



Locked Bag 16,
Tullamarine, Victoria 3043
Email: Access@melair.com.au

VISITOR PASS APPLICATION

Office Use Only

Issued By:.....
Date issued:/...../20
Photo ID Supplied: YES NO
 24 Hour 7 Day Support Letter Attached (If required)

1. APPLICANT & VISIT DETAILS

NAME OF VISITOR: VISITOR PASS No.....
COMPANY NAME: PHONE #:
JUSTIFICATION / OPERATIONAL NEED FOR VISIT:
.....
LOCATION(S):.....

TERMS AND CONDITIONS

These Terms & Conditions provide you with Melbourne Airport's requirements for holding a Visitor Identification Card (VIC). To maintain the responsibilities and expectations of a VIC holder whilst visiting Melbourne Airport you must:

- Always act in a manner that is aligned with both security and safety best practice
- Comply with all Aviation Transport Security Regulations (ATSR 2005)
- Always be escorted by an ASIC holder when in a security area (see specifics below)
- Always remain under the direct supervision of your escort (ASIC holder)
- Comply with all reasonable directions from your escort (ASIC holder)
- Maintain security in the area that you are in at all times
- Report any security or safety concerns that may arise
- Do not interfere with passengers or aircrew at any time
- Ensure you are escorted through any secure door(s) by your escort (ASIC holder) only
- Ensure all doors are securely closed behind you
- Ensure no person tailgates (follows close behind) you through any security door(s)
- Ensure no tools of trade are left unattended at any time in Sterile Areas
- Ensure that you carry your identification with you at all times while in possession of your VIC
- Comply with any instruction from any Authorised Person when in Restricted or Sterile Areas

You must **NOT** leave items unattended at any time. If you see any unattended item(s), contact the Airport Coordination Centre (ACC) immediately on **9297 1601**.

Holding a VIC does **NOT** exempt you from security screening. Every time you enter a Sterile Area or Security Restricted Area you will be subjected to security screening as per Government Legislation and requirements. If you refuse to undergo any of these screening processes you will be refused entry and your VIC will be removed from you. You may be subject to prosecution.

If you need to carry any tools of trade into Sterile Areas, it is your responsibility to ensure that these items are **NOT** visible or accessible to the public and are under your control at all times. You may be subject to prosecution. Any breach of this condition will result in removal of your VIC and your physical removal from the Sterile Area.

DISPLAYING YOUR VIC

Your VIC must be worn:

- Above your waist, and below your neck
- On the front of your body
- On the outside of your clothing

In the case of armbands:

- On the side of your upper arm
- On the outside of your clothing

In all cases the face of the VIC must be visible at all times.

Sticker VIC pass (single or multi day) need not be returned, but must remain in your control for the duration of its validity to ensure it cannot be used by other persons, if preferred this can be returned to the place of issue. You may be subject to prosecution.

Printed plastic VIC passes are required to be returned immediately to the place of issue upon expiry of operational need or validity. Not returning this specific form of VIC is an offence of strict liability.

- With this application you must provide **valid** identification (As per ATSR 2005).
- **Report** any hazards or any emergency situations to ACC immediately (**9297 1601**).
- Smoking is **NOT** permitted in any Sterile Area, Restricted Area, terminal or structure at Melbourne Airport.
- Personal Protective Equipment (PPE) **MUST** be worn at all times in the Security Restricted Area of Melbourne Airport. This includes high visibility fluorescent yellow safety vests. Observe all worksite OH&S conditions of entry.
- A person may utilise a VIC to a maximum number of 28 times in any given year.

THERE ARE THREE GENERAL CATEGORIES OF SECURITY AREAS THAT REQUIRE A VIC. PLEASE ENSURE YOU ARE AWARE OF THE AREA THAT YOU ARE IN AT ANY GIVEN TIME AND COMPLY WITH ALL OF THE ABOVE AND THE FOLLOWING AREA SPECIFIC REQUIREMENTS STATED BELOW;

A. DOMESTIC TERMINAL STERILE AREA (TERMINALS 1, 3 & 4)

Once you, as a VIC holder have accessed the Domestic Terminal Sterile Area you must be escorted for the duration of your time in that area:

- When your primary place of employment is within that Sterile area; or
- When accessing or having direct access to areas that are **NOT** generally accessible by passengers or the general public

NOTE: There is no requirement to wear a VIC or be escorted when:

- On a break from work; and
- Only accessing areas that are commonly accessible by passengers or the general public

B. INTERNATIONAL TERMINAL STERILE AREA (TERMINAL 2)

At all times any Visitor within the International Terminal Sterile Area must have a justification/approved reason for being in that specific area in addition to being escorted by an ASIC holder.

You must **NOT** meet, greet or farewell friends or relatives **AT ANY TIME** whilst in the International Terminal.

C. AIRSIDE/SECURITY RESTRICTED AREA (SRA)

At all times any Visitor within the Airside\SRA area must have a justification/approved reason for being in that specific area in addition to being escorted by an ASIC holder.

You must **NOT** meet, greet or farewell friends or relatives **AT ANY TIME** whilst in the Security Restricted Area.

DEFINITIONS

Host

A Host is the ASIC holder that has the overall responsibility of you visiting Melbourne Airport and provides sponsorship for you to obtain a VIC.

Escort

An Escort is the person (relevant ASIC holder) escorting you at any given time throughout your visit to Melbourne Airport and is directly responsible for your actions whilst you are under their supervision. A Host may act as an escort.

2. ACKNOWLEDGEMENT & DECLARATION

Failure to adhere to these Terms and Conditions will result in your VIC being removed from you and you being escorted out of the Restricted or Sterile Area. Breaching these Terms and Conditions may also be liable to exclusions and prosecution.

I have not been issued with a VIC for the airport for more than a total of 28 days in the previous 12 months.

I have read and understood these Terms & Conditions and I state I have never been found ineligible for or refused an ASIC.

VISITOR SIGN: DATE:...../...../.....

HOST NAME: ASIC #:

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TERMS AND CONDITIONS - VISITOR COPY

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