CONTRACTOR APPLICATION GUIDE
ACCESS CONTROL SYSTEM ISOLATION, IMPAIREMENT, OR MODIFICATION

SCOPE

This application guide will assist you to isolate; or impair, a security access controlled door at Melbourne Airport.

DO I NEED TO APPLY…

If you are seeking to affect an Access Controlled Door, you must apply for an Access Control Door isolation or impairment Permit. Affecting a door, reader or controller includes:

- Adding a door, reader, or controller
- Relocating a door, reader, or controller
- Removing a door, reader, or controller temporarily
- Removing a door, reader, or controller permanently
- Temporarily isolating a door, reader or controller
- Reprogramming a door, reader or controller

ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Additional permits, conditions and approvals commonly related to this request are:

- Melbourne Airport Permit to Commence Work

OVERVIEW

You must submit your complete application to the Melbourne Airport's Security System Administrator; not less than 10 business days prior to the proposed works start date. The Security System Administrator will start reviewing your application when all the information has been provided.

PREPARING FOR YOUR SUBMISSION

Prior to submitting your application to work on the SACS, you must contact Melbourne Airport's Security System Administrator to discuss the proposed works. The Security Systems Administrator will discuss your objectives and provide advice on how to fulfil your outcomes.

WHAT TO INCLUDE IN YOUR SUBMISSION

Please include in your submission the following:

- Application form
- An executive summary of the proposed works
- Engineering Drawings Showing
  - Locations of access control zone openings including doors, windows, etc. for each access control zone
  - locations of microcontroller installations for each access control zone
  - Plan showing the point of connection for power and communications for each SACS
  - Plans and details of all conduits, cable trays and wire-ways for electrical and communications wiring
  - Plans and details of all cable and wiring routes
  - Block diagrams and wiring details for each installation
  - Elevations of access control zone openings showing locations of SACS equipment
  - Elevations of SACS microcontroller installations
  - Single Line Diagrams for all electrical connections
  - Single Line Diagrams for all communication connections
- Technical Specification
- Equipment Schedule
- Sequence of operation diagrams for each SACS installation
- Cable ID submission requests

DECISION ON THE SUBMISSION

When all the requested information has been received, the Melbourne Airport's Security System Administrator will determine if the application should be approved, or if amendments to the application are required. Considerations of the application shall include:

- Compliance with the relevant Technical Standards
- Impact on Security
- Impact on Safety
- Proposed mitigation activities

CONTACT US

For any queries, please call the Security System Administrator on +61 3 9297 1005. If you have been issued a MA Job Reference Number, for the works about which you are inquiring. Don't forget to quote it to assist in your enquiry.