Management Centre on 8951 1211.

### Parking near an Airside Fence

Report any illegal parking of vehicles or the placement of any object near an airside fence. Do not leave vehicles or equipment within two metres on the airside of the fence and within three metres on the landside of the fence.

### Airfield Gates

When entering the airside through a vehicle gate you must display your ASIC and other persons in the vehicle must have a valid ASIC or VIC. If you are the driver of the vehicle you must have an *Authority To Drive Airside* and your vehicle must have *Authority To Use Airside* otherwise an escort will be needed.

After driving through an airfield gate you must ensure that the gate is closed before driving off. With padlocked gates, lock the gate behind you immediately after driving through it. The electric sliding gates A, F and Z can be opened remotely by the driver using an airkey. When the gate opens drive through. The sensor will stop the gate travel. After the vehicle has cleared the gate, wait for the gate to close before driving off from the gate – whether entering or leaving the airside. This procedure is to ensure that unauthorised persons do not enter the airside area while the gate is open.

Note that long high clearance vehicles may have sufficient space beneath them to cause the sensor to start shutting the gate early. The gate can also begin to close if a vehicle takes a long time passing through the gate. In either case this can cause damage to the gate and the vehicle. Be aware of these possibilities when driving such vehicles or escorting them.

Gates A and Z may also be opened with a programmed access card.

## Security Enforcement

Security at Alice Springs Airport is monitored and enforced by ASA's Security and Compliance Officer and Airport Reporting Officers, Airport Security Officers, Airline Security Representatives and Inspectors from DIRD.

## Unattended Items

Unattended items are a security issue within the Alice Springs Airport environment. It is the responsibility of all staff members to be vigilant and aware of any changes to the work place. This includes identifying unattended items, which could pose a risk to staff and public.

Listed below is a basic procedure to follow if an unattended item is discovered in or close to your place of work.

Remember, DO NOT put yourself at further risk. Suspicious or unattended items should only be approached by persons who have the appropriate training.

### If you identify that the item is unattended or suspicious.

1. **DO NOT open, touch or move the item.**
2. Attempt to identify the owner. If the owner cannot be established, contact the Airport Management Centre on 8951 1211 or Security Officers 8952 2194.

### Whilst waiting for the Airport Staff or Security Officers to arrive:

1. Try to recall who was last in the area or why the item is suspicious to you.
2. **DO NOT approach the item.**
3. **DO NOT** allow any other person to approach or sit in the area of the unattended item.
4. **DO NOT touch, open or move the item.**
5. **DO NOT** allow any other person to touch, open or move the item.
6. Pass all information to airport staff, Security Officers or NT Police.

## Packages

Never accept or agree to safeguard packages on behalf of someone else. If anyone approaches you to look after a package, refuse – be completely vigilant about this. Do not put yourself and others in danger.

## Handling Mail and Unknown Substances

If a suspicious package or envelope is received

- Remain calm.
- If available, place the item into a plastic bag or similar and seal it.
- Do not shake or empty the contents of the package or envelope.
- Do not handle the item more than necessary (do not allow others to handle it).
- Stay in your immediate environment. Co-workers remain in the same environment. Prevent others from entering the area.
- Call the ASA Security and Compliance Officer on 0402 088 153, or dial 000.
- Advise the exact location of the item (address, etc.), number of people in the immediate area, describe the package/device and what actions you have taken.
- Take notes, including time and date you received the item and from whom.
- As a precaution keep your hands away from your face.
- If possible (without leaving your immediate environment/work area) wash your hands.
- If there is a strong/overpowering odour move to an adjoining room or area closing all doors and windows. Stay in that area until assistance arrives.
- For packages omitting strong odours, request that the air conditioner be shut down as a precautionary measure. Turn off all fans.
- Wait for assistance to arrive.

