



## ASIC APPLICATION APPROVER YOUR ROLE AND RESPONSIBILITIES

As an Authorised Approver or Company Sponsor, you are responsible for approving the ASIC Application and verifying that there is an operational need for the applicant to access a workplace in an airside or sterile area at Melbourne Airport. In approving the application you agree to oversee that:

- **The applicant has sufficient safety training and safety equipment where required for their specific role**
- **The applicant knows and follows Melbourne Airport access and safety regulations and standards**
- **APAM Security Services is immediately notified of any changes to the application particulars and to ensure the return of the Aviation Security Identification Card prior to the applicant leaving employment or upon transfer of the applicant to a position that does not require retention of the Aviation Security Identification Card.**

Also, please review the **Privacy Policy** relating to Melbourne Airport.

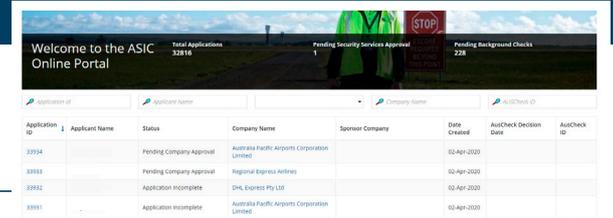
If you are no longer required to fulfill the role of the Authorised Signatory or Company Sponsor, please notify Security Services via email on: [access@melair.com.au](mailto:access@melair.com.au)

This guide can be read in conjunction with ASIC Online An Overview.

### **What you need to do in the ASIC Online Application Verification Process**

When an applicant submits an Online Application, it will trigger an email to you as the company signatory or sponsor from [securityservices@melair.com.au](mailto:securityservices@melair.com.au), asking you to verify the application.

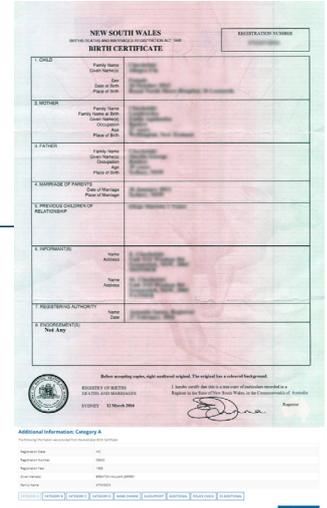
The following 7 easy steps on the next page, these will assist you in going through the Application Verification Process.



**1** Follow the link in the email and log into ASIC Online.

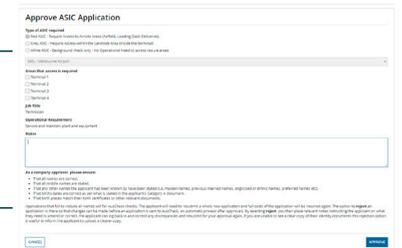
**2** Once logged in you will see a list of Applications from employees from your company or a company that contracts to you. Identify or filter those with "Pending Company Approval" status. Select the applicant to view their details.

**3** Click View Documents. Scroll down to view the Category A document and compare the applicants Name and Date of Birth in this document and regards the Name and Date of Birth contained in the Application. This information **MUST** match perfectly and you need to ensure that all names include middles names and any and all other "known as" names. Then verify that the additional information provided in Category B, C and D documents also match the personal details in the application. Please see "Applicant Identification Requirements" in regards to what appropriately classifies a Category A, B, C and D as required by Government compliance.



**4** Approve or Reject the application. If you discover errors within the application in regards to personal details such as misspelling of names or missing details that appear in Category A, B, C and D documents, you should reject. Rejecting an application provides you the option to enter the reason for the rejection and allows them the opportunity to make the required corrections before payment is made.

**5** If approving the application, you will be prompted to select details of the areas that the employee will need to gain access to. Be elaborative on the purpose of the access required and mention it clearly in this section provided. Insufficient operational need will not be accepted.



**6** Tick the check-box indicating your acceptance of the application once you are satisfied that all the information is corrected and accurate. Then, click Approve.

**7** Repeat Steps 2 to 6 for any other applicants that also require your verification and approval.

The Application will then require payment. Once payment is made the mandatory Government background checks are undertaken. This process may take approximately 6-8 weeks.

During this time, advise the applicant to complete the online learning module Security, Safety and Service Induction located at <https://alo.litmos.com.au> This **MUST** be completed by the applicant, not the employer, company or sponsor, with a successful completion rate of 80% or higher.