



# Security Requirements for Contractors Working Airside

Version 1.3



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## Document Revision Record

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1.3	removed reference to EIA and added SRA	Jul 2017	All	Michael Bassett



## 1. Introduction

Brisbane Airport Corporation (BAC) is required by the Office Transport Security (OTS) under the *Aviation Transport Security Regulations 2005* (ATSR) to establish physical security and access control measures and procedures in to the airside area.

## 2. Requirement

This guideline has been introduced in order to ensure that the airside security zones at Brisbane Airport are not compromised at any time, including during construction or other works. There are several different legislated requirements for working in airside areas and these, along with BAC's specific requirements to ensure compliance, are set out in this document and should be used by contractors and others as the basis of the security requirements for accessing airside. This guideline covers the current, basic minimum security requirements only and may be adapted, added to, adjusted and modified to better meet the exact purpose of any project or works that is being undertaken. They will also need to be implemented in conjunction with any other requirements that BAC may introduce for any particular project.

## 3. Authority to Conduct Inspection / Search

BAC has legislative powers under *Aviation Transport Security Regulations 2005*, and the *Aviation Screening Notice 2013 Regulation 4.17* to carryout and complete all inspections required to inspect and search all items presented at access points before entry airside.

## 4. Conditions for Work on Airport

These security conditions do not in any way derogate from or limit a contractor's obligation to be familiar and comply with all other relevant legislative requirements affecting the Airside Works.

To the extent that these security conditions are inconsistent with any applicable legislative requirements, the provisions of the legislative requirements prevail.

Contractors must ensure that all of their agents, employees and subcontractors performing Airside Works are aware of the requirements of, and comply with, these security conditions.

## 5. Airport Security Requirements

Contractors must observe all rules and regulations and must comply with all instructions of BAC's duly authorised officers while on the Airport. Contractors are responsible for the strict control of all of their agents, employees and subcontractors while they are in airside security zones and must ensure their compliance with the provisions of any legislative requirements relating to security and safety while on the Airport.

## 6. Electronic Gates

Currently all electronic gates are closed to all traffic unless there is a guard present to ensure compliance with the Security Restricted Area (SRA). Airside Inspection Point (AIP) is currently open to traffic 24/7 and manned by contracted security guards to enable the current SRA provisions and requirements to be applied to all persons accessing the area.

Other electronic gates needing to be opened will require a security guard, BAC operations officer or other authorised person to be present before the gate will be released.



Primarily the Active Surveillance Operators (ASO) are to be responsible for the opening of electronic gates and doors. Prior notice is required and official authorisation by the BAC Security and Emergency Department, the Airport Operations Co-ordinator or Team Leader (AOC) or other authorised BAC security personnel is necessary before the gate is or can be opened.

## 7. Other Gates

All other manual opening vehicle gates giving access from landside to airside are locked by padlock and chain or Tylink and electronic key system. These gates are to remain locked at all times unless an approved security guard, BAC Operations Officer or other authorised person is present at the gate.

The appropriate electronic or manual key will be required to open manual gates and, unless a BAC operations officer or the security airside patrol is present, will need to be obtained from BAC. It will be the responsibility of the person requiring access to organise the key, the appropriate authorisation and any guard requirement.

Short term (under 24hrs) key issue can be provided from the BAC reception office, level 3 of the International Terminal. Long term issue (over 24 hours) will need to be arranged through the BAC Project Manager.

Loss of, or damage to, keys will incur a replacement cost payable before any replacement key can be issued.

Prior notice is required and authorisation by a BAC Security and Emergency Representative, DTM or other authorised BAC personnel is necessary before the key will be issued.

Temporary issue of keys will only be allowed if the person responsible for the key has met all BAC inductions and any other requirements for working at Brisbane Airport.

Any project/contractor that requires a new gate to be installed in the landside/airside boundary to access the work site airside will need to ensure that the gate complies with the current standard for airside/landside gates and that the gate is removed and the fence reinstated to the current standard at the end of the project. All costs involved are the responsibility of the contractor. Any locking mechanism for such a gate will require to be authorised by the BAC Security and Emergency Department.

Any works that allow or require access through the landside/airside fence into the EIA or SRA will need to ensure that a security guard is supplied at all times that the gate is open or whenever BAC deems fit. All costs associated with the supply of the guard, including communications and WHS requirements, are the responsibility of the contractor.

All guards for airside works must be from BAC's security approved providers. As a minimum, individuals need to meet any BAC requirements that may be imposed, including having a basic knowledge of:

- Aviation security requirements for working on airport.
- The appropriate legislation; and
- Be able to provide any necessary licences or qualifications when requested e.g. traffic control, security licence, screening qualifications.