## Bomb Threats

- Strictly follow your company's procedures.
- Instruct another person to call 000 to start call trace or hit the **MAL TRACE** button on your phone if installed.
- Notify ASA Operations at the Management Centre on (08) 8951 1211.
- If the threat relates to another organization, notify them also.
- Write down every detail of the threat and the person making the threat. This will assist significantly in the handling of the threat.
- Keep the caller talking for as long as possible asking questions about *where, when, what why* etc.
- **Do not hang up the phone when the call ends.**

## Security Breach or Concern

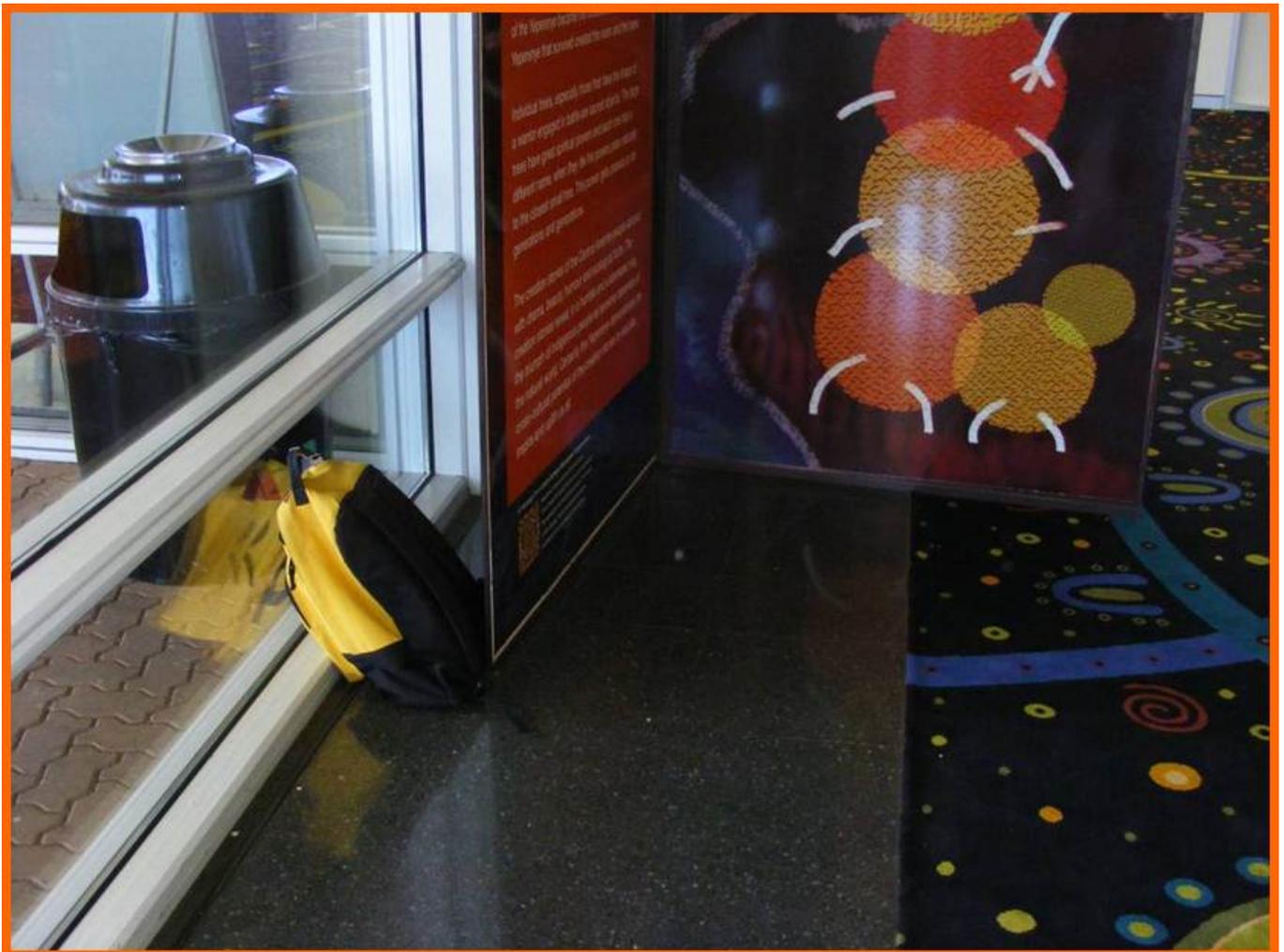
- If you observe a Security Breach or Access Infringement – **REPORT IT**
- If you observe ASIC/VIC misuse or non display – **REPORT IT**
- If you see something that is not right – **REPORT IT**

Report breaches to the Airport Management Centre 8951 1211 during office hours, or to the Security and Compliance Officer on 0402 088 153.

## CRIME AND SECURITY PREVENTION

### Some points to consider:

1. Airport tenants and employers are responsible for their own staff, premises and stock throughout Alice Springs Airport.
2. Ensure that new staff are aware of your company's internal procedures and relevant airport procedures.
3. A list of security contacts is available from the Airport Management Centre. This can be kept near the phone or in your vehicle.
4. Keep an eye out for suspicious persons and unattended items. Report anything "out of the ordinary", of concern or unlawful to Airport Management Centre on 8951 1211 during office hours, or to the Security and Compliance Officer on 0402 088 153.
5. Inform the NT Police if you are suspicious of a person using a credit card unlawfully.
6. Alice Springs Airport is under 24 hour security surveillance by closed circuit television. This footage is only supplied to law enforcement agencies in accordance with State and Federal law and applicable privacy legislation.



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## SECURITY ROLES OF SOME AIRPORT AGENCIES

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### Department of Infrastructure and Regional Development (DIRD)

The Office of Transport Security (OTS) within this Department has overall responsibility for aviation security in Australia. In consultation with the Aviation Industry, DIRD develops and implements legislation and standards under the Air Navigation Act and Regulations.

The duties of inspectors from the Office of Transport Security at Alice Springs Airport are to ensure compliance with the aviation security legislation and standards, as well as the various Airline and Airport Security Programs.

The DIRD website is: [www.infrastructure.gov.au](http://www.infrastructure.gov.au)

### Department of Immigration and Border Protection (DIBP)

Customs plays an important role in protecting Australia's borders from the entry of illegal and harmful goods and unauthorized people. It must carry out this role while not impeding the legitimate movement of people and goods across the border.

When required, Customs Controlled Areas at Alice Springs Airport are established temporarily for processing passengers on international charters. Basically the areas extend to those places required to deal with passengers and goods under Customs control. Customs seeks the assistance of airport employees in detecting unlawful activity at Alice Springs Airport. Anything suspicious should be reported to Customs Watch on 1800 06 1800.

### Alice Springs Airport Pty Ltd (ASA)

Alice Springs Airport Pty. Ltd. is responsible for overall security at the airport including:

- Development and implementation of the Airport's Security Programs, These include the *Transport Security Program*, *Checked Bag Screening Program*, and the *ASIC Program*.
- Issue of ASICs and VICs.
- Management of the Airport Security Committee.
- Maintenance of security infrastructure at the airport.
- Development of security procedures and incident response contingencies as required under government regulations.

### Qantas Airways

Qantas operates domestic and regional services. It is responsible to DIRD for the security of their passengers, staff and aircraft. Qantas is also responsible for access control to the SRA for Qantas personnel. Qantas issues ASICs and the appropriate display apparel and equipment to their own staff.

## **Other Airlines setting up RPT Services**

Any new air service providers will be responsible to DIRD for the safety and security of their passengers and aircraft. They will all ensure that the appropriate display apparel and equipment are provided to their own staff or their appointed ground-handlers. Unless otherwise arranged, ASA will be responsible for access control to the SRA for relevant personnel.

## **General Aviation Operators**

General aviation operators are responsible for their passengers and aircraft. They are also responsible for controlling access by their passengers and staff to the airside and the SRA through access points on their leased premises. The same will apply to any small regional airlines that commence operations.

## **International Airlines and Air Charter Companies**

International flights land at ASA periodically either as emergency diversions or as charters. All international air service providers are responsible for the security of their passengers and aircraft. Ground-handling is provided by Qantas, Chartair or other companies with established access procedures etc.

**SECURITY IS EVERYBODY'S INTEREST**

## **Joint Defence Facility Pine Gap (JDFPG)**

Transport aircraft carry stores and personnel for this joint Australian and United States defence facility. JDFPG is responsible for access control to the SRA for their own and visiting personnel. Australian defence agencies may issue appropriate passes for their personnel; and the US defence forces provide their personnel with appropriate identification.

## **Operators of Other State Aircraft**

From time to time aircraft from the governments of other countries land at Alice Springs Airport. The aircraft's national authority is responsible for the safety and security of its passengers and personnel and the aircraft. Crew of State aircraft are required to display their national security identification cards.

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# AIRSIDE SAFETY AWARENESS

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## Introduction

This section deals primarily with airport operational safety, i.e. the protection of aircraft and staff operating around aircraft. A number of special safety rules apply. Some of these rules correspond to Occupational Health and Safety regulations. Others are tailored specifically to Civil Aviation Safety Regulations; requirements of the Department of Infrastructure and Regional Development; or to ASA procedures.

