North Queensland Airports
Policy

No Smoking Airside Policy

Reference No: 3041 AO
Version 5.1 – 20 June 2019

Any alterations to this Policy must be approved by the:
Manager Aerodrome Cairns and Manager Aviation Operations Mackay

The current copy of this Policy is held on Sharepoint

Document Control

Reference No	Version	Status	Sponsor	Author
3041 AO	5.1	Approved	Chief Operations Officer	Manager Aerodrome

Amendments	Date	By whom
Version 5.1 – Annual Review (Review period amended to 24 months)	20/06/2019	Manager Aerodrome
Version 5 – no changes required during annual review	30/01/2018	Chief Operations Officer(Cairns) & GM Mackay
Version 4 – no changes required during annual review	01/10/2016	GM Operations (Cairns) & GM Mackay
Version 3 – Annual Review	01/10/2015	GM Operations (Cairns) & GM Mackay
Version 2 – Annual review inclusive of new document identifier and number in footer as per Document Control procedure	01/10/2014	GM Operations (Cairns) & GM Mackay
Version 1 – Annual Review	01/01/2013	GM Operations (Cairns)
Summary		
Document created to capture No Smoking Airside Policy for NQA.		

POLICY:

The purpose of this policy is to ensure the safety of all persons working airside, passengers and aircraft, reduce exposure to passive smoke and protect the environment.

In accordance with the Tobacco and Other Smoking Products Act 1998, smoking is only permitted in designated areas. In addition, Civil Aviation Order 20.9 – Air Services Operations, details specific precautions related to aircraft refueling.

DEFINITION:

Smoking airside is not permitted in any airside area designated as non-smoking at **Cairns Airport** (see attached map as per Annex A).

All airside areas at **Mackay Airport** are designated non-smoking.

In accordance with legislation and NQA policy, smoking is not permitted in any NQA building or vehicle. This includes but is not limited to the baggage make up areas, arrivals, staff amenities, temporary structures and free standing building.

APPLICABILITY:

The policy applies to **all** personnel operating or transiting airside on NQA sites.

PROCEDURES/ GUIDELINES:

Anyone found smoking (including e-cigarettes) while in a designated non-smoking area, will be subject to disciplinary action including the accrual of ADA penalty points.

Airport Safety Officers and NQA Authorised Officers have the authority to obtain name and company details from any person in breach of this policy. Details are to be given to the Manager Aerodrome in Cairns or the Manager Aviation Operations in Mackay who will advise, in writing, the person in breach of the policy and their employer.

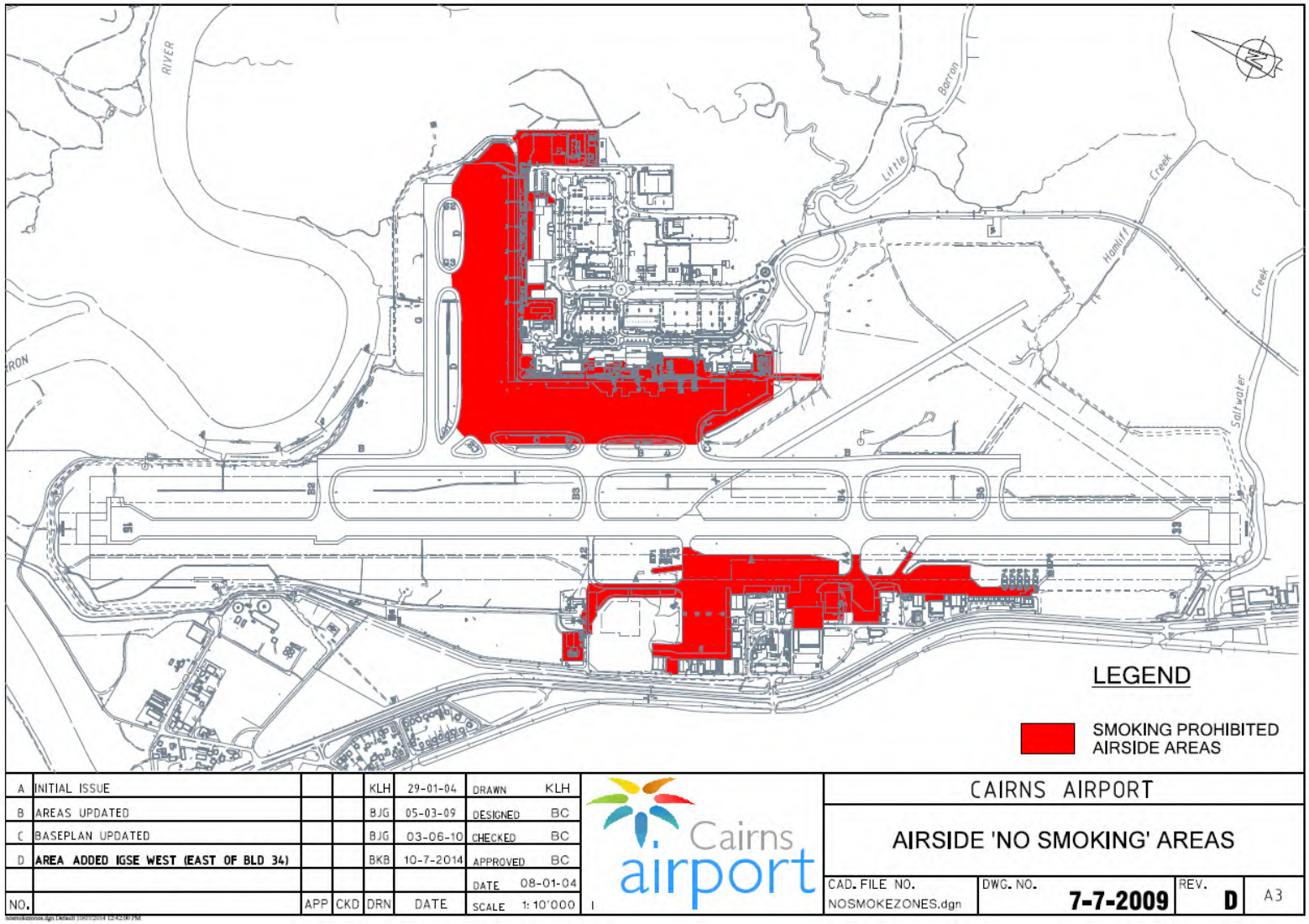
APPROVED BY: Chief Operations Officer Cairns ***DATE:*** 20/06/2018

CUSTODIAN: Manager Aerodrome

COMMENT: Reviewed by MANAGER AVIATION OPERATIONS MACKAY

REVIEW 20/06/2019

Annex A – Designated Non-smoking Area for Cairns Airport



NO.		APP	CKD	DRN	DATE
A	INITIAL ISSUE			KLH	29-01-04
B	AREAS UPDATED			BJG	05-03-09
C	BASEPLAN UPDATED			BJG	03-06-10
D	**AREA ADDED IGSE WEST (EAST OF BLD 34)**			BKB	10-7-2014

DRAWN KLH
DESIGNED BC
CHECKED BC
APPROVED BC
DATE 08-01-04
SCALE 1:10'000

Cairns airport

CAIRNS AIRPORT

AIRSIDE 'NO SMOKING' AREAS

CAD. FILE NO.	DWG. NO.	REV.	
NOSMOKEZONES.dgn	**7-7-2009**	**D**	A3