## 8. Security Fences

The integrity of the Airside security fence is of paramount aviation security importance. Contractors must comply with any standards and requirements established by BAC for the Airside security fence. This includes the following:

BAC's prior approval is required if additional openings in, or temporary re-alignment of, the Airside security fence is required to facilitate the execution of the Airside Works (see BAC Airside Fencing Standard for appropriate approval forms and specific Fence standards).

All openings in permanent or temporary fencing, including gates, must be controlled at all times to ensure that unauthorised persons are not able to access the airside. Unless otherwise agreed to by BAC, the Airside security fence must be restored to a condition commensurate with the current airside fence standard on completion of the Airside works.

An electronic or manual key will be required to open any existing BAC controlled manual gate on the airport. Access through gates will require approval from BAC management before a key will be issued. Conditions may apply to the issue of keys depending on the type and requirements of the access and/or contract.

Where the existing Airside security fence has been cut or removed and a temporary fence and/or gate installed, the temporary fence and/or gate must comply with the current BAC standard for temporary fencing. For more information on this standard refer to BAC Airside Fencing Standard.

Contractors are responsible for the maintenance of the Airside security fence, including any gate, within the parameters of the contract at all times. Security officers must be provided when necessary by (and at the cost of) the contractor to preserve the integrity of the security line, fence or gate. Where Contractors, their staff, outside security officers or the BAC preferred security provider are employed to manage access into the security zone, they must only permit access to persons who:

- Hold a current ASIC; or
- Hold a VIC and are accompanied by an ASIC holder;
- Have been approved by and are acting on behalf of the Contractor in order to complete the contract requirements; and
- Where applicable have had themselves and their possessions, vehicle, passengers and goods screened as required under the legislation in force at the time.

Contractors are responsible for ensuring that any security officer required for duties in any secure area of the airport are supplied with appropriate communications i.e. radios or mobiles, all necessary WHS provisions, access to shelter and toilet facilities, where appropriate.

An exclusion zone of 3 metres landside and 2 metres airside from the permanent or any temporary airside security fence must be kept free of any obstacles that can assist in the climbing of the fence at all times unless the obstacle (machinery, vehicles etc.) is in use and under direct control of the contractor at the time.

Contractors are responsible for ensuring that any new section of fence that needs to be installed is done so to the current BAC fencing standard (refer to BAC Airside Fencing Standard). Replacement of any existing boundary fence line must also be to this standard.

Any costs associated with any or all of these activities will be the responsibility of the contractor.

## 9. Access Controlled Doors

Currently all access controlled doors through terminals leading to airside are closed to all traffic unless there is an operational need. It is the responsibility of the person entering through the door that all regulatory requirements are met and adhered too.

Other doors that are currently closed down may be opened via the ASO or the DTM on receipt of a request and the appropriate authorisation from BAC. CCTV will be used to ensure that an authorised person is present before the door is made available for use.

Prior notice is required (minimum 24 hours) and official authorisation by the BAC DTM or Terminal Management is necessary before the door will be released.



## 10. ASIC And VIC Requirements

Aviation Security Identification Cards (ASIC's) and/or Visitor Identification Cards (VIC's) are required to be worn at all times when working in the airside of Brisbane Airport, with the only exception being where an SEZ (see section 12) has been submitted to, and approved by, OTS.

Access to airside and/or airside security zones, including SRA's and/or EIA's of the Airport is only available to current, valid BNE or AUS ASIC holders; or Persons issued with a VIC, if accompanied by a valid ASIC holder at all times.

A VIC can be obtained from any of the following locations:

- BAC Reception located on Level 3 of the International Terminal
- BAC Airport Operations Centre, Baeckea Street
- BAC offices located on Level 2 of the Domestic Terminal
- Airside Inspection Point, Gahnia Street
- ID and Access Centre, Skygate, The Circuit

Within airside or in airside security zones, contractors must ensure that an ASIC holder is present on site and that the holders of VIC's are under the direct supervision of an ASIC holder at all times. Supervision means:

- The VIC holder must be accompanied by an ASIC holder; or
- An ASIC holder can see the VIC holder at all times while in a security zone (airside) at the airport; or
- The VIC holder is in an enclosed area where he can be seen by the escort if he leaves the area.

VIC passes will not be issued unless appropriate photo ID (Drivers Licence preferred) is presented by the applicant. This photo ID must be available at all times that the visitor is in a secure area at Brisbane Airport and presented on request from any ASIC holder.

