

This form is to be used when applying for Access Control to be loaded onto a **non**-Alice Springs Airport (ASA) issued ASIC. If your ASIC is not a proxy card we are unable to code it and you will need to apply for a separate Access Card using **FORM – S005**.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – PERSONAL DETAILS

Initial Application Renewal

Surname: _____

Given Name/s: _____

Employed By: _____

Position: _____

ASIC Number: _____ Expiry Date: _____

ASIC Designation: ASP AUS Red Grey

Note: A photocopy of your current ASIC must be attached to this application form.

Date of Birth: _____/_____/_____ Gender: Male Female

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

SECTION B – APPLICANT CERTIFICATION

I, _____ herby:

(a) Confirm that I have read and understood the conditions of use of ASA Access Control and agree to comply with these conditions;

(b) Acknowledge that I have read, understood and accept the ASA Privacy Statement attached to this application form; and

(c) Certify that the details contained in this application are true and correct and understand I must contact ASA immediately if any of the information changes.

Signed: _____ Date: _____/_____/_____

PART 2 – TO BE COMPLETED BY EMPLOYER

SECTION A – EMPLOYER DETAILS

All sections in Part 2 must be completed by an approved company authorised signatory, which has been registered with ASA.

Company Name: _____

Company Authorised Signatory: _____

(Full Name)

Company Phone Number: Work _____

(Please tick preferred) Mobile: _____

Company Email: _____

Company Postal Address: _____

Suburb _____ State _____ Post Code _____

SECTION B – ACCESS REQUIREMENTS

Access Areas Required: _____

Reason for Access:

(you must be specific in this area;

please justify applicant's need to access

certain secure areas by stating actions and

duties involved in position)

SECTION C – EMPLOYER CERTIFICATION

I, _____ hereby:

- (a) Confirm that the proceeding applicant and employer details are correct and that the applicant requires access to the Security Sensitive Areas at Alice Springs Airport (ASA), in order to perform his/her duties for his/her employment;
- (b) Agree to notify (ASA) of any changes to the above particulars and inform them when the applicant ceases employment/transfers to a position within the company that does not require access to the secured Areas of ASA stated above.

Signed: _____ Date: ____/____/____

ACCESS CONTROL PRIVACY STATEMENT AND CONDITIONS OF PROGRAMMING AND USE

PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to determine whether to issue Access to the Applicant. The collection and handling of information is in compliance with Division 9 – *Aviation Transport Security Act 2004*, Part 6 – *Aviation Transport Security Regulations 2007*, Alice Springs Airport Transport Security Program and *The Privacy Act 1988*.

In addition, we may use your personal information for the purposes of assisting ASA with the correct operating of the airport under various legislation, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in conjunction with any federal investigations.

Note: By submitting this application, you consent to ASA collecting, using and disclosing personal information as set out above.

CONDITIONS OF PROGRAMMING AND USE

- Loss of ASIC that has been programmed with access to ASA Secure Sensitive Areas must be reported immediately to ASA Management Centre – (08) 8951 1211
- ASA must be notified immediately of transfer/termination of employment
- The Access programmed into the ASIC may only be used in the course of the cardholder's approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose
- Access on cards is registered for the use of the person to whom it has been issued only
- Incorrect use of access provisions, may result in the immediate withdrawal of access control.

INDUCTIONS

Before you can collect your Access Card, you must complete any required Inductions sent to you by Alice Springs Airport. This is a mandatory requirement with the objective of keeping Alice Springs Airport safe and secure.

The inductions are based online and consists of multiple choice questions.

Once this form is submitted you will be sent a link to complete these inductions. Once your inductions have been completed successfully your ASIC can be programmed.

Please Note: You will need to bring your ASIC to the Airport Management Centre (M-F 0830 to 1430 only) to have the requested Access added.

OFFICE USE ONLY

PROCESSING

Inductions Completed: ___/___/___ Initial: ___

PACOM Updated: ___/___/___ Initial: ___