Safety is a very important issue in relation to aircraft movements. Special rules are therefore required, and there is no excuse for not observing them. Airport diagrams are supplied at the back of this booklet depicting the airport layout. Please read this information carefully before entering the Airside area. Many accidents can be avoided if everybody knows and follows the airport rules.

The airside is that part of Alice Springs Airport provided for the movement of aircraft. It consists mainly of runways, aprons, taxiways and service roads, as well as adjacent areas, and is not accessible by the public.

## Operating Airside

Aircraft always have priority over vehicles and other ground traffic. This applies both when the aircraft is moving by its own power and when it is being towed. Most vehicles including contractors' vehicles are not allowed to cross the apron or taxiways except on designated roads. The edges of roadways are marked with lines.

The following restrictions also apply:

- Vehicles with a high superstructure (e.g. Catering trucks) are not permitted to reverse on the apron unless a lookout is placed at the rear of the vehicle during the manoeuvre.
- Pedestrians are not allowed to cross the apron area. Pedestrians must use the designated footpaths.
- Bicycles must not be ridden on any airside area at any time unless approved by the ASA Airport Reporting Officer

When working airside, any incidents with which you are involved, or happen to witness, must be reported to ASA. This includes for example;

- All kinds of emergencies
- Spills of fuel, oil or other hazardous goods
- Damage to aircraft
- Vehicle accidents
- Personal injuries
- Damage to lights and other installations
- Anything found that will have come from an aircraft

These should be reported to the ASA Manager Operations on (08) 8951 1201, or the duty Airport Reporting Officer on 0402 088 154.

## Working Around Aircraft

The apron is the area of the airport where aircraft are normally parked during ground stays. It is also the area where aircraft are serviced and refuelled, where passengers embark and

disembark the aircraft, and where cargo and baggage is loaded and unloaded. Special precautions must be taken when working around aircraft, both for your safety and the safety of the passengers travelling on the aircraft. Damage caused to parked aircraft may not only result in expensive repairs and delays; it may also lead to serious accidents.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the handling company, the pilot-in-command, the airline, or its representatives. Random parking of vehicles and handling equipment outside the designated parking areas represents a safety hazard to both aircraft and other traffic. Vehicles or handling equipment must not be parked or left in places where they may prevent other vehicles from moving forward and away in case of an emergency.

## No Smoking

Smoking is not permitted on aprons and other designated Non-Smoking areas on the airside — even if you are inside a car. Smoking in a Non-Smoking area will result in the issue of an infringement notice.

## Fire and Explosion Hazards

Ignition sources such as open fires are strictly prohibited on the apron area. Hazardous tasks such as welding need special approvals. In the fuelling areas around the wings of the aircraft, the concentration of fuel vapours may be very high. You should always be careful when operating cars or motorised equipment around aircraft. Only essential vehicles are permitted within 15 metres of an aircraft. Emergency fuel cut-off switches and fire alarms are located on aprons. These are clearly sign posted with a red sign. You should make yourself aware of their locations.

## Beware of Aircraft Engines

It is always hazardous to be near an aircraft with the engines running. Take special care when working around propeller-driven aircraft. Stay clear of the propeller blades, even when they are not running, as you may not be able to hear or see them when they start rotating.

Jet engines suck in large amounts of air through the air intake at the front of the engine. This intake of air is necessary to keep the engine running, and the exhaust gases are blown out at high speed and at high temperatures through the rear of the engine. The gas stream from the engine's exhaust is called the "jet blast", and the blast may be so violent that even cars are pushed away! Always keep a safe distance approximately 75 metres from the rear of the plane.

**Beware of the blast from both jet and propeller engines.**

### *Jet Blast and Ingestion*

Never approach jet engines when they are operating. The suction is so powerful in front of and next to the air intake that loose objects or even persons can be sucked in quite easily.

### *Foreign Objects*

FOD is the acronym for Foreign Object Debris and/or Foreign Object Damage. Loose material and debris (cardboard packing, plastic bags, paper, oil cans, nylon tape, bolts, screws, stones, pipes, wire and the like) on the movement area may be sucked into the aircraft engines or damage the tyres of the aircraft and cause a major disaster.

Please assist actively in preventing FOD. Pay attention when you operate on the apron area. Collect any waste materials you see lying about and put them in the waste containers. Do not leave tools lying about. Make sure all materials are stored so that they cannot be blown away by high winds or aircraft engine blast. Generally keep a clean and tidy work area. When finished each day make sure that you leave your work site in a clean and safe state.

