



Security & Safety Induction Guide

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INTRODUCTION

The following material is unclassified; however, it has been copyrighted. Copies may not be made for any purpose without the specific written approval of Alice Springs Airport Pty Ltd. The Airport Security & Safety Induction Guide is designed to inform airport staff, and others involved with the airport, about the requirements for working within the various areas and zones applicable to the airport property.

All persons are to ensure that they are in no doubt as to the procedures and requirements enforced on the Airport property. Ignorance of the relevant law is not an excuse.

Security

Alice Springs Airport operates under the Transport Security Program (TSP) which is a requirement of Commonwealth Law administered by the Cyber and Infrastructure Security Centre (CISC) within the Department of Home Affairs.

The Transport Security Program is a Security Restricted document that details the airport's approach to handling security at the airport. This document has been inspected and approved by the Department of Home Affairs and modified from time to time as items or conditions change or as the Cyber and Infrastructure Security Centre directs.

The focus of the Transport Security Program is to provide security of aircraft, passengers, and personnel at the airport.

Relevant federal laws and regulations relating to aviation security are covered by the *Aviation Transport Security Act 2004* and the *Aviation Transport Security Regulations 2005*.

Safety

General aviation safety is overseen by the Civil Aviation Safety Authority (CASA). This agency regulates aircraft, aerodromes, airstrips, and flight operations.

Airservices Australia operates the national air traffic control (ATC) system. It also provides the air traffic control services from the tower at Alice Springs Airport. This is for the controlled airspace covering the airport and its approaches. During airport operational hours any aircraft within the designated local airspace must advise the tower of its presence and intentions and follow directions from the tower.

The Aviation Rescue and Fire-Fighting Service (ARFFS) is a section of Airservices Australia. The ARFFS personnel deal with fires and other emergencies on the airport and within a 1 km radius of the airport. They can also render first aid for accidents, injuries, and medical conditions.

Alice Springs Airport and organizations using the airport are responsible for the general safety of their personnel.

Definitions

Term	Meaning
Airside	The movement areas (runways, taxiways, and apron areas) of an airport, adjacent land and buildings, or portions thereof, access to which is controlled
Apron	That part or parts of an airport used for <ul style="list-style-type: none"> • Parking, refuelling, servicing of an aircraft, or carrying out maintenance on an aircraft, • Enabling passengers to board, or disembark from aircraft, or • Loading freight onto or unloading freight from aircraft
Aviation Security Identification Card (ASIC)	A card issued by an organization approved by the Department of Home Affairs that permits individuals, who have justifiable need, to have unescorted access to secure zones of an airport. A grey ASIC allows the holder access with tools etc. to Landside security zones. A red ASIC allow the holder access to the Airside Area
Aviation Security (AVSEC)	Aviation security is a combination of measures, human and material resources intended to safeguard civil aviation against acts of unlawful interference
Landside	That part of an airport's property outside of the Airside Area
Regulations	Refers to the <i>Aviation Transport Security Regulations 2005</i> .
Regulatory Sign	A sign that advises of any law, regulation, or restriction for which it would be an offence to disregard.
Screening	Inspection procedures which provide a security clearance of persons, vehicles or goods that are to be given access to a security zone or entry to an aircraft.
Secretary	Refers to the Secretary of the Department of Home Affairs
Security Zone	A zone within the airport and to which access is restricted to staff on duty or has limitation imposed as to the use of certain tools and prohibited items
Security Restricted Area (SRA)	An Airside Security Zone, comprising the apron area and any other area so detailed in the Transport Security Program, access to which is not lawful without a valid red Aviation Security Identification Card (ASIC). Note that unscreened passengers and crew must not mix with screened passengers in the SRA

Term	Meaning
Sterile Area (SA)	A Landside Security Zone approved by the Secretary under subsection 21(5) of the act, to which persons and goods are not permitted until screened to ensure that no weapons or explosives have been admitted. Only ASIC holders or visitors under supervision may possess and use tools and other prohibited items while in the zone
Visitor Identification Card (VIC)	A card issued by an organization approved by the Department of Home Affairs that permits individuals, who have justifiable need, access at all times to the Airside and the various Security Zones providing that they are escorted at all times

Abbreviations

ABF	Australian Border Force
ADA	Authority to Drive Airside is a card issued by Airport Management allowing a person to drive within the airside area of the airport
AQIS	Australian Quarantine Inspection Service
ARFFS	Aviation Rescue and Fire-Fighting Service
ARO	Aerodrome Reporting Officer
ASA	Alice Springs Airport Pty Ltd (or the Airport itself). Note this abbreviation may be used elsewhere for Airservices Australia
ASIC	Aviation Security Identification Card
ATSR	Aviation Transport Security Regulations 2005
AUA	Authority to Use Airside. A certificate issued by the Airport Management allowing a vehicle to be used within the airside are of the airport
AVSEC	Aviation Security
CASA	Civil Aviation Safety Authority. A federal government agency involved with the regulation and safety of aviation
CCTV	Closed Circuit Television - Used for visual monitoring and recording of events
CISC	Cyber and Infrastructure Security Centre within the Department Home Affairs
DOHA	Department of Home Affairs (Not an official acronym)
FOD	Foreign Object Debris and/or Foreign Object Damage
GA	General Aviation. Aviation and services relating to charter air services and private aviation. May also apply to small regional air services at some airports
JDFPG	Joint Defence Facility, Pine Gap
RPT	Regular Public Transport. In aviation this refers to services run to schedules and on which an individual fare is paid for travel
SRA	Security Restricted Area
TSP	Transport Security Program
VIC	Visitor Identification Card

AREAS AND ZONES ON ALICE SPRINGS AIRPORT

The airport is divided into various areas and zones, and these are explained below. Note that the terminology, particularly the use of the word **area** overlaps to some extent. The airport is divided into four principal areas. The purpose of defining these areas is to control access to operational areas of the airport. Refer **Attachment A**.

Airside Area refers to the active operational movement areas of the airport on which aviation activities are confined.

Security Restricted Area refers to the security zone on the airside area.

Landside Area refers to any other area within the boundaries of the airport property. Within each area there are designated security zones which have additional security requirements.

Sterile Area refers to the area within the terminal that is the main security zone.

These and other areas and the conditions of entry are explained below.

Conditions of entry into Security Areas and Zones

Security Restricted Area (SRA)

The SRA is a Security Zone within the Airside Area. The SRA consists of the RPT aircraft apron, adjacent areas and entry points and is shown on the map in **Attachment B**.

Access to the SRA is restricted to persons on duty who possess and are properly displaying a valid red ASIC. Persons who have been issued with a valid VIC may also enter and remain on the SRA only under the escort of a valid red ASIC holder.

Vehicles entering the SRA are restricted to those that have been issued with an *Authority to Use Airside*. The drivers of such vehicles must have been issued with an *Authority to Drive Airside* or be escorted by a driver with an authority. These authorities are only issued to applicants who can demonstrate that they are operating on ASA business. The driver of any vehicle on the airside must be a holder of a valid red ASIC or hold a VIC and be escorted by a valid red ASIC holder.

Within this zone a higher level of security applies to RPT aircraft and operations.

Random inspections will apply airside. These shall be carried out by ASA Aerodrome Reporting Officers and Airport Security. Where applicable, this shall include inspection for the following:

- A valid red ASIC / VIC
- A valid Authority to Drive Airside (ADA)
- A valid Authority to Use Airside (AUA)
- A visual inspection of vehicle, which may include requests to open cargo carrying areas.

Sterile Area

The Alice Springs Airport Sterile Area is a Landside Security Zone and consists mainly of the screening point, passenger departure lounges, shops, airline desks, Qantas Club Lounge, Sir Reg Ansett Room, restroom facilities, and extends to the Café, Bar and Gardens. Refer **Attachment B**.

Persons and goods entering the Sterile Area must undergo screening and be cleared before entering to ensure weapons, objects that could be used as weapons, dangerous goods, explosives, or other items that may pose a threat to civil aviation are identified and removed. This process includes the use of any or all the following:

- X-ray equipment on hand luggage, goods, or items
- Body Scanner
- Walk-through metal-detector
- Explosive trace detection on persons and goods
- Frisk searches of persons
- Manual searches of persons and bags may also be undertaken if required
- Retail goods being taken into the Sterile Area via the screening point must be screened using x-ray machines, except for oversize items (as determined by the screeners) which will be screened manually

Persons can refuse to be screened, but they will not be permitted into the Sterile Area. Any unscreened goods will not be allowed into the Sterile Area.

Anyone leaving the Sterile Area via the exit beside the screening point must be re-screened before re-entering the Sterile Area.

Law enforcement Officers, Emergency Services and specific airport personnel are exempted by ATSR and may enter the sterile area at a point other than the screening point if on duty and displaying a valid identity card.

Tools of Trade within the Sterile Area

The ATSR permits items into the Sterile area which are classified as **Tools of Trade**. Persons entering the sterile area with Tools of Trade must have a valid ASIC or be escorted by a valid ASIC holder and hold a VIC. These items must not be accessible to the public and must be always under visible and physical control by the person carrying and using them.

Retail and food outlets must ensure all sharp items e.g., knives, scissors are not accessible to members of the public and must be under effective control, locked away or affixed to a shop fitting.

Retailers must ensure that sharp and prohibited items are not offered for sale or displayed in secure areas. It is also recommended that these items not be sold in other parts of the terminal as departing passengers may try to enter the sterile area with those items.

Retailers are also not permitted to supply sharp metal knives to persons for the purpose of food consumptions in the secure area.

Contact ASA for more information on requirements to carry such items into the sterile area.

Other Security Zones and Prohibited Areas

Private hangars and other buildings must not be entered unless on duty or on business associated with the owner or tenant. ASICs and VICs must be displayed at all times within these areas. Note that some hangars have access to both airside and landside areas. The tenants of such facilities are responsible for maintaining the airside security and preventing unlawful access to airside through their premises. This is achieved by the imposition of suitable signage, barrier, guard, or other procedures. Tenants are responsible for ensuring all users complete the Security Induction, this includes but not limited to all regular users, admin staff, contractors.

The *Fuel Storage*, *Air Traffic Control Facilities*, and the *Navigational Aids Zones* are secure areas and must not be entered by unauthorised persons. There are also other sections of the terminal, external buildings and other premises which are not accessible to the public. These must not be entered unless on business and in the company of authorised personnel from the airport or the agency responsible for the zones and the relevant buildings or facilities.

Customs Controlled Areas

There are no designated Customs Controlled Areas at ASA. However, when an international charter flight embarks or disembarks passengers, The Australian Border Force will operate in an area set aside for its operations and which is separated from public areas by suitable partitions. Access to a Customs Controlled Area is limited to passengers holding valid applicable travel documentation and only those persons who are required to perform their duties or provide relevant services. All visitors must have a legitimate reason to be in a Customs Controlled Area. Possession of a valid ASIC or VIC does not automatically give the wearer authority to be in that area.

Directives from Authorised Personnel

Persons in secure areas or zones are to follow any directions given by any ASA staff, Airport Security, NT Police, or relevant agency staff immediately. Failure to obey any direction given will result in access being denied to areas and property controlled by Alice Springs Airport. The NT Police will be called to assist if required.

CHALLENGE ANYONE AIRSIDE NOT DISPLAYING A VALID RED ASIC

AVIATION SECURITY IDENTIFICATION CARDS (ASICs)

Introduction

The purpose of Aviation Security Identification Cards is to identify personnel who have undergone a security check and are suitable to enter secure areas of an airport. An ASIC will only be issued to a person who has an operational need. Issuing authorities include Qantas, Airservices Australia, CASA, and other aviation industry participants. Alice Springs Airport has nominated Veritas as their ASIC provider.

An applicant for an ASIC must:

- Have a requirement to enter secure areas of an airport for the purpose of employment
- Undergo a background check which will be coordinated by the government agency *AusCheck*
- Successfully complete the Working on Airport & Security Induction

The application process can take 2-3 weeks from submission, and in some cases longer.



Aviation Security Identification Cards (ASICs) - RED

A red ASIC will be issued to a person who needs frequent access to security sensitive areas and security-controlled areas at Alice Springs Airport (Airside, Security Restricted Area, Sterile Area, and Prohibited Areas).

Aviation Security Identification Cards (ASICs) - GREY

A grey ASIC will be issued to a person who needs frequent access to security sensitive areas and security-controlled areas at Alice Springs Airport but has no requirement to operate Airside. These cards are issued to staff working in the Sterile Area.

Display of ASICs

According to the Regulations, ASICs (and VICs) must be properly displayed. That is:

- Somebody is **properly displaying** an ASIC or VIC only if it is attached to their outer clothing:
 - above waist height; and
 - at the front or side of their body; and
 - with the whole front of the ASIC or VIC clearly visible
- You are not **properly displaying** an ASIC or VIC if anything adhering to it obscures a photograph or anything else on it

Failure to comply with display requirements is an offence under the Regulations and may result in an infringement notice or cancellation of your ASIC.



Lost or Stolen ASIC

You must immediately notify your ASIC Issuing body and ASA on 8951 1211 during business hours if your ASIC has been lost, stolen, or destroyed.

If lost or stolen, you must report in the form of a statutory declaration to your issuing authority within 7 days.

Note that it is an offence under the Regulations if you fail to notify your issuing authority that your ASIC has been lost, stolen, or destroyed.

VISITOR IDENTIFICATION CARDS (VICs)

Any person who does not hold an ASIC and needs access for work purposes into a secure area and / or an area that is not generally available to the public is required to obtain a VIC.

To obtain a VIC, complete application here <https://vms-nt.airporthub.online/visitor/register>. You must enter your escorts email at the end of the application. Once your escort has approved the application the applicant and the escorting ASIC holder must attend the Airport Management Centre or Oversize Baggage for the VIC to be issued. VICs can be applied for in advance.



The following conditions apply to VIC holders:

- VICs must be displayed clearly on the torso above waist level at all times.
- VIC holders must be escorted by a valid ASIC holder when entering any secure area.
- A person who holds a VIC and was supervised by an ASIC holder into a secure area, must leave the area immediately if the ASIC holder is no longer present.
- An applicant must immediately report to the Airport Management Centre if a VIC has been lost, stolen, or destroyed. **Failure to do so penalties may apply.**
- It the VIC holder and/or the escorting ASIC holder's responsibility to return the VIC when no longer required or it has expired. **Failure to do so is also an offence under the *Aviation Transport Security Regulations 2005*.**

ACCESSING SECURE AREAS

Access Control

Anyone entering Security Controlled Areas is required to pass through a locked door or gate using an access card or gate air key. The access card can be an ASIC or specific terminal access card. Staff entry points are clearly identified, and staff should only enter their workplaces at these locations. Your access is monitored and recorded by the airports Access Control System. Compliance is actively enforced by the Security and Compliance Coordinator, Aerodrome Reporting Officers, Airport Security, and Airline Representatives.

ASIC & VIC Display

Display your ASIC or VIC prominently above the waist. Deny access to anyone without correct identification - ASIC or VIC and challenge anyone not displaying correct identification and ask them to leave the area. Contact the Airport Management Centre if you see anyone without identification or expired ASIC or VIC

Doors & Gates

Close doors and gates behind you and ensure that they are fully locked. Under no circumstances are you to allow a secure gate or door to remain open with no one in attendance. If you see a security door or gate wedged open, close it and report it to the Airport Management Centre and quote the door number and or location. On weekends and after hours report any security breaches to the Aerodrome Reporting Officer.

Do not force any door or access point which your access card does not let you through. This will be recorded by the Access Control Systems, and you may lose your access for unauthorised use of your card. All security doors in the terminal are monitored



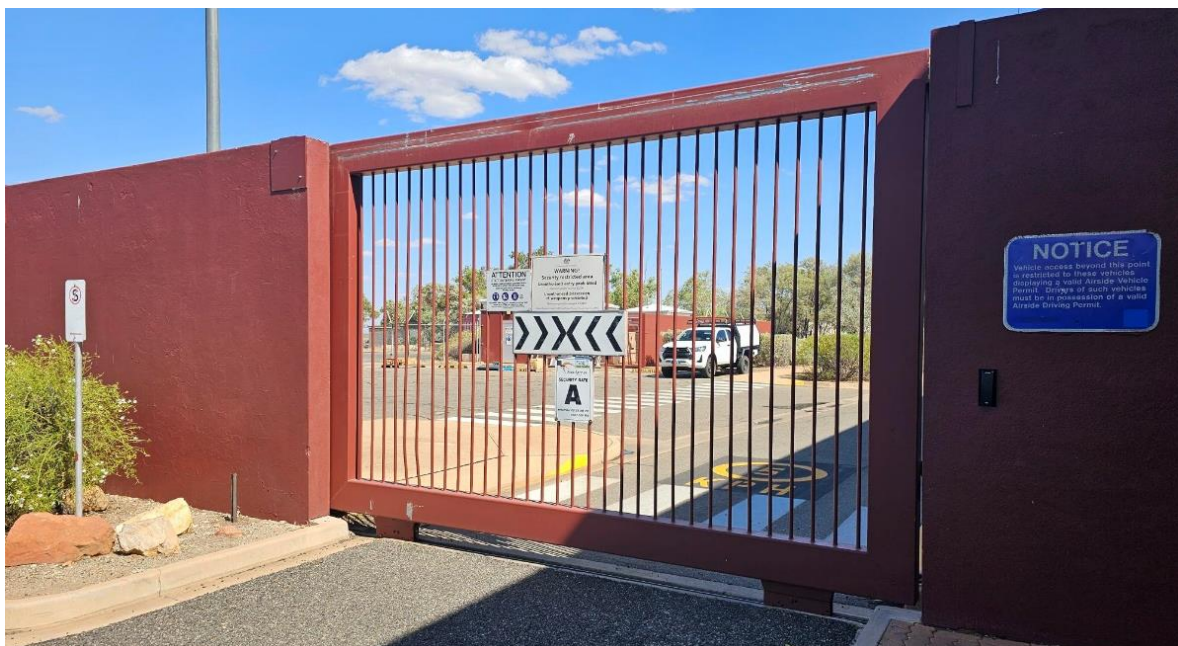
Tailgating

Tailgating is the practice of a person or a vehicle accessing secure areas by following you or your vehicle through a door or gate that you have opened with your access card or gate air key. You are not permitted to allow another person access to a secure area unless they are under your direct escort, or you verify their identification. If you are escorting someone into a security-controlled area, provide the access then proceed directly behind them using your access card each time. Tailgating by vehicles is very dangerous and leads to the breakdown of security. Report and challenge anyone engaging in tailgating.



Airside Gates

The electric sliding gates A, F and Z can be opened remotely by the driver using an air key. When the gate opens drive through. The sensor will stop the gate travel. After the vehicle has cleared the gate, wait for the gate to close before driving off – whether entering or leaving the airside. This procedure is to ensure that unauthorised persons do not enter the airside area while the gate is open. Lock any padlocked gates behind you immediately after driving through it.



Airside Boundary

Damaged fences and access points make it easy for people to access the Airside Security Area. Report any broken fences to the Airport Management Centre.

Do not leave vehicles or equipment within two metres on the airside of the fence and within three metres on the landside of the fence. Report any illegal parking of vehicles or the placement of any object near an airside fence to the Airport Management Centre.

Meeters and Greeters

Meeting, greeting or farewelling family, friends, colleagues in the Security Restricted Area is not permitted. Doing so may lead to loss of your ASIC.

Off Duty

When you are off duty, you are not authorised to go into Security Controlled Areas. You may be prosecuted, and your ASIC and access cancelled.

**Report all security incidents to Alice Springs Airport Management Centre,
Aerodrome Reporting Officer, or Security & Compliance Coordinator.**

SECURITY AND CRIME PREVENTION

Some points to consider:

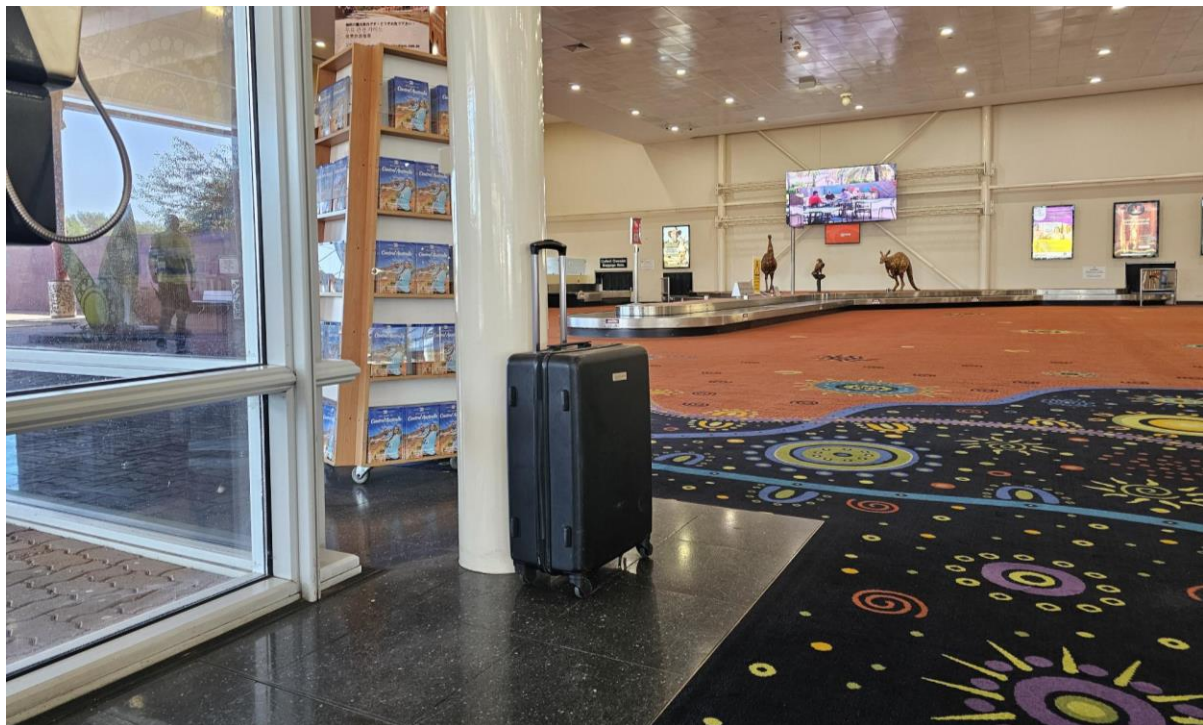
- Airport tenants and employers are responsible for their own staff, premises and stock throughout Alice Springs Airport
- Ensure that new staff are aware of your company's internal procedures and relevant airport procedures
- A list of security contacts is available from the Airport Management Centre. This should be kept near the phone or in your vehicle
- Alice Springs Airport is under 24-hour security surveillance by CCTV. This footage is only supplied to law enforcement agencies on request in accordance with State and Federal law and applicable privacy legislation

Unattended Items

Unattended items are a security issue within the Alice Springs Airport environment. It is the responsibility of **all** staff members to be vigilant and aware of any changes to the workplace. This includes identifying unattended items, which could pose a risk to staff and public safety.

Listed below is a basic procedure to follow if an unattended item is discovered in or close to your place of work.

Remember, **DO NOT** put yourself at further risk. Suspicious or unattended items should only be approached by persons who have the appropriate training.



If you identify that the item is unattended or suspicious.

- **DO NOT** approach the item
- **DO NOT** open, touch, or move the item
- **DO NOT** allow any other person to touch, open or move the item
- **DO NOT** allow any other person to approach or sit in the area of the unattended item
- Attempt to identify the owner. If the owner cannot be established, contact the Airport Management Centre or Security & Compliance Coordinator

Whilst waiting for the Airport Staff or Airport Security to arrive:

- Try to recall who was last in the area
- Pass all information to airport staff, Airport Security, or NT Police
-

Packages

Never accept or agree to safeguard packages on behalf of someone else. If anyone approaches you to look after a package, refuse – be completely vigilant about this. Do not put yourself and others in danger.

Handling Mail and Unknown Substances

If a suspicious package or envelope is received

- Remain calm
- If available, place the item into a plastic bag or similar and seal it
- Do not shake or empty the contents of the package or envelope
- Do not handle the item more than necessary - do not allow others to handle it
- Stay in your immediate environment. Prevent others from entering the area.
- Call the Security & Compliance Coordinator or dial 000
- Advise the exact location of the item (address etc.), number of people in the immediate area, describe the package/device and what actions you have taken
- Take notes, including time and date you received the item and from whom
- As a precaution keep your hands away from your face
- If possible (without leaving your immediate environment/work area), wash your hands
- If there is a strong/overpowering odour move to an adjoining room or area closing all doors and windows. Stay in that area until assistance arrives
- For packages omitting strong odours, request that the air conditioner be shut down as a precautionary measure. Turn off all fans
- Wait for assistance to arrive

Bomb Threats

- Strictly follow your company's procedures
- Instruct another person to call 000 to start call trace or hit the **MAL TRACE** button on your phone if installed
- Notify ASA Operations at the Airport Management Centre during office hours, or the Security & Compliance Coordinator.
- If the threat relates to another organization, notify them also
- Write down every detail of the threat and the person making the threat. This will assist significantly in the handling of the threat.
- Keep the caller talking for as long as possible asking questions about where, when, what why etc.
- Do not hang up the phone when the call ends.

If you see something that is not right – REPORT IT

AIRPORT AGENCIES

Department of Home Affairs

The Cyber and Infrastructure Security Centre (CISC) within this Department has overall responsibility for aviation security in Australia. In consultation with the Aviation Industry, CISC develops and implements legislation and standards under the Air Navigation Act and Regulations.

The Department of Home Affairs website is: www.insrastructure.gov.au

Australian Border Force (ABF)

Customs plays an important role in protecting Australia's borders from the entry of illegal and harmful goods and unauthorised people. It must carry out this role while not impeding the legitimate movement of people and goods across the border. Anything suspicious can be reported to Customs Watch on 1800 061 800.

Alice Springs Airport Pty Ltd (ASA)

Alice Springs Airport Pty. Ltd. is responsible for overall security at the airport including:

- Development and implementation of the Airport's Security Programs, these include the
- Transport Security Program
- Management of the Airport Security Committee
- Maintenance of security infrastructure at the airport
- Development of security procedures and incident response contingencies as required under government regulations

Airlines

Any air service providers will be responsible for the safety and security of their passengers and aircraft. They will ensure that the appropriate display apparel and equipment are provided to their own staff or their appointed ground-handlers. Unless otherwise arranged, ASA will be responsible for access control to the SRA for relevant personnel.

General Aviation Operators

General aviation operators are responsible for their passengers and aircraft. They are also responsible for controlling access by their passengers and staff to the airside through access points on their leased premises. The same will apply to any small regional airlines that commence operations.

Joint Defence Facility Pine Gap (JDFPG)

Transport aircraft carry stores and personnel for the joint Australian and United States Defence facility. JDFPG is responsible for access control to the SRA for their own and visiting personnel. Australian Defence agencies may issue appropriate passes for their personnel; and the US Defence forces provide their personnel with appropriate identification.

AIRSIDE SAFETY

Introduction

This section deals primarily with airport operational safety, i.e., the protection of aircraft and staff operating around aircraft. Several safety rules apply that correspond to Work Health and Safety regulations, tailored specifically to Civil Aviation Safety Regulations and ASA procedures.

Airport diagrams are supplied at the end of this document depicting the airport layout. Please read this information carefully before entering the Airside area.

Operating Airside

Aircraft always have priority over vehicles and other ground traffic. This applies both when the aircraft is moving by its own power and when it is being towed. Most vehicles including contractors' vehicles are not allowed to cross the apron or taxiways except on designated roads. The edges of roadways are marked with lines.

When working airside, any incidents with which you are involved, or happen to witness, must be reported to ASA Airport Manager, or the Aerodrome Reporting Officer. This includes:

- All kinds of emergencies
- Spills of fuel, oil, or other hazardous goods
- Damage to aircraft
- Vehicle accidents
- Personal injuries
- Damage to lights and other installations
- Anything found that may have come from an aircraft



Working Around Aircraft

The apron is the area of the airport where aircraft are normally parked during ground stays. It is also the area where an aircraft is serviced, refuelled, passengers embark / disembark, cargo and baggage is loaded and unloaded. Special precautions must be taken when working around aircraft, both for your safety and the safety of the passengers travelling on the aircraft. Damage caused to parked aircraft may not only result in expensive repairs and delays; it may also lead to serious accidents.

No access to, or contact with, an aircraft or its contents is permitted unless approved by the handling company, the pilot-in-command, the airline, or its representatives. Parking of vehicles and handling equipment outside the designated parking areas represents a safety hazard to both aircraft and other traffic. Vehicles or handling equipment must not be parked or left in places where they may prevent other vehicles from moving forward and away in case of an emergency.

No Smoking

Smoking is not permitted on any airside area, even if you are inside a car. Smoking in a Non-Smoking area may result in the issue of an infringement notice.

Fire and Explosion Hazards

Ignition sources such as open fires are strictly prohibited on the apron area. Hazardous tasks such as welding need special approvals. In the fueling areas around the wings of the aircraft, the concentration of fuel vapours may be very high. You should always be careful when operating vehicles or motorised equipment around aircraft. Only essential vehicles are permitted within 15 metres of an aircraft. Emergency fuel cut-off switches and fire alarms are located on the aprons. These are clearly sign posted with a red sign. You should make yourself aware of their locations.

Beware of Aircraft Engines

All aircraft are fitted with anti-collision lights on the top and bottom of the aircraft and are activated when the aircraft engines are about to start and when they are running. This is a signal to all ground traffic in the vicinity to keep clear of the parking bay and to give way to an aircraft being manoeuvred.

Jet engines suck in large amounts of air through the air intake at the front of the engine and the exhaust gases are blown out at high speed and at high temperatures through the rear of the engine. The jet blast and may be so violent that even vehicles are pushed away. Always keep a safe distance approximately 75 metres from the rear of the plane.

Take special care when working around propeller-driven aircraft. Stay clear of the propeller blades, even when they are not running, as you may not be able to hear or see them when they start rotating.

Foreign Objects

FOD is the acronym for Foreign Object Debris and/or Foreign Object Damage. Loose material and debris on the movement area may be sucked into the aircraft engines or damage the tyres of the aircraft and cause a major disaster.

Please assist actively in preventing FOD. Pay attention when you operate on the apron area. Collect any waste materials you see lying about and put them in the waste containers. Do not leave tools lying about. Make sure all materials are stored so that they cannot be blown away by high winds or aircraft engine blast. Generally, keep a clean and tidy work area. When finished each day make sure that you leave your work site in a clean and safe state.

PPE

High visibility clothing, that at least meets the standard AS4602, must be worn by all personnel whilst working or visiting the airside area.

You must always wear ear protectors when you are in the vicinity of an aircraft with its APU or main engines operating. The noise level on the apron is often so high that it is a requirement that you use hearing protection when working near aircraft. If you do not use ear protectors, you risk impairing your hearing. Deterioration in hearing is a slow and imperceptible process and cannot be cured.



Driving Airside

No person shall drive a vehicle unescorted on the Airside unless they meet all the following:

- The person is the holder of a valid red Aviation Security Identification Card (ASIC)
- The person holds a current *Authority to Drive Airside* (ADA) valid for that area of operation and understands the regulations and restrictions which apply to the movement area
- The vehicle has a current *Authority to Use Airside* (AUA)
- The person holds a current NT Driver's License or valid license from another State or Commonwealth Territory

If your job requires the use of vehicles on the airport, refer to the *ASA Vehicle Control Handbook* and *Airside Drivers Guide*. The Authority to Drive Airside and Authority to Use Airside are issued by ASA. For inquiries contact the Airport Management Centre.

If you do not hold an ADA but require your vehicle airside you will need an escort. This may be done by any authorised person with appropriate ADA level. They will escort you to and from your destination by the most direct route avoiding aircraft movement areas as much as practicable.



Fuel and Oil Spills

The ASA Aerodrome Reporting Officer must always be notified of a fuel, oil, or other hazardous material spill on the airport. Oil spills or any other kind of pollution on the apron must be cleaned immediately. Please report all spills to the ARO.

To prevent spreading of the spillage, aircraft and vehicles must not pass through the affected area. The owner/user of the source of pollution is always responsible for cleaning the polluted area. This responsibility does not cease when assistance is rendered. ASA can assist with clean up at cost to the owner/user.



Fire, First Aid and Emergency

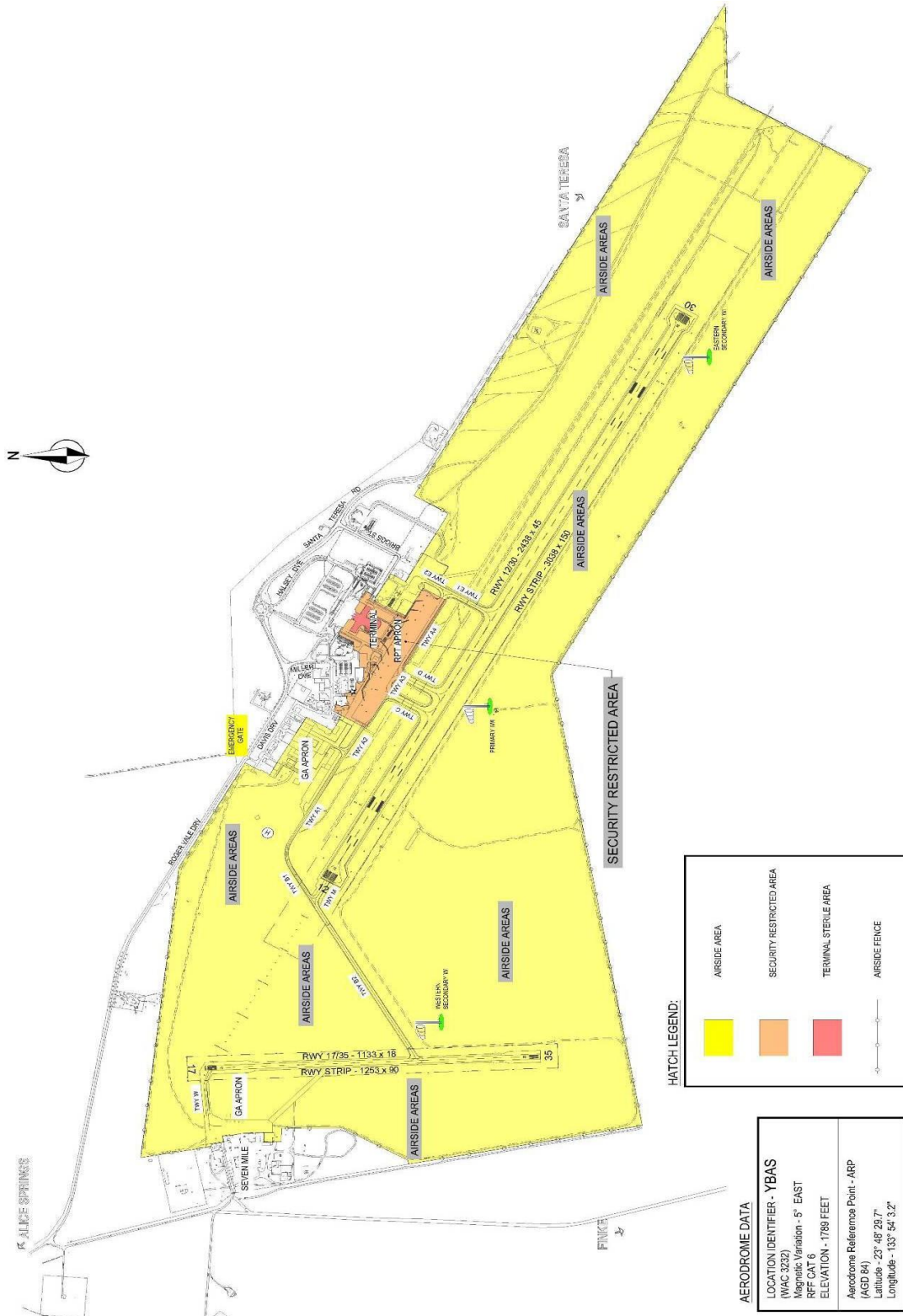
Use a fire alarm in case of fire or any other emergency on an apron or elsewhere, Aviation Rescue and Fire-Fighting Service (ARFFS) will arrive at the scene within a few minutes. ARFFs attend to fires, injuries, medical incidents and first aid, and other emergencies on airport.

