

CONTRACTOR SIGN IN/OUT PROCEDURE



All contractors working on Airport **MUST** comply with CAPL sign in and sign out procedures.

All Contractors **MUST** Swipe their CAPL issued Contractor Card or complete the Contractor Sign-In Register located within the Cairns Airport Assets Department office reception 78 Mick Borzi Drive.

Cairns Airport Assets Department Normal OFFICE HOURS Monday to Friday 0730 – 1600 hrs (excluding Public Holidays)

After hours (Including Public Holidays and Weekends)

All works and site attendance between 1600 and 0730 **MUST** sign in by swiping their CAPL issued Contractor Card or complete the Contractor Sign-In Register at the Assets Department out of hours sign in/out box located at the Assets Department front gate. Those contractors deemed “one off” **MUST** advise Airport Coordinators they are on site, and a detached Contractor pass must be clearly displayed whilst carrying out works.

CAIRNS AIRPORT COORDINATORS 07 4080 6744

All CAPL approved contractors engaged for a period of time exceeding one day must hold a current CAPL Contractor Card. Photo1

Contractors engaged on site for 1 day or less (*one off*) over a 12 month period will be exempt from obtaining a Contractor swipe card but **MUST** comply with CAPL sign in and out procedures by completing the sign in out register and detach the perforated contractor pass from the register. Photo2

The Contractor Card will be used to identify contractor site attendance and identification throughout the site. Contractors include all Subcontractors, Consultants, Technicians, Trades people and any other persons who are engaged by CAPL and/or tenants within the terminal to perform work.

(Refer to [Site rules for Working on Airport section 5. Quick guide to contractor categories and Requirements](#))
(CAPL Contractor Card Renewal and training every 2 years or as requested by CAPL).

CONTRACTORS MUST

All contractors must wear their Contractor Card/Pass at all times while carrying out works on Cairns Airport site.



Photo 1
Contractor Card



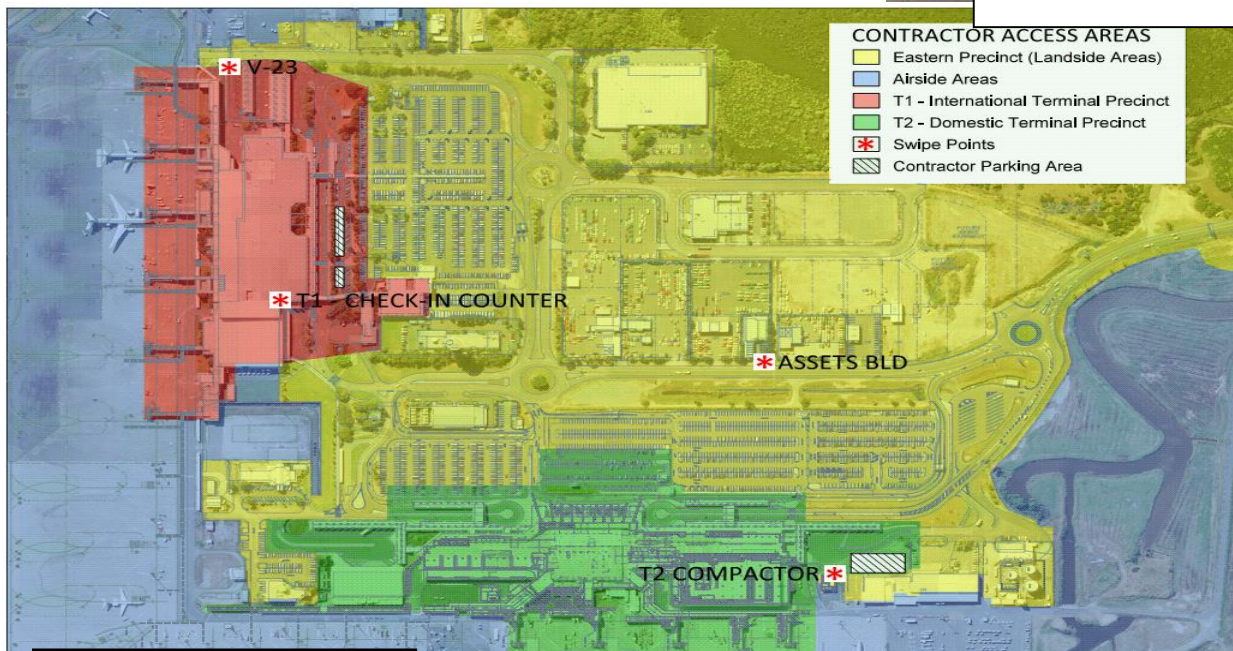
Photo 2
Contractor Pass Used by “one off” contractor or new contractor employees

Tenancy Alterations/Contractors

Contractors retained by any lessees or retailer (referred to as “tenants”) to modify the tenant’s premises inside an Cairns Airport – Owned building, while not parties to the lease/licence agreement with Cairns Airport, must nevertheless comply with all Cairns Airport Procedures and Permits.