## Watch Out and Make Sure People See You

When aircraft have their anti-collision lights on, everybody on the apron must pay special attention. The anti-collision lights are the flashing red lights on the top and bottom of the aircraft and are activated when the aircraft engines are about to start and when they are running. This is a signal to all ground traffic in the vicinity to keep clear of the parking bay and to give way to an aircraft being manoeuvred.

The view of the ground from the aircraft cockpit is usually quite restricted. Drivers and others on the Airside must keep that in mind and stay clear whenever aircraft are moving. (The pilot of a Boeing 747, for example, cannot see objects on the ground within 26 metres of the nose of the aircraft).

## High Visibility Clothing

High visibility clothing, that at least meets the standard AS4602, must be worn by all personnel whilst working or visiting the airside area.

## Protect Your Hearing

In addition to the main engines, many aircraft today have an auxiliary power unit (APU) which produces power and compressed air for the various systems of the aircraft. The APU often operates when the aircraft is parked and sounds similar to a normal jet engine running.

You must always wear ear protectors when you are in the vicinity of an aircraft with its APU or main engines operating. The noise level on the apron is often so high that it is a requirement that you use hearing protection when working near aircraft. If you do not use ear protectors, you risk impairing your hearing. Deterioration in hearing is a slow and imperceptible process and cannot be cured.

## Driving Airside

No person shall drive a vehicle unescorted on the Airside unless they meet all of the following:

- The person is the holder of a valid red Aviation Security Identification Card (ASIC).
- The person holds a current *Authority to Drive Airside* (ADA) valid for that area of operation and understands the regulations and restrictions which apply to the movement area.
- The vehicle has a current *Authority for Use Airside* (AUA).
- The person holds a current NT Drivers Licence or valid licence from another State or Commonwealth Territory.

If your job requires the use of vehicles on the airport, refer to the *ASA Vehicle Control Handbook* and *Airside Drivers Guide*. The Authority to Drive Airside and Authority to Use Airside are issued by ASA. For inquiries contact the Airport Management Centre.

Where there is a specific need for drivers who do not hold an ADA may access the Airside e.g. a specialist technician who has to bring a specialised vehicle onto the Airside. Vehicles requiring an escort will be met by an ASA Airport Reporting Officer or other authorised person and escorted to and from their destination by the most direct route avoiding aircraft movement areas as much as practicable. Prior arrangements need to be made with the Airport Management Centre regarding the issue of a temporary AUA.

## Fuel and Oil Spills

The ASA Airport Reporting Officer must always be notified of a fuel, oil or other hazardous material spill on the airport. Oil spills or any other kind of pollution on the apron must be cleaned immediately. The duty officer can be contacted in 0402 088 154.

To prevent spreading of the spillage, aircraft and vehicles must not pass through the affected area. The owner/user of the "source of pollution" is always responsible for cleaning the polluted area. This responsibility does not cease when assistance is called in. ASA can assist with clean up at cost to the owner/user.

### Fire, First Aid and Emergency

Use a fire alarm in case of fire or any other emergency on an apron or elsewhere. When the alarm button is pushed the Aviation Rescue and Fire-Fighting Service (ARFFS) will arrive at the scene within a few minutes. The ARFFS personnel can deal with fires and other emergencies. They can also render first aid for accidents, injuries and medical conditions. The contact number is 8958 4799.

