

# Quick Security Checklist for Construction Projects

## Avsec Identity Cards

- Security cards must be worn visible on the top half of the body at all times
- Only go airside for work purposes (ie not to meet friends or family)
- Report any lost identity cards to both Avsec and 0800 OPS AIA immediately
- If an identity card is found return this to Avsec immediately

## Avsec Temporary Passes

- Temporary ID pass holders must remain in same work area within eyesight of the person responsible for supervising them at all times (eg within the same room or work area)
- Only five people on temporary passes can be escorted by each permanent card holder
- The person supervising the temporary ID pass holder does not have to be the person who signed to obtain the temporary ID, however:
  - it is the responsibility of the person who obtained the temporary ID to ensure that the supervision role is clearly passed to another person holding a permanent ID

## Accessing Airside

- You **MUST** always swipe your purple AIAL access card (including at Check-point Charlie) – This is now a separate card to an AIC and is obtained from the AIAL Access office separately.
- You **MUST** always close security doors and gates behind you and check they are securely closed
- You **MUST** make sure others around you also swipe their cards
- You **MUST** make sure no-one tails gates behind you
- Do not take any-one airside with you unless that person has an Avsec Identity card or a temporary ID has been obtained and you are officially escorting that person
- Do not write passcodes onto doors or other areas visible to the public
- Failure to abide by these rules **WILL** result in a breach notice and temporary revocation of airside access

## Tool Management

- All tools must be labelled with the company's name
- When going into sterile areas in terminals, you must have a list of all tools that could be used as a weapon
- When airside do not leave tools unattended – these are prohibited items for passengers
- When airside carry tools securely in closed containers – no open trolleys, no open tool-boxes, no loose tool-belts that passengers could take tools from
- Undertake tool checks after working on airfield or in sterile areas of terminal so no tools are left behind

## Be Security-conscious

- Ring 0800 OPS AIA to report any unattended items, any suspicious behaviour or vehicles, any unauthorised attempts to access airside and any insecure doors

## Security Fence

- Nothing is to be stored or put (even temporarily) within 1.5m of the fenceline – airside or landside
- No vehicle or equipment is to be parked (even temporarily) within 1.5m of the fenceline – airside or landside
- Note – the 1.5m is measured from the out-rigger on the landside side of the fence
- Anything that could be moved and used to climb the fence (such as ladders, scaffolding, wheely bins, picnic tables) must be padlocked or otherwise secured so it cannot be moved next to the fence
- The fence must be a clear 2.44m high – if anything has to be within 1.5 of the fence, the height of the fence must be increased so that it is 2.44m above the obstruction (contact AIAL Skygate to inspect)
- If any holes, loose posts, loose fencing or wire is noticed report to 0800 OPS AIA or Skygate

## Biosecurity

- Do not take any food back from airside – put into yellow biosecurity bins
- Do not allow standing water to accumulate (or else foreign hitch-hiking mosquitos may breed)
- Cover holes in road barriers and keep lids closed on bins to prevent water accumulating
- Report any suspicious insects or animals to 0800 OPS AIA or the MPI Duty Officer on 909 8615.

## No Animals Airside

- No animals are permitted to be brought onto the Airport precinct (whether airside or landside) even if kept in vehicles. Trained guide dogs and government border agency dogs are the only exception.

# Security and Airfield Rules Guide for Contractors on Temporary IDs

## Avsec Identity Cards

- Your temporary ID must be worn visible on top half of the body at all times
- Carry your drivers licence or form of Government ID with you at all times
- Report any lost identity cards to both Avsec and 0800 OPS AIA immediately
- If an identity card is found return this to Avsec immediately

## Supervision of Temporary Pass Holders

- Do not wander off from the person supervising you
- Temporary ID pass holders must remain in same work area within eye sight of the person responsible for supervising them at all times (eg within the same room or work area)
- The person supervising the temporary ID pass holder does not have to be the person who signed to obtain the temporary ID, but see below -
- However it is the responsibility of the person who obtained the temporary ID to ensure that the supervision role is clearly passed to another person holding a permanent ID
- If you become separated from the person supervising you, please ring Auckland Airport Operations on 0800 677 242, ext 4.

## Accessing Airside

- You may only go airside when escorted by a person with a permanent CAA ID card
- Always close security doors and gates behind you and check they are securely closed
- Make sure no-one tails gates behind you

## Tool Management

- All tools must be labelled with the company's name
- When going into sterile areas in terminals, you must have a list of all tools that could be used as a weapon
- When airside do not leave tools unattended – these are prohibited items for passengers
- When airside carry tools securely in closed containers – no open trolleys, no open tool-boxes, no loose tool-belts that passengers could take tools from
- Undertake tool checks after working on the airfield or in sterile areas of the terminal so no tools are left behind

## Permit to Work

- Work cannot be undertaken without a Permit to Work from Auckland Airport or the approval of the area controlling authority in the case of a ring fenced construction site.

## Be Security-conscious

- Ring 0800 OPS AIA to report any unattended items, any suspicious behaviour or vehicles, any unauthorised attempts to access airside and any insecure doors

## Duty Free | Items acquired airside

- You may not purchase (or take back landside any duty free or other items purchased | acquired by others) while you are working airside or while you are airside using your temporary ID.

## Security Fence

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- Note – the 1.5m is measured from the out-rigger on the landside side of the fence

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**AUCKLAND AIRPORT'S AIRPORT WORKERS' RULES MUST BE COMPLIED WITH AT ALL TIMES**