

VISITOR IDENTIFICATION CARD (VIC) APPLICATION FORM

TO BE ISSUED WITH A VIC, THE VIC ISSUER MUST VERIFY YOUR IDENTITY.

PLEASE PRESENT AN ORIGINAL DOCUMENT THAT IS CURRENT, VALID, GOVERNMENT-ISSUED, AND CONTAINS YOUR PHOTO AND SIGNATURE e.g. Drivers licence, passport, proof of age card.

CONDITIONS OF ISSUE

- VICs are issued subject to these written conditions of issue and remain the property of Mackay Airport Pty Ltd (MAPL) at all times.
- VICs are only issued to persons who require lawful access into Security Controlled Areas at Mackay Airport. This includes all Airside Areas and Landside Security Zones.
- VICs may only be used in the course of the holder's approved duties in any Security Controlled Area and do not constitute an authority to enter or remain in a Security Controlled Area for any other purpose without escort.
- VICs are issued on a personal basis and must not be transferred or given to anyone else under any circumstances.
- VICs have no electronic access privileges attached to them.
- VICs are to be prominently displayed above waist level at all times within Security Controlled Areas of Mackay Airport. VICs must be available for checking at any time by an authorised Airport Officer.
- VIC holders must be supervised at all times by a valid ASIC holder when in a Security Controlled Area. VIC holders in Security Restricted Areas must be escorted by a valid Red ASIC holder. A VIC holder must leave a Security Controlled Area if they are no longer supervised by a valid ASIC holder.
- VICs are to be surrendered on expiry, transfer or termination of present duty, or on request from MAPL. A person commits an offence if they do not return a VIC within 7 days of expiry, cancellation, notification that the VIC has been damaged, altered or defaced or termination of present duty. Failure to return a VIC constitutes an offence and penalties will apply.
- Lost, stolen or damaged VICs must be reported to MAPL within 24hrs of the loss, theft or damage becoming apparent. Statutory Declarations providing details of the loss, theft or damage must be completed and forwarded to MAPL within 7 days.
- The applicant acknowledges that the holder of a VIC and the holder's belongings and vehicle (if applicable) may be subject to a search by an authorised Airport Officer before entering or while within a designated area.
- Persons may only be issued with a VIC for a maximum of 28 days (or part thereof) per year at Mackay Airport. An ASIC must be obtained if an applicant is intending to work at or regularly visit Security Controlled Areas of the airport exceeding this time frame.
- Incorrect use of VIC access provisions will result in the immediate withdrawal of privileges.
- If the applicant is not an employee of the Airport Operator, the applicant represents that he or she has the authority of their employer to enter into this contract on behalf of themselves and their employer, and that the applicant, and their employer, has agreed to be bound by the above conditions of issue and be responsible for any breaches of the conditions of issue by the holder of the VIC.
- The applicant acknowledges that they are subject to random drug and alcohol testing by CASA in accordance with CASR 99.

VIC APPLICANT DECLARATION

I, _____ of _____
(Print Full Name) *(Company/Business/Organisation)*

acknowledge receipt of **VISITORS CARD No.** _____ which remains the property of Mackay Airport Pty Ltd and is on loan to me only whilst I am employed in my current capacity. I declare that I have not been refused an ASIC, or had an ASIC suspended or cancelled due to an adverse criminal record. I further declare that by obtaining this VIC, I will not be in breach of the 28 day rule. I have read, understand and accept the above Conditions of Issue.

SIGNATURE: _____ DATE: _____

Personal Details of Applicant:

Phone No. _____ Email _____

Current Residential Address: - _____

Date of Birth: - _____

Reason/operational need to obtain a VIC: (i.e. what are you doing and where are you going)

SPONSORING ASIC HOLDER DECLARATION

I, _____ of _____
(Print Full Name) (Company/Business/Organisation)

certify this VIC applicant has a valid reason to access Security Controlled Areas at Mackay Airport.

- The ASIC holder must escort or accompany the VIC holder at all times when the VIC holder is in a secure area.
- VIC holders in Security Restricted Areas must be escorted by a valid Red ASIC holder. The ASIC holder must ensure that VIC holders are not able to access aircraft, passengers boarding, or cargo being loaded for charters or RPT operations.
- The ASIC holder must ensure the VIC holder remains within direct line of sight at all times and/or within a defined area.
- The sponsor or initial escort may hand over escorting responsibility to another valid ASIC holder. All parties must be made aware of their responsibilities.

I have read, understand and accept my sponsoring/escorting responsibilities as outlined above.

SIGNATURE: _____ DATE: _____

ASIC NUMBER: _____ ASIC EXPIRY DATE: _____

DAMP SPONSOR STATEMENT (FOR MACKAY AIRPORT PTY LTD CONTRACTORS ONLY)

Drug and Alcohol Management Plan (DAMP)

Specific requirements are in place at Mackay Airport for Drug and Alcohol Management. Random testing may be undertaken by authorised persons under the North Queensland Airports Drug and Alcohol Management Plan (DAMP) and the Civil Aviation Safety Regulations (CASR) Part 99.

Persons requiring airside access at least two or more times in a ninety day period, are required to provide confirmation of negative results for alcohol and other drug testing, in compliance with the CASR Part 99.

VIC holder/applicant details:

Name: _____

Organisation: _____

Sponsor Statement:

I, _____ of _____
(Print Full Name) (Organisation)

Contracted to / working for: Mackay Airport Pty Ltd

Confirm the above person was an employee, and has been regularly deployed airside, prior to 23 March 2009 and therefore does not require pre-deployment testing or

Confirm I have sighted evidence of negative results of pre deployment alcohol and other drug testing in compliance with CASR Part 99 for the above person who may be required to operate airside.

Sponsor Signature: _____ Sponsor ASIC No: _____ Date: _____