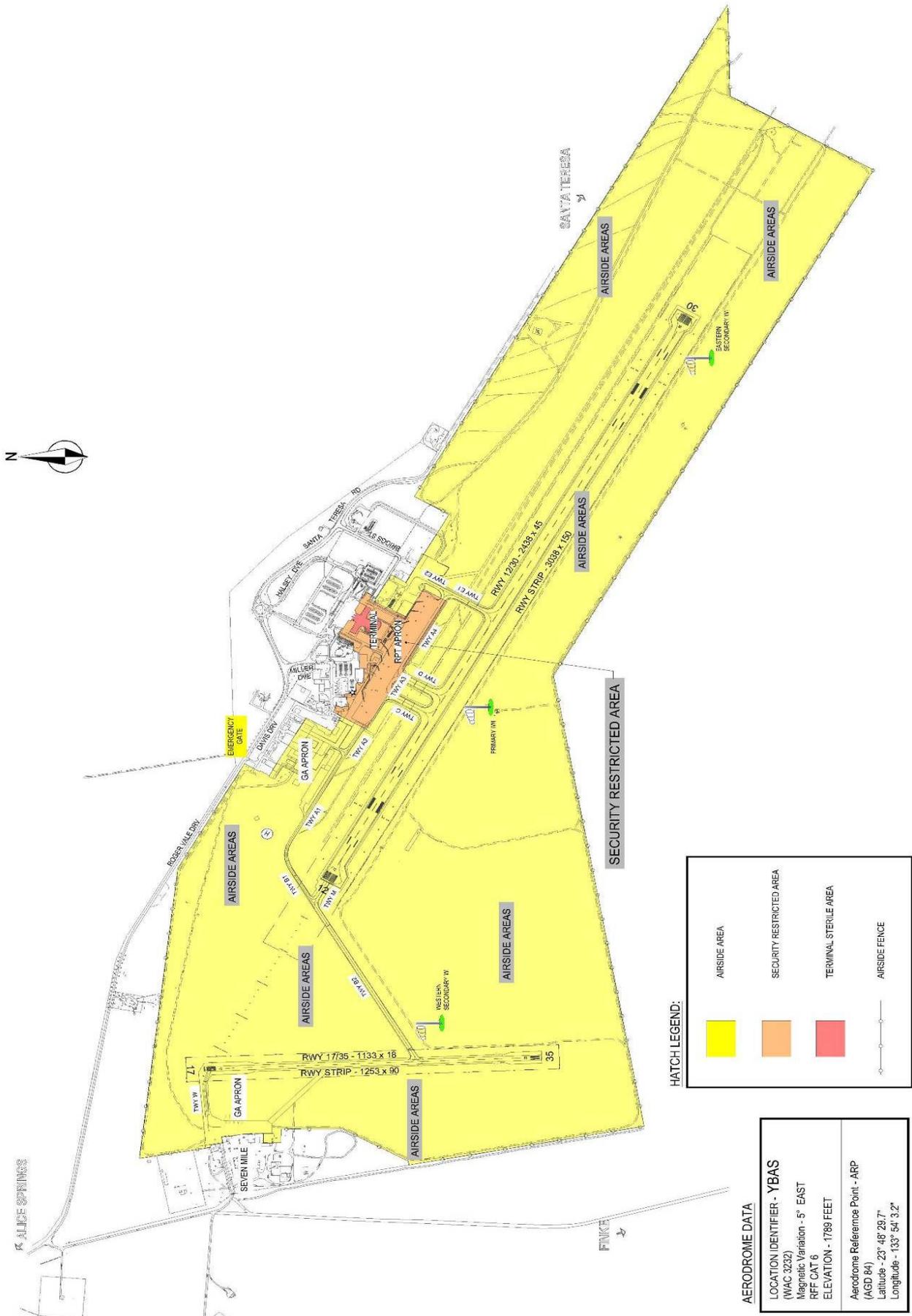
You should always remain at the scene until assistance has arrived and provide any information you may have to the attending officer in charge.



## NOTES

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**ATTACHMENT A Alice Springs Airport  
General Layout and Airside Area**



