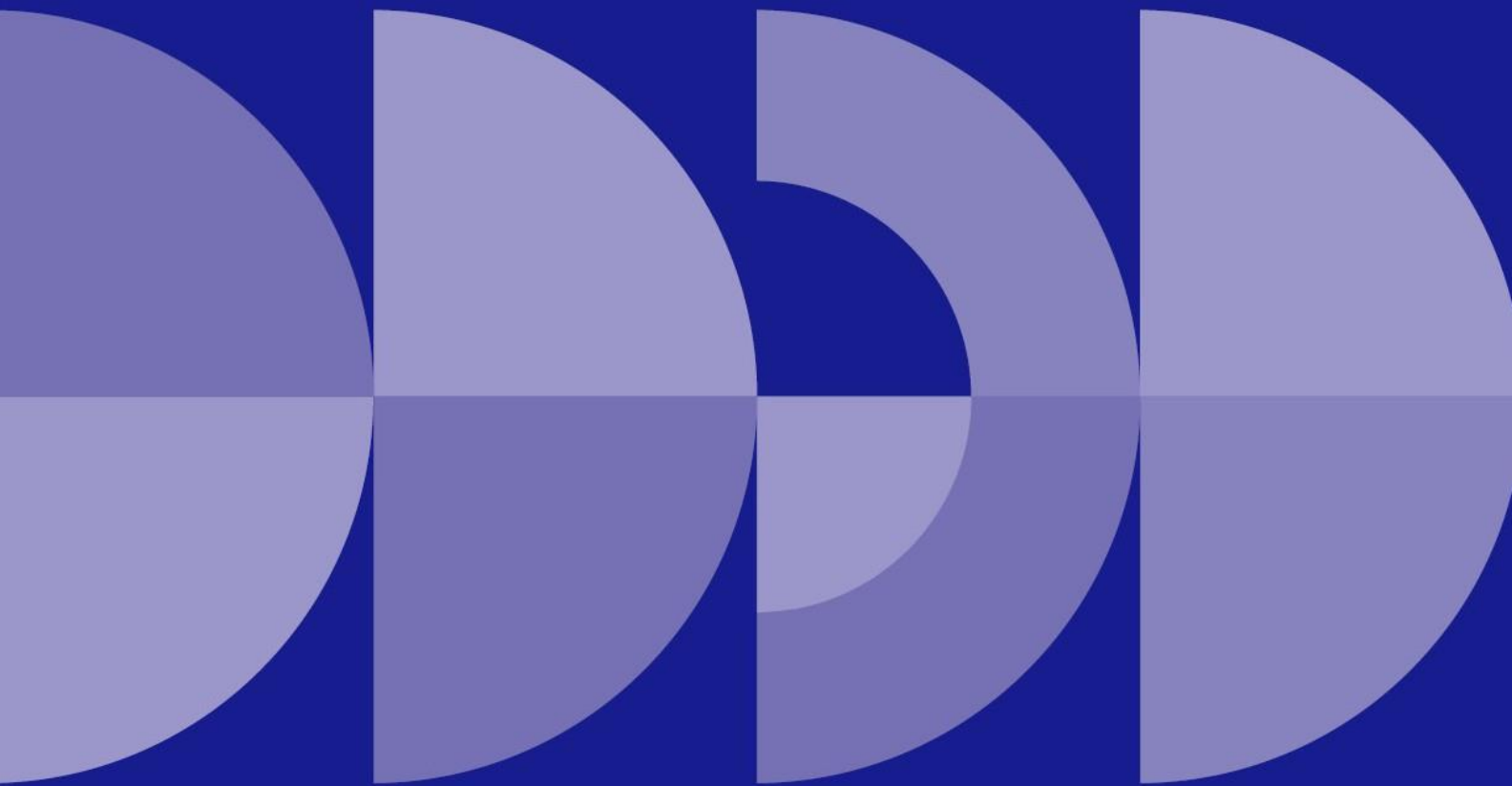


Airport Workers' Rules

Civil Aviation Rules Part 100.3; 139.115



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CONTROL, DISTRIBUTION, RECORD OF REVIEWS & APPROVAL OF CONTENTS

Control and distribution details for this Manual are as follows:

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Head of Airport Operations.

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REVIEW PROCESS

A document review process is in place requiring content reviews at regular intervals (see bottom left-hand footers for recommended frequencies). Unique document numbers (prior to the May 2019 update, FileSite, now SharePoint, via folder Operations Policy and Integrity / Document Management Initiatives / Aero doc approvals and reviews) containing evidence of review, and evidence of document owner approval of content and amendments, are listed below. Paragraphs affected by amendments at each review are marked by lines in the right margin (except for consequential changes to Table of Contents, etc).

Content Review Date:	Reviewer:	Number of document in which reviewer confirms the review:	Amendment Date:	Doc Owner:	Number of document in which doc owner approves the content of the amended Manual:	Date of approval:
16-04-11	Sarah Kane	546772	29-04-11 (re-issue)	T. Herriott	547051	04-05-11
07-08-14	Steve Hardwick	1456729	07-08-14	Mark Croudace	1458304	11-08-14
July-Aug 2015, March 2016	Steve Hardwick, Gretchen Fenton	1846039, 1861014 to 6	06-04-16	Anil Varma	1903286	17-05-16
May 2017	Kristina Cooper (animals loose)	2263245, 2263959	04-08-17	Anil Varma	2263246	10-05-17

CONTROL, DISTRIBUTION, RECORD OF REVIEWS & APPROVAL OF CONTENTS (cont)

Content Review Date:	Reviewers:	Document Numbers in evidence of the review:	Amendment Date:	Doc Owner:	Document Numbers in which doc owner approves the content of the amended Manual:	Date of approval:	Document Numbers of emails issuing to external holders
March-May 2018	Steve Hardwick, Kristina Cooper, Gretchen Fenton	2544876, 2554799, 2563650, 2574238	12-05-18	Robin Cooper	2585911	16-05-18	2627586 to 591
19-01-18, 19-03-19, 23-04 to 10-06-19	Ali Hassan, Steve Hardwick, Gretchen Fenton, Russell McVeigh, Louise Martin	2510194, 2597637 & 8, 2741613 & 4, AIAL-1336572876-65370 & 65404 to 412	14-05-19	Robin Cooper	AIAL-1336572876-65415	11-06-19	unknown
Dec 2019 to July 2020	Kristina Cooper, Steve Hardwick, Gretchen Fenton, Morag Finch, Mark Wilson, Andrew Boulton, Airport-wide stakeholder consultation	AIAL-1336572876-100463 to 6, -100645 & 48, -100849 to 869, -100871 to 3, -100886 & 7, -100889, 93 & 97.	27-07-20 (complete restructure, expand scope)	Anna Cassels-Brown	AIAL-1336572876-100896	24-07-20	AIAL-1336572876-101888 & 890
February to March 2021	Kristina Cooper, Steve Hardwick, Mary-Liz Tuck, external stakeholders	AIAL-1336572876-101889 , 926 , 927 , 928 , 929 , 930 , 931 , 932 , 933 & 936	10-04-21	Anna Cassels-Brown	AIAL-1336572876-101934	10-04-21	tbc
Oct-Nov 2021	Kristina Cooper, Robin Cooper, A C-B, external stakeholders	AIAL-1336572876-102481 , 82 & 83	09-11-21 (new 2.9A Covid-19)	Anna Cassels-Brown	AIAL-1336572876-102486	09-11-21	tbc
April 2022	Kristina Cooper, Robin Cooper, Anna C-B, external stakeholders	AIAL-1336572876-102902 , 918 , 919 , 920 , 921 , 922 , 923	02-05-22 (Covid-19 & e-GSE)	Anna Cassels-Brown	AIAL-1336572876-102924 , 919 , 920	03-05-22	tbc
22-08-22	Steve Hardwick	AIAL-1336572876-103578 (updated only CAA security area(s) plans in Definitions section)	22-08-22	Kristina Cooper (on behalf of AC-B)	AIAL-1336572876-103580	22-08-22	tbc

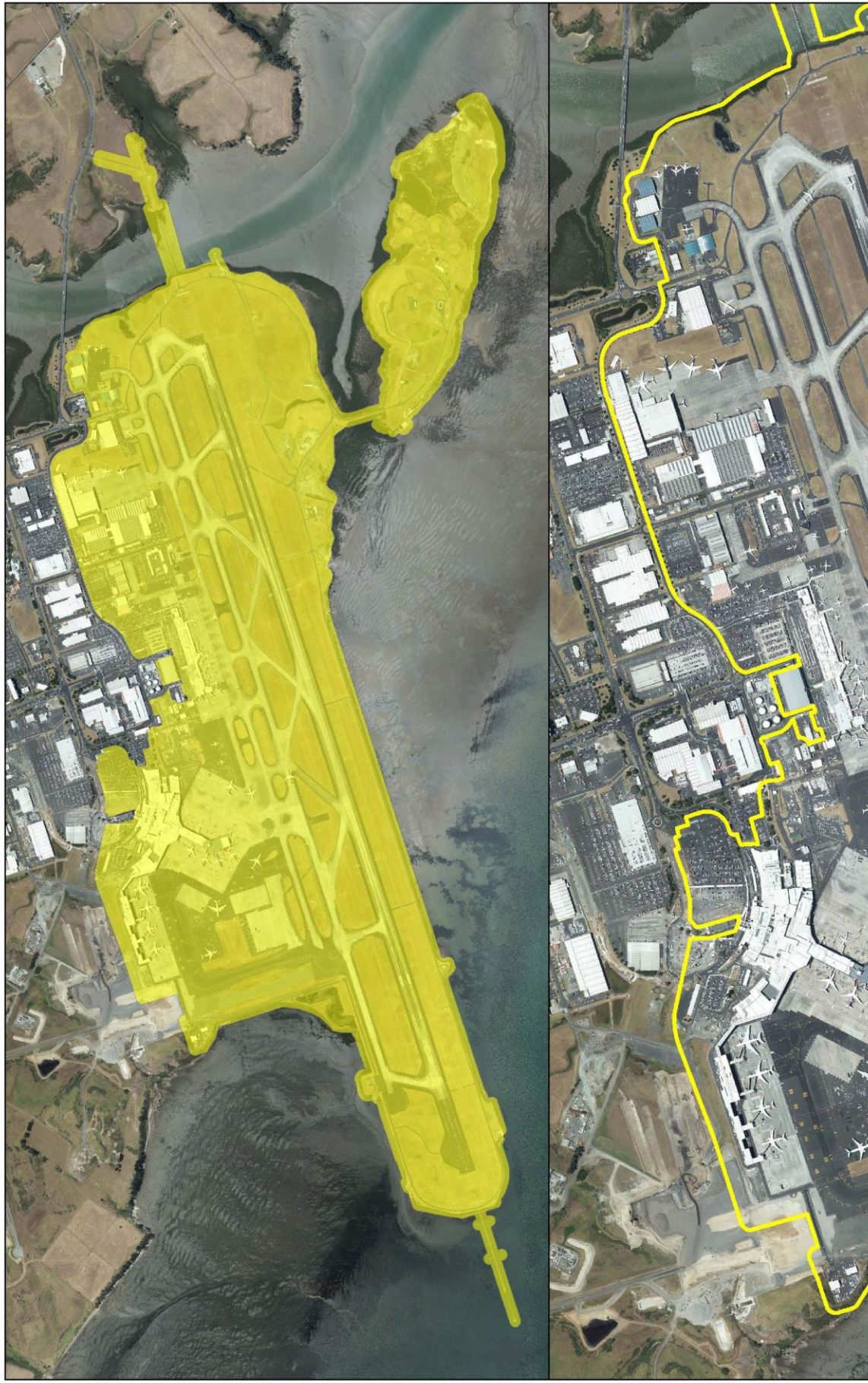
ABBREVIATIONS & DEFINITIONS

“Aerodrome”:

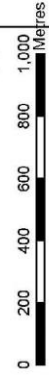
- (a) means that part of the Airport which is a defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and
- (b) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration

“**Aeronautical Zone**” is the area (discussed in Section 2 of these Airport Workers’ Rules) of the Airport which is subject to these Airport Workers’ Rules, and comprises the areas of the Airport shown in the map overleaf, which broadly include:

- (a) The International Terminal Building, Domestic Terminal Building, the Regional Domestic Bus Lounge, the Operations Centre, the EOC and the Disaster Recovery Site;
- (b) Any vehicle pick-up/drop-off, commercial vehicle parking area, delivery area, pedestrian forecourt or plaza, adjacent to the International Terminal Building, Domestic Terminal Building or Regional Domestic Bus Lounge;
- (c) The Airfield Airside Area;
- (e) Wiroa Island;
- (f) Any area on the south side of Laurence Stevens Drive and/or any landside area within 25 metres of the airside/landside security fence or gates;
- (g) Public carparks south of Ray Emery Drive, Laurence Stevens Drive or Cyril Kay Road.



Author: briamra
Date: 21/07/2020



Aeronautical Zone



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“Airfield Airside Area” is an area (discussed in Section 5 of these Airport Workers’ Rules) within the “Airside Area”, and means that part of the Airport used for the surface movement of aircraft, including (but not limited to) those areas used for takeoff, landing and taxiing of aircraft, and the apron area used for the purpose of loading and unloading of passengers and cargo and refuelling, parking and carrying out of maintenance of aircraft, and any area (including areas on the ground floor/undercroft of the terminals) used for the make-up, unloading or transportation of passenger baggage, being declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990 (see the definition of the term “Sterile Areas” in the Abbreviations & Definitions section of the Preliminary Pages of these Airport Workers’ Rules). This includes any associated areas used for supporting activities such as offices and workshops adjacent to apron areas and any roads, vehicle or equipment parking areas, other sealed areas or grassed areas airside.

“Airline Operators’ Committee” or AOC means the committee made up of station managers of airlines that operate regular scheduled international passenger transport services to Auckland Airport and the ground handlers handling those airlines.

“Airport” means Auckland International Airport, at Mangere, Auckland, and includes any other land, buildings, installations and facilities that may from time to time be acquired by, or come under the control of, Auckland Airport.

“Airport Identity Card” means an airport identity card issued by the Aviation Security Service, or its agent, on behalf of the Director of Civil Aviation under Civil Aviation Rule Part 19 after screening of the relevant person, and which carries a photograph of the relevant person.

“Airport Official” means the Chief Executive of Auckland Airport and any person appointed or authorised by Auckland Airport to assist in the management or control of persons or property at the Airport, including (but not limited to) the General Manager Operations, the Head of Airport Operations, the Head of Operations Risk and Assurance, Safety and Compliance Standards Delivery Manager, Apron Operations staff, Skygate Security Manager, Skygate Security staff, Health and Safety Manager and other Auckland Airport employees.

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“Airside Area” is an area (discussed in Section 3 of these Airport Workers’ Rules) within the “Aeronautical Zone”, and means those parts of the Airport comprising the Airfield Airside Area and Terminal Airside Area.

“Airside Driving Permit” means the permit granted by Auckland Airport to workers to drive a vehicle within the Airfield Airside Area issued in accordance with the Airside Driving Permit Rules.

“Airside Driving & Vehicle Permit Rules” means those rules developed from time to time by Auckland Airport in connection with the driving of vehicles in the Airfield Airside Area. The Airside Driving & Vehicle Permit Rules can be downloaded from: www.aucklandairport.co.nz (type “airside driving” into the website’s search box).

“Applicable Law” means all relevant laws and regulations, rules, orders, bylaws, ordinances and any other orders or directions of any government or statutory body relevant generally or specifically to the Airport or aircraft using it, including the Airport Authorities Act 1966, Commerce Act 1986, Resource Management Act 1991, the Health and Safety at Work Act 2015, the Hazardous Substances and New Organisms Act 1996, the Civil Aviation Act 1990, the Health Act 1956, the International Health Regulations (2005), the Biosecurity Act 1993, the Customs and Excise Act 2018, the Immigration Act 2009 (or current equivalents) and any regulations, rules or procedure statements issued thereunder.

“Approved Organisation” means an organisation which Auckland Airport has approved to operate in the Airside Areas of the Airport. The application form to become an Approved organization can be downloaded from: www.aucklandairport.co.nz (type “approved organisation” into the website’s search box).

“Apron” means that area set aside for the loading, unloading or maintenance of aircraft.

“Auckland Airport” means Auckland International Airport Limited.

“Biosecurity Controlled Area” has the meaning ascribed in the Biosecurity Act 1993.

“Border Agency” means the Civil Aviation Authority, the Aviation Security Service, Customs New Zealand, Immigration New Zealand, Biosecurity New Zealand, the Ministry of Health (or Auckland Regional Public Health Service performing functions on behalf of the Ministry of Health) and the New Zealand Police.

“Border Agency Official” means any person appointed by a Border Agency to assist in the management, control or processing of persons or property through the border at the Airport.

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“Common User Safety Protocol” (also referred to as the CUSP) means the agreement entered into in October 2019 by the organisations forming the Chief Executive Collaborative Operations Group Auckland Airport.

“Customs Controlled Area” has the meaning ascribed in the Customs and Excise Act 2018.

“FOD” or

“Foreign Object Debris” means any object on the airfield that could cause damage to an aircraft.

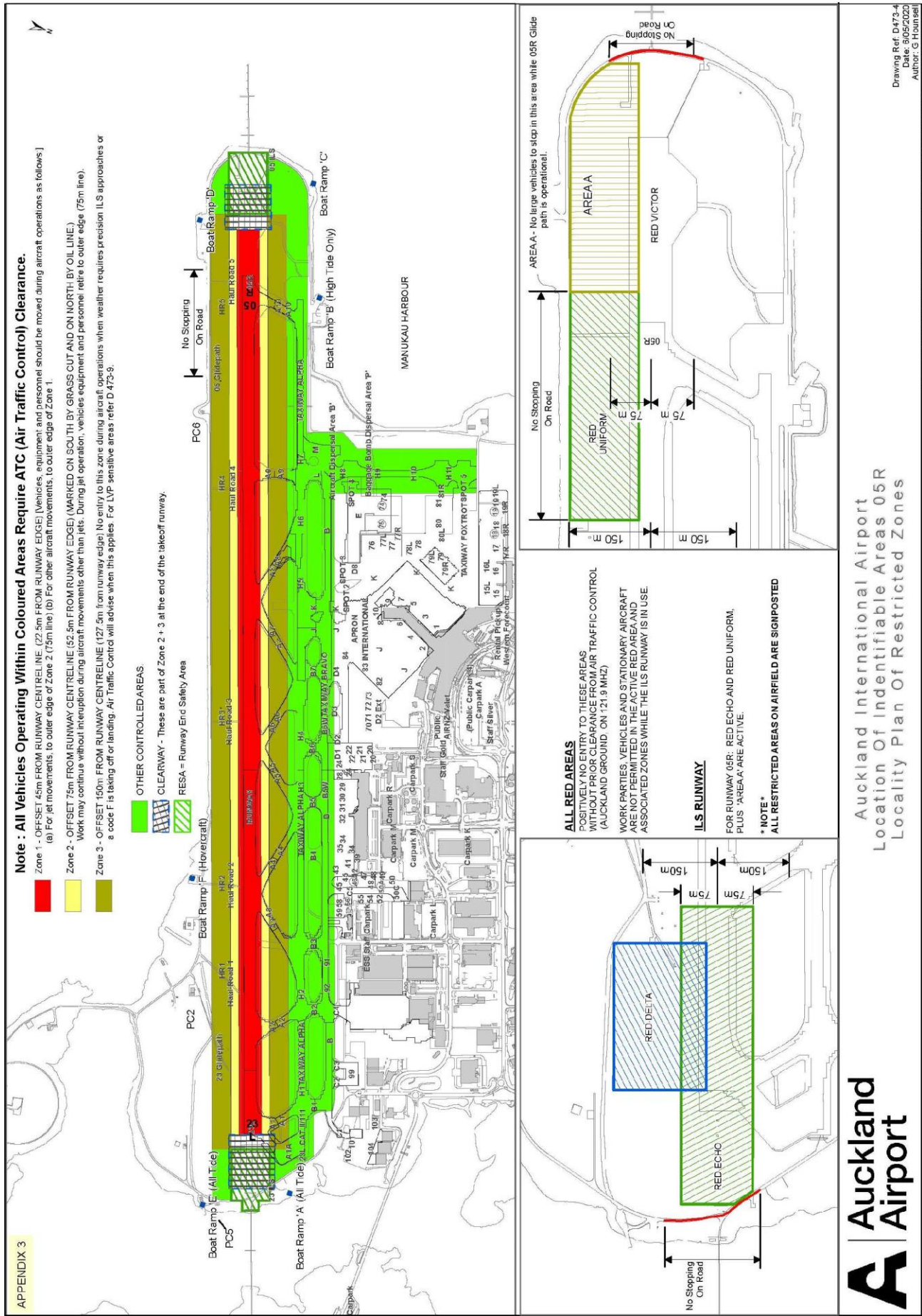
“Incident” means any accident or event that occurs in the Aeronautical Zone. Incidents may include, but are not limited to; fire and explosions, injuries to persons, damage to vehicles, equipment, plant or property, spills or other exposures to hazardous substances or circumstances (including occurrences which could have, but did not actually cause such injury, damage, spill or exposure).

“Low Visibility Operations” An operational status of the airfield that is declared when visibility deteriorates below specific minima (usually due to fog).

“Low Visibility Procedures” (LVP) means the standard procedures required for the management of operations on the airfield during low visibility operations (LVO), usually caused by fog.

“Manoeuvring Area” means that area of the Aerodrome designated for the landing, take off and for the surface movement of aircraft, being:

- (a) at the Domestic Terminals at the Airport, the area south of the red and white chequered line; and
- (b) at the International Terminal at the Airport, the apron holding points, including in each case all taxiways, runways and the associated grass areas, but does not include the Perimeter Road. Refer Drawing overleaf.



Note : All Vehicles Operating Within Coloured Areas Require ATC (Air Traffic Control) Clearance.

- Zone 1 - OFF-SET 45m FROM RUNWAY CENTRELINE (22.5m FROM RUNWAY EDGE) (Vehicles, equipment and personnel should be moved during aircraft operations as follows.)
 - (a) For jet movements, to outer edge of Zone 2 (75m line)
 - (b) For other aircraft movements, to outer edge of Zone 1.
- Zone 2 - OFF-SET 75m FROM RUNWAY CENTRELINE (37.5m FROM RUNWAY EDGE) (MARKED ON SOUTH BY GRASS CUT AND ON NORTH BY OIL LINE)
 - Work may continue without interruption during aircraft movements other than jets. During jet operation, vehicles equipment and personnel retire to outer edge (75m line).
- Zone 3 - OFF-SET 150m FROM RUNWAY CENTRELINE (127.5m FROM RUNWAY EDGE) No entry to this zone during aircraft operations when weather requires precision ILS approaches or a code F is taking off or landing. Air Traffic Control will advise when this applies. For LVP sensitive areas refer D 473-9.

OTHER CONTROLLED AREAS

- CLEARWAY - These are part of Zone 2 + 3 at the end of the takeoff runway.
- RESA = Runway End Safety Area

ALL RED AREAS
 POSITIVELY NO ENTRY TO THESE AREAS WITHOUT PRIOR CLEARANCE FROM AIR TRAFFIC CONTROL (AUCKLAND GROUND ON 121.9 MHz)

WORK PARTIES, VEHICLES AND STATIONARY AIRCRAFT ARE NOT PERMITTED IN THE ACTIVE RED AREA AND ASSOCIATED ZONES WHILE THE ILS RUNWAY IS IN USE.

ILS RUNWAY
 FOR RUNWAY 05R: RED ECHO AND RED UNIFORM, PLUS 'AREA A' ARE ACTIVE.

* NOTE *
 ALL RESTRICTED AREAS ON AIRFIELD ARE SIGNPOSTED

Auckland International Airport
 Location Of Identifiable Areas 05R
 Locality Plan Of Restricted Zones



Drawing Ref: D473-4
 Date: 30/05/2020
 Author: [Name]
 Engineer: [Name]
 Designer: [Name]
 Checker: [Name]
 Approver: [Name]

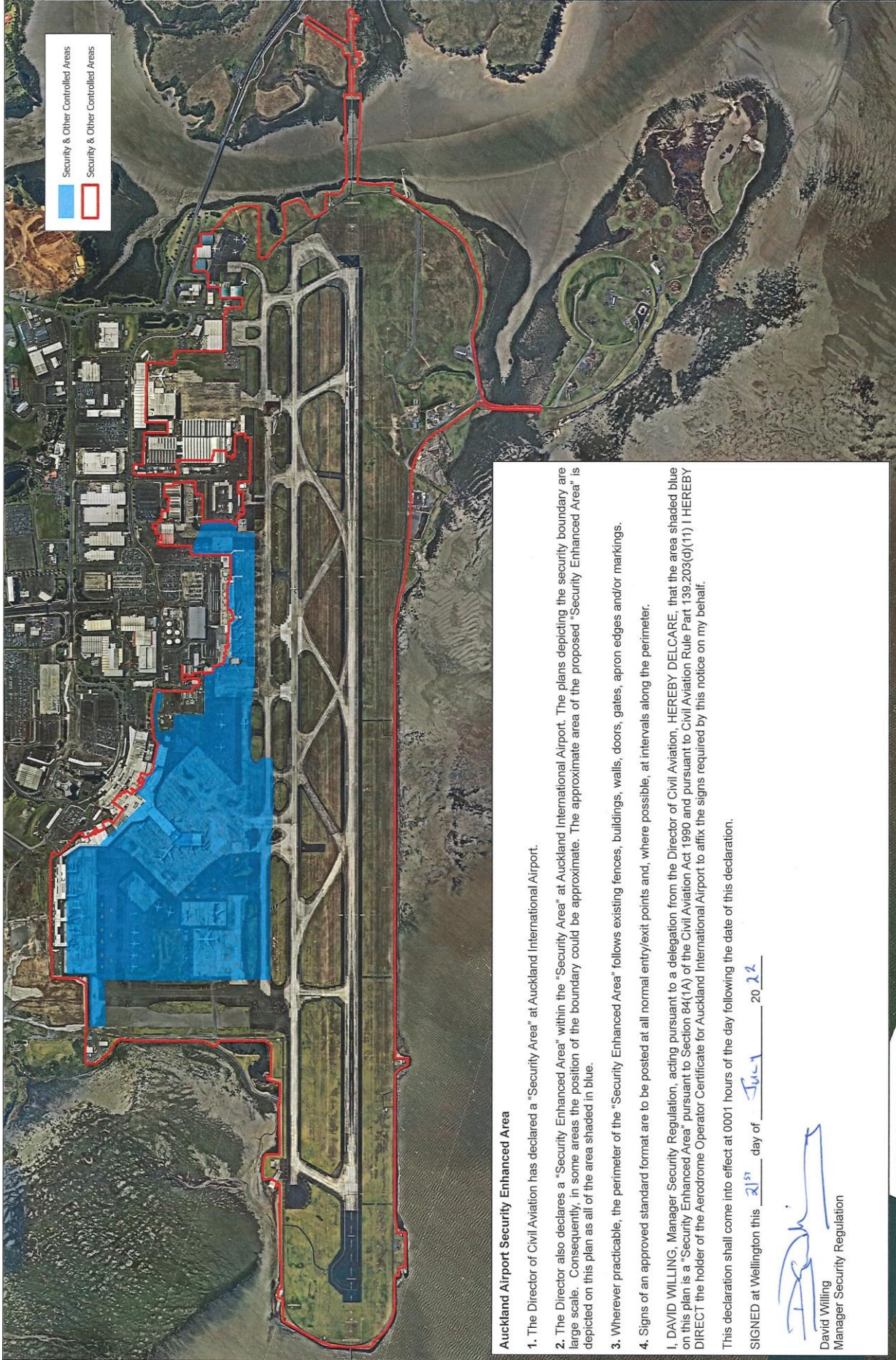
“**Movement Area**” means any part of the Airport that is intended for the movement of aircraft on the ground, and includes the Manoeuvring Area, maintenance areas and aprons. Refer Drawing below.



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“Security Enhanced Areas” means those areas of the “aerodrome” declared a “security enhanced area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990. To achieve such a declaration, the CAA attaches its signed declaration to maps specifying the boundaries of such security enhanced areas where signage in CAA-mandated styles should be attached. These maps are updated from time to time, with the current version at the time of publication of these Airport Workers’ Rules reproduced overleaf.

“Sterile Areas” means those areas of the terminals declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990. To achieve such a declaration, the CAA attaches its signed declaration to maps or plans of such areas, specifying the boundaries where signage in CAA-mandated styles should be attached. These maps or plans are updated from time to time, with the current versions at the time of publication of these Airport Workers’ Rules reproduced overleaf after the security enhanced area plan. Typically, Sterile Areas fall between the Avsec screening point/s where passengers, their carry-on bags, crew, workers and all retail goods or supplies have been security screened and the aircraft boarding gate, into which access is strictly controlled and the mixing of screened persons and unscreened persons or unscreened goods must be prevented.



Security & Other Controlled Areas
 Security & Other Controlled Areas

0 200 400 600 Meters

N

Auckland Airport Security Enhanced Area

1. The Director of Civil Aviation has declared a "Security Area" at Auckland International Airport.
2. The Director also declares a "Security Enhanced Area" within the "Security Area" at Auckland International Airport. The plans depicting the security boundary are large scale. Consequently, in some areas the position of the boundary could be approximate. The approximate area of the proposed "Security Enhanced Area" is depicted on this plan as all of the area shaded in blue.
3. Wherever practicable, the perimeter of the "Security Enhanced Area" follows existing fences, buildings, walls, doors, gates, apron edges and/or markings.
4. Signs of an approved standard format are to be posted at all normal entry/exit points and, where possible, at intervals along the perimeter.

I, DAVID WILLING, Manager Security Regulation, acting pursuant to a delegation from the Director of Civil Aviation, HEREBY DELCARE, that the area shaded blue on this plan is a "Security Enhanced Area" pursuant to Section 84(1A) of the Civil Aviation Act 1990 and pursuant to Civil Aviation Rule Part 139.203(d)(11) I HEREBY DIRECT the holder of the Aerodrome Operator Certificate for Auckland International Airport to affix the signs required by this notice on my behalf.

This declaration shall come into effect at 0001 hours of the day following the date of this declaration.

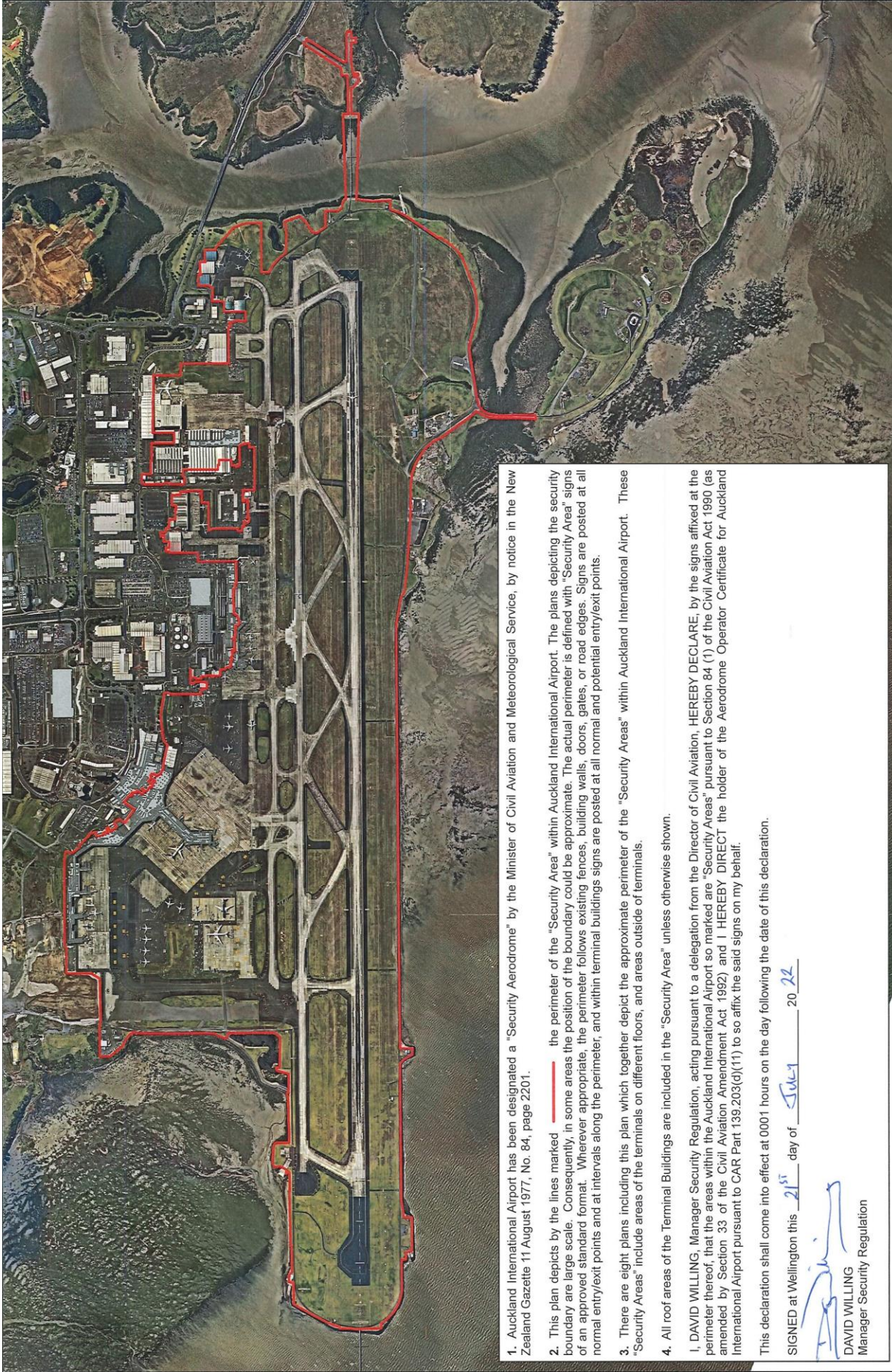
SIGNED at Wellington this 21st day of July 2022

David Willing
 David Willing
 Manager Security Regulation

Author: ChristinaHa
 Date: 23/05/2022

**Auckland Airport
 Security Enhanced Area**

Document: U:\06_StandardPlans\SecurityArea\CA_SecurityAreas.aprx



1. Auckland International Airport has been designated a "Security Aerodrome" by the Minister of Civil Aviation and Meteorological Services, by notice in the New Zealand Gazette 11 August 1977, No. 84, page 2201.

2. This plan depicts by the lines marked — the perimeter of the "Security Area" within Auckland International Airport. The plans depicting the security boundary are large scale. Consequently, in some areas the position of the boundary could be approximate. The actual perimeter is defined with "Security Area" signs of an approved standard format. Wherever appropriate, the perimeter follows existing fences, building walls, doors, gates, or road edges. Signs are posted at all normal entry/exit points and at intervals along the perimeter, and within terminal buildings signs are posted at all normal and potential entry/exit points.

3. There are eight plans including this plan which together depict the approximate perimeter of the "Security Areas" within Auckland International Airport. These "Security Areas" include areas of the terminals on different floors, and areas outside of terminals.

4. All roof areas of the Terminal Buildings are included in the "Security Area" unless otherwise shown.

I, DAVID WILLING, Manager Security Regulation, acting pursuant to a delegation from the Director of Civil Aviation, HEREBY DECLARE, by the signs affixed at the perimeter thereof, that the areas within the Auckland International Airport so marked are "Security Areas" pursuant to Section 84 (1) of the Civil Aviation Act 1990 (as amended by Section 33 of the Civil Aviation Amendment Act 1992) and I HEREBY DIRECT the holder of the Aerodrome Operator Certificate for Auckland International Airport pursuant to CAR Part 139.203(d)(1) to so affix the said signs on my behalf.

This declaration shall come into effect at 0001 hours on the day following the date of this declaration.

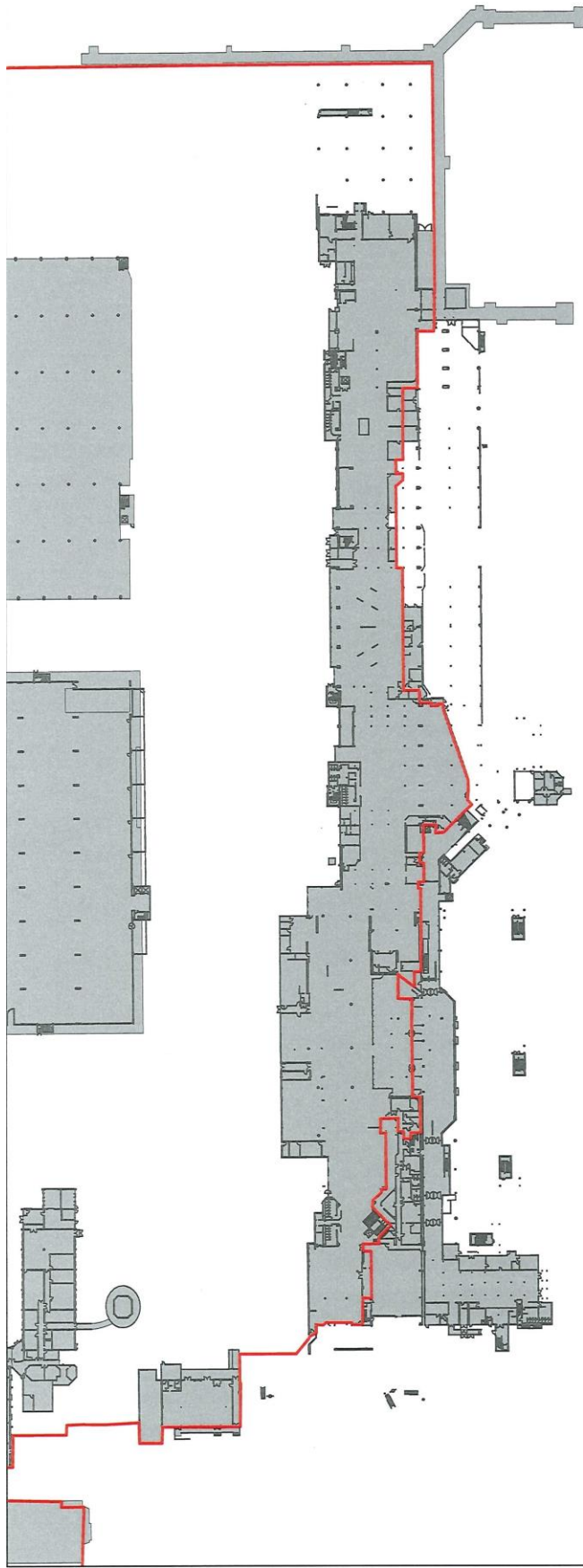
SIGNED at Wellington this 21st day of July 2022

David Willing
 DAVID WILLING
 Manager Security Regulation

Author: ChristinaHa
 Date: 10/05/2022

Auckland Airport
 Airside-Landside Boundary & Security Area - 1





1. Auckland International Airport has been designated a "Security Aerodrome" by the Minister of Civil Aviation and Meteorological Service, by notice in the New Zealand Gazette 11 August 1977, No. 84, page 2201.

2. This plan depicts by the lines marked the perimeter of the "Security Area" within Auckland International Airport. The plans depicting the security boundary are large scale. Consequently, in some areas the position of the boundary could be approximate. The actual perimeter is defined with "Security Area" signs of an approved standard format. Wherever appropriate, the perimeter follows existing fences, building walls, doors, gates, or road edges. Signs are posted at all normal entry/exit points and at intervals along the perimeter, and within terminal buildings signs are posted at all normal and potential entry/exit points.

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4. All roof areas of the Terminal Buildings are included in the "Security Area" unless otherwise shown.

I, DAVID WILLING, Manager Security Regulation, acting pursuant to a delegation from the Director of Civil Aviation, HEREBY DECLARE, by the signs affixed at the perimeter thereof, that the areas within the Auckland International Airport so marked are "Security Areas" pursuant to Section 84 (1) of the Civil Aviation Act 1990 (as amended by Section 33 of the Civil Aviation Amendment Act 1992) and I HEREBY DIRECT the holder of the Aerodrome Operator Certificate for Auckland International Airport pursuant to CAR Part 139.203(d)(11) to so affix the said signs on my behalf.

This declaration shall come into effect at 0001 hours on the day following the date of this declaration.

SIGNED at Wellington this 21st day of July 20 22

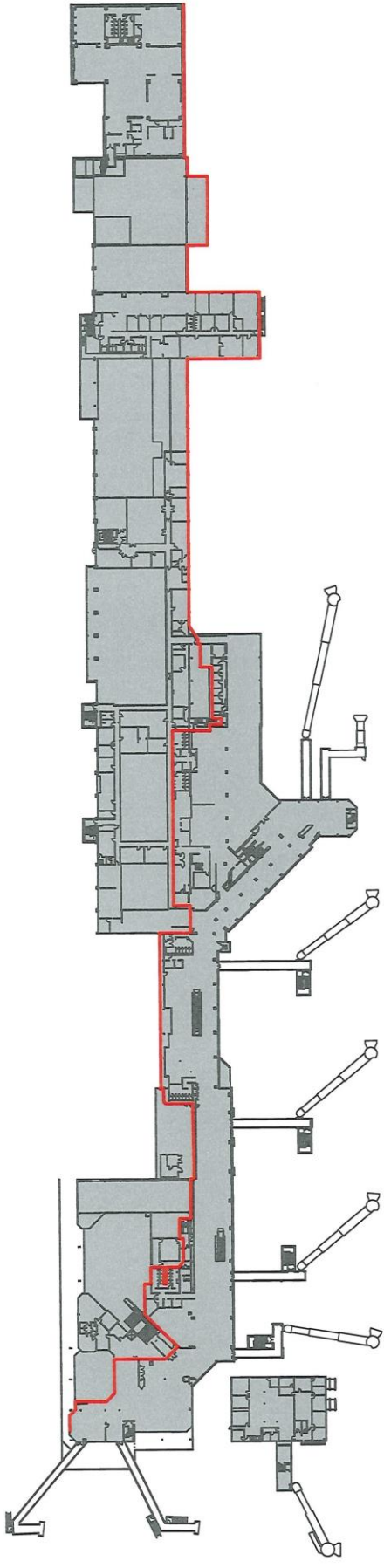
David Willing
 DAVID WILLING
 Manager Security Regulation

Auckland Airport
 Airside-Landside Boundary & Security Area - 2
 Domestic Terminal - Ground Floor

Author: Christina Ha
 Date: 10/05/2022



Document: U:\06_StandardPlans\SecurityAreas\CA_A_SecurityAreas.aprx



1. Auckland International Airport has been designated a "Security Aerodrome" by the Minister of Civil Aviation and Meteorological Service, by notice in the New Zealand Gazette 11 August 1977, No. 84, page 2201.

2. This plan depicts by the lines marked the perimeter of the "Security Area" within Auckland International Airport. The plans depicting the security boundary are large scale. Consequently, in some areas the position of the boundary could be approximate. The actual perimeter is defined with "Security Area" signs of an approved standard format. Wherever appropriate, the perimeter follows existing fences, building walls, doors, gates, or road edges. Signs are posted at all normal entry/exit points and at intervals along the perimeter, and within terminal buildings signs are posted at all normal and potential entry/exit points.

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4. All roof areas of the Terminal Buildings are included in the "Security Area" unless otherwise shown.

I, DAVID WILLING, Manager Security Regulation, acting pursuant to a delegation from the Director of Civil Aviation, HEREBY DECLARE, by the signs affixed at the perimeter thereof, that the areas within the Auckland International Airport so marked are "Security Areas" pursuant to Section 84 (1) of the Civil Aviation Act 1990 (as amended by Section 33 of the Civil Aviation Amendment Act 1992) and I HEREBY DIRECT the holder of the Aerodrome Operator Certificate for Auckland International Airport pursuant to CAR Part 139.203(c)(11) to so affix the said signs on my behalf.

This declaration shall come into effect at 0001 hours on the day following the date of this declaration.

