



Security Requirements for Contractors Working in a Sterile Area

Version 1.5

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Document Revision Record

Version #	Nature of revision	Revision date	Page(s) affected	Actioned by (name, title)
1.1	Update contacts and populated into new template. Change name from previous SOP's Landside security zone (sterile area) and Sterile Access – Contractor Requirements and aligned to new SOP's	May 2016	All	Michael Bassett
1.2	Removed all references to AMO and replaced with Active Surveillance Operators	May 2016	All	Mandy Sargent
1.3	Removed duration of access to sterile area and included requirement that Security guard may still be required for security approved contractor dependent on the nature of the work.	July 2017	5	Michael Bassett
1.4	Update ASIC/VIC ratio to be consistent with security awareness guide. Removed mention to QF/VA screening points as now under control of BAC Added security sweep, tenancy design checklist requirements for construction work	Nov 2019	All	Michael Bassett
1.5	Included ability to escort non-approved contractors on ASIC and tools of trade application process	Jan 2020	All	Michael Bassett

1. Introduction

Brisbane Airport Corporation (BAC) is required by the Aviation and Maritime Security (AMS) division under the *Aviation Transport Security Regulations 2005 (ATSR)* to establish and maintain Security Zones including Sterile Areas. This guideline is to ensure that the Sterile Areas at Brisbane Airport is not compromised at any time, including during construction or maintenance works.

2. Requirement

The requirement of the Sterile Area is to ensure all people, possessions, goods, and vehicles are to be screened and cleared for unauthorised weapons and prohibited items upon entry into the sterile area.

This guideline covers the current, basic minimum-security requirements. Dependant on the work being conducted, potential interaction with passengers and the nature of the risk, additional controls may be needed to ensure the safety of passengers and the security of the sterile area is maintained.

3. Authority to Conduct Inspection / Search

Under the *Aviation Transport Security Regulations 2005*, and the *Aviation Screening Notice* BAC has legislative powers to carryout and complete all screening requirements to ensure, the strict control of prohibited items, including tools of trade, into and out of the Sterile Area. BAC has the right to conduct planned and adhoc inspections of tenancies, construction sites etc to ensure that tools of trade are being secured appropriately and site compounds/tenancies maintain the integrity of the sterile area.

4. Tools of Trade

Tools are classified as Prohibited Items under the Regulations and are not allowed to be taken into the Sterile Area by unauthorised persons.

These items are only allowed into the Sterile Area if adequate measures are in place to protect passengers and aircraft from unauthorised access to, and use of these items.

4.1. Prohibited Items in Concessions/Tenancy's and/or Airline Lounges

Under the Regulations, concessions/Tenancy's and airline lounges in the Sterile Area are allowed to have Prohibited Items in their stores and lounges for ongoing/permanent day to day use under the following conditions:

- All items are registered with the Screening Contractor when entering and exiting the Sterile Area.
- All Concession/Airline lounge/Tenancy areas must also keep their own list of sharps including photos at their site and conduct daily checks
- Loss of any registered item from a concession area/tenancy or airline lounge must be notified to the Screening Contractor immediately once the loss is noticed.
- All registered items in areas that could be potentially accessed by a passenger or unauthorised person must be securely attached to an immovable object within the concession/airline lounge lease area. If sharps are not tethered, then they must be kept in an area that is inaccessible to passengers

or customers at all times. Entry to these areas must be kept locked at all times and the items securely locked away within the area when not in use.

- It is the responsibility of the Concession/Airline lounge/Tenancy to ensure that any registered item is kept in an area that is only accessible to an employee or staff member at all times.
- Concession/Airline lounge/Tenancy must make all registered items available for audit purposes at any time that BAC requires this to be carried out. This audit may be by an authorised BAC or Screening Contractor employee.
- Concession operators may escort Contractors into and out of the Sterile Area providing the escort has a current ASIC. The escort is responsible for, ensuring that any “Tools of Trade” that the contractor needs to carry out the work are not accessible to passengers or other persons. The escort must also be responsible for ensuring that the escorting/supervision requirements for VIC pass holders, are complied with.
- