



# Security Requirements for Contractors Working in a Sterile Area

Version 1.3



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Document Revision Record

Version #	Nature of revision	Revision date	Page(s) affected	Actioned by (name, title)
1.1	Update contacts and populated into new template. Change name from previous SOP's Landside security zone (sterile area) and Sterile Access – Contractor Requirements and aligned to new SOP's	May 2016	All	Michael Bassett
1.2	Removed all references to AMO and replaced with Active Surveillance Operators	May 2016	All	Mandy Sargent
1.3	Removed duration of access to sterile area and included requirement that Security guard may still be required for security approved contractor dependent on the nature of the work.	July 2017	5	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 and maintain Security Zones including Sterile Areas.

## 2. Requirement

The requirement of the Sterile Area is to ensure all people, possessions, goods, and vehicles are to be screened and cleared for unauthorised weapons and prohibited items upon entry into the sterile area.

This guideline has been introduced in order to ensure that the Sterile Areas at Brisbane Airport are not compromised at any time, including during construction or other works. There are several different legislated requirements for working in a Sterile area 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 working in a Sterile Area.

This guideline covers the current, basic minimum security requirements only and may be 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* to carryout and complete all screening required, the strict control of prohibited items, including tools of trade, into and out of the Sterile Area and also any such items that may be necessary for the day to day running of concession stores and airline lounges in the Sterile Area and engages a third party security screening contractor to undertake this role.

## 4. Tools of Trade

Tools are classified as Prohibited Items under the Regulations and are not allowed to be taken into the Sterile Area by unauthorised persons.

These items are only allowed into the Sterile Area if adequate measures are in place to protect passengers and aircraft from unauthorised access to, and use of these items.

## 5. Prohibited Items in Concessions and/or Airline Lounges

Under the Regulations, concessions and airlines in the Sterile Area are allowed to have Prohibited Items in their stores and lounges for ongoing/permanent day to day use under the following conditions:

- All items are registered with the Screening Contractor when entering and exiting the Sterile Area.
- Any loss of any registered item from a concession area/store or airline lounge is notified to either (or both) BAC or the Screening Contractor immediately the loss is noticed.
- All registered items in areas that can be accessed at any time by a passenger or unauthorised person (other than concession or airline lounge staff) must be securely attached to an immovable object within the concession/airline lounge lease area.

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- It is the responsibility of the concession/ airline to ensure that any registered prohibited item is kept in an area that is only accessible to an employee or staff member at all times.
- Concessions/airlines must make all registered items available for audit purposes at any time that BAC requires this to be carried out. This audit may be by an authorised BAC or Screening Contractor employee.
- Concession operators may escort Contractors into and out of the Sterile Area providing the escort has a current ASIC. Concessions wishing to take up this right can only do so if the work is being carried out within their shop area and the escort is aware of, and is responsible for, ensuring that any “Tools of Trade” that the contractor needs to carry out the work are not accessible to passengers or other persons. The escort must also be responsible for ensuring that the escorting/supervision requirements for VIC pass holders, are complied with.
- Failure by any escort/supervisor to ensure that contractors adhere to this guidance at all times may result in the removal of all access provisions from the escorting/supervising ASIC holder’s card for a length of time to be determined by BAC.

## 6. Approved Contractors

Contractors working in the Sterile Area and wishing to take ‘Tools of Trade’ into the areas will be classified as either “Security Approved Contractors” or “Non-approved Contractors”.

‘Security Approved Contractors’ with ‘Tools of Trade’ will be allowed to enter and work in the Sterile Area without a security escort, however ‘Security Approved Contractors’ need to be aware that any breach of these provisions by an employee may result in removal of this status for all employees.

To become “Security Approved”, the following conditions will apply:

- The Contractor and/or their employees must have frequent need for access with Tools of Trade into Sterile Area’s at Brisbane Airport.
- During that period, Contractors must have shown that they are aware of the necessity to comply with the appropriate Legislation with no breaches recorded against them or their employees.
- Contractors and/or their employees are responsible for ensuring that no tool is, or can be, accessed by any unauthorised person at any time while they and their tools are in the sterile area.
- Contractors must ensure that all employees that wish to have “Approved” status have, and are properly wearing, a current ASIC (Aviation Security Identification Card).
- “Security Approved” contractor’s employees can only escort one VIC pass holder unless there is more than one ASIC holder working in the immediate area.
- Contractors are responsible for ensuring that all VIC pass holders that they escort into the Sterile Area are escorted/supervised at all times while in the area.
- Contractors are responsible for the actions of their employees and must be prepared to sign a statement stating that they are aware of the ramifications of any breach of the Sterile Area, including reimbursement of the direct and indirect costs of a breach, and that they have inducted their employees in the requirements of these procedures.