SIGNED at Wellington this 21st day of July 2022

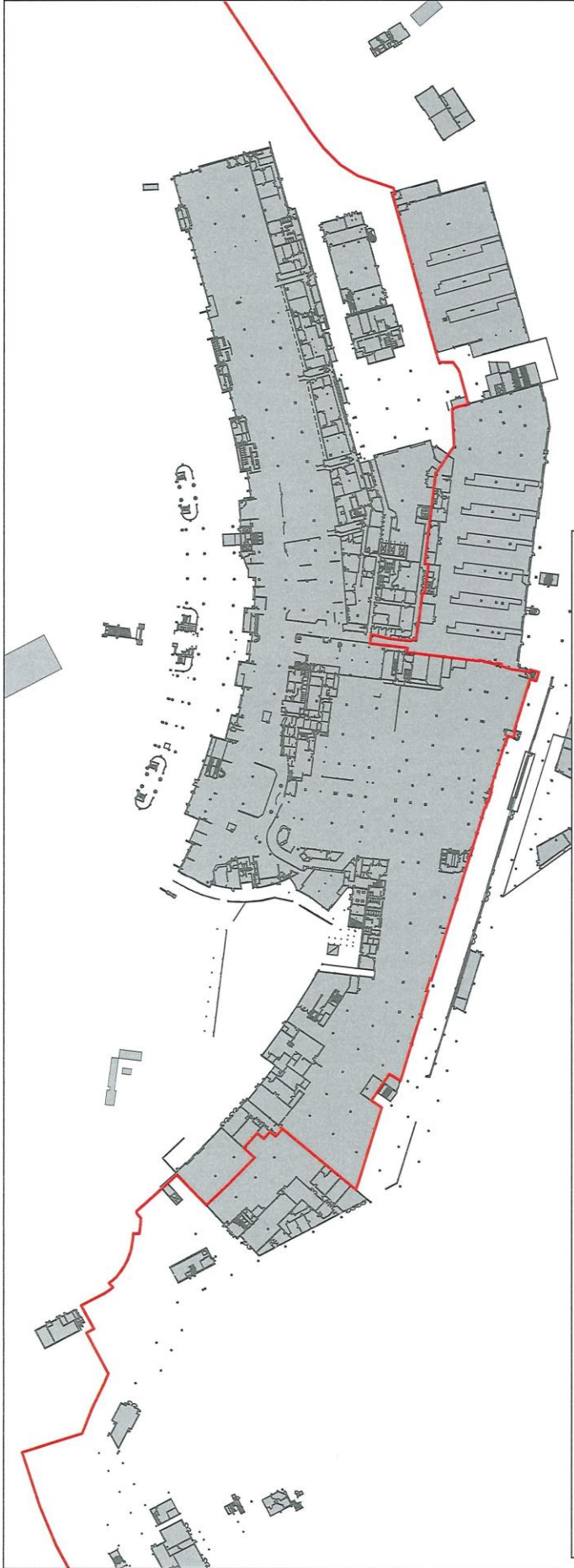
(Signature)
 DAVID WILLING
 Manager Security Regulation

Auckland Airport
 Airside-Landside Boundary & Security Area - 3
 Domestic Terminal - First Floor



Author: ChristinaHa
 Date: 10/05/2022

Document: U:\08_StandardPlans\SecurityAreas\CAA_SecurityAreas.aprx



1. Auckland International Airport has been designated a "Security Aerodrome" by the Minister of Civil Aviation and Meteorological Service, by notice in the New Zealand Gazette 11 August 1977, No. 84, page 2201.

2. This plan depicts by the lines marked — the perimeter of the "Security Area" within Auckland International Airport. The plans depicting the security boundary are large scale. Consequently, in some areas the position of the boundary could be approximate. The actual perimeter is defined with "Security Area" signs of an approved standard format. Wherever appropriate, the perimeter follows existing fences, building walls, doors, gates, or road edges. Signs are posted at all normal entry/exit points and at intervals along the perimeter, and within terminal buildings signs are posted at all normal and potential entry/exit points.


3. There are eight plans including this plan which together depict the approximate perimeter of the "Security Areas" within Auckland International Airport. These "Security Areas" include areas of the terminals on different floors, and areas outside of terminals.

4. All roof areas of the Terminal Buildings are included in the "Security Area" unless otherwise shown.

I, DAVID WILLING, Manager Security Regulation, acting pursuant to a delegation from the Director of Civil Aviation, HEREBY DECLARE, by the signs affixed at the perimeter thereof, that the areas within the Auckland International Airport so marked are "Security Areas" pursuant to Section 84 (1) of the Civil Aviation Act 1990 (as amended by Section 33 of the Civil Aviation Amendment Act 1992) and I HEREBY DIRECT the holder of the Aerodrome Operator Certificate for Auckland International Airport pursuant to CAR Part 139.203(d)(11) to so affix the said signs on my behalf.

This declaration shall come into effect at 0001 hours on the day following the date of this declaration.

SIGNED at Wellington this 21st day of July 2022.

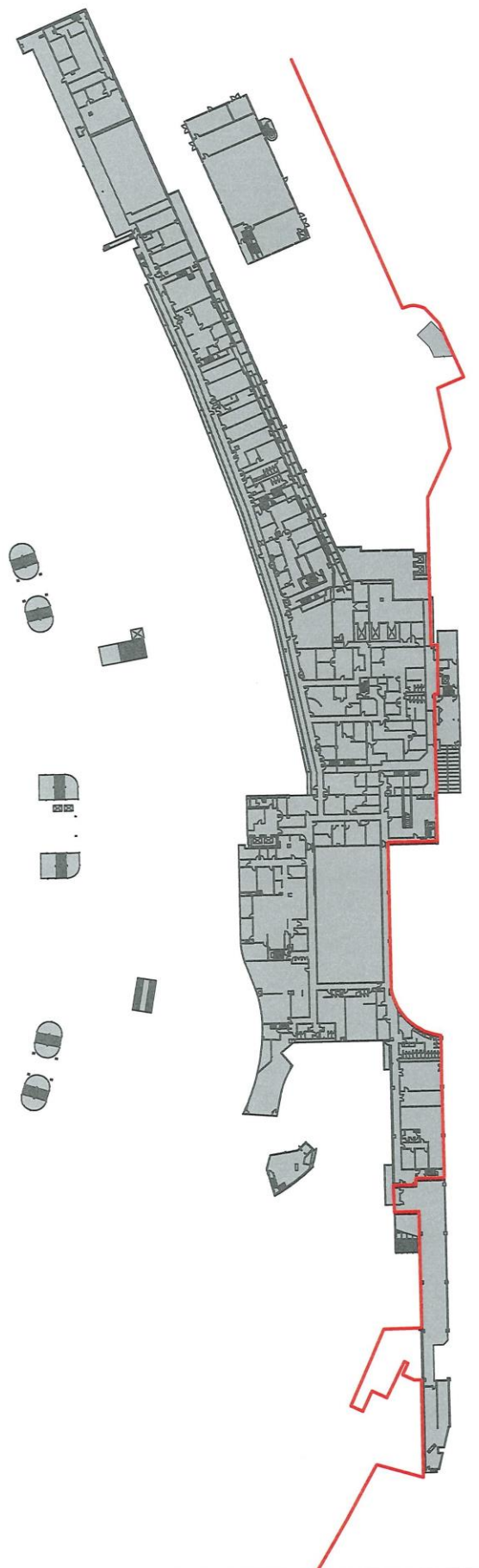

 DAVID WILLING
 Manager Security Regulation



**Auckland Airport
 Airside-Landside Boundary & Security Area - 1**

Author: Christina Ha
 Date: 23/05/2022

Document: \008_StandardPlans\Security Areas\CA_A_SecurityAreas.aprx



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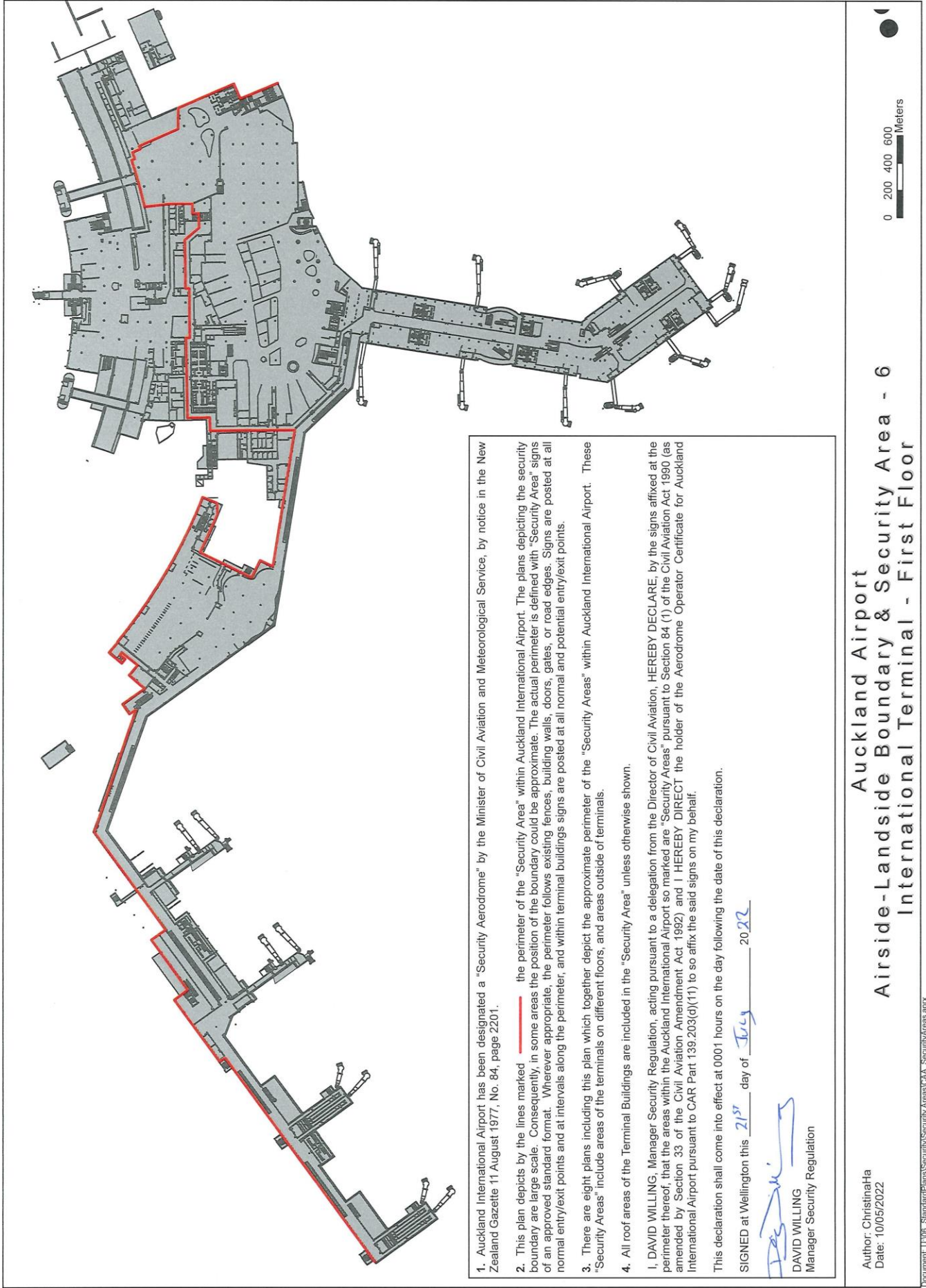
David Willing
 DAVID WILLING
 Manager Security Regulation

Auckland Airport
 Airside-Landside Boundary & Security Area - 5
 International Terminal - Ground Mezzanine Floor

Author: ChristinaHa
 Date: 10/05/2022



Document: U:\06_StandardPlans\SecurityAreas\CAKA_SecurityAreas.aprx



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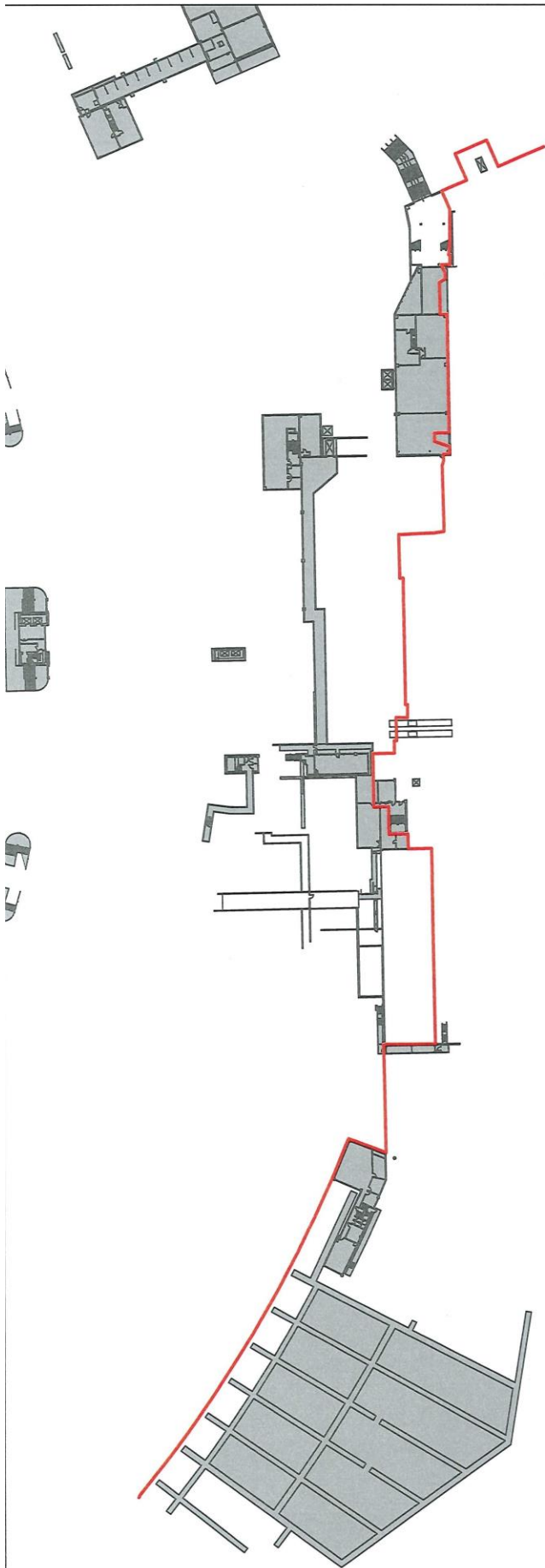
SIGNED at Wellington this 21st day of July 2022

David Willing
 DAVID WILLING
 Manager Security Regulation

Auckland Airport
 Airside-Landside Boundary & Security Area - 6
 International Terminal - First Floor

Author: Christina Ha
 Date: 10/05/2022

Document: D:\06_StandardPlans\Security\Areas\CA_A_SecurityAreas.aprx



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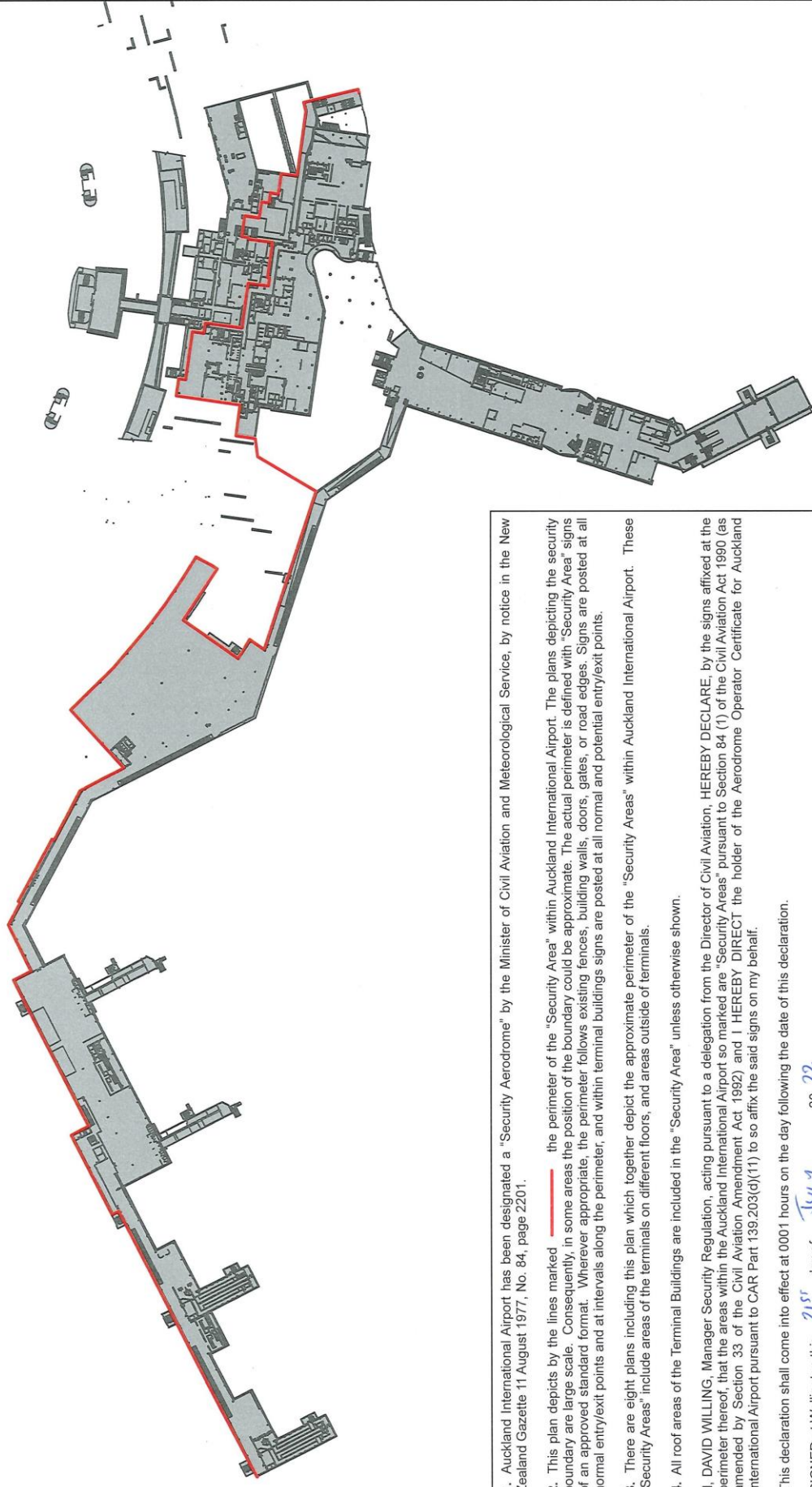
SIGNED at Wellington this 21st day of July 20 22

David Willing
 DAVID WILLING
 Manager Security Regulation

**Auckland Airport
 Airside-Landside Boundary & Security Area - 7
 International Terminal - First Mezzanine Floor**

Author: Christineha
 Date: 10/05/2022





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This declaration shall come into effect at 0001 hours on the day following the date of this declaration.

SIGNED at Wellington this 21st day of July 20 22

DAVID WILLING
Manager Security Regulation

Auckland Airport
 Airside-Landside Boundary & Security Area - 8
 International Terminal - Second Floor

Author: ChristinaHa
 Date: 10/05/2022

Document: U:\06_StandardPlans\SecurityAreas\CAA_SecurityAreas.aprx

[Printed Versions are Uncontrolled]

“Terminal Airside Area” is an area (discussed in Section 4 of these Airport Workers’ Rules) within the “Airside Area”, and means those parts of the International Terminal Building and the Domestic Terminal Building:

- (a) Declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990 (see the definition of the term “Sterile Areas” in the Abbreviations & Definitions section of the Preliminary Pages of these Airport Workers’ Rules); or
- (b) Within the Customs Controlled Areas licenced by Customs under s59 of the Customs Act 2019; or
- (c) Forming a Biosecurity Controlled Area under the Biosecurity Act 1993.

“Time Period Access Reader” means the process whereby certain workers (who as part of their role need to regularly move between the Sterile Areas in the terminal and the security areas on the apron) are permitted to move between the apron and the Sterile Areas in the terminal (for the period specified in the Time Period Access Rules) after initially being screened by Avsec.

“Traffic Marshal” means any person (in uniform) authorised by Auckland Airport to direct the flow of traffic and parking of vehicles on the Airport.

“Vehicles” means motor vehicles used landside as well as specialist equipment and vehicles used for ground transport for which Auckland Airport’s approval has been obtained to be used within the Airside Area.

“Visitor” means any person whose primary place of work is not the Airside Area, and includes any person under escort.

“Worker” includes:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- (e) an outworker (including a homeworker); or
- (f) an apprentice or a trainee; or
- (g) a person gaining work experience or undertaking a work trial; or
- (h) a volunteer worker; or
- (i) a person of a prescribed class.

SECTION 1 - PURPOSE AND COMPLIANCE

1.1 AIRPORT LEGISLATIVE ENVIRONMENT

The Airport is owned and operated by Auckland Airport. The legislative environment in which the Airport operates is a heavily regulated one with many rules, regulations and requirements which all workers at the Airport need to be aware of and comply with. Specifically, the Airport:

- a. is licensed as an aerodrome under Part 139 of the Civil Aviation Rules;
- b. has been declared a security designated aerodrome by the Director of Civil Aviation under s84 of the Civil Aviation Act;
- c. is a Place of First Arrival licenced under s37 of the Biosecurity Act 1993 by the Director of MPI;
- d. has been nominated as a Port of First Entry by the Ministry of Health to the World Health Organisation; and
- e. is a Customs Controlled Area licenced under s 59 of the Customs and Excise Act 2018.

1.2 APPLICABLE “AREAS”

1.2.1 These Auckland Airport Workers’ Rules apply to all workers in the “Aeronautical Zone”.

1.2.2 The Airport Workers’ Rules has been structured by physical areas within the Aeronautical Zone, reflecting the different operating environments, regulations and risks inherent in the different areas of the Airport. Applicability is as follows:

- Section 1 (Purpose and Compliance) and Section 2 (Rules Applicable to “Aeronautical Zone”) apply to workers anywhere in the Aeronautical Zone.
- Section 3 applies to workers anywhere in the Airside Areas (and Sections 1 & 2 apply as well, because the Airside Areas are within the Aeronautical Zone).
- Section 4 applies to workers anywhere in the Terminal Airside Areas (and Sections 1, 2 & 3 apply as well, because the Terminal Airside Areas are within the Aeronautical Zone and the Airside Areas).
- Section 5 applies to workers anywhere in the Airfield Airside Areas (and Sections 1, 2 & 3 apply as well, because the Airfield Airside Areas are within the Aeronautical Zone and the Airside Areas).

1.3 OTHER APPLICABLE LAW, RULES & PROVISIONS

- 1.3.1 These Airport Workers' Rules must be read in conjunction with all Applicable Laws. If there is any inconsistency between these Airport Workers' Rules and Applicable Laws, the Applicable Laws will prevail to the extent of the inconsistency only.
- 1.3.2 These Airport Workers' Rules must be read in conjunction with the other rules that apply to conduct and to operations undertaken at the Airport, including but not limited to the Common User Safety Protocol (CUSP), the Airside Driving & Vehicle Permit Rules, Airport By-Laws, MPI and POFA specifications, Public Health Orders, Auckland Airport Biosecurity Rules, Auckland Airport Access Card Terms and Conditions of Use, Avsec Airport Identity Card Rules and Conditions of Use, Customs and Immigration rules and procedures.
- 1.3.3 These Airport Workers' Rules must also be read in conjunction with any specific lease, licence or other agreement applicable to the organisation the worker is employed or contracted by, including but not limited to Auckland Airport lease agreements or licences to occupy or use space, Auckland Airport Ground Handling Licences, Auckland Airport Airline Conditions of Use, any Licence to Operate Small Passenger Service Vehicles.
- 1.3.4 If there is any inconsistency between these Airport Workers' Rules and any specific rules referred to in clause 1.3.2 or any specific lease, licence or other agreement referred to in clause 1.3.3, the specific rules, lease, licence or other agreement will prevail to the extent of the inconsistency only.

1.4 CHANGES TO RULES

- 1.4.1 Auckland Airport will consult with airlines, ground handlers and border agencies via the most appropriate user forums in place at the time before amending or altering these rules, provided that where a change is required to come into effect immediately or at short notice (eg, for operational, safety, security, health or regulatory reasons), Auckland Airport may change or update these Airport Workers' Rules without prior notice or consultation. Any changes made without prior notice or consultation must be approved in writing by the General Manager of Operations.
- 1.4.2 Wherever these Airport Workers' Rules have been altered, Auckland Airport will as soon as practicable (and with all due promptness), distribute electronically updated copies of these Airport Workers' Rules to all airlines, ground handlers, Border Agencies, members of User Forums and

tenants. Auckland Airport will also maintain up-to-date accessible copies of these Airport Workers' Rules on its corporate website <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads> and in its on-line supplier portal for all service providers <https://aucklandairportnz.service-now.com/vsp>.

- 1.4.3 Job titles, user groups and names of organisations, etc, are current as at the date of authorisation of these Airport Workers' Rules. If any job title, user group, organisation or other such designation changes, then these Rules should be interpreted by applying the job title, user group or organisation undertaking the same tasks or holding substantially similar responsibilities. If a job title in these Rules is vacant, the clause, power or requirement will apply to the person(s) for the time being fulfilling those duties.

1.5 GRANTING OF ACCESS

1.5.1 Approved Persons & Organisations

Auckland Airport may grant access to parts of the Airside Area to approved persons (being those persons who hold an Airport Identity Card authorising them to have access to Airside Areas, who require access to Airside Areas at the Airport in the course of their duties and who are working for an Approved Organisation).

1.5.2 Discretion to Approve, Restrict or Terminate

- 1.5.2.1 Airside access rights are granted at the sole discretion of Auckland Airport.
- 1.5.2.2 Access is conditional on ongoing compliance with these Airport Workers' Rules, all relevant safety, security, biosecurity and border procedures, all Government Border Agency rules, requirements and procedures, completion of specific training requirements and all other Auckland Airport rules and requirements.
- 1.5.2.3 Notwithstanding the above, Auckland Airport may restrict, suspend or terminate access for any reason at its discretion at any time, provided that only the Chief Executive, General Manager of Operations or Head of Airport Operations have the discretion to suspend or terminate access under this sub-clause for reasons other than those expressly set out in these Airport Workers' Rules.
- 1.5.2.4 Auckland Airport may also restrict, suspend or terminate access at the instruction of any of the Border Agencies.

1.5.3 Pre-Conditions for Granting of Airside Access, Including Training

1.5.3.1 This Para 1.5.3 took effect on 01 October 2020. Prior to that date, para 2.1 of the previous Rules continued to apply (reproduced for convenience below).

<p>2.1 PRE-CONDITIONS FOR GRANTING OF AIRSIDE ACCESS</p> <p>2.1.1 Access to the Airside Area will only be granted to workers who require access airside as part of their employment and who hold a current Airport Identity Card issued by the CAA.</p> <p>2.1.2 Workers must provide proof that they have completed acceptable training modules for security awareness and biosecurity before access will be granted.</p> <p>2.1.3 For security-awareness training, completing one of the following is acceptable:</p> <ul style="list-style-type: none">a. one of their own organisation's security awareness training courses if it is CAA-approved and/or SkyGate Security-approved; orb. an Avsec training course; orc. Auckland Airport's on-line security awareness training module(s). <p>2.1.4 For biosecurity training, completing one of the following is acceptable:</p> <ul style="list-style-type: none">a. training from their own organization if it is MPI-approved and/or AA POFA Operator-approved; orb. training from an MPI-approved training provider; orc. training from MPI itself; ord. Auckland Airport's on-line biosecurity awareness training module.
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1.5.3.2 Access to the Airside Area will only be granted to workers and visitors who require access airside as part of their employment, who work for an Approved Organisation, and who hold a current Airport Identity Card issued by the CAA (unless the worker is employed by an organisation which has access airside without a CAA Airport Identity Card expressly approved by legislation).

1.5.3.3 Workers must provide proof that they have completed acceptable training modules for security awareness, biosecurity, airport safety, Airport Workers' Rules and fire awareness training before access will be granted, as detailed below. This training must be repeated every 18 months, with proof provided to Auckland Airport in order for access rights to continue.

1.5.3.4 For security-awareness training, completing one of the following is acceptable:

- a. one of their own organisation's security awareness training courses if it is CAA-approved and/or SkyGate Security-approved; or
- b. an Avsec training course; or
- c. Auckland Airport's on-line security awareness training module(s).

1.5.3.5 For biosecurity training, completing one of the following is acceptable:

- a. training from their own organization if it is MPI-approved and/or AA POFA Operator-approved; or
- b. training from an MPI-approved training provider; or

- c. training from MPI itself; or
 - d. Auckland Airport's on-line biosecurity awareness training module.
- 1.5.3.6 For airport safety training, completing one of the following is acceptable:
- a. one of their own organisation's airport safety courses if it is approved by Auckland Airport's Manager Health and Safety; or
 - b. Auckland Airport's on-line airport safety training module known as 'Destination Zero Harm'.
- 1.5.3.7 For Airport Workers' Rules and Fire Awareness Training, the on-line courses developed by Auckland Airport must be completed.

1.6 REQUIREMENT FOR COMPLIANCE & FAMILIARITY

- 1.6.1 All workers operating in the Aeronautical Zone must comply with these Airport Workers' Rules whoever they are employed or contracted by, whether this be Auckland Airport, airline, ground handler, border agency, other Government agency, service provider, Airways, retail provider, in a construction project or any other type of organisation.
- 1.6.2 All workers operating in the Aeronautical Zone must be familiar with these Airport Workers' Rules and have access to the current version.
- 1.6.3 Any person employing workers who will be based in the Aeronautical Zone must make these Airport Workers' Rules available to their workers and ensure those workers are familiar with, understand and acknowledge these Airport Workers' Rules.
- 1.6.4 Auckland Airport will maintain up-to-date accessible copies of these Airport Workers' Rules on its corporate website for airlines (url below) and in its on-line supplier portal for all service providers.
<https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>
- 1.6.5 Copies of these Airport Workers' Rules are also available for inspection at the Auckland Airport Access Reception Office on the ground floor of the ITB.

1.7 FAILURE TO COMPLY

- 1.7.1 A person failing to comply with these Airport Workers' Rules may be issued with an Airport Breach Notice and/or asked to immediately leave the Airport and may be issued with a written Trespass Notice under the Trespass Act 1980. Airport Breach Notices are associated with the Demerits Points system outlined further below.
- 1.7.2 Auckland Airport may at its discretion at any time restrict, suspend or permanently terminate access to any Airside Area and/or a person's Airside Driving Permit. This includes revoking any

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access rights granted on the basis of false or misleading information provided by the worker. Subject to the review rights in paragraphs 1.11 and 1.12 below, such action(s) will be at Auckland Airport's sole discretion and no damages or compensation is payable for the permanent or temporary suspension of Airside Access.

- 1.7.3 A matrix of the consequences of breaches (subject to the review rights in para's 1.11 & 1.12 of these Rules) is set out on the following page.
- 1.7.4 Auckland Airport will use all reasonable endeavours to promptly notify the employer of any person who breaches these Airport Workers' Rules of:
- a. The nature of the breach;
 - b. The steps which Auckland Airport has taken or intends to take in respect of the breach;
 - c. Any remedial action Auckland Airport considers the employer needs to take or steps to avoid repetition of the breach.
- 1.7.5 If the breach is by a worker employed by a concessionaire or service provider contracted to Auckland Airport, Auckland Airport will also notify the Auckland Airport Manager responsible for managing the licence of that concessionaire or the contract for that service provider.

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Consequences of Failing to Comply with Airport Workers Rules

Breach Type:	Security:		Sec01 – 04	Sec05 – 09	Sec10 – 13	Sec14
	Biosecurity:		Biosec01 – 02	Biosec03 – 04		Biosec05
	Customs:			Customs01 – 02		Customs03
	Health & Safety:		H&S01	H&S02	H&S03	H&S04
	General:	Gen01		Gen02	Gen03	Gen04
	Band:	'Track'	Low	Medium	High	Critical
Consequences:	Breach Notice:	Yes	Yes	Yes	Yes	Yes
	Demerit Points:	20 DP	35 DP	50 DP	75 DP	100 DP
	Access Suspended:	1 Day	3 Days	5 Days	7 Days	Permanent
	Repeat/do On-line Training: ¹	Yes	Yes	Yes	Yes	N/A
	Security Refresher: ²	No	Yes (Sec01 – 04 only)	Yes (Sec05 – 09 only)	Yes (Sec10 – 13 only)	N/A
	Rebate for Further Training: ³	N/A	- 25 DP	- 25 DP	- 25 DP	N/A

¹ That is, the training discussed in para 1.5.3 of these Rules.

² That is, the training/refreshers discussed in para 1.8.7 of these Rules.

³ That is, the training discussed in para 1.10 of these Rules.

1.8 AIRPORT BREACH NOTICES & DEMERITS SYSTEM

- 1.8.1 A worker found to be in breach of these Airport Workers' Rules may be issued with an Airport Breach Notice and consequent demerit points which are accumulated against the worker's Airside Access Card (or, if the worker does not have an Airside Access Card, against them as an individual). These demerit points are separate from the Airfield Infringement Notice (AIN) demerit points issued under the Airside Driving & Vehicle Permit Rules which accumulate in relation to a worker's Airside Driving Permit and the demerit points issued to drivers with Licenses to operate small passenger service vehicles.
- 1.8.2 Any Auckland Airport Official can issue an Airport Breach Notice.
- 1.8.3 As soon as reasonably practicable, notification of the Airport Breach Notice will be sent to the worker's Department Manager, and any Auckland Airport contract manager if the worker is employed by an organisation that is contracted to or licensed by Auckland Airport.
- 1.8.4 Where the individual identity of an offender is not clear but it is reasonably possible to establish the company involved, the company concerned must upon request provide the relevant worker's details.
- 1.8.5 A schedule of offences and the respective demerit points to be issued is set out below.
- 1.8.6 In some cases, as well as demerit points, a worker may have their Airside Access temporarily suspended. This does not limit or restrict the ability of Auckland Airport to apply any other relevant rules or regulations relating to the conduct of workers in safety and security sensitive areas nor does it prevent Auckland Airport, if it in its discretion considers it appropriate to ensure continued safe and secure operations airside, from immediately revoking or suspending a worker's Airside Access (in which case the review process detailed below will apply).
- 1.8.7 Workers can also be required to attend training after a breach, including either classroom training by the Airport, on-line training or training provided by the relevant regulator, or an individual one-on-one meeting with an Auckland Airport Manager in the relevant area. Required training does not qualify for the training rebate scheme outlined in clause 1.10 below.
- 1.8.8 Demerit points remain valid for two years from the date of their issue.
- 1.8.9 When a worker accumulates 100 demerit points within a 2-year period (whether from multiple breaches or one critical breach) then that worker's Airside Access will be suspended or revoked.
- 1.8.10 If a worker who does not hold a CAA Airport Identity card accumulates 100 demerit points or more within a 2-year period, the Auckland Airport may, at its discretion, trespass that worker from the Airport under the Trespass Act 1980 by issuing a written Trespass Notice.

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- 1.8.11 Workers can request a statement of demerit points received from security.management@aucklandairport.co.nz.
- 1.8.12 Only demerit points issued on or after 1 October 2020 will count towards the accumulation of demerit points under clauses 1.8.9 and 1.8.10.

1.9 AIRPORT WORKERS' DEMERIT POINTS TABLE

NUMBER	BREACH	DEMERIT POINTS
GENERAL		
Gen01	Required training for airside access not complete (refer clause 1.5 AWR)	20
Gen02	Not following Airport or Border Agency Official instructions	50
Gen03	Being Airside / in Customs Controlled Area / in Biosecurity Controlled Area without a valid work purpose	75
Gen04	Behaviour for which there is zero tolerance as per paras 2.3 & 3.3.2 of these Rules (eg, discriminatory conduct, offensive behaviour, physical or verbal violence, threatening behaviour, illegal acts, being under the influence of drugs or alcohol, refusing to accept an Airport Breach Notice or Airside Infringement Notice, etc.)	100
SECURITY		
Sec01	Temp ID visitor left unescorted (Demerits to escorting staff member and visitor/escorted person)	35
Sec02	Tailgating landside non-boundary doors (eg, allowing someone to tailgate behind you, not closing a door so that someone could tailgate behind you, letting someone into or out of a carpark. Demerits to both person enabling the tailgating and the tailgater (if one) if they did not swipe their access card, etc.)	35
Sec03	Allowing someone to use/lending someone your landside Access Card	35
Sec04	Insecure Door – within Airside Areas	35
Sec05	Tailgating at Airside doors (eg, allowing someone to tailgate behind you or not fully closing a door or gate so that someone could tailgate behind you. Demerits to both person enabling the tailgating and the tailgater (if one) if they did not swipe their access card, etc.)	50
Sec06	Insecure Airside Boundary doors/gates	50
Sec07	Airside with expired AIC or without your AIC	50
Sec08	Unattended items (landside or airside) (eg, unattended delivery goods, tools or supplies left unattended. Excludes items left in approved designated areas, etc.)	50
Sec09	Possession of Unauthorised Restricted Items Airside without a valid work purpose	50
Sec10	Unattended Tools – Sterile Area	75
Sec11	Allowing someone to use/lending AIC or Access Card that has airside access (or security critical infrastructure access) loaded	75
Sec12	Possession of Unauthorised Restricted Items in a Sterile Area without a valid work purpose	75
Sec13	Being Airside without a valid work purpose (eg, Being airside/going airside primarily to see off/meet friends or family, plane spotting, celebrity spotting, etc.)	75
Sec14	Accessing Sterile Area without Screening (unless in emergency or in accordance with current TPA process)	100
BIOSECURITY		
Biosec01	Breaching Air Container Import Health Standard	35
Biosec02	Breaching AA Biosecurity Rules (eg, Leaving international biosecurity waste on an airbridge or the apron, spilling biosecurity risk material without cleaning it up, taking food from airside ITB areas landside without MPI clearance, etc.)	35

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Biosec03	Opening an aircraft without MPI authorisation	50
Biosec04	Taking international arriving biosecurity risk items landside or allowing an international arriving passenger or crew member to go landside without MPI clearance in the course of duty	50
Biosec05	Taking international arriving biosecurity risk items landside or allowing an international arriving passenger or crew member to go landside without MPI clearance for personal reasons or gain	100
CUSTOMS		
Cust01	Unloading an aircraft without authorisation	50
Cust02	Removing items from or allowing a person to leave a Customs Controlled Area without authorisation in the course of duty	50
Cust03	Removing items from or allowing a person to leave a Customs Controlled Area without authorisation for personal gain	100
HEALTH & SAFETY		
H&S01	Not following safety or PTW rules – low risk potential consequence (eg, minor medical injury requiring first aid possible. Superficial damage to airport or airport user’s asset possible. Actual damage less than \$5000)	35
H&S02	Not following safety or PTW rules – medium risk potential consequence (eg, injury requiring emergency doctors or hospital emergency room treatment possible. Moderate damage to airport or airport user’s asset possible. Actual damage between \$5001 and \$20 000 and/or which makes asset unavailable for use for up to 3 days until repaired)	50
H&S03	Not following safety or PTW rules – high-risk potential consequence (eg, injury causing long term medical treatment/permanent disability possible. Worksafe notifiable event. High damage to airport or airport user’s asset possible. Actual damage between \$20 000 and \$100 000 and/or which makes asset unavailable for use for between 4 and 7 days until repaired)	75
H&S04	Not following safety or PTW rules – critical risk potential consequence (eg, death or multiple fatalities possible. Worksafe notifiable event. Significant damage to airport or airport user’s asset possible. Actual damage greater than \$100 000 and/or which makes asset unavailable for use for greater than 7 days until repaired)	100

1.10 REBATE OF DEMERIT POINTS BY FURTHER TRAINING

- 1.10.1 Workers may have up to 25 demerit points rebated for each of the four classes of breaches, by attending and successfully completing approved training courses.
- 1.10.2 Rebate points may only be earned once every two years for each of the four categories of breaches. Courses must be attended after the date of the Breach Notice. Rebate points may only be applied to that category of breach (for example, biosecurity training cannot be used to rebate health and safety related demerit points).
- 1.10.3 The current approved training courses which will enable 25 demerit points to be rebated are set out below. Alternative courses may be approved at the discretion of the relevant Auckland Airport Managers identified in section 1.11, consent not to be unreasonably withheld.

Breach Category	Training enabling rebate of 25 demerit points
Security	Successful completion of training by any NZQA certified training provider in NZQA standard 32764 'Demonstrate knowledge of airport security rules(or equivalent thereof)
Biosecurity	Successful completion of training by an MPI approved training provider as an Authorised Person under s103 of the Biosecurity Act (currently provided by IVS or Air NZ internally to its own staff)
Customs	Successful completion of 'Introduction to Customs Broking and Customs Tariff' half day course provided by IVS; or Successful completion of a half-day course equivalent to NZQA 18624 'Demonstrating Knowledge of Customs Legislation, Regulation and Rules' but tailored to an airport environment
Health and Safety	Successful completion of training by any NZQA certified training provider to the equivalent of: <ul style="list-style-type: none"> Six Level 2 and 3 H&S credits (at least 3 credits must be level 3); or Four Level 4 or above H&S credits

1.11 REVIEW PROCESS FOR DEMERIT POINTS

1.11.1 Any person who has received an Airport Breach Notice (with demerit points) may apply to have this reviewed by the relevant Auckland Airport Manager responsible for overseeing the specific rule or requirement that was infringed:

Area of infringement:	Relevant Manager to Review:	Email address to send review to:
Security	SkyGate Manager	security.management@aucklandairport.co.nz
Airfield (non-security-related)	Airport Operations Safety and Security Manager	Ops.compliance@aucklandairport.co.nz
Terminal (non-security-related)	Airport Operations Safety and Security Manager	Ops.compliance@aucklandairport.co.nz
Biosecurity	Regulatory Assurance Manager	BioSecurity@aucklandairport.co.nz
Customs	SkyGate Manager	security.management@aucklandairport.co.nz
Health, Safety and Wellbeing	Head of Health, Safety and Wellbeing	health&safety@aucklandairport.co.nz

1.11.2 Any application for review of an Airport Breach Notice must be received in writing by the relevant Auckland Airport Manager (via the appropriate email address listed above) within 10 working days of the Airport Breach Notice being issued.

1.12 APPEAL REVIEW PROCESS FOR PERMANENT REMOVAL OF ACCESS

- 1.12.1 Auckland Airport acknowledges permanent removal of access to either the Airport or Airside Areas may have a significant adverse effect on the ability of workers to perform the tasks for which they are employed, and hence their employment but in no way will Auckland Airport be liable for any claims brought in relation to any termination or suspension of a worker's employment caused by a breach of these Rules.
- 1.12.2 Auckland Airport will establish a permanent committee (Airport Access Review Committee - AARC) with members comprising:
- The Head of Airport Operations.
 - Head of Operations Risk and Assurance.
 - Head of Health, Safety and Wellbeing.
 - A representative from Auckland Airport's Legal or People and Capability Team.
 - A representative nominated by the Airline Operators Committee.
- 1.12.3 The AARC may at its sole discretion invite additional persons to sit with it for hearing the purposes of any appeal, for example, if specialist input is considered necessary or desirable, or the perspective of a particular type of stakeholder.
- 1.12.4 The Quorum of the AARC will be three permanent members, provided that there must be a representative of the Legal Team or the People and Capability Team present.
- 1.12.5 The AARC will meet once per month, if there are reviews to consider. Auckland Airport will provide secretariat support.
- 1.12.6 Any person who has had access to any or all parts of the Airport permanently revoked by Auckland Airport may apply to have this decision reviewed, with the exception of any matter that has resulted in charges being laid under any Act or Regulation. Any application must be received in writing by the Auckland Airport within 15 working days of the permanent revocation of access. Applications for review can be sent to Access.Review@aucklandairport.co.nz.
- 1.12.7 While the review is being considered, the revocation of access will continue.
- 1.12.8 The AARC will request submissions from the worker, the worker's employer and the Auckland Airport department which issued the Airport Breach Notice (notices) which resulted in access being revoked. The AARC will consider all evidence and submissions with an open mind.
- 1.12.9 If the worker requests, they may have a support person present with them when making any submissions to the AARC.

- 1.12.10 The AARC can:
- confirm the original decision permanently revoking access;
 - reinstate access (wholly or partially, with or without conditions or training requirements); or
 - substitute the original revocation with a revocation limited by time or area.
- 1.12.11 The AARC will advise the worker and employer in writing of their decision within six working days of the AARC considering the application for review.
- 1.12.12 Decisions of the AARC must be unanimous and are final with no further review.

1.13 COMMENCEMENT OF RULES

Unless a particular clause of these Rules specifies otherwise, these Rules come into effect on 01 August 2020.

1.14 APPLICATION FOR EXEMPTIONS TO RULES

- 1.14.1 From time to time there may be circumstances specific to a project or other situation which may justify an exemption needing to be made to these rules.
- 1.14.2 Applications for exemptions or alternatives solutions should be made in the first instance to the Airport Operations Safety and Security Manager. In the absence of this person, applications for exemptions can alternatively be made to the Head of Airport Operations or the General Manager Operations.
- 1.14.3 Any application for an exemption must be in writing and include:
- which part of the Airport Workers Rules an exemption is being applied for
 - an explanation of why the exemption is required (ie why it is impracticable to comply with the rule)
 - the alternative solution proposed by the applicant to achieve the same safety, security and compliance outcome; and
 - the length of time the exemption is being applied for.
- 1.14.4 A response to the application will be made in writing. Auckland Airport has the sole discretion as to whether or not to grant an exemption, and what conditions to apply. Such decisions are not subject to any review or appeal process.
- 1.14.5 Any exemptions granted will be recorded in a register, accessible at all times to Duty Operations Managers, Operations Supervisors and Skygate Security staff.
- 1.14.6 Border Agency Managers can request copies of the current exemption list when required. Station Managers of airlines, ground handlers or managers of other organisations operating at the Airport may request a copy of any exemptions applying to their organisation or contractors of their organisation.

SECTION 2 - RULES APPLYING TO “AERONAUTICAL ZONE”

2.1 SCOPE & APPLICATION OF THIS SECTION

2.1.1 As also listed in the Abbreviations & Definitions Section, the “Aeronautical Zone” is the area of the Airport which is subject to these Airport Workers’ Rules. It comprises the areas of the Airport shown in the map in the Abbreviations & Definitions Section, which broadly include:

- (a) The International Terminal Building, Domestic Terminal Building, the Regional Domestic Bus Lounge, the Operations Centre, the EOC and the Disaster Recovery Site;
- (b) Any vehicle pick-up/drop-off, commercial vehicle parking area, delivery area, pedestrian forecourt or plaza, adjacent to the International Terminal Building, Domestic Terminal Building or Regional Domestic Bus Lounge;
- (c) The Airfield Airside Area;
- (e) Wiroa Island;
- (f) Any area on the south side of Laurence Stevens Drive and/or any landside area within 25 metres of the airside/landside security fence or gates;
- (g) Public car parks south of Ray Emery Drive, Laurence Stevens Drive or Cyril Kay Road.

