

CONTRACTOR SIGN IN/OUT PROCEDURE

All contractors must have completed the Mackay Airport online contractor's induction prior to commencing any works on site. All works must be pre-approved before arriving on site.

All contractors working on or at Mackay Airport PTY LTD (MAPL) with or without an Australian Security Identification Card **ASIC** (Airside access), **MUST** comply with MAPL sign in and sign out procedures.

All Contractors **MUST** complete the Contractor Sign-In Register for all Landside and Airside Access. If Working Landside (Non-ASIC Holder) the contractor will be required to wear a MAPL Authorised Contractor ID Card obtained at sign in location either at the Mackay Airport Administration building within business hours and outside business hours obtained through the Customer Service Office. All Contractors **MUST** return their MAPL Authorised Contractor ID Card when they sign out at the end of their job.

Mackay Airport Administration Building normal OFFICE HOURS Monday to Friday 9:00am – 12:00 and 1:00pm to 4:00pm (excluding Public Holidays)

After hours (Including Public Holidays and Weekends)

All works and site attendance between airport operational hours (varies from day to day however generally 5:30am to 9:30 pm) **MUST** sign in at the Customer Service Office located within the Terminal. If Working Landside (Non-ASIC Holder) the contractor **MUST** obtain a MAPL Authorised Contractor ID Card prior to starting work. All Contractors **MUST** return their MAPL Authorised Contractor ID Card when they sign out at the end of their job.

The MAPL Authorised Contractor ID Card will be used to identify contractors on site. Contractors include: all Subcontractors, Consultants, Technicians, Trades people and any other persons who are engaged by MAPL 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)
(MAPL Contractor Induction Renewal and training every 2 years or as requested by MAPL).

CONTRACTORS MUST

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



Tenancy Alterations/Contractors

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

Tenant's contractor **MUST** have a valid MAPL Induction recorded before commencing any works.

****ALL CONTRACTORS MUST BE MAPL INDUCTED BEFORE COMMENCING ANY WORKS****