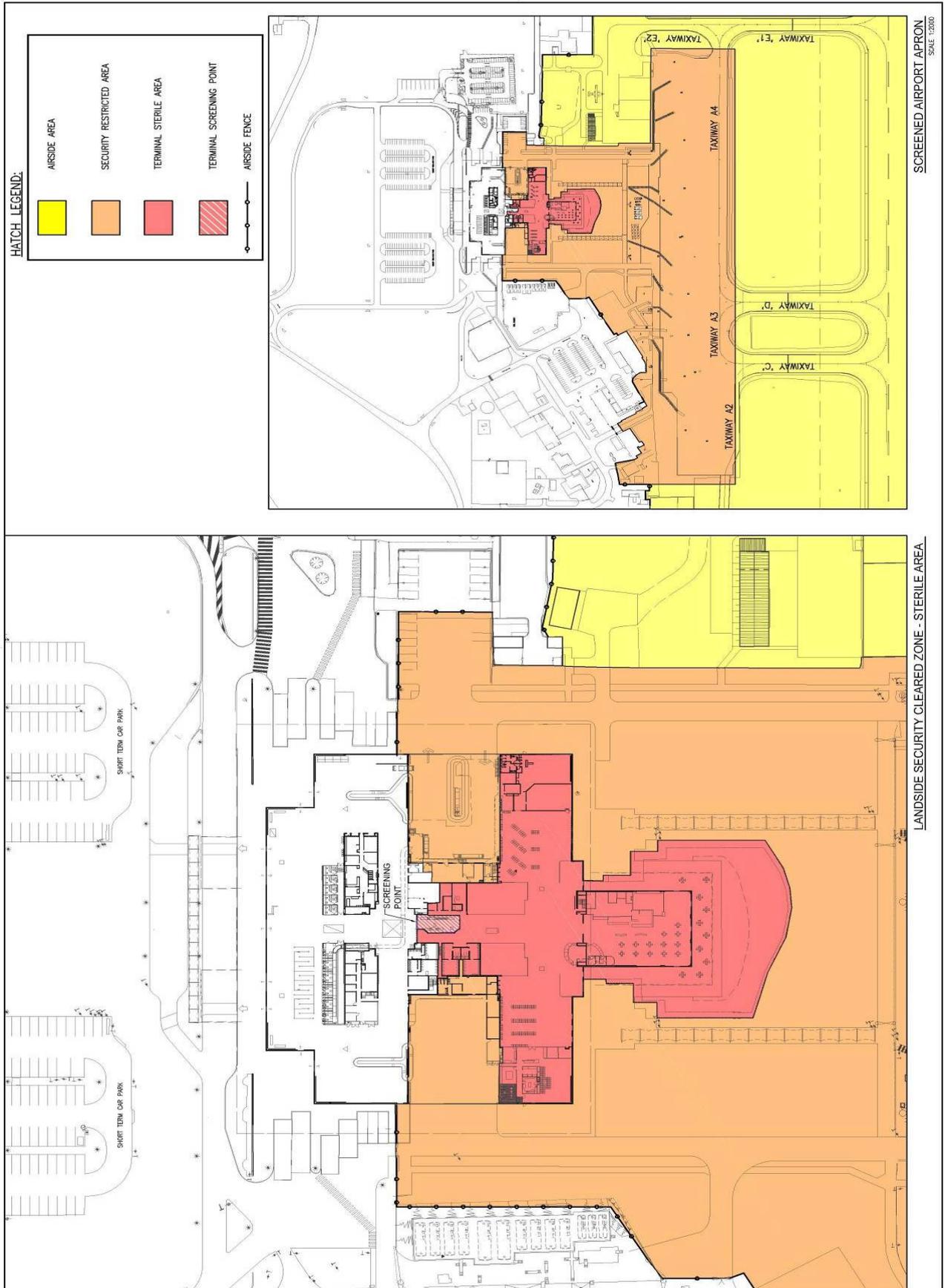
**HATCH LEGEND:**

	AIRSIDE AREA
	SECURITY RESTRICTED AREA
	TERMINAL STERILE AREA
	AIRSIDE FENCE

**AERODROME DATA**

LOCATION IDENTIFIER - YBAS (WAC 3232) Magnetic Variation - 5° EAST RFF CAT 6 ELEVATION - 1789 FEET	Aerodrome Reference Point - ARP (AGD 84) Latitude - 23° 48' 28.7" Longitude - 133° 54' 3.2"
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### ATTACHMENT B Alice Springs Airport Sterile Area and Security Restricted Area



## **FURTHER INFORMATION OR ASSISTANCE**

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For more information or assistance, please contact the following.

### **Alice Springs Airport**

Management Centre.....	(08) 8951 1211 (Business Hours)
Airport Reporting Officer.....	0402 088 154
Manager Operations.....	(08) 8951 1201 / 0402 088 151
Security and Compliance Officer.....	(08) 8951 1203 / 0402 088 153

### **Security Agencies**

NT Police.....	131 444 or 000
NT Emergency Service.....	(08) 8951 9300
Aviation Rescue & Fire-Fighting Service.....	(08) 8958 4799 (Including First Aid)
Department of Immigration and Border Protection (Customs Watch).....	1800 06 1800
Office of Transport Security (Reporting of Incidents).....	1300 307 288

### **Airlines**

Qantas Airways - General Enquiries.....	(08) 8950 3910
Virgin Australia.....	(08) 8953 5600

## **CONTACT DETAILS FOR SECURITY INDUCTION BOOKINGS**

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Security Induction bookings can be made by contacting the  
Alice Springs Airport Management Centre

Telephone: (08) 8951 1211

Fax: (08) 8955 5046

E-mail: [asatraining@ntairports.com.au](mailto:asatraining@ntairports.com.au)