2.1.2 The rules and provisions set out in Section 1 and this Section of these Airport Workers’ Rules apply to all workers in any part of the Aeronautical Zone, and the Rules in Section 3 and subsequent Sections (which relate to sub-areas of the Aeronautical Zone) include the rules and provisions in Section 1 and this Section of these Airport Workers’ Rules.

2.2 PERSONAL BEHAVIOUR

2.2.1 Workers must not enter the Aeronautical Zone while under the influence of any alcoholic substance or drug.

2.2.2 Smoking or vaping is only permitted in designated areas.

2.2.3 All workers must act appropriately at all times and must not:

- a. behave in a disorderly or indecent manner;
- b. behave or engage in conduct which is discriminatory or offensive in any way;
- c. perform any act which threatens public order or the safety and security of property or persons;
- d. perform any act (or make any omission) which damages (or is likely to cause damage to) Auckland Airport reputation, buildings, infrastructure or assets or the property of any other organisation operating at the Airport.

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- 2.2.4 Security is everyone's responsibility. Continuous vigilance and awareness are required on the part of all workers. Suspicious behaviour, unattended or suspicious vehicles or unattended packages must be reported to Monitoring at Auckland Airport Operations Centre on 256 8817.
- 2.2.5 No person may carry or bring an offensive weapon or dangerous goods into the Aeronautical Zone other than for a valid reason necessary for the purposes of their duties.
- 2.2.6 All workers must cooperate and communicate with other workers working in shared or overlapping areas.
- 2.2.7 Workers must comply with all lawful instructions, allocations, directives or orders from an Airport Official, Traffic Marshall, Border Agency Official or an Airways Corporation Ground Movement Controller. If there is any contradiction in instruction, the instructions of the official with the highest specialisation on the topic in question should be followed. In this situation, the worker should report the contradiction in instructions to their Manager or directly to Auckland Airport using the contacts contained in paragraph 2.10 of these Airport Workers' Rules for reporting Health and Safety issues.
- 2.2.8 Workers within the Aeronautical Zone must carry with them at all times a verifiable form of identification and provide this to any Border Agency Official upon request. Workers must also explain the reason for their presence in the Aeronautical Zone to any Border Agency Official who asks.
- 2.2.9 Workers must not do anything which may adversely affect the efficiency of operations in the Aeronautical Zone or of the operations of other parties operating the Aeronautical Zone.
- 2.2.10 Workers must not cause or permit any rubbish or FOD to be placed, thrown or dropped on or about the Aeronautical Zone at any time.
- 2.2.11 Workers may not feed any animals or birds within the Aeronautical Zone at any time (other than animals permitted to be airside identified in clause 3.11.1). Any cat, dog or larger animal noticed loose must be reported to Auckland Airport Operations Centre on 256 8817.
- 2.2.12 Bicycles and scooters being used by workers must be used safely and in accordance with the Road Code so as not to create any risk to others. Workers must not ride bicycles or scooters within terminal buildings or on any forecourt areas adjacent to terminals. Workers with personal pushbikes or scooters must leave them in designated landside pushbike parking areas or inside the person's work premises.

2.3 BEHAVIOUR FOR WHICH THERE IS ZERO TOLERANCE

Without limiting Auckland Airport's right to revoke or suspend access, workers should understand that there is a zero tolerance for certain behaviours which will be highly likely to result in a worker being trespassed from the Airport and/or airside access being revoked:

- Threatening behaviour towards an Airport Official or Border Official.
- Verbal or physical abuse towards any person or group.
- Discriminatory behaviour towards any other person or group.
- Deliberate or reckless behaviour which creates a safety or security risk or which may result in harm or damage.
- Refusal to accept an Airport Breach Notice or demerit points. Breaches of Customs, Immigration, MPI, Avsec or CAA Rules.
- Any illegal act (or allegation of illegal act where there is sufficient proof for charges to be laid or a fine to be issued).
- Operating under the influence of drugs and/or alcohol; and/or refusing, failing to complete, delaying or not cooperating with a request by Auckland Airport officials for a drug and alcohol test under paragraph 2.4 below.

2.4 DRUGS AND ALCOHOL

2.4.1 Prohibition

Workers must not drive or present themselves for work on airport property while under the influence of alcohol and/or drugs.

2.4.2 Drug and Alcohol Testing after Accidents, Incidents and Near Misses

2.4.2.1 Workers anywhere in the Aeronautical Zone agree that they will undertake drug and alcohol testing at the request of Auckland Airport officials or the NZ Police if the worker is involved in any accident, incident or near miss anywhere in the Aeronautical Zone.

2.4.2.2 Drug and alcohol testing in these circumstances is required in order to enable Auckland Airport to meet its obligations under the Civil Aviation Act 1990 and the Health and Safety at Work Act 2015.

2.4.2.3 Drug and alcohol testing must be carried out by independent trained personnel and IANZ accredited laboratories in accordance with AS/NZS 4308:2008 or the NZ Police. Other than where testing is being undertaken by the NZ Police, workers can either have their employer organise the drug and alcohol testing or can elect to have Auckland Airport organise this, provided that the testing must occur within the laboratory recommended timeframe from the incident or the behaviour which gave rise to the request for testing. The cost of this testing will be charged back to the worker's employer at cost.

- 2.4.2.4 Workers consent to the outcome of this testing being made available to Auckland Airport, the worker's employer and the worker.
- 2.4.2.5 Where a worker refuses to undergo, fails to complete, delays without cause or does not cooperate with drug and alcohol testing, this will be treated as a serious breach and the worker will be removed from the Airport and the result will be treated as a positive result. The worker's employer will be immediately informed. The worker's Airside Access Rights may also be terminated and the worker may be issued with a written Trespass Notice under the Trespass Act 1980.
- 2.4.2.6 Failure by the worker's employer to organise or share the outcome of drug and alcohol testing will also be treated as a positive result.
- 2.4.2.7 For the purposes of making decisions under these Airport Workers' Rules the following thresholds will be applied (and are summarised in the table overleaf):
- a. For testing related to activities or time spent in the Aeronautical Zone other than the Airfield Airside Area or Wiroa Island for people 20 years of age and over for an alcohol test to be positive there must be a level of alcohol in the worker's system at or higher than 250 micrograms of alcohol per litre of breath (which is consistent with the levels set in the Land Transport Amendment Act (No 2) 2014)
 - b. For testing related to activities or time spent within the Airfield Airside Area or Wiroa Island, for an alcohol test to be positive there must be a level of alcohol in the worker's system at or higher than 50 micrograms of alcohol per litre of breath, the lower tolerance being due to the greater inherent risk and safety-critical nature of activities in Airfield Airside Areas.
 - c. For people under 20 years of age, the only acceptable level is zero micrograms of alcohol per litre of breath for activities or time spent in any area within the Aeronautical Zone. This is consistent with the levels set in the Land Transport Amendment Act (No 2) 2014.
 - d. For a drug test to be positive for activities or time spent in any area within the Aeronautical Zone there must be a verified urine drug confirmatory test result, with levels of drug(s) and/or metabolite(s) either:
 - at or above the confirmatory cut-off concentration(s) specified in tables 2 of AS/NZS 4308:2008, (see Schedule 1 of that Standard), or
 - at or above the confirmatory cut-off concentration or limit of detection determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008.

	Under 20 years of age in any Aeronautical Zone Area	20 years of age and over in Aeronautical Zone <u>other than</u> Airfield Airside Area or Wiroa Island	20 years of age and over <u>within</u> Airfield Airside Area or Wiroa Island
Positive Alcohol Test	Above Zero micrograms of alcohol per litre of breath	250 micrograms of alcohol per litre of breath or higher	50 micrograms of alcohol per litre of breath or higher
Positive Drugs Test	Verified urine drug confirmatory test result, with levels of drug(s) and/ or metabolite(s) either: <ul style="list-style-type: none"> at or above the confirmatory cut-off concentration(s) specified in tables 2 of AS/NZS 4308:2008, (see Schedule 1 of that Standard), or at or above the confirmatory cut-off concentration or limit of detection determined by the laboratory for those substances not tabled in AS/NZS 4308: 2008 		

2.4.2.8 If a worker is on prescribed medication then this will be taken into account, provided the worker provides Auckland Airport with a doctor’s certificate confirming the prescription and its likely effect on the worker’s ability to perform their role and make safety assessments. Such information will be treated in the strictest confidence, provided that Auckland Airport’s Head of Health, Safety and Wellbeing may discuss the matter with the worker and/or the worker’s Health and Safety Manager if there is a possibility that the prescription medication may impair the worker’s ability to operate safely in the Aeronautical Zone.

2.4.2.9 Other than where testing was undertaken by the NZ Police, workers have the right to request a further test of their initial sample if they test positive for alcohol or drugs. This request must be made to Auckland Airport’s Head of Health, Safety and Wellbeing within 48 hours of a positive test result. If there are inconsistencies between samples taken and tested in accordance with AS/NZS 4308:2008, the lower result will be adopted.

2.4.3 Drug and Alcohol Testing for Cause

2.4.3.1 If there are reasonable grounds to suspect a worker in the Aeronautical Zone is under the influence of drugs or alcohol, notwithstanding that there has not been any accident, incident or near miss, Auckland Airport officials may escort the worker either out of the Aeronautical Zone (or to their Manager’s office if this is within the Aeronautical Zone), and report the suspicion that the worker may be under the influence of drugs or alcohol to that worker’s employer or contracting organisation.

2.4.3.2 A worker escorted off the Aeronautical Zone or to their manager’s office under clause 2.4.3.1 will have their airside access temporarily suspended, and may not enter any areas within the Aeronautical Zone. The appeal rights in clause 1.12 for permanent removal of airside access do not apply to temporary suspensions under this clause.

- 2.4.3.3 The worker's employer or contracting organisation may elect either:
- To investigate and manage the possible drug or alcohol use themselves under their internal Drug and Alcohol Management Procedure; or
 - To have the possible drug or alcohol use tested using the process contained in clause 2.4.2 above.
- 2.4.3.4 Airside access rights and permission to enter the Aeronautical Zone will remain suspended until either:
- the worker's employer or contracting organisation provides Auckland Airport with the outcome of any investigation undertaken under its Drug and Alcohol Management Procedure, and Auckland Airport is satisfied that any safety concerns have been satisfactorily addressed and managed; or
 - if the process outlined in clause 2.4.2 was used, the results of the testing undertaken are received with the outcome below the level for a positive result.

2.4.4 Drug and Alcohol Rehabilitation

- 2.4.4.1 If a worker who has received a positive result for a drug or alcohol test under sections 2.4.2 or 2.4.3 above has successfully completed a rehabilitation programme in accordance with their employer's Drug and Alcohol Management Procedure, then application may be made to Auckland Airport's Head of Health, Safety and Wellbeing for reinstatement of Airside Access.
- 2.4.4.2 In considering any such application, Auckland Airport's Head of Health, Safety and Wellbeing will take into account:
- the nature of the work normally undertaken by the worker and the risks inherent in that area.
 - the rehabilitation programme completed and the time that has elapsed.
 - the support mechanisms in place for the worker.
 - the ongoing drug and alcohol testing programme in place under their employer's Drug and Alcohol Management Procedure.
 - the personal commitment and awareness of the worker in relation to drugs and alcohol and the risks they may or may not cause to health and safety.
- 2.4.4.3 Any application and supporting information will be treated in the strictest confidence by Auckland Airport's Head of Health, Safety and Wellbeing, provided that person may discuss the matter with the worker, the worker's Health and Safety Manager and the Head of Airport Operations, also under strict confidentiality.

2.5 REPORTING REQUIREMENTS

- 2.5.1 All airport operators and workers must report the following to their supervisor and Auckland Airport Operations on (09) 256-8813 if it occurs within the Aeronautical Zone:
- Any suspicious behavior.
 - Any unsafe act or behavior, and any hazard.
 - Any near-miss.
 - Any incident.
 - Any biosecurity risk or pest.
 - Any request for unauthorised access or egress to any Airside Areas.
 - Any risk to security.
- 2.5.2 If workers find any property within the Aeronautical Zone, they must report this straight away to Auckland Airport by phoning Auckland Airport Operations Centre on (09) 256-8813.
- 2.5.3 If workers are given any property by a passenger or crew which the passenger/crew member cannot take through aviation security, this must be taken to the Found Property office on the ground floor of the ITB.
- 2.5.4 Workers must report any building, infrastructure, utility or transport hazards and faults within the Aeronautical Zone as soon as they become aware of these by phoning Auckland Airport Operations Centre on (09) 256-8813.
- 2.5.5 Workers must not initiate a false fire, ambulance or emergency call.

2.6 FILMING ON AIRPORT

Any filming within the Aeronautical Zone (other than that undertaken by Auckland Airport or Border Agencies in relation to core activities) must be applied for, and approved by, Auckland Airport. If the filming is for any commercial purpose, there is an application process on the Auckland Airport website. If the filming is for news and media, permissions are required from the Auckland Airport Communications Team. There are also specific additional restrictions which apply Airside set out in Section 3 of these Airport Workers' Rules.

2.7 COMMITMENT TO HEALTH AND SAFETY

- 2.7.1 Auckland Airport is committed to understanding and actively managing risks to aviation, workplace safety, and to people's health. Auckland Airport's safety vision is a destination of Zero Harm to anyone as a result of our operations so that everyone gets home safely every day.
- 2.7.2 Safety is everyone's responsibility. Every worker is empowered to and has a responsibility to speak up on health and safety concerns, and to stop any unsafe work practices.

2.7.3 The Airport environment contains many inherent dangers. To minimise and mitigate the potential dangers, all workers operating in the Aeronautical Zone must be familiar with, and adhere to, the provisions of these Rules which are designed to assist in providing a safe and secure environment. Note, Section 3 of these Airport Workers' Rules sets out further health and safety rules specific to working airside.

2.7.4 Auckland Airport has developed a Safety Management System (SMS) as required by the Civil Aviation Authority. This SMS has been certified by the CAA. Auckland Airport's SMS is also designed to comply with obligations under the Health and Safety at Work Act 2015. The SMS requires engagement with other Persons Conducting a Business or Undertaking (PCBU) at the airport, particularly around the identification of hazards and controls, the reporting of safety incidents or near misses and the shared communication of safety-critical information. These Airport Workers' Rules are part of the SMS that operates at the Airport.

2.8 SAFETY ENGAGEMENT

2.8.1 Auckland Airport works closely with third parties operating in the Aeronautical Zone to lead and influence safety. Key organisations operating at Auckland Airport have signed a Common User Safety Protocol which covers all Operators, including AIAL, their workers, contractors, staff and visitors within the CU area of AIAL's airside, terminal and landside operations, with particular focus on those areas where multiple Operators operate within close proximity to each other. The CUSP embodies the shared responsibility model of safety across Auckland Airport. All workers must comply with any obligations on workers contained in the CUSP.

2.8.2 Auckland Airport runs a number of user forums on safety, security and compliance at various areas around the Airport, including:

- The Landside Safety Meeting (focusing on terminal and landside safety),
- The Apron Safety Meeting (which primarily focusses on the apron and aircraft service providers),
- The Operational Task Forum (focusing on aircraft and airfield safety),
- The Common User Safety Protocol (CUSP) Forum (a quarterly meeting of health and safety managers of key organisations operating at the Airport),
- The Baggage Handling System Meeting (focusing on the baggage make-up areas and baggage sortation system),
- Waste Matters Forum (correct disposal and tracking of aircraft waste),
- The various levels of the COG meetings (Daily, Tactical, Senior and CEO COGs),
- Security Management Committee.

- 2.8.3 If workers have any non-urgent safety concerns or any safety observations, they should raise these with their company's health and safety representative or relevant manager to take to these meetings.
- 2.8.4 If workers wish to escalate any safety related matters, these should either be communicated to healthandsafety@aucklandairport.co.nz (monitored during business hours only) or raised through their company's health and safety representative at the CUSP Forum or a senior manager at the Senior COG meeting.
- 2.8.5 Any urgent safety-related concerns must be reported immediately to Auckland Airport as set out in section 2.10 below.

2.9 SAFETY SIGNAGE, AREAS, DIRECTIONS & EQUIPMENT, & PPE

- 2.9.1 Workers must be considerate of the safety of other workers and infrastructure, and wherever possible must remain in designated safety areas (such as plinths, behind safety barriers and marked walkways).
- 2.9.2 Workers must also:
1. Obey all safety-related signs and directions.
 2. Not remove any guards or safety features on airport facilities or equipment.
 3. Follow all safety-related processes and use any safety equipment provided.
 4. Use any PPE required, including health-related PPE.
- 2.9.3 When driving in the aeronautical zone, workers must drive safely and with consideration for all other road users, including, but not limited to:
- obeying all provisions of the Road Code.
 - following all directional signs and road markings.
 - not parking on yellow lines, concrete or gravel islands, grass verges or anywhere not marked as a car park space unless specifically asked to do so by an Airport official or the Police.

2.9A COVID-19 REQUIREMENTS

- 2.9A.1 All COVID-19 related requirements around vaccinations and regular testing as specified in orders made under the Health Act 1956 from time to time (such as the COVID-19 Public Health Response (Vaccinations) Order 2021 COVID-19 or the Public Health Response (Required Testing) Order 2020) (or under other replacement or supplementary legislation or regulation as may be enacted or approved from time to time) or as required by a Medical Officer of Health from time to time must be adhered to by all workers.
- 2.9A.2 All COVID-19 PPE requirements specified from time to time by Auckland Airport as published in the Auckland Airport PPE matrix (available at COVID-19 information | Auckland Airport) must be

followed. Auckland Airport will use the Infection Prevention Control Air Border Health Guidance as the basis for developing the PPE Matrix, noting that from time to time for operational reasons there might be slight variations. Workers breaching COVID-19 PPE requirements may receive demerit points for breaches of Health and Safety requirements (refer section 1.9).

2.9A.3 Any entry scanning or entry record keeping requirements specified by time to time by the NZ Government in the COVID-19 Management Framework must be followed.

2.9A.4 If the use of Vaccination Passes/Certificates becomes either required under the NZ Government's COVID-19 Management Framework, or becomes necessary in order to operate without limits (or with reduced limits), then workers must follow any Vaccination Passes/Certificate scanning or other specified processes. Before Auckland Airport implements any use of Vaccination Passes/Certificates in the Aeronautical Zone, it will consult with the Senior Collaborative Operations Group as to how this will work in practice.

2.10 REPORTING HEALTH AND SAFETY ISSUES

2.10.1 Any urgent safety related concern must be reported to:

- Auckland Airport Incident Control Room on (09) 256 8777 or extn 98777; or
- Auckland Airport Airfield Operations Team on extn 98990/1 or 256 8990/1;

Should the emergency be a fire or potential fire, a Manual Call Point for the fire system can also be activated which will initiate an evacuation of the area and automatically notify the Incident Control Room and Fire and Emergency NZ.

- 2.10.2 Workers must report any incident involving death or serious injury immediately to:
- Auckland Airport Incident Control Room on (09) 256 8777 or extn 98777;
 - Their employer; and
 - (in the case of a death) Airport Police on (09) 256 8966 or extn 98666.
- 2.10.3 Workers must report any incident, hazard and near-miss involving a person, vehicle, an aircraft, or property immediately to:
- Auckland Airport Airfield Operations Team on extn 98990/1 or 256 8990/1; and
 - Their employer.
- 2.10.4 If workers are directly involved in such an incident, they must submit a detailed written report within 24 hours or as soon as practicable to:
- The Operations Safety & Compliance Performance Delivery Manager ; and
 - Their employer.

2.11 LIFE SAFETY EQUIPMENT

- 2.11.1 Auckland Airport AES provide first response medical aid on site. If a worker or guest requires medical assistance, Operations should be notified by radio or telephone (09) 256-8777 or extn 98777. First Aid Rooms are located strategically in the terminals, and AES has access to these.
- 2.11.2 Workers must be aware (or request your manager to show you) where your nearest life- safety equipment is.
- 2.11.3 Emergency Life Safety Equipment is located strategically throughout the international and domestic terminals under a broken heart illuminated sign. Equipment grouped together around these signs normally includes:
- a. An airport emergency phone, which can be used to dial 98777 to reach the Incident Control Room position in Airport Operations;
 - b. A defibrillator, which when opened, automatically notifies the Airport Operations Incident Controller;
 - c. A Manual Call Point to activate an evacuation of that area of the terminal;
 - d. A Fire Warden Box with instructions and supplies for Fire Zone Wardens in an evacuation of that area of the terminal; and
 - e. A Trauma Kit, which contains first aid items able to be used immediately following any traumatic life-threatening event (landside only).

2.12 FIRE SAFETY RULES

2.12.1 Workers must be aware of their nearest point of safety and primary evacuation routes. Emergency access points must be kept clear of debris, vehicles and equipment at all times.

2.12.2 Workers must abide by the following fire safety rules:

- Keep any smoke doors closed to ensure smoke and fire does not spread quickly.
- Keep fire egress corridors, fire exits and access to fire safety equipment (eg, manual call points, fire extinguishers, fire blankets, hose reels, fire hydrants, fire smoke curtains) clear of any item(s) that would impede access and egress.
- Ensure items are stored at least 90cm below the ceiling height to ensure sprinklers have enough gap to work effectively to put out fires.
- Ensure 1-metre clearance around switch-boards and servers.
- Only recharge electronic devices in an area clear of any combustible items and do not recharge after hours in areas where there are no sprinklers.
- Ensure all portable electrical devices have current test and tag labels.
- Practice good housekeeping – do not accumulate rubbish or other waste.
- Equipment for cooking and heating food (eg, toasters, sandwich makers, microwaves, etc) may not be installed in the international or domestic terminal buildings in areas that have not been approved by Auckland Airport for cooking and heating food. Workers need to be aware that toasters and microwaves have caused terminal evacuations on a number of occasions previously.
- Ensure current Dangerous Goods Regulations are followed, including storage requirements for flammable liquids and incompatible substances.
- If you see or smell smoke or fire report it immediately – either call Operations on 0800 OPS AIA (0800 677 242) ext 9; phone 98777 on an internal phone; or activate a manual call point.
- In an evacuation, promptly move to the nearest place of safety or fire exit and follow the instructions of the Fire Warden for the area.

2.12.3 All workers must complete Auckland Airport's e-learning course on general fire safety awareness.

2.12.4 Auckland Airport's Fire Warden e-learning course must be completed (and refreshed according to official Fire & Emergency NZ requirements) by:

- All workers holding a supervisory role in the ITB, DTB or forecourts;
- All workers primarily based in an area of the terminals for which the organisation they work for has a responsibility under the Evacuation Scheme to act as Fire and/or Zone Wardens.

2.12.5 All workers based in the Airfield Airside Areas must complete Auckland Airport's e-learning Ramp Fire Safety Awareness course.

2.13 EMERGENCIES

- 2.13.1 Auckland Airport's Aerodrome Emergency Plan (AEP) sets out how Auckland Airport responds to emergencies, including aircraft events, natural hazards and emergencies relating to core utilities (power, water, sewerage, communications, gas, fuel etc.). Any worker likely to have a role in an emergency needs to familiarise themselves with the AEP prior to attending an event. Copies are available from the Manager Emergency Planning and Business Continuity.
- 2.13.2 The Auckland Airport Emergency Operations Centre (EOC) is the command, coordination and communication centre for any airport emergency or incident. When EOC is open all relevant agencies must endeavour to either send a representative to the EOC or phone into the EOC (on 09 929 1816, passcode 307 367 2897) to collect and share information on the incident. Workers likely to attend EOC representing their organisation must familiarise themselves with the EOC and its processes. The Airport Landside Operations team carry out training for use of the Emergency Operations Centre.
- 2.13.3 When EOC is open all workers must follow any instructions issued by EOC. Workers must not take any action or recommence any operations halted by EOC without authorisation from EOC (eg an evacuated area may not be re-entered until authorisation is provided by EOC).
- 2.13.4 Auckland Airport is required to undertake regular emergency exercises under Civil Aviation Rules, the Civil Defence and Emergency Management Act, Safety and Health at Work Regulations and health requirements specified by the Ministry of Health. The overall aim of such exercises is to ensure that a high state of preparedness for an emergency exists and that all workers with duties and responsibilities under the AEP are familiar with their assignments. Any worker likely to have duties and responsibilities under the AEP must participate in those emergency exercises that relate to their role.
- 2.13.5 Auckland Airport has prepared an online reconciliation training module. Airlines run quarterly supplementary paper-based training. All workers likely to be involved in a reconciliation role in an emergency must complete this online training module and attend a paper-based training session. Access to this module can be obtained from the Manager Emergency Planning and Business Continuity.
- 2.13.6 No person is to make unauthorized press/news releases when EOC is open (ie, no information or communication is to be released without the approval of the Auckland Airport Communications Team).
- 2.13.7 No person can distribute any images from EOC or footage, stills, or recordings taken from or of the Auckland Airport CCTV system during an EOC event.

2.14 PERMIT TO WORK SYSTEM

2.14.1 A Permit to Work is required for:

- any medium-risk, or greater, works anywhere on the Airport; and
- any works in the terminals that could impact guests.

2.14.2 Any worker undertaking works requiring a Permit to Work must obtain and carry a signed Permit to Work from the Permit to Work office and all other appropriate pre-approvals and paperwork identifying scope of work, risks and mitigations, prior to commencing any work airside. The Permit to Work Manual and forms can be accessed at [Permit to Work System | Auckland Airport](#). The Permit to Work office can be contacted by email Permit.Office@aucklandairport.co.nz

2.14.3 Contractors and other maintenance organisations undertaking works in the Aeronautical Zone must comply with all relevant requirements set out in these Rules and in the PTW Manual. In particular, persons undertaking construction or maintenance work must ensure that they comply with all security requirements in relation to the site and control of tools. Refer section 3.5 of these Rules for more detail around works airside and section 4 for works in sterile areas.

2.14.4 All workers must wear approved personal protective equipment required for the rules of the area they are working in.

2.14.5 All workers must comply with current and standard health and safety requirements, for example, any person working 1m or higher off the ground must wear a safety harness or be protected by a guard rail.

2.14.6 Workers must ensure that work areas are appropriately segregated from the public, reflecting the type, risk and duration of the works.

2.14.7 Workers must leave the work area in a safe and tidy condition that will not create a hazard (including to aircraft) or impede safety.

2.14.8 Workers must leave the work area when required to do so by an Airport Official or Border Agency Official, for example, in an emergency situation, if the terminal needs rescreening or in poor weather conditions (eg, dangerous winds).

2.15 MAINTAINING CLEAR ZONE AROUND THE AIRSIDE/LANDSIDE SECURITY FENCE

In order to prevent anyone accessing airside, nothing must be stored or placed against either side of or within 1.5 metres of either side of the airside security fence. Workers must report any item noticed that is within 1.5 metres of either side of the airside security fence as soon as they become aware it by phone or radio to Monitoring at Auckland Airport Operations Centre on 09 2568817.

2.16 CCTV SYSTEM

- 2.16.1 Auckland Airport owns and operates a CCTV System for the purpose of monitoring activities in and around Auckland Airport, including to ensure appropriate health and safety, security, biosecurity and Customs and immigration/emigration measures are met, to deter/detect any criminal or anti-social behaviour and uphold the law, and to monitor and manage pedestrian and vehicular traffic in and around Auckland Airport.
- 2.16.2 The CCTV System is a key component to facilitating a safe and secure environment for passengers, employees and other users of Auckland Airport, and is part of the obligations on the Airport as a security designated aerodrome under Part 139 of the CAR and its obligations as a POFA and a licensee as a Customs Controlled Area.
- 2.16.3 Images of workers will be recorded by the CCTV System as workers go about their duties on the Airport or access the Aeronautical Zone.
- 2.16.4 Information from the CCTV system is continuously monitored and used by Airport officials and Border Agency officials.
- 2.16.5 Disclosure of information from the CCTV system to other third parties shall only be made if it is in accordance with the purpose of the CCTV system, is required for a health and safety or employment investigation, it is necessary for court or tribunal proceedings or to enable a public sector agency to uphold the law.
- 2.16.6 Access to and disclosure of personal information captured and recorded on CCTV will be restricted and carefully controlled to ensure the privacy rights of individuals are maintained.
- 2.16.7 Workers with access to the CCTV system must only use the CCTV system and information generated by it for the purpose of the CCTV system, and must not disclose any information, image or recording from the CCTV system without the permission of the Security Operations and Systems Manager.

SECTION 3 - RULES APPLYING TO “AIRSIDE AREA”

3.1 SCOPE & APPLICATION OF THIS SECTION

- 3.1.1 As defined in the Abbreviations & Definitions Section, the “Airside Area” means those parts of the Airport comprising the Airfield Airside Area and Terminal Airside Area.
- 3.1.2 The rules and provisions set out in Sections 1, 2 and this Section of these Airport Workers’ Rules apply to all workers in any part of the Airside Area, and the Rules in Section 4 and 5 (which relate to sub-areas of the Airside Area) include the rules and provisions in Sections 1, 2 and this Section of these Airport Workers’ Rules.

3.2 AIRSIDE AREA GENERALLY

- 3.2.1 The Airside environment is a unique one. It contains many inherent dangers, especially in and around the active areas of the Aerodrome. There are also specific regulatory controls relating to aviation, security, biosecurity, border health, customs and immigration.
- 3.2.2 To minimise and mitigate the potential dangers, and ensure the Airport and organisations operating at it comply with all relevant regulatory requirements, all workers operating airside must be familiar with, and adhere to, the provisions of these Rules and the Airside Driving & Vehicle Permit Rules, which are designed to assist in providing a safe and secure environment for all workers and for undertaking aerodrome operations.

3.3 PERSONAL BEHAVIOUR AIRSIDE

- 3.3.1 Smoking or vaping is not permitted anywhere in an Airside Area, with the exception of the designated smokers’ deck in the ITB.
- 3.3.2 In addition to the general behaviours listed in section 2.3 for which there is zero tolerance, the following behaviours undertaken in any Airside Area will likely result in a worker’s airside access being revoked:
- Smoking / Vaping anywhere in the Airside Area, other than in the designated smoker’s deck in the ITB.
 - Wilful disregard of the Airside Driving & Vehicle Permit Rules, Airport Biosecurity Rules or Airport Workers’ Rules.
 - Refusal to undergo screening by Avsec as part of Non-passenger screening.
 - Refusal to accept an Airport Breach Notice for a breach of these Rules or an Airside Infringement Notice for a driving offence.

3.4 RECORDING IMAGES AIRSIDE

- 3.4.1 Except for Auckland Airport employees or Border Agency Officials performing their core duties, workers are strictly prohibited from taking photos airside with any type of camera including a mobile device unless for work purposes such as reporting items needing repair, monitoring performance and completion of tasks or recording non-compliant activities.
- 3.4.2 Any images recorded without authorisation must be deleted upon request by Auckland Airport. Workers must not upload to the internet or share via social media platforms any images taken without consent.
- 3.4.3 To gain approval to film airside for a legitimate purpose, the correct process and approvals must be applied for through Auckland Airport. If the filming is for any commercial purpose, there is an application process on the Auckland Airport website. If the filming is for news and media, permissions are required from the Auckland Airport Communications Team.

3.5 WORKS IN AIRSIDE AREAS

3.5.1 Additional Requirements

- 3.5.1.1 In addition to the general construction and Permit to Work requirements on Airport set out in paragraph 2.14 above, the following specific requirements apply to works in Airside Areas.
- 3.5.1.2 All work in an Airside Area must have the prior approval of Auckland Airport.
- 3.5.1.3 Works in the Airfield Airside Areas also require approval of the Airfield Projects and Works Manager or 255-9004.
- 3.5.1.4 Construction contractors must complete an approved site safety course before entering any work area in an Airfield Airside Area.
- 3.5.1.5 Workers must leave the work area immediately if required to do so by an Airport Official or Border Agency Official, for example, in an emergency, if the terminal needs rescreening or in poor weather conditions (eg, dangerous winds).
- 3.5.1.6 All workers undertaking works in Airfield Airside Areas must cease working whenever Low Visibility Operations are initiated, and they may be requested by Auckland Airport to leave the Airfield Airside Area.
- 3.5.1.7 No person or equipment is to work in the RESA or in restricted work areas adjacent to the runway as specified in paragraphs 4.18 and 4.19 of the Airside Driving & Vehicle Permit Rules while the main runway is in use except with an ATC clearance, which will only be provided between aircraft movements.

3.5.2 Tools of Trade Relating to Work in Airside Areas

- 3.5.2.1 Only tools of trade required for the purposes of the work being undertaken may be taken Airside.
- 3.5.2.2 All tools of trade taken into Airside Areas after 1 October 2020 must be labelled with the organisation's name or otherwise be clearly identifiable.
- 3.5.2.3 An organisation may elect to use a proprietary naming system (eg, sector dna), however this must be registered with Auckland Airport's Airport Operations Safety and Security Manager, and Auckland Airport must be provided with the tools and/or authority to be able to use or access this system to identify the owner of the item.
- 3.5.2.4 Any toolbox or bag taken into Airside Areas must be labelled with the organisation's name and contact details. If the toolbox or bag belongs to a dedicated worker, then the individual worker's name and contact details must also be included.
- 3.5.2.5 Workers must not leave tools unattended airside.

3.5.3 Workers Using Temporary Airside Identity Cards

- 3.5.3.1 If construction contractors or workers are on site with a temporary Identity card under the escort of a permanent Airport Identity Card holder, then the contractors or workers with temporary Airport Identity cards must remain within the confines of the agreed and identified worksite area at all times under the supervision of a person holding a permanent Airport Identity Card.
- 3.5.3.2 The contracted company must ensure a representative (holding a permanent Airport Identity Card) is competent and available to escort construction contractors or workers with temporary identity cards when transiting outside the worksite. There must be at least one person holding a permanent Airport Identity Card for every five construction contractors or workers with temporary identity cards requiring escort when transiting outside the worksite.
- 3.5.3.3 Workers on temporary Airside Identity Cards are exempt from the requirement to label any tools which they personally own, or which the organisation they work for owns if that organisation does not regularly undertake work airside at the Airport. However, the person escorting the worker on the temporary Airside Identity Card is responsible for ensuring that all tools are removed from the work area or securely stored at the conclusion of the work (or when the work site is left unattended). For the avoidance of doubt, the requirement to have a list of tools when entering a sterile area as set out in clause 4.3.2 applies to Workers on temporary Airside Identity Cards.

3.6 POWER TO SEARCH

- 3.6.1 It is a condition of entry to Airside Areas that workers agree to submit to a request from an Auckland Airport employee in the security team (or other appointed person in a security role with authority from Auckland Airport) to have their person, any items they are carrying and any vehicle that they are in searched for the purpose of airport safety and security. Such requests may be made at the point of entry into an Airside area, when the worker is Airside or upon exiting Airside.

- 3.6.2 Any person or vehicle that a worker is escorting is also liable to a request to be searched.
- 3.6.3 Searches by Auckland Airport security employees (or other person appointed under this clause) of persons, or items being carried, will be carried out using a combination of hand held metal detectors used to wand or scan a person, together with visual inspection of the contents of a person's bag, pockets or other items on their person if placed by the person on a trolley or other surface for visual inspection (or visual inspection on their person if a person chooses to remove/lift/open their outer garment to display the item).
- 3.6.4 Persons carrying out these searches must be trained in the use of hand-held detectors.
- 3.6.5 Failure to comply with any such request may result in removal from an Airside area and immediate revocation of an access card or access rights at Auckland Airport's sole discretion.
- 3.6.6 Workers consent to Auckland Airport disclosing the results of any such searches where required to ensure that Auckland Airport meets its legal obligations and its legitimate business, safety and security needs.

3.7 AVIATION SECURITY

- 3.7.1 Auckland Airport is a Security Designated Aerodrome. The Director of Civil Aviation has declared security areas and security enhanced areas at the Airport under s 84 of the Civil Aviation Act 1990. The current plans declaring security areas and security enhanced areas are attached as part of the definition of these terms in the Abbreviations & Definitions section of the Preliminary Pages of these Airport Workers' Rules and can also be found in higher resolution at <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>. Security Area and Security Enhanced Area signs are affixed to the perimeter of these areas and any access points through the perimeter.
- 3.7.2 Security is everyone's responsibility. Continuous vigilance and awareness are required on the part of all workers. Suspicious behaviour or unattended packages must be reported to Monitoring at Auckland Airport Operations Centre on 256 8817 or 98817. If a worker notices suspicious behaviour or a person attempting to gain access airside then, if it is safe to do so, the person should be asked to identify themselves and show their Airport Identity Card. If the worker has any concerns over their safety or for any reason was unable to verify the person's legitimacy, Monitoring must be contacted.
- 3.7.3 Avsec undertakes continuous non-passenger screening in Enhanced Security Areas. The instructions of Avsec Officers must always be followed and workers must comply with security screening measures applied including, but not limited to, screening by metal detectors, pat-down searches, trace detection swabbing and vehicle searches. If an Avsec Officer requests any worker, or vehicle the worker is travelling in, to stop for non-passenger screening, the worker must comply as soon as it is safe to do so.

- 3.7.4 In order to prevent anyone accessing airside, nothing must be stored or placed against either side of or within 1.5 metres of either side of the airside security fence.

3.8 AUTHORITY TO ACCESS AIRSIDE AREAS

- 3.8.1 Workers must not enter an Airside Area unless they are required to do so in the course of their legitimate and approved airside work duties and are in possession of a valid CAA Airport Identity Card visibly displayed above the waist on the front of their outer garments and an Auckland Airport CEM Access Card.
- 3.8.2 Workers must present their CAA Airport Identity Card to any Auckland Airport Official or Border Agency Official if requested. Workers must explain their purpose for being airside if requested by any Auckland Airport Official or Border Agency Official.
- 3.8.3 The authority of workers to be in Airside Areas is limited to the times and areas workers need to access in order to carry out the duties related to their role. Workers cannot enter or remain in an Airside Area when not required to be there for the purposes of the worker's role.
- 3.8.4 A worker's Airside Area access rights expire on the earlier of the expiry date of the worker's CAA Airport Identity Card or 18 months after providing proof of successful completion of training required under para 1.5.3 of these Rules.
- 3.8.5 if the CAA Airport Identity Card and/or Auckland Airport CEM Access Card is lost or stolen this must be reported IMMEDIATELY to the Auckland Airport Monitoring – 256 8817 or 98817, otherwise unlawful use of the Card may take place.
- 3.8.6 Workers must return their Auckland Airport CEM Access Card immediately to Auckland Airport if they cease to be employed by the organisation which sponsored them to obtain their CAA Airport Identity Card or if they no longer need to access Airside Areas for the purpose of their duties.
- 3.8.7 Workers must not allow any other person to use their CAA Airport Identity Card and/or Auckland Airport CEM Access Card. Using someone else's CAA Airport Identity Card and/or Auckland Airport CEM Access Card is not permitted and can be detected.
- 3.8.8 Workers must not use their CAA Airport Identity Card and/or Auckland Airport CEM Access Card to farewell, meet, or escort friends, family members, work colleagues or other acquaintances airside.

3.9 PROCESS TO ACCESS AIRSIDE AREAS

- 3.9.1 Workers must present their access card to the access card reader at every controlled door and gate. If a controlled door does not open it must not be forced. Auckland Airport Monitoring should be contacted on 256 8817. Break-glass controls should only be used either at the direction of Auckland Airport Monitoring or security, or in an emergency.

- 3.9.2 Workers must ensure that they close and secure security gates and doors behind them. If a door or gate has an auto-closing mechanism, workers must check to ensure that the door or gate has securely closed and locked. This includes pedestrian doors and gates as well as vehicle entrances. Responsibility for securing and closing doors rests with the person who opens the door. Every time a Card is used at a controlled entry point the Card holder's name is automatically recorded along with the time and date. Doors/gates left insecure will show the last person to use an Access Card on that particular entry point and they will be held responsible.
- 3.9.3 Cardholders must not use their own Card to swipe any other person through any access point.
- 3.9.4 Tailgating is not allowed. A worker must not allow another person to enter or exit through an access-controlled gate or door with them unless the other person swipes their own Access Card or they are escorting a person who holds a valid CAA Temporary Airport Identity Card. Workers must ensure that it is not possible for any person to 'tailgate' behind them through a security gate or door. This includes pedestrian doors and gates as well as vehicle entrances.
- 3.9.5 If a worker with a current CAA Airport Identity Card needs, for the purpose of their role, to access an area for which they do not have access granted on an Auckland Airport CEM Access Card, then they must be escorted by a worker who has access to this area. In this situation the escorting worker must remain with, and is responsible for, the escorted worker at all times, and must ensure that the escorted worker is escorted back to areas they have access rights to as soon as the purpose of their being in the area they do not have access to has been completed.
- 3.9.6 Note that if a worker with a current CAA Airport Identity Card has forgotten to bring their card to work, a temporary "Escort not Required" pass can be obtained from Avsec.

3.10 ESCORTING VISITORS AIRSIDE

- 3.10.1 Visitors who do not hold an Airport Identity Card but who legitimately require access to an Airside Area must hold either:
- a CAA Temporary Airport Identity Card obtained in advance via the Aviation Security Airport Identity website, sponsored by a permanent CAA Airport Identity Card holder who takes responsibility for escorting and supervising the visitor; or
 - a visitor's pass issued by an organisation the CAA has specifically authorised to issue visitors passes, in which case the visitor must also be accompanied by a permanent CAA Airport Identity Card holder who takes responsibility for escorting and supervising the visitor.

- 3.10.2 Workers escorting any visitor airside must provide a security, biosecurity and health and safety briefing covering, at a minimum, the following matters:
- a. You must remain with your escort at all times.
 - b. You must display your CAA Temporary Airport Identity Card visibly on your upper body.
 - c. You must go through Avsec security screening before accessing any sterile areas. You will be subject to the same security screening requirements as passengers – including those relating to sharps and the amount of liquids, gels and aerosols in anything you carry.
 - d. You must follow the instructions of any Airport Official or any Border Agency Official – this includes any requests for searches or screening – in relation to security, Customs and biosecurity matters.
 - e. You must not let a person through a security door/gate or allow a person to tailgate through a security door/gate after you.
 - f. If you see any person you know travelling, you must not interact with them.
 - g. If you notice any unattended items or anything suspicious from a security or biosecurity perspective, inform your escort.
 - h. Any health and safety rules and requirements in the area being visited, including any required PPE.
 - i. If you become separated from your escort, remain where you are and phone Auckland Airport Operations Centre on 256 8817 to request assistance.
 - j. If you are taking any tools airside you must ensure that these are always accounted for and are not left airside. If you are taking any high-risk tools of trade into the sterile areas in the terminal, you must also have a list of all these high-risk tools of trade and check that all tools are present and accounted for before you return landside.
 - k. You must not take any food back landside from airside for biosecurity reasons.
 - l. You are not permitted to purchase any tax or duty-free items other than food or non-alcoholic drink to be consumed ONLY while airside.
- 3.10.3 Workers escorting any Visitor must ensure that at all times the person they are escorting remains with them, obeys their instructions, and that they explain the hazards and risks relating to any area which they are taking the visitor to. If the person under escort refuses to remain with the escort, the escort must immediately report this to Monitoring at Auckland Airport Operations Centre on 256 8817.

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- 3.10.4 The maximum number of visitors any worker may escort at any one time is five (5), with the exception of:
- a. Emergency workers being taken for familiarisation tours;
 - b. New permanent employees of Auckland Airport, border agencies, airlines or ground handlers being taken on induction tours or training;
 - c. Visitors remaining in a vehicle at all times while airside;
 - d. Visitors undertaking work in a confined work area segregated from passengers (once they reach their work area);
 - e. Organised events approved in writing by the CAA; or
 - f. Other situations where approval is provided in advance by the SkyGate Security Manager.
- 3.10.5 Any person under escort must:
- a. remain with their escort at all times.
 - b. display their CAA Temporary Airport Identity Card on their upper body.
 - c. carry with them their proof of identity used to obtain the Temporary Airport Identity Card and present this if requested by an Airport or Border Agency Official.
- 3.10.6 Any person under escort is also subject to the power to be searched set out in paras 3.6 & 5.12 of these Rules.
- 3.10.7 Workers must not bring any person into an Airside Area unless that person is authorised to be there and has a valid reason to be airside.
- 3.10.8 Workers must not remove a person from an Airside Area or allow a person to leave an Airside Area unless that person is authorised to leave. If a person not authorised to be in an Airside Area is noticed or found, this must be immediately reported to Monitoring at Auckland Airport Operations Centre on 256 8817.

3.11 ANIMALS AIRSIDE

- 3.11.1 The only animals permitted to enter Airside Areas are:
- a. Animals travelling on aircraft;
 - b. A trained service animal (as defined in US DOT 382) that is travelling in the aircraft cabin;
 - c. Trained working dogs used by Customs, Avsec, MPI, NZ Police, DOC or a security provider licenced by Auckland Airport, which are being used in the course of duty by qualified handlers; or
 - d. Trainee working dogs being trained by a qualified dog trainer on behalf of Customs, Avsec, MPI, NZ Police or a security provider licenced by Auckland Airport where there is a signed agreement between the organisation and Auckland Airport for such training to occur, such agreement to specify the additional controls put in place to ensure the safety of the trainee dog.
- 3.11.2 For the avoidance of doubt, workers must not bring their pets into the Aeronautical Zone, even if kept in vehicles.
- 3.11.3 All animals in the Airfield Airside Area travelling on aircraft, other than trained service animals, must be in a secure container or cage that meets the standards contained in 'IATA Container Requirements for Pet Animals, Farm Livestock and Farmed Deer' or current equivalent and as adjusted by any variations or exceptions lodged by the NZ Government. This rule does not apply to animals intended to be transported as cargo while they are airside within a secure closed livestock compound which has a current certificate from MPI to operate as a transitional facility licensed to handle live animals.
- 3.11.4 Any person responsible for an animal airside must ensure that it is controlled at all times.
- 3.11.5 If an animal becomes loose, or is noticed loose, in any airside area (or in any landside area in the vicinity of any airside gates), this must be immediately reported to Auckland Airport Operations Centre on 256 8817.