For major projects there may be a requirement that the contractor install a BAC electronic VIC system at the work site to ensure that the project requirements do not affect the normal day to day operational VIC issuing requirements at the current VIC issuing stations on airport. Any installation and operating costs that may result from this requirement are the responsibility of the contractor however the system may be leased from BAC for the period required. This lease arrangement is subject to availability of equipment.

VIC passes cannot be issued for any longer than 7 days at a time without authorisation by BAC and only 28 days in any rolling 12 month period is allowed unless there are emergent circumstances or an ASIC application for the visitor has been completed and accepted by an Issuing Body. Applications lodged with an Issuing Body other than BAC must have the acceptance confirmed by that body in writing. An official email will suffice. All VIC passes issued for over 1 day must contain an image of the holder on the card. BAC requires that all individual VIC passes issued through their electronic VIC Issuing System include a photo of the visitor.

VIC passes are an accountable item under the ATSR's and must be returned when no longer required or on expiry. Failure to return a VIC pass will result in the holder being refused any further VIC pass issue until it is returned or a Statutory Declaration, signed by a JP, is provided to BAC detailing the circumstances of the loss.

BAC recommends that VIC passes with an expiry date of more than 1 day be issued and returned every day rather than allowing them to be taken away by staff. This will reduce the time lost by staff losing or forgetting their passes as well as limiting the number of passes that have to be followed up for return to BAC.

Contractors must ensure that the ASICs and VICs of its employees, agents and subcontractors are current and properly displayed at all times while those persons are airside or in airside security zones.



Properly displaying means that the ASIC must be worn above the waist, on the front or side of the body and able to be seen at all times. Plastic ASIC holders and lanyards are available for purchase from the BAC ASIC and ID Centre 9 – 11 The Circuit, Skygate, Brisbane Airport. This includes arm band ASIC holders for those persons who may have safety issues with lanyards.

Any personnel, engaged by a contractor or their agents and subcontractors who contravene an Airport Security requirement or otherwise fail to comply with the provisions of this clause, will be dismissed from the site, and BAC may either refuse further access to the Airport by that person, or impose further conditions on any future access to the Airport.

Contractors must observe all rules and regulations in force in the security zones in which the airside works is to be carried out as set out in this document and any other provisions that BAC sees fit to apply to specific contracts.

## 11. VIC Supervision

The ratio of ASIC holders to VIC holders is as follows:

- 1 x ASIC – 5 x VIC's

Thereafter 1 additional ASIC holder for every 5 VIC holders

Exceptions to the above ratios will be allowed on application to BAC but this will only be permitted where there is a specific, designated, controlled and delineated work area.

Where SEZ's (refer section 12 below) are in operation, any employee/worker that is located outside the delineated SEZ area in the airside without an ASIC or a VIC (under supervision by an ASIC holder) will be removed from the site and refused further entry to the work area.

If subsequent investigations reveal that the worker was given orders to go outside the delineated SEZ site area without an ASIC or VIC by supervising or management staff of a contractor or sub-contractor, the person so ordering the worker will also be refused future entry to the site of the SEZ and the contractor or sub-contractor will be required to explain these actions. Subsequent failures of procedures may result in permanent removal of the contractor/sub-contractor from Brisbane Airport.

## 12. Special Event Zone (SEZ)

SEZ's allow persons to work airside without the requirement to have an ASIC or a VIC and be escorted by an ASIC holder. Guidance material for the completion of an SEZ and the application form, can be found at: [Guide to Event Zones at Security Controlled Airports](#).

Construction SEZ's should only be used where there is direct access required into the airside and the airside fence needs to be compromised or breached.

In all cases where the airside fence is breached, a temporary fence will be required to be installed that conforms to the BAC Temporary Fence Standard (refer to BAC Airside Fencing Standard).

SEZ's will only be in force after the temporary fence is installed, inspected and approved by an authorised BAC staff member and will cease to be in force immediately the temporary fence is breached at any time. It is the contractors' responsibility to ensure that the temporary SEZ fence is not breached by any person at any time without them being in possession of an ASIC or a VIC while being escorted by an ASIC holder.



### 13. Airside Driving and Vehicle Requirements

All persons driving vehicles airside must have a current ADA or be escorted / supervised by another person with such an ADA. All vehicles airside must display an AUA on the windscreen and the company logo on both sides of the vehicle.

Vehicles without this must be escorted by a person with a current ADA. The escort can be a passenger in the vehicle or the driver of a separate vehicle with the appropriate AUA and company logo displayed. Escorts cannot be the driver of the vehicle under escort.