**Note:** Despite being a Security Approved Contractor, the Security and Emergency Department may require a security guard to be present at the location of job due to the nature and location of the works within the Sterile Area and the risk of interaction with passengers. This will be risk assessed on case by case basis.

## 7. Non-Approved Contractors

All other Contractors needing to access the sterile areas at Brisbane Airport will require a security guard, from a BAC approved security supplier, at all times that they need to take “Tools of Trade” into these areas. These guards will be at the contractor’s expense unless prior arrangements have been made with the appropriate BAC Department or Project Management.

They must also comply with the current legislation and these procedures at all times while in the Sterile Area with prohibited items, including “tools of trade” and must also be aware that they may still be held responsible for the cost of any breaches of the Sterile Area resulting in an evacuation.

## 8. Guarding Requirements and Responsibilities

Guards will be required for any construction works in the sterile area that entails the need for tools or involves secure doors being opened that allow access to the sterile area and this includes any holes, apertures or breaches through walls that lead from the sterile area to either landside or airside.

The security guards key tasks when required to escort construction or maintenance personnel are:

- To ensure the integrity of the sterile area at all times.
- To ensure that any access point, hole or aperture of any sort between the sterile area and landside or airside areas is never left unattended at any time unless the sterile area is secured from unauthorised access by any other person(s).
- To ensure that no item (e.g. tools) that could be used to interfere with the safety or security of an aircraft is made accessible to any passenger or other unauthorised person at any time.
- Required to ensure that all persons who enter into the sterile area at any area under their control, is screened and cleared to the appropriate standard in accordance with the appropriate legislation.
- Required for work in any construction site in the sterile area where tools are to be used unless the work is being carried out by an Approved Contractor.
- To ensure that any tools in the area under their control cannot be accessed by any unauthorised person or passenger.
- Required to escort out, and back in, any tools being taken outside any hoarded off work area while ensuring that any tools remaining inside the hoarded area remain secure.
- Required to be in possession, and trained in the use of a hand held metal detector whenever the job entails a breach of the walls or doors into the sterile area.
- Required to be supplied with and wear the appropriate PPE necessary for the site and area that they are controlling.
- Required to be able to communicate with the appropriate persons whenever necessary, this can be either by two-way radio or phone.
- Required to report any problems, issues or breaches of the sterile area (suspected or otherwise) immediately to the contracted Screening Supervisor on shift (see section 18 for contact numbers).

## 9. Access Requirements

The following access requirements must be adhered to at all times:

- Access into sterile areas through doors controlled by proximity readers can only be allowed where ASIC holders have the access on their ASIC cards. The exception is where they have been issued with a VIC and are being escorted by an ASIC holder who has the access and is responsible for them.
- Access through any other security door leading into the sterile area can only be arranged in advance (48 hours' notice) and, once approved, will only be allowed when a screener is present to screen and clear all persons, equipment, tools and other items that need to be taken through the door. Appropriate ASIC's and/or VIC's must be worn.
- Access through other security doors will only be approved where it is impracticable to do so through any manned screening point in the terminal and prior approval has been requested and granted by BAC terminal management.

## 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 workers are in the sterile area. VIC passes are available 24/7 through the electronic VIC Issuing systems in the BAC office on L3 of the ITB and L2 of the DTB Common User areas.

The following are the guidelines that need to be put in place to ensure that the legislation is complied with.

- ASIC's and VIC's must be worn on the front or side of the body, above the waist and in full sight at all times.
- During the hours that the Domestic screening point is open there is no requirement for workers to wear VIC passes when walking through the sterile area of the Domestic terminal provided they are not carrying tools. VIC passes must be worn at all times whenever workers are in the sterile area of the ITB.
- VIC holders needing to go outside of enclosed work areas inside the sterile area must be escorted by an ASIC holder at all times.
- Guards are not to escort VIC holders outside of work areas if other workers are remaining in the work area without an ASIC holder being present and responsible for the workers.
- Only VIC's issued by BAC are acceptable for workers in sterile areas at the International and Domestic Common User Terminals, unless otherwise authorised by BAC Security personnel.
- VIC passes can only be issued for 28 days in any 12 month rolling period to any one person. The 12 month rolling period starts on the date of issue of the person's first VIC pass. Unless an ASIC application has been received and accepted by the BAC ID and Access Centre (or a receipt of acceptance supplied from another authorised VIC Issuing body) this rule cannot be overridden.

## 11. Work Areas

- Contractors are responsible for ensuring that any hoardings erected in the sterile area comply with BAC's safety and security requirements in this regard.

- Where possible, all work areas where tools are to be used should be hoarded off with 2.4 metre hoarding that is able to be secured so that unauthorised persons or passengers cannot access into the area.
- Guards and/or approved contractor staff are to ensure that all work areas are locked and secure before leaving the area.
- Guards and/or approved contractor staff are to ensure that no tools are able to get into the possession of unauthorised persons or passengers at any time while work is being carried out.
- Guards and/or approved contractor staff are to ensure that all tools are securely locked away into suitable tool boxes before leaving the work area.
- Guards and/or approved contractor staff must report to the Screening Supervisor on Shift at the screening point before leaving the area at the end of work.
- Contractors must ensure that a key to any enclosed area is left with the Screening Supervisor on Shift at the main screening point.

## 12. Tools

- Non-approved contractors are responsible for ensuring a guard is present whenever tools are taken into or being used in the sterile area.
- Tools are to be under the control of workers at all times when in the sterile area and are not to be left lying around unless they are in a hoarded off area and a guard is present.
- Workers must have with them a list of the tools they are bringing into the sterile area and this list is to be checked off by the guard (if escorting into the area) or the screening personnel at the screening point on entry and kept in the appropriate register.
- When the tools are being taken out of the sterile area they must be presented at the same screening point (if available) so they can be checked off against the original list to ensure that they are all accounted for. If the same screening point is not available, the main screening point must be used.
- Only the minimum tools that are needed to do the job should be taken into the sterile area.
- Explosive powered tools are NOT allowed into the sterile area unless authorised by a BAC Security staff member. Compressed air tools with compressors and hoses are the only such tools allowed.
- If tools are to be left in the area, Contractors must ensure that a suitable container (toolbox) is available for locking tools away in and that the area is also securely locked and inaccessible to unauthorised persons while it is vacant.

## 13. Screening

- All persons must be screened and cleared into the sterile area unless they are exempt under the regulations.
- Refusal of any part of the screening process will result in the person not being able to proceed past the screening point.
- Once screened workers must stay in the sterile area or, if they go out of the area and out of sight of the guard at any time, must be re-screened upon re-entry.



- Depending on the number of contractor employees requiring access into the sterile area and the time that this will occur, there may be a necessity to have a separate screening point opened to screen and clear the contractor employees into the sterile area. This decision will be made by the Operations Security Contract Manager in consultations with Terminal Operations and BAC projects.

#### 14. Access for Oversize Items

Items that are too large to be screened through an x-ray machine into the sterile area of the ITB or DTB will still require to be cleared before being brought into the sterile area. These items should not be brought through the main screening point and there are several other access methods that can be used to get them in.

- The contractor is responsible for ensuring that oversize items are advised to BAC Project Managers, Terminal Operations (including Security) and the BAC Security Screening provider at least 72 hours in advance.
- This advice must include the dimensions, weight and area of final delivery in order for the best possible method of access to be determined and the necessary arrangements agreed upon and actioned.
- Any additional costs incurred will be at the expense of the contractor requiring the access.
- At the DTB access for large items may require consultation with and the permission of, either Virgin Airlines or Qantas Airways, as terminal operators. In this situation, it is preferable to allow more time to consult with these airlines.

#### 15. Breaches

Any suspected breach is to be reported immediately to the Screening Supervisor on shift at the Screening point (Contact details section 16). The report is to cover all the circumstances surrounding the breach and what has been done to mitigate the problem.

#### 16. Contact Details

Contact	Company	Details
Screening Point Supervisor (ITB)	ISS	0400 767 615
Screening Point Supervisor (DTB)	ISS	0407 132 715
Duty Terminal Manager (DTM)	BAC	07 3406 3171 or <a href="mailto:itbdutymgr@bne.com.au">itbdutymgr@bne.com.au</a>
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>