3.12 CUSTOMS CONTROLLED AREAS

3.12.1 Auckland international Airport Ltd has been granted a Customs Controlled Area Licence pursuant to s59 of the Customs and Excise Act 2018 for the purposes of:

- Disembarking, embarking and processing of persons arriving in or departing from New Zealand;
- Processing of craft arriving in, or departing from, New Zealand;
- The loading or unloading of goods onto or from craft arriving in, or departing from, New Zealand.

3.12.2 All workers entering or undertaking work in any Customs Controlled Areas must comply with the provisions of the Customs and Excise Act 2018 and the Customs and Excise Regulations 1996. There is a high level of trust that is bestowed upon workers having access to Customs Controlled Areas and there is no tolerance of any activity that is illegal or which flouts or abuses the rules or their position or access.

3.12.3 Only workers with legitimate cause for the purposes of their employment may enter Customs Controlled Areas. In particular, workers who do not have any legitimate reason to be in the processing areas used by Customs to risk assess and process arriving passengers and crew, cannot pass through these areas simply as a convenient exit route.

3.12.4 Workers must follow the directions of Customs and Immigration Officers, particularly when within the Immigration Hall and the Baggage Reclaim Hall. This includes requests by Customs and Immigration Officers for workers to leave or not enter any part of the Customs Controlled Area. If stopped by a Customs Officer and dog, workers must allow the dog to sniff their bag and Customs Officers to inspect the contents.

3.12.5 Workers must not purchase any duty-free goods (unless they are crew or a traveller with a valid boarding pass) other than food or drink to be consumed only while airside. Note that workers may not go airside purely to purchase food or drink – they must already be airside for the purposes of their work-related duties.

3.12.6 Workers cannot take any duty-free goods purchased by any other person out of Airside Areas. Workers cannot consume or otherwise use any duty-free goods purchased by any other person within Airside Areas (other than food or non-alcoholic drink).

3.12.7 Workers must not take any passenger's or crew member's bag or belongings out of the Customs Controlled Area without clearance from Customs and in the case of arriving bags or belongings, MPI.

3.12.8 Workers must not have any imported prohibited goods in their possession, undertake any action in relation to imported prohibited goods, or remove any imported prohibited goods from the Customs Controlled Area. If workers become aware of, or suspect, the presence of any imported prohibited goods, whether in the possession of a passenger, airline crew member, another

worker, in baggage or cargo or otherwise just present in the Customs Controlled Area, they must report this immediately to Customs.

- 3.12.9 Workers must not allow any person unauthorised entry to or egress from Customs Controlled Areas. Workers must immediately report to the Auckland Airport Incident Control Room on (09) 256-8777 or extn 98777 any instance of a person attempting to enter or exit Customs Controlled Areas other than via authorised routes, or if any worker has a request made of them by another to be allowed an unauthorised entry to or exit from Customs Controlled Areas.
- 3.12.10 Filming or photography within the Customs Controlled Area may only occur with the consent of Customs. Workers must not take any photos of or share information relating to Customs work processes, layout or organisation, or of Customs staff or dogs, without the consent of Customs.
- 3.12.11 Only workers employed or contracted by organisations holding a 'permit to unload goods' issued by Customs can unload goods from an aircraft.

3.13 BIOSECURITY

- 3.13.1 Auckland Airport is approved as a Place of First Arrival ("POFA") for arriving international aircraft under the Biosecurity Act 1993. MPI specifies the standards and requirements which a POFA must adhere to. Airside workers and drivers of vehicles also need to follow these MPI requirements.
- 3.13.2 All workers must follow Auckland Airport's Biosecurity Rules available at Auckland Airport's corporate website for airlines ([url below](https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads)) and in its on-line supplier portal for all service providers.
- <https://corporate.aucklandairport.co.nz/aeronautical-operations/downloads>
- 3.13.3 Key requirements from these rules affecting workers airside include the following:
- a. No uncleared baggage or other arriving items can be removed from any of the Biosecurity Controlled Areas without clearance from MPI.
 - b. No food can be removed from aircraft and taken landside unless it is going to an approved waste disposal facility. Such food needs to be collected by airline caterers.
 - c. No food which was brought airside from landside (eg, lunch) can be taken back landside. It either needs to be consumed airside or disposed of in FOD/biosecurity bins before exiting airside. Food purchased airside must only be consumed airside and cannot be taken landside.
 - d. Any general rubbish from aircraft and biosecurity risk items (eg, food, plant material, animal products) are not permitted to be left unattended in airbridges, on airbridge stairs or AviRamps, around aircraft or anywhere airside. It must be securely contained and taken straight to the Transitional Waste Facility ("Honeypot") or direct to Interwaste, in an MPI-approved vehicle and in accordance with the regulatory requirements and processes relevant to the organisation the worker is performing the service for.

- e. Cargo containing biosecurity risk items must be transported in pest-proof packaging (eg, closed ULDs or securely wrapped on all six sides).
 - f. If a worker notices a pest (eg, cat, dog, Giant African Snail, insects coming from a ULD, water containing mosquito larvae, etc) then they should inform AOT (09 256 8990) or On-duty MPI Chief Quarantine Officer (09 909 8613) or MPI Duty Manager (09 9098615).
 - g. Sharps and bio-hazardous waste from aircraft must be placed into specific bio-hazardous bins provided by the airline or ground handler.
- 3.13.4 Only workers with legitimate cause for the purposes of their employment may enter Biosecurity Controlled Areas. In particular, workers who do not have any legitimate reason to be in the processing areas used by MPI to risk assess and process arriving passengers and airline crew and their baggage, cannot pass through these areas simply as a convenient exit route.
- 3.13.5 Workers must follow the directions of MPI Officers, particularly when within a Biosecurity Controlled Area such as the Ground Floor Arrivals Hall. This includes requests by MPI Officers for workers to leave or not enter a Biosecurity Controlled Area. Workers must not transport food through any areas of the Arrivals Hall in which MPI dogs are working. If a worker can only access their working area by passing through the Arrivals Hall, then if carrying their lunch, the entrance at the western-most end of the Arrivals Hall must be used. If stopped by an MPI Officer and dog, workers must allow the dog to sniff their bag and MPI Officers to inspect the contents.
- 3.13.6 Workers must not allow any person unauthorised entry to or egress from Biosecurity Controlled Areas. Workers must immediately report to the Auckland Airport Incident Control Room on (09) 256-8777 or extn 98777 any instance of a person attempting to enter or exit Biosecurity Controlled Areas other than via authorised routes, or if any worker has a request made of them by another to be allowed an unauthorised entry to or exit from Biosecurity Controlled Areas.
- 3.13.7 In addition to workers receiving Airport Breach Notices, an operator that has breached the aircraft waste disposal rules or any part of the Auckland Airport Biosecurity Rules will receive a Compliance Notice in order to track performance, which may also have a direct impact on their airside access and approvals to operate airside. If any aircraft waste is left anywhere airside, the airline will be invoiced the cost of collecting, interrogating, removing and processing this waste. This includes all common areas airside and airside leased areas.

SECTION 4 - RULES APPLYING TO “TERMINAL AIRSIDE AREAS”

4.1 SCOPE & APPLICATION OF THIS SECTION

- 4.1.1 As defined in the Abbreviations & Definitions Section, “Terminal Airside Areas” means those parts of the International Terminal Building and the Domestic Terminal Building:
- (a) Declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990 (see the definition of the term “Sterile Areas” in the Abbreviations & Definitions section of the Preliminary Pages of these Airport Workers’ Rules); or
 - (b) Within the Customs Controlled Areas licenced by Customs under s59 of the Customs Act 2019; or
 - (c) Forming a Biosecurity Controlled Area under the Biosecurity Act 1993.
- 4.1.2 The rules and provisions set out in Sections 1, 2, 3 and this Section of these Airport Workers’ Rules apply to all workers in any part of a Terminal Airside Area.

4.2 STERILE AREAS

4.2.1 Nature of a “Sterile Area”

- 4.2.1.1 Sterile Areas in the terminal must remain free of any person that has not been screened by Aviation Security, and any unauthorised items that could be used to unlawfully interfere with the safety of aviation. If the sterile nature of the Sterile Area is compromised, then all persons in that area will have to exit and be rescreened by Avsec, and Avsec will need to inspect the area to re-sterilise it. This can cause delays to the movement of aircraft and will inconvenience airport guests.
- 4.2.1.2 All workers entering Sterile Areas must understand the importance of not doing anything that would compromise the sterile nature of these spaces.

4.2.2 Entering Sterile Areas

- 4.2.2.1 Workers must not enter any part of the Airport that has been deemed “sterile” without clearance from AVSEC, New Zealand Customs, New Zealand Police or Auckland Airport.
- 4.2.2.2 On each occasion that workers need to enter Sterile Areas for the purposes of their role, workers must first pass through Avsec screening, and comply with security screening measures applied including, but not limited to, screening by metal detectors, AIT Body scanners, pat-down searches and trace detection swabbing. The instructions of Avsec Officers must always be followed.

- 4.2.2.3 Restricted and prohibited items as specified from time to time by Avsec and/or the CAA (refer <https://www.aviation.govt.nz/passenger-information/what-can-i-bring/>) may not be taken into the Sterile Area unless they are Tools of Trade necessary for the worker to undertake duties airside and the provisions of section 4.3 are complied with.
- 4.2.2.4 If a worker does not consent to be searched or screened by Avsec, then they will not be permitted to enter the Sterile Areas.
- 4.2.2.5 The only exemption to the requirement that workers must be screened by Avsec on each occasion the Sterile Area is entered, is for workers who have been granted an exemption under the Time Period Access Rules whereby, due to their role, they need to regularly move between security enhanced areas and the Sterile Area (eg, ground handlers assisting passengers boarding or taking gate bags to the aircraft hold or aircraft engineers driving the airbridge).
- 4.2.2.6 All goods, supplies and equipment entering the Sterile Area must be screened by Avsec. Retail goods must be accompanied by correctly completed Stock Transfer Forms. Goods and supplies which have not been screened by Avsec must not be taken into Sterile Areas. Good and supplies awaiting screening by Avsec may not be left unattended landside.
- 4.2.2.7 Workers must swipe their Access Card whenever moving through a door or gate with an access card reader.

4.2.3 Re-sterilising Sterile Areas

- 4.2.3.1 From time to time it may be necessary for portions of the terminal to be emptied and all persons in those areas to be rescreened, and for Avsec to inspect that area of the terminal to resterilise it.
- 4.2.3.2 The instructions of Airport Officials and Border Agency Officials must be complied with.
- 4.2.3.3 It is a breach of these Airport Workers' Rules if a worker refuses to or does not leave the sterile area to enable it to be resterilised or attempts to re-enter before permission to re-enter has been announced by the Airport Emergency Operations Centre.

4.2.4 Construction Work in Sterile Areas

- 4.2.4.1 Any construction area in a Sterile Area must be securely segregated from unauthorised access, with a lockable door, and robust walls as per applicable Auckland Airport design standards.
- 4.2.4.2 Construction areas in Sterile Areas must be securely enclosed and locked at all times.
- 4.2.4.3 If, in the sole opinion of Auckland Airport, a risk to aviation security is posed by the nature, type or systems of the construction site within a Sterile Area, then Auckland Airport, at its sole discretion, can require a security guard be employed to oversee the security of the construction site, at the cost of the organisation undertaking the construction work.

- 4.2.4.4 If high-risk tools of trade are intended to be left unattended in an enclosed construction area within the Sterile Area (eg after work has finished for the day or during lunch) then:
- The worker must ensure that the high-risk tools of trade are locked in a secure storage box or locker within the construction area;
 - There must be a complete and up to date list of such high-risk tools of trade held on site;
 - The worker must ensure that the construction area is securely locked so that passengers cannot access the work area or tools in it.

4.3 TOOLS OF TRADE

4.3.1 Tools of Trade Taken into Sterile Areas

Tools of trade can only be taken into Sterile Areas for the purposes of providing necessary and lawful services, undertaking repairs, maintenance or construction work. In such cases:

- The worker must only take such tools as are reasonably anticipated for the job/jobs the worker is entering the Sterile Area for or is likely to complete while in the Sterile Area;
- From 1 October 2020, all tools must be labelled with the organisation the worker works for or be clearly identifiable as to which organisation owns these;
- All tools must be carried in a closed container while in areas accessible to the travelling public.

4.3.2 High-risk Tools of Trade

4.3.2.1 If any tools of trade are required that could be used as a weapon or to commit an act of unlawful interference with the safety of aviation operations (hereafter termed a high-risk tool of trade), then:

- The worker must at all times carry with them a complete and up to date list of such high-risk tools of trade being taken into the Sterile Area. A sample list is available in Appendix 1 to these Rules.
- This list must be signed and dated by the worker undertaking the job/s prior to each entry of the Sterile Area certifying that the list is a complete list of all high-risk tools of trade taken into the Sterile Area.
- Lists may be held electronically, provided this can be accessed by the worker upon request by an Avsec Officer or Airport Official, and is able to be electronically signed and date stamped.
- This list must be presented to an Avsec Officer or Airport Official if requested, and the high-risk tools of trade presented to enable a comparison to be made, together with all other tools carried.
- When the job is complete, the worker must check and mark their list to ensure that all high-risk tools of trade are accounted for and are being returned landside (or taken to the next job).

- f. If any high-risk tool of trade is identified as missing the worker must immediately check the work site and surrounding area for the missing item, and if the item cannot be located, then this must be reported immediately by phone or radio to Monitoring at Auckland Airport Operations Centre on 09 256 8817.
- g. This list must be signed and dated by the worker undertaking the job/s prior to exit from the Sterile Area certifying that all high-risk tools of trade taken into the Sterile Area have been accounted for and are being removed from the Sterile Area. This can occur electronically provided it is able to be electronically signed and date stamped.
- h. The list must be retained for a period of one month and be provided for inspection if requested by an Avsec Officer or Airport Official.

4.3.2.2 Failure to comply with the high-risk tools of trade process outlined above is a security breach and will be liable for demerit points and/or suspension or permanent revocation of Airside access.

4.3.2.3 If Avsec or Auckland Airport considers that an organisation does not have a sound process for controlling high-risk tools of trade, then that organisation will be required to have their tools of trade and lists of high-risk tools of trade checked by Avsec, Auckland Airport or a security service provider (at that organisation's cost) every time that organisation enters or exits the Sterile Area.

4.3.2.4 The provisions in clause 4.3.2 only apply from 1 October 2020, with the exception of clause 4.3.2.1 (f) (the reporting of any missing high-risk tool of trade) which applies from the commencement of these Rules.

4.3.3 High-risk Tools of Trade in Tenancies

If, in the course of the goods or services that they provide, a tenant or licensee of space in the Sterile Area needs to permanently use any high-risk tools of trade or other items that could be used as a weapon or to commit an act of unlawful interference with the safety of aviation operations (eg knives and other sharp cooking equipment) then that tenant or licensee must:

- a. Prepare and maintain an up to date register of all such items and provide this to their Auckland Airport tenancy manager, Auckland Airport SkyGate Security Manager, and Avsec;
- b. Ensure all these items are labelled with their organisation's name;
- c. Organise the storage of these items when in use such that it will be readily apparent if any item is missing;
- d. Undertake daily checks that these items are all accounted for, and maintain records of such checks, and provide evidence of these to either an Auckland Airport Official or Avsec Official upon request; and
- e. Lock these items away when they are not in use.

4.3.4 High-risk Tools of Trade Required in an Emergency Situation

None of the restrictions or requirements contained in clause 4.3 apply to any high-risk tools of trade needing to be taken into sterile areas when responding to any medical or other emergency, such as a fire or gas leak or other major event causing serious property damage (eg water mains leak) or risk to security (eg telecommunications or fibre risk or responding to a terrorist or criminal activity).

4.4 PASSENGER MOBILITY VEHICLES

- 4.4.1 Passenger Mobility Vehicles may only be used by organisations which have developed 'rules of operation' for use of their Passenger Mobility Vehicles, which have been approved by the Head of Airport Operations or their nominee. Workers driving Passenger Mobility Vehicles must comply with their organisation's approved 'rules of operation'.
- 4.4.2 Passenger Mobility Vehicles used in the terminal may only be driven at a maximum of walking speed (5km per hour). Persons on foot (including Border Agency dogs) have the right of way at all times and must be treated with respect by the drivers of Passenger Mobility Vehicles.
- 4.4.3 Passenger Mobility Vehicles may only be parked and/or recharged in areas designated and approved by Auckland Airport for that purpose. Passenger Mobility Vehicles must be parked so that they do not block walkways, fire egress routes or access to emergency fire and life safety equipment. Parking must ensure that other Passenger Mobility Vehicles still have room to manoeuvre into designated parking and/or recharging areas.
- 4.4.4 Drivers of Passenger Mobility Vehicles must have:
- a. an AIC;
 - b. at least a restricted NZ drivers' licence;
 - c. received internal familiarization training from their employer; and
 - d. be aware of where fire system manual call points are located on their driving route.
- 4.4.5 If a Passenger Mobility Vehicle has not been fitted with a speed governor, then the driver must have a full NZ drivers' licence.
- 4.4.6 If a Passenger Mobility Vehicle requires repair, then ideally this should occur outside of the terminal. If this is not possible, then approval from Auckland Airport Operations is required for such repairs to occur, at a time and place designated by Auckland Airport. Appropriate carpet protection must be laid down.
- 4.4.7 Organisations operating Passenger Mobility Vehicles are liable for the cost of repairing any damage caused to the terminal walls or floors or other fixtures and fittings from the use or repair of these vehicles.

SECTION 5 - RULES APPLYING TO “AIRFIELD AIRSIDE AREAS”

5.1 SCOPE & APPLICATION OF THIS SECTION

- 5.1.1 As defined in the Abbreviations & Definitions Section, “Airfield Airside Area” means that part of the Airport used for the surface movement of aircraft, including (but not limited to) those areas used for takeoff, landing and taxiing of aircraft, and the apron area used for the purpose of loading and unloading of passengers and cargo and refuelling, parking and carrying out of maintenance of aircraft, and any area (including areas on the ground floor/undercroft of the terminals) used for the make-up, unloading or transportation of passenger baggage, being declared a “security area” by the Director of Civil Aviation pursuant to section 84(1) of the Civil Aviation Act 1990 (see the definition of the term “Sterile Areas” in the Abbreviations & Definitions section of the Preliminary Pages of these Airport Workers’ Rules). This includes any associated areas used for supporting activities such as offices and workshops adjacent to apron areas and any roads, vehicle or equipment parking areas, other sealed areas or grassed areas airside.
- 5.1.2 The rules and provisions set out in Sections 1, 2, 3 and this Section of these Airport Workers’ Rules apply to all workers in any part of an Airfield Airside Area.

5.2 AIRFIELD LIFE SAFETY EQUIPMENT

- 5.2.1 This Section must be read in conjunction with the general health and safety related rules applicable in the wider Aeronautical Zone, set out in Section 2 above.
- 5.2.2 In addition to the life safety equipment generally available in the Aeronautical Zone, in Airfield Airside Areas life safety equipment also includes emergency showers, eye wash stations and emergency fuel shut-off buttons.
- 5.2.3 Fuel shut-off valves are located on the International apron and must be shut off whenever there is fire on the apron (ie, buildings, vehicles, and aircraft) or a major fuel spill.
- 5.2.4 Workers must immediately notify Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1 if the fuel shut-off valve has been activated.

5.3 PERSONAL PROTECTIVE EQUIPMENT & SAFETY EQUIPMENT

5.3.1 While in an Airfield Airside Area all workers must wear the appropriate personal protective equipment (“PPE”) designated below:

- a) Approved reflective vests (NZ standard 4602);
- b) Safety approved footwear (NZ standard 2210);
- c) Have available suitable hearing protection available to wear if noisy (NZ standard 1270).



5.3.2 Workers transiting on the blue pedestrian footpaths are exempt from wearing a reflective vest and approved safety shoes. However, the foot must be enclosed in a shoe that does not allow toes or feet to be exposed, such as would occur with jandals, thongs, or sandals.

5.3.3 Pilots carrying out pre-flight inspections and workers assisting with passenger embarkation and disembarkation are required to wear hearing protection and reflective vests but are exempt from the safety footwear requirement, however it is required that they do wear enclosed footwear in accordance with the previous paragraph.

5.3.4 Airline ramp staff, ground handlers and other service providers who are actively servicing aircraft MUST wear reflective vests, safety footwear and hearing protection.

5.3.5 Passengers and crew are exempt from PPE compliance whilst under the supervision of airline workers for the purpose of embarking or disembarking an aircraft in the apron/manoeuvring area (subject to complying with clause 5.3.3 above).

5.3.6 Auckland Airport or stakeholder visitors, dignitaries and VIPs are required to wear reflective vests, unless only transiting on the blue pedestrian footpaths, and must have covered footwear when outside in airside areas (ie, they are exempt from wearing approved safety shoes).

5.3.7 Persons who exit and enter vehicles parked in designated parking areas for the purpose of entering adjacent buildings and walkways are not required to wear PPE. However enclosed footwear must be worn at all times in accordance with paragraph 5.3.2. Footwear exposing the feet or toes is not permitted.

5.3.8 Workers must not place any item or equipment in an area outside the designated placement areas without the express permission of Auckland Airport. Contact Airfield Operations Team on ext 98990/1 or 256 8990/1.

5.4 ELECTRONIC DEVICES IN AIRFIELD AIRSIDE AREAS

- 5.4.1 Use of a mobile phone, radio (RT) or any other electronic device within 3 meters of any refuelling tanker, refuelling equipment or aircraft fuel tank vent on ramp areas is strictly prohibited.
- 5.4.2 Workers must not use i-pods, e-cigarettes or other non-airport-related electronic devices while in an Airside Area outside of the terminals.
- 5.4.3 Use of cell phones or earphones is not advised while crossing any airside pedestrian walkway, for example the breezeway. Use extreme caution and monitor vehicles when crossing.

5.5 USE OF EQUIPMENT AIRSIDE

- 5.5.1 Workers operating equipment airside must do so safely in a manner reflective of safe operating practices, manufacturer's instructions and taking into account any other workers or operations in the vicinity.
- 5.5.2 No vehicle or equipment should be left unattended airside unless parked in a designated marked parking area.
- 5.5.3 Workers must only charge equipment in locations approved by Auckland Airport and on charging devices approved by Auckland Airport.
- 5.5.4 Workers must ensure that all Ground Service Equipment (GSE) is parked in designated areas. Without limiting the forgoing, GSE cannot be parked on aircraft stands, blocking aircraft stands, within 3 metres of the airside fence, blocking emergency egress routes, blocking any roadway or pedestrian access route or any other non-designated area.
- 5.5.5 Workers must only refuel, recharge, clean, grease, oil, repair or wash any GSE or other equipment in designated areas approved by Auckland Airport. Workers may not refuel, recharge, clean, grease, oil, repair or wash any GSE or other equipment in non-designated areas without prior approval from Auckland Airport, provided that if a vehicle or GSE has broken down repairs to make it safe to be transported can be undertaken in situ with notification to AOT.

