

# SECURITY ACCESS CARD (SAC) CONDITIONS OF ISSUE



Security Access Card (SAC) Applicants Details:

\_\_\_\_\_ of \_\_\_\_\_  
(Full Name) (Company)

ASIC/ADA No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Phone No: \_\_\_\_\_

I have read, understood and agree to all of the terms and conditions of issue of the Security Access Card issued to me for the purpose of lawful access to the airside areas of Parafield Airport.

The access approval I have requested is via:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> PAL Eastern Apron PA Gate | <input type="checkbox"/> PAL Western Apron PA Gate | <input type="checkbox"/> PAL Southern Apron PA Gate |
| <input type="checkbox"/> PAL Eastern Vehicle Gate  | <input type="checkbox"/> PAL Western Vehicle Gate  | <input type="checkbox"/> Turnstile Gate (Tower)     |
| <input type="checkbox"/> Tower Vehicle Gate        |  |   |

Reason for access:

\_\_\_\_\_

Frequency of Access:  Daily  Weekly  Monthly

## Terms and Conditions of issue and use:

- Cards that have not been used for a period of **90 days** will automatically cancel and require reactivation.
- Any loss of card must be reported to the Aviation Coordinator Centre 24/7 on 8154 9444 or 8154 9445 within 24 hours of the loss.
- Access cards are a security tool and as such are not to be given to other persons for their use.
- Each time a SAC is used it registers on AAL/PAL data base allowing for absolute traceability.
- Each and every time the card is used it is the responsibility of the user to ensure that the gate is secured after entry or egress.
- Access is available only to those engaged in lawful aviation activity as described in the "Reason for Access" section of both the Security Access Card Application and the SAC "Conditions of Issue".
- If a holder of a SAC permits another person access to airside the SAC holder is responsible for that person until such time as that person leaves airside.

## Breaches:

If the holder of the SAC breaches any of the above conditions:

1<sup>st</sup> Breach the holder will be required to be re-inducted before access is permitted.

2<sup>nd</sup> Breach access will be cancelled for a period of one (1) month prior to access is re-instated.

3<sup>rd</sup> Breach all access will be permanently terminated.

Signed: \_\_\_\_\_

Date: / /

## Please complete the reverse side of this form.

The contents of this form are confidential. If you are not the intended recipient, you must not disclose or use the information contained

**COMPLETE IN FULL**

I \_\_\_\_\_ of \_\_\_\_\_  
(Full Name) (Company/Self)

hereby certify that: \_\_\_\_\_  
(Applicant's Full Name)

requires access to the area(s) and for the reasons as stated on this application.

I understand that the Security Access Card/s requested, once issued, becomes my responsibility and I am liable for the immediate notification to Parafield Airport Limited and return of the card/s on termination of the applicant's employment or if the applicant no longer requires access.

Non-required cards must be returned to PAL within three (3) working days. After three (3) working days a recovery cost will be incurred.

I also understand this Security Access Card is for the sole use of the applicant and that cards are not to be transferred amongst other staff members.

**\*\*Failure to abide by any of the above, the applicant will lose all security access rights for a period to be determined by Parafield Airport Limited\*\***

The applicant and I are aware that I am responsible for immediately advising PAL of any loss of cards.

\_\_\_\_\_  
(Company Delegate's Signature) (Position) (Date)

**PAL OFFICE USE ONLY**

SAC AUTHORISED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SAC ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Security Card No	Applicant's Signature of Receipt	Issue Date	Return Date

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