Tenants preferred contractor **MUST** hold a valid CAPL Induction before commencing any works. Cairns Airport can provide preferred service providers contact details upon request.

****ALL CONTRACTORS MUST BE CAPL INDUCTED BEFORE COMMENCING ANY WORKS.**



Assets Department front Gate



V23



Location of Contractor Card Swipe Readers



T1 Western End adjacent to check-in counter 1



T2 Southern End adjacent to Contractor Car Park

Contractor Induction Application Form Instructions



Overview

All Contractors (including Subcontractors) undertaking any works for Cairns Airport Pty Ltd (CAPL) must obtain a CAPL issued contractor card prior to carrying out any works or maintenance activities on the Airport campus. To obtain a CAPL issued contractor induction card, applicants must complete the CAPL contractor induction. The induction is competency based that provides a set of rules/regulations for contractors. Once deemed competent, the Contractor will be issued with a contractor induction card. It must be displayed at all times during the works.

Issuing Process

The contractor induction involves a successful completion of an online assessment following an induction presentation. Contractor cards will be valid for 2 Years from the date of issue. After 2 years you are required to re-sit the contractor induction in order to renew your card.

If you are required to operate in any of the Airport's secure areas you will also need to obtain a relevant identification card, please see the [Identification Cards and Access Control](#) section for further information.

Your CAPL contact (i.e. relevant CAPL Project Manager / Works Coordinator who has engaged you to work) will advise you which inductions need to be completed.

Profile	Description
CAPL Contractor Induction	This module must be completed for all CAPL Contractors as a minimum.

This must be obtained from a provider that is NATA approved to the Australian Standard (AS4308 – Urine drug testing and AS3547 – Breath alcohol testing). Please see [Pre-deployment Drug and Alcohol testing for CAPL Contractors sheet](#) for further information, available from www.cairnsairport.com

IMPORTANT INFORMATION:

- Your company must be a CAPL approved contractor before the induction process will commence. If you are unsure about your company's status, please contact your relevant CAPL Project Manager/ Works Co-ordinator.
- Please carry a copy of contractors' record of induction until contractor card has been issued. You are required to provide evidence of induction to any CAPL staff member upon request along with photo ID. Failure to fulfil this requirement may result in a contractor being instructed to leave the CAPL site.
- The CAPL contractor card and photo ID must be produced for any keys to be issued.

New Inductions:

1. New Company/persons requesting an Airport Contractor induction must navigate to <https://training.ngairports.com.au/Contractors/login.asp> Select Register and follow the on screen prompts (1 Login per person)
2. Log in details and instructions will be emailed to address provided
3. Persons can then navigate to the site and log in and follow the on screen prompts.
4. On successful completion the person must complete print & hold their certificate of completion whilst attending site until they obtain their Contractor Induction Identification Card.
Contact Assets Department on 40806761 during business hours or karen.kelly@ Cairnsairport.com.au.
To arrange an appointment.

Induction Renewals:

1. Persons who currently hold Cairns Airport Contractor Induction Cards dated inclusive of April 2015 will receive an email approx. 14 days before expiry advising them that renewal is required.
2. Log in details including a temporary password will be sent via email to the nominated email address at time of initial induction.
3. Persons can then navigate to the site and log in and follow the on screen prompts.
4. On successful completion the person must complete print & hold their certificate of completion whilst attending site until they obtain their Contractor Induction Identification Card.
5. Contact Assets Department on 40806761 during business hours or karen.kelly@ Cairnsairport.com.au.
To arrange an appointment

Assessment:

The assessment is a simple and brief review of the course content:

- You will be asked to answer a selection of questions.
- At the end of each question you will be asked to select the correct answer and submit it.
- Once you have submitted your answers you will receive feedback on how well you have done.
- You need to obtain 100% to pass. If you don't pass further discussion will be undertaken.

****IMPORTANT** The Contractors and employees must recover and return the Contractor Induction Card prior to the applicant leaving their employment or upon his/her transfer to a position which does not require retention of the card.**

