



**Cairns Airport Aviation Security Identification Card (ASIC)
CHANGE OF INFORMATION FORM**

PART A – PERSONAL DETAILS OF APPLICANT

| | | | | | |
|-----------|----------------------|----------------------|----------------------|-----------------------------------|-------------------------------------|
| Name | <input type="text"/> | | <input type="text"/> | | |
| | <i>Given Names</i> | | <i>Surname</i> | | |
| D.O.B | <input type="text"/> | | Gender | <input type="text" value="Male"/> | <input type="text" value="Female"/> |
| | | | | | |
| Telephone | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| | <i>Home</i> | <i>Work</i> | <i>Mobile</i> | | |
| Email | <input type="text"/> | | <input type="text"/> | | |
| | <i>Personal</i> | | <i>Work</i> | | |

| | | | | | |
|-----------------|----------------------|----------------------|----------------------|---|--------------------------------------|
| Current Address | Street Address | Suburb/State/Country | Post Code | Period of residence <i>(must include day/mth/yr)</i> | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | From | To |
| | | | | <input type="text"/> | <input type="text" value="Current"/> |

ACKNOWLEDGMENT

I, _____ certify that:
(full name – BLOCK LETTERS)

- There has been no change to my criminal background since my previous Auscheck clearance received for:
 ASIC number: _____
 Expiry: _____
- The information I have provided on this form is true and correct to the best of my knowledge
- I have read and understood the NQA Privacy Policy available on the Cairns Airport website.

Signature: _____ Date: _____

For Office use only

CHANGE REQUIRED: _____

Statutory Declaration Required: YES NO Attached: YES NO

Authorised by: _____ Date: _____

PART B – EMPLOYER / SPONSOR STATEMENT

Applicants occupation

Operational need

Access required
Please tick applicable

- | | | |
|---|---|---|
| <input type="checkbox"/> Airport Administration Centre (Ground Floor) | <input type="checkbox"/> CAPL ADM's | <input type="checkbox"/> Carpark Contractors |
| <input type="checkbox"/> Airport Administration Centre (Level 2) | <input type="checkbox"/> CAPL Staff | <input type="checkbox"/> T2 Waste Room & V23 Gate 3 (Grey ASIC) |
| <input type="checkbox"/> Airline Customer Service Staff | <input type="checkbox"/> Contractors | <input type="checkbox"/> T1 & T2 Airside Staff Access |
| <input type="checkbox"/> Airline Ramp Service Staff | <input type="checkbox"/> Daifuku | <input type="checkbox"/> T1 Void |
| <input type="checkbox"/> ARA Security | <input type="checkbox"/> ICT Comms Rooms | <input type="checkbox"/> T1 staff entry doors |
| <input type="checkbox"/> Baggage Handling System | <input type="checkbox"/> Smiths detection | <input type="checkbox"/> Vehicle Gates |
| <input type="checkbox"/> Safety Gates | <input type="checkbox"/> TAF Building | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Trident Cleaning | |
| | <input type="checkbox"/> Trident Security | |

Type of ASIC RED

GREY

CNS only:

Australia Wide:

See requirements below

AUS-wide ASIC applications: Please attach a letter signed by authorised signatory for the employer/sponsor confirming the operational need for an **AUS ASIC** detailing the following information:

- Occupation or activity/nature of duties relevant to the secure area of the airport;
- The specific reason(s) for unmonitored access to all or part of a secure area of the nominated airports;
- Which airports they will require access to;
- Minimum frequency of access;

Payment of \$75.00 for reprint of ASIC card:

CARDHOLDER

EMPLOYER/SPONSOR

I, _____ of _____
(full name) (Company)

contracted to / working for _____
(Airport Firm / User)

Confirm that: (please tick)

- The personal details in PART A are correct and the request that an Aviation Security Identification Card be issued to the applicant for the for the areas indicated.
- I understand that I am required to notify Cairns Airport Pty Ltd of any change to details listed in part A and to notify Cairns Airport Pty Ltd if cardholder is no longer employed by the Employer Sponsor.
- I certify the details in Part B are true and correct.

Signature: _____ Date: _____

Business Address: _____

Telephone: _____ Email: _____

PART C – CONDITIONS OF USE

1. The ASIC is issued subject to the Australian Governments Air Navigation Act 1920, Aviation Transport Security Act 2004 and Regulations 2005, the Queensland Airport Assets (Restructuring and Disposal) Act 2008 and Regulations under those Acts including amendments or subsequent legislation governing the issue and use of ASICs.
2. A person must prominently display the ASIC issued to them on an outer garment (above waist height, at the front of side of the body, and with the whole front of the ASIC clearly visible) when entering, remaining or leaving a designated area for lawful reasons in accordance with Regulation 1.04 of the Aviation Transport Security Regulation 2005.
3. A person must present the ASIC issued to them for inspection on demand by an Authorised Officer, Aviation Security Inspector, or other law enforcement officer.
4. **A person must surrender the ASIC issued to them on expiry, transfer or termination of present duty or on request of Cairns Airport Pty Ltd to return card back to Cairns Airport Pty Ltd within 1 month in accordance with Regulation 6.45 of the Aviation Transport Security Regulations 2005.**
5. A person must report the loss, theft or destruction of the ASIC issued to them to Cairns Airport Pty Ltd within 24 hours. A statutory declaration must be completed within 7 days in accordance with Regulation 6.46 of the Aviation Transport Security Regulations 2005.
6. A person whose ASIC has been suspended or cancelled in accordance with Regulation 6.42A and 6.43 of the Aviation Transport Security Regulations 2005, must return the ASIC to Cairns Airport Pty Ltd within 7 days.
7. A person who has been issued with an ASIC must advise changes in circumstances to any part of this application within seven days of the change becoming effective, including any convictions for an aviation security relevant offence.
8. A person using the ASIC issued to them for access control purposes is to ensure doors or gates accessed are closed and locked after access.
9. Any person accessing an airside area may be required to submit to random drug and alcohol testing in accordance with Cairns Airport and CASA Drug and Alcohol Management Plans.
10. A person who has been issued with an ASIC must only use it whilst on shift in the course of their approved duties and must not transfer or give it to anyone else under any circumstances.
11. Be compliant with CASA CASR Part 99 in regards to Drug and Alcohol Management Plan requirements.
12. A person must ensure that their ASIC is not displayed and is secured in a safe location when not operationally required.

Failure to comply with these conditions is an offence under the Airport Assets (Restructuring and Disposal) Act 2008 Section 67. Penalty – 25 penalty units.

The applicant acknowledges that the approved holder of an ASIC, or the approved holder's belongings, or the approved holder's vehicle may be subject to a search by an Authorised Officer before entering or while in a designated area.

****TO BE COMPLETED & SIGNED IN FRONT OF AN ID & ACCESS OFFICE STAFF MEMBER****

I, _____
(Full Name)

Agree to comply with the above conditions upon receipt of Aviation Security Identification Card, while I am employed in my current position as

_____ with _____

I understand that my ASIC remains the property of Cairns Airport Pty Ltd and I agree to return the ASIC within 30 days of expiry or termination of duty / operational need.

I have read, understood and agree to abide by Part C.

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____