You should always remain at the scene until assistance has arrived and provide any information you may have to the attending officer in charge.

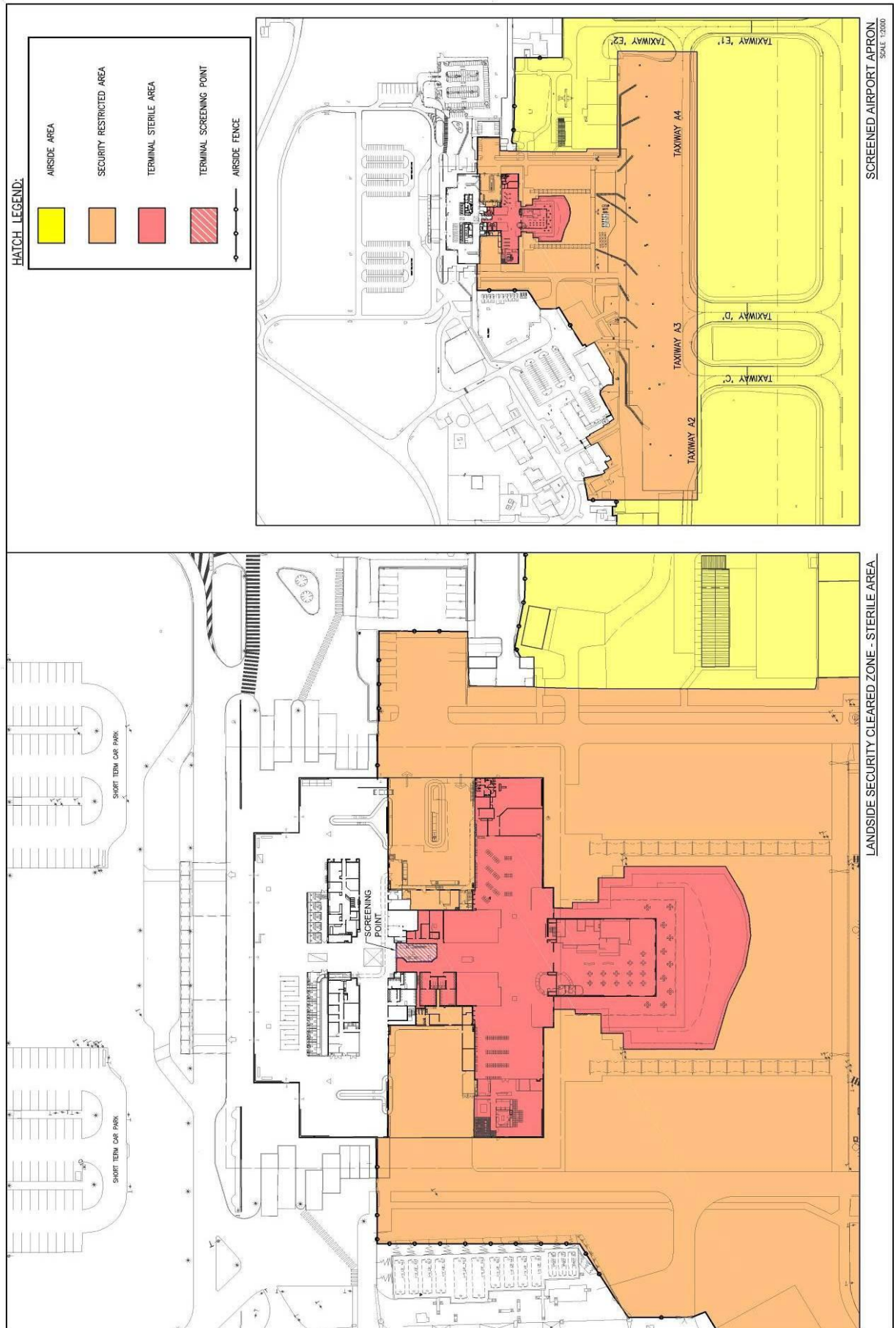


AIRPORT MAPS

ATTACHMENT A - ASP Airport General Layout & Airside Area



ATTACHMENT B - ASP Airport Sterile Area & Security Restricted Area



CONTACTS

For more information or assistance, please contact the following:

Alice Springs Airport	
Management Centre	8951 1211 (Business Hours)
Aerodrome Reporting Officer	0402 088 154
Airport Manager	0402 088 034
Security and Compliance Coordinator	0402 088 153
Security Agencies	
NT Police	131 444 or 000
NT Emergency Service	8951 9300
Aviation Rescue & Fire-Fighting Service	8958 4799
Australian Border Force (Customs Watch)	1800 061 800
Cyber and Infrastructure Security Centre (Reporting of Incidents)	1300 307 288
Airlines	
Qantas Airways - General Enquiries	8950 3910
Virgin Australia	8953 5600