5.6 BAGGAGE MAKE-UP AREAS

- 5.6.1 Workers working in the baggage make-up hall must have completed an induction provided by their airline and/or and ground handler which is employing or contracting them. This induction must include the operation of the laterals and baggage handling system so far as it relates to the role of the worker, emergency procedures, manual & kinetic handling procedures, and any other materials specified by Auckland Airport in writing from time to time.
- 5.6.2 Workers may only use the Baggage Hall for the purpose of accessing and operating at allocated make up and breakdown positions.

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- 5.6.3 The use of the Baggage Hall shall take appropriate consideration of the safety of other personnel and infrastructure in the Baggage Hall and in particular all users must obey all driving rules and vehicle control policies outlined in the Airside Drivers Rules. Traffic control measures must be adhered to.
- 5.6.4 Pedestrians needing to move through the baggage make-up hall to access other areas shall remain on the blue pedestrian walkway at all times, behind any safety barriers.
- 5.6.5 Parking of equipment within the baggage hall shall be restricted to allocated equipment parking bays. Parking of equipment at make up or breakdown positions is only permitted if the position is allocated to the airline operator or ground handling agent next allocated that position, provided that the equipment does not restrict access to other areas of the Baggage Hall.
- 5.6.6 Users must ensure that all tubs from laterals are placed in a safe and appropriate manner in the locations identified and agreed with Auckland Airport. This is necessary in order to ensure a safe working environment within the Baggage Hall.
- 5.6.7 Workers must abide by the allocations of outbound laterals determined by Auckland Airport or its baggage handling system contractor.
- 5.6.8 In a Baggage Handling System disruption or a Baggage Hall fault, workers should immediately contact the Airport Baggage Control Room on (+649) 256 8282 or ext. 98282 to report the fault. In the case of an emergency contact the Airport Incident Control Room.

5.7 AIRCRAFT STANDS

- 5.7.1 Auckland Airport has a clear stand policy. No vehicle or equipment should be left unattended on an aircraft stand unless it is associated with the imminent movement of an aircraft and parked in a designated marked parking area.
- 5.7.2 When an aircraft's anti-collision beacon is on, workers must keep well away from the front and rear of propellers and jet engines. Both propeller and jet engines can suck objects in from many metres away and the blast at the rear is of sufficient force to turn a car over.
- 5.7.3 Workers must be aware of the Circle of Safety around aircraft. The Circle of Safety (see below) defines areas around an aircraft and indicates the distance that certain processes must take place or within which restrictions are placed on certain activities. Workers must comply with these processes and restrictions.

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- 5.7.4 Except for vehicles actively engaged in servicing an aircraft on a stand, no other vehicle may be driven under any portion of any aircraft or within the aircraft's safety circle, to ensure the stand remains under the control of the airline/ground handler operating at the time.



5.8 COMMON USE ELECTRIC GSE RECHARGING AREAS

- 5.8.1 Workers charging electrical GSE Vehicles using the designated common charging facilities on the apron area (currently between international stands 17 and 18) must do so safely and in accordance with Auckland Airport Airside Driving & Vehicle Permit Rules and the Common User Safety Protocols. For the avoidance of doubt, the requirements listed in paragraphs 5.8.2 to 5.8.7 below are expanded upon in the Auckland Airport Airside Driving & Vehicle Permit Rules, and both this document and the Airside Driving & Vehicle Permit Rules apply to any use of the GSE recharging equipment and related designated areas.
- 5.8.2 All equipment, including charging units and electrical vehicles, must be operated in a safe manner at all times in compliance with both the electrical equipment and the charging equipment's operating manuals. Workers using the common electric vehicle charging facilities must be appropriately trained.
- 5.8.3 Only equipment that is compatible with the GSE charging stations can be charged. All equipment must adhere to current and future standards; AS2401.1.1-2005.
- 5.8.4 Only electrical vehicles may be parked in the designated areas for electrical vehicle charging. Workers may not park non-electrical vehicles in the designated electrical vehicle charging areas.
- 5.8.5 Vehicles must fit within the designated parking area and may not “overhang” onto common use apron space, roadways or the blue pedestrian walkway.
- 5.8.6 Workers must remove any vehicles that are fully charged promptly upon their reaching full charge.
- 5.8.7 Workers must notify AIAL Operations on 0800 OPS AIA (0800 677 242) ext 1 of any damage incurred to or faults in the operation of the common charging facilities when this occurs, or as soon as it is noticed.

5.9 INNER PIER ROAD, INTERNATIONAL & DOMESTIC APRONS

- 5.9.1 Extreme caution must be exercised when transiting near the Inner Pier Road at the International and Domestic Aprons. Workers and visitors must walk within the painted blue pedestrian footpath, unless wearing the correct PPE and engaged in work that requires them to be off the blue pedestrian footpath.



- 5.9.2 Workers must use the blue-marked pedestrian footpath when crossing the Inner Pier Road to an aircraft or airbridge. Stop, look and listen before crossing.
- 5.9.3 Workers must ensure that the area is clear of pedestrians before exiting an outward-opening door onto the Inner Pier Road.

5.10 SUPERVISION OF PASSENGERS IN AIRFIELD AIRSIDE AREAS

- 5.10.1 Airline workers must at all times fully supervise aircraft passengers who embark or disembark aircraft. Unless the passenger route is via an airbridge or a fully-enclosed walkway to the aircraft, passengers must be supervised at all times. Supervision is the responsibility of the airline operator, as they hold the duty of care and hold the conditions of carriage, however this responsibility is often carried out under the conditions of their agreement with the Ground Handler of that airline.
- 5.10.2 A fully-enclosed walkway is defined as a wall or fenced enclosure to a height of at least 1.2 metres above the ground. It must extend continuously from the terminal gate to the aircraft door during passenger movements on the apron.
- 5.10.3 Airlines or their contracted ground handlers are to provide their workers clear written instructions on passenger supervision. They must provide training to workers conducting the passenger supervision, including how to manage errant passenger behaviour. Evidence of training (in accordance with the company's SOPs) must be available to Auckland Airport for audit upon request.
- 5.10.4 Where there is no fully-enclosed walkway, the number of supervisors will depend on the route passengers must walk and activities taking place in the area. A constant line of sight to passengers by supervisors must be maintained at all times. Supervisors must be able to react immediately to any passengers wandering off route, or any other potential risk.
- 5.10.5 Cones, rails, ropes and flags do not provide an enclosed walkway. Passenger supervision must be applied. If part of the route is a fully-enclosed fence, then the passenger supervision requirements may be reduced.

Note: The passenger supervision requirements listed in the paragraphs above also apply to bus operations when passengers step onto the apron directly or from an AviRamp.

- 5.10.6 Airline workers must ensure that pedestrian walkway gates to regional aircraft stands remain closed and secured when unattended. Any workers discovering unattended gates found open must close them and report the matter to Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1.

5.11 SAFETY AROUND ROADS & AIRCRAFT

5.11.1 Pedestrians are restricted to the immediate vicinity of aircraft servicing areas and walkways, or other areas by agreement in the course of their role (eg, NZ Customs) and must be aware of potential dangers of operating around aircraft engines. Workers may only walk to areas if required for the legitimate purpose of their role. All pedestrians on foot should avoid cutting over traffic paths unless they have the attention of the driver and signal their intention to cross.



5.11.2 Workers should avoid crossing or walk through an operational area under the control of another party. If a worker needs to walk in an operational area under the control of another party approval by the person in control of the area is required.

5.11.3 Workers on foot must keep well clear of aircraft which are moving or about to move. One or more of the following may indicate an aircraft is about to move and you must give way at all times:

- Red or white anti collision beacon on.
- Tug attached to aircraft.
- Airbridge away from the aircraft.
- No service trucks at the aircraft.
- Wheel chocks are clear and the aircraft is “clean”.

5.11.4 Workers are not permitted to walk across taxi lanes to aircraft stands or roads.

5.11.5 Unless directly related to a work activity, workers are not permitted to walk alongside, across or in the middle of an airside perimeter road or manoeuvring area.

5.11.6 Before entering any active Movement Area (either in a vehicle or on foot), workers must contact the Auckland Airport Airfield Operations Team on frequency 123.0 MHz.

5.11.7 Before entering any part of the Manoeuvring Area (either in a vehicle or on foot), workers must contact the Airways Corporation Ground Movements Controller on frequency 121.9 MHz.

5.12 VEHICLES & DRIVING AIRSIDE

- 5.12.1 All workers operating a vehicle in the Airside Area must hold a current Airside Driving Permit applicable for the area the vehicle is intended to be operated in and comply with Auckland Airport's Airside Driving & Vehicle Permit Rules at all times.
- 5.12.2 All vehicles in the Airside Area must have a current Airside Vehicle Permit applicable for the area the vehicle is intended to be operated in and comply with Auckland Airport's Airside Driving & Vehicle Permit Rules at all times.
- 5.12.3 Personnel who do not hold a current Airside Driving Permit are not authorised to drive within the airside area.
- 5.12.4 The only exemption to paragraphs 5.11.1 to 5.11.3 are vehicles or drivers with a valid aeronautical purpose to be in the Airfield Airside Area and being escorted by a person and vehicle with valid airside driving and vehicle permits. Workers operating a vehicle under vehicle escort must comply with Auckland Airport's Airside Driving & Vehicle Permit Rules and these Airport Workers' Rules at all times.
- 5.12.5 The Airside Driving and Vehicle Permit Rules are designed to meet the requirements of Civil Aviation Rule Part 139.119,139.203(d)(12)(i), and other relevant legislation. Their purpose is to provide a safe and secure environment in which to undertake aerodrome operations.
- 5.12.6 The overriding requirements are that all airside vehicles must have certain equipment and characteristics, and that the drivers must:
- a. Always enter, drive and carry out work duties in the Airside Airfield Area in a safe and appropriate manner.
 - b. Ensure that driving and parking of vehicles and equipment do not impede aircraft operations or movement on aprons.
 - c. Be aware of the aviation environment and its inherent dangers.
- 5.12.7 There are specific rules regarding the process for entering and exiting the Airside Airfield Area, including consenting to reasonable worker and vehicle checks, contained in paragraphs 1.2 and 1.3 of the Airside Driving & Vehicle Permit Rules which must be strictly complied with. For the avoidance of doubt, the normal rules regarding the authority to access Airside Areas, the process to access Airside Areas and escorting visitors airside as set out in Section 3 of these Airport Workers' Rules apply at vehicle entrances to the Airfield Airside Area.
- 5.12.8 Auckland Airport maintains a "NO SEAT NO RIDE" policy in accordance with the Airside Driving & Vehicle Permit Rules. This includes workers who are passengers in vehicles.
- 5.12.9 All Airside Area workers who do not drive must be familiar with areas of common use parking for vehicles, EV charging bay areas, walkways, etc, to ensure compliance with safety protocols when working in the vicinity of any such areas.

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- 5.12.10 Extreme caution is to be applied when driving on the Inner Pier roads. Road rules, as stated in the Airside Driving and Vehicle Permit Rules, must be adhered to, including applicable speed limits for high-risk associated areas.


5.13 BICYCLES & SCOOTERS AIRSIDE

- 5.13.1 Workers with personal pushbikes or scooters must leave them in designated landside pushbike parking areas or inside the person's work premises.
- 5.13.2 Workers must not ride a personal pushbike or scooter in any Airside Area, but may walk them to and secure them within the person's work premises.
- 5.13.3 No pushbike or scooter is to be left outside in any Airside Area. Auckland Airport will not be liable for damage or loss occurring to any worker's personal pushbike or scooter at any place under Auckland Airport's control.
- 5.13.4 Organisations that operate airside are not permitted to operate pushbikes or scooters for their workers' use on any Airside Area, except for pushbikes on the Charlie 4 Apron area and no worker may ride any pushbike airside for any purpose, except on the Charlie 4 apron area.

5.14 APRON WARNING SIGNS

- 5.14.1 Warning signs are installed around aprons and airfield entry gates. These are LED signs with an amber flashing light operating when a warning is showing.
- 5.14.2 The warnings displayed on the signs will be one of the following:
- "Adverse Weather Approaching" - inclement weather is approaching the airfield.
 - "Low Visibility Operations" - we are in low visibility operations and the low visibility driving rules apply. All non-essential work on the Airfield Apron Area must cease.
 - "Wind Warning" - wind is greater than 35 kts; secure all loose equipment.
 - "Lightning Warning" - lightning is within 8km of the airfield – follow your company procedures.

5.15 LOW VISIBILITY OPERATIONS

- 5.15.1 Special rules are implemented during LVO to maximise safety under these conditions. While fog can occur at any time, the fog season at the Airport is generally between April and October inclusive. Even if the aprons are clear while the runways or taxiways are still shrouded in fog, the LVO procedures are rules are still applicable.
- 5.15.2 At the commencement of LVO, companies will be notified that LVO is in place via text message/emails/ or the Noggin incident management app. It is up to the relevant companies to advise their staff that LVO is in place. A general call will also be made on VHF 121.9 MHz Auckland Ground and VHF 123.0 MHz Auckland Apron communication channels to indicate the commencement of LVO. A series of signs indicating Low Visibility Procedures will be activated. These are spread throughout the airport and workers should make themselves familiar with the locations. Generally, these signs will be visible from the apron or when entering any controlled airside gate. Each of these signs will have an associated amber flashing light to make them more visible (see example at right).
- 
- 5.15.3 There are specific LVO rules and procedures in the Airside Driving & Vehicle Permit Rules applicable for drivers during LVO.
- 5.15.4 During LVO, no pedestrians are permitted in areas other than on an aircraft stand with an aircraft present, or marked walkways.
- 5.15.5 All works on Airfield Airside Areas and non-essential activity in Airfield Airside Areas must be stopped during LVO.
- 5.15.6 All non-essential traffic should remain off the aprons until low visibility conditions have officially terminated unless necessary for the imminent movement/servicing of an aircraft.
- 5.15.7 Wing walkers are required to be present before an aircraft can push back over the red and white road during LVO. The wing walkers must be located on both sides of the road and clear of the wingtip. Wing walkers must be equipped with hi-viz vests and lit batons. All vehicles must stop for wing walkers until directed to pass.
- 5.15.8 Visibility can fluctuate during fog, resulting in an apron area being clear and the runway or other apron areas still covered in fog. To assist with operations on the apron, the LVO restrictions listed above can be waived within the following areas, but only if there is clear visibility across the

respective apron area, and Auckland Airport notifies companies using the same communication methods listed in para 5.15.2 above:

- a. On west side of the ITB and only if Stand 19 is clearly visible from the Airfield Operations Tower.
- b. Between the domestic and international terminals only if Stand 24 is clearly visible from Stand 8.
- c. In front of the Domestic Terminal and only if the Swissport building is clearly visible from Stand 24.

5.16 FOD (FOREIGN OBJECT DEBRIS)

5.16.1 Characteristics

5.16.1.1 FOD is any object that could damage or endanger an aircraft. FOD includes personal waste such as coffee cups, water bottles, food packaging and waste, etc. Common types of FOD include:

- Small and large pieces of breaking pavement.
- Any rubbish such as plastic, cans, etc.
- Tools.

5.16.1.2 FOD is easily ingested by a jet's intake. Likewise, jet blast and prop wash can easily launch FOD to another area or toward aircraft. Workers must always be aware of FOD.

5.16.2 Prohibition on FOD

All workers working in an Airside Area must not spill, drop, throw or deposit any oil, grease, fuel, refuse, broken glass or any other thing or substance, likely to foul, obstruct, damage, endanger or create a hazard to an aircraft, and/or injure or endanger any person.

5.16.3 Responsibility for FOD

5.16.3.1 FOD is the responsibility of everyone who works in an Airside Area.

5.16.3.2 All workers working in an Airside Area must clear, remove and appropriately dispose of, any debris, refuse or object that they deposit or observe which may present a danger to safe operations.

5.16.3.3 Where it is not practicable to clear such debris or objects, the observer must immediately notify Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1.

5.16.3.4 If any worker notices a missing tool, part or piece of equipment, or suspects that there may be a missing tool, part piece of equipment, the worker must immediately notify Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1.

5.16.4 FOD Bins/ Biohazardous Waste

- 5.16.4.1 Airside workers must place FOD in marked FOD bins located on the ITB and DTB Aprons (examples pictured below). Lids on all containers, bins and skips must be kept closed at all times to eliminate the risk of mosquitos breeding and potential aircraft damage caused by unsecured items.
- 5.16.4.2 Biohazardous waste from aircraft **MUST NOT** be put in the FOD Bins. Workers must put biohazardous waste from aircraft into biohazardous waste bins provided by the Ground Handlers or airline.
- 5.16.4.3 Aircraft waste must be removed in accordance with MPI requirements, Auckland Airport's Biosecurity Rules and the internal SOP of each agency, either direct to the transitional waste facility ("Honey Pot") or direct to Interwaste for treatment and disposal.
- 5.16.4.4 Auckland Airport does not provide common user FOD bins for aircraft waste.
- 5.16.4.5 Organisations incorrectly disposing of aircraft waste airside will be invoiced for the cost of collection, investigation and disposal.

Types of FOD Bins



5.16.5 Infringements

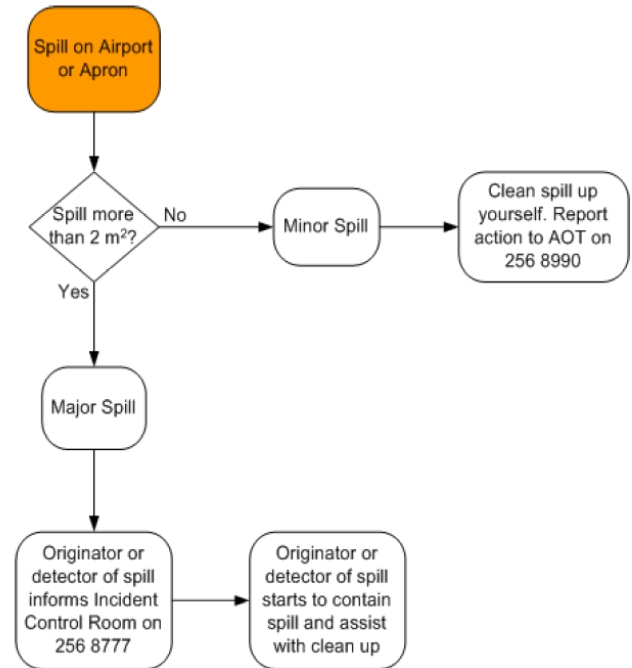
Auckland Airport may issue an Airside Infringement Notice or Airport Breach Notice to any person who fails to comply with rules relating to FOD.

5.17 SPILLS

5.17.1 Spills risk damaging aircraft and contaminating the environment. Spills must be contained and prevented from entering drains. Examples include hydraulic fluid, oil, effluent or fuel. Workers causing any spill must ensure the spill is contained and, if at all possible, cleaned up immediately.

5.17.2 Workers must:

- a. Report all spills to Auckland Airport (whether made by the worker or caused by someone else and discovered by the worker) as below;
- b. If it is a spill caused by the worker which is less than 2m² and the worker has successfully been able to clean it up, then this must be reported to Auckland Airport Airfield Operations Team ext 98990/1 or 256 8990/1 as soon as possible so that Auckland Airport staff can check the safety of the area after the clean up;
- c. If it is a spill larger than 2m²; or a spill which the worker cannot clean up themselves; or a spill not caused by the worker but one which they came across, then this must be reported to Auckland Airport Incident Control Room on 0800 OPS AIA (0800 677 242) ext 9 or 256 8777.



5.17.3 Auckland Airport reserves the right to charge an operator for cleaning up a spill they cause.

5.17.4 Fuel shut off valves are located on the International apron and must be shut off whenever there is a major fuel spill. Workers must immediately notify Auckland Airport Airfield Operations Team on ext 98990/1 or 256 8990/1 if the fuel shut off valve has been activated.

APPENDIX 1 – SAMPLE STERILE AREA TOOLS CHECKLIST

A sample form is overleaf. Organisations may develop their own Sterile Area Tools Checklist, and may hold these in hard copy or electronic, so long as the Checklist meets the requirements of para 4.3 of these Airport Workers' Rules.

Any workers taking tools of trade and equipment into sterile areas that could be used to inflict serious harm or injury to a person or unlawfully interfere with aviation (eg sharps or as a weapon) must record such tools as they are taken into and removed from sterile areas.

Date:

	Quantity	Pre-work	Post-work
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			
Item 7			
Item 8			
Item 9			
Item 10			
Item 11			
Item 12			
Item 13			
Item 14			
Item 15			
Item 16			
Item 17			
Item 18			
Item 19			
Item 20			
Item 21			
Item 22			
Item 23			
Item 24			
Item 25			

I certify this list is a record of all tools and equipment that I am carrying into a sterile area which could pose a risk to aviation safety and security; that I will ensure no unauthorised person can access these while I am working airside and that when I finish work airside, I will ensure that all tools and equipment are returned landside. If any are missing, I will report this immediately to Auckland Airport Operations.

Worker:

(name):

(signature)

Suggested Sterile Area Tool Check Procedure

Scope:

This procedure applies to all workers undertaking work within sterile airside areas. Refer definition of Sterile Areas in Airport Workers' Rules, which, broadly speaking means any area in the international or domestic terminal that is airside (ie beyond an AVSEC Screening Point), including, but not limited to, the departures dwell area, gate lounges, aerobridges, airside retail stores, airline lounges and public bathrooms.

Purpose:

The purpose of this procedure is to maintain the integrity of sterile airside areas by ensuring any tools of trade that could be used to inflict serious harm or injury to a person or unlawfully interfere with aviation are known, accounted for and returned landside on completion of work. It is also to ensure any missing tools are identified and reported without delay.

Procedure:

- As far as practical, endeavour to take only the tools required to complete the job.
- Carry tools securely in a closed toolbox, tool bag or other container and ensure they cannot be accessed by passengers or unauthorised persons at any time.
- Complete a *Sterile Area Tool Checklist* and carry it with you, ready for presentation to an AVSEC Officer or Auckland Airport Official on request. This can be completed electronically so long as it can be shown upon request.

This step acts as a record of tools and equipment that you are taking into the sterile area.

- Once the job is finished and prior to leaving the sterile work area, check your tools and complete the 'Post-Work' column of the *Sterile Area Tool Checklist* to confirm all tools are present and being returned landside. Again, this can be electronic so long as it can be shown upon request.

This step acts as a check to ensure no items are inadvertently left behind.

- If a tool is identified as missing, immediately return to its last known location to retrieve it. If it cannot be located, notify Airport Operations on 0800 677 242 ext. 4 immediately.

Failure to follow this procedure and carry a *Sterile Area Tool Checklist* with your tools may result in the issue of a Security Breach Notice.