Unless BAC agrees otherwise, all vehicles that are airside through works associated with major projects are to be escorted by BAC operations officers. Arrangements for escorts are to be made through the AOC (3406 3072) and 24 hours' prior notice is required.

All vehicles entering the airside of the airport via any gate that is guarded or manned are to be logged. This log is to include vehicle registration, time in, time out, number of passengers and driver's name, ADA and ASIC number. Utes or tray back type vehicles entering airside must be either empty or have a cover fitted that will ensure that any items (FOD) in the tray or open rear area of the vehicle cannot be lost while travelling airside. Vehicles not complying with this requirement will be refused entry to the airside.

Some provisions have been made for security guards, with the appropriate licence, to be able to escort vehicles going airside, including line-of-sight supervision. Approval for this to occur can be given on a case by case basis and must be authorised through the AOC.

### 14. Breaches

Any suspected breach of airside requirements is to be reported immediately to the AOC Supervisor on shift (3406 3072) as well as the ASO (3068 6642) for possible CCTV coverage. The report is to cover all the circumstances surrounding the suspected breach.

### 15. EIA Requirements

Additional inspection requirements are required at Enhanced Inspections Area (EIA), these are the areas covering the access around RPT aprons. Requirements as below.

- Security Guards, BAC operations officers and other authorised persons are required to ensure that the legislative requirements are enforced for all persons entering the designated EIA area of the airside.

Currently these are:

- ASIC check completed, including validity and a face to photo check.
- All persons without ASIC's are wearing valid VIC's and are escorted by an ASIC holder.
- ADA's and AUA's are valid.
- All persons are inspected for the presence of weapons. Hand Held Metal Detectors are used at Brisbane Airport to assist in the inspection process.
- Inspections are carried out on all vehicles for unauthorised persons, weapons etc. This may include car boots, glove boxes, engine bays, truck compartments, etc.
- All persons carrying out EAI inspections must be trained to and conversant with, BAC's standards and requirements.



## 16. General

It is the contractor's responsibility to ensure that guards working airside, as traffic officers, escorts or on gates, are supplied with the necessary facilities in accordance with relevant WHS requirements.

All guards working airside or on gates are to wear PPE as required at all times.

All guards working airside on construction sites or in construction areas must be supplied with and wear the appropriate PPE.

Airside guards are to be supplied with appropriate two way radio communications equipment in order to be able to contact the BAC AOC Supervisor and ASO at all times. Mobile phones and appropriate numbers should also be provided and/or required as a back-up in the event of radio failure.

Guards and workers are to be aware that Foreign Object Debris (FOD) is a major hazard on airport aprons and all such items that are seen or found should be removed from the apron. If the individual cannot remove the FOD themselves then they should report the FOD to the BAC AOC (3406 3072).

Guards on gates must check that all persons in a vehicle (or on foot) have the appropriate passes, licences and authorities before allowing them to proceed.

## 17. Tools

Tools of trade are allowed airside however only those tools that are required for the owner/holder to carry out the tasks required should be taken airside.

Unattended tools can only be left airside if they are inside a locked tool box and the tool box is secured in an area where no unauthorised person can gain access. It is the responsibility of the owner/operator to ensure that all tools not properly secured are removed from the area at the end of their shift. Persons responsible for tools airside are to ensure that they cannot be accessed by any passengers or unauthorised persons at all times.

BAC must be notified and give permission for any explosive powered tools to be used airside. These items are classified as weapons and, if allowed, must be registered into and out of the airside.

## 18. Non-Compliance

Contractors need to be aware that failure to follow these guidelines may result in the offender(s) being ordered off the Airport and that any consistent failure to comply by their staff or sub-contractors could result in the contract being terminated.

## 19. Directions By BAC

BAC may (in its absolute discretion):

- Refuse any person access to the Airport;
- Order the removal of any person from the Airport; or
- Request all persons to clear the Airport or any part of the Airport.

## 20. Contact Details

Contact	Company	Details
Airside Supervisor (airside access)	ISS	0434 313 483
Duty Terminal Manager (DTM)	BAC	07 3406 3171 or <a href="mailto:itbdutymgr@bne.com.au">itbdutymgr@bne.com.au</a>
Airside Operations Centre (AOC)	BAC	07 3406 3072
Active Surveillance Operators (ASO)	ISS	07 3068 6642 or 3068 6643
Security and Emergency Planning division (S&EP)	BAC	<a href="mailto:security.emergency@bne.com.au">security.emergency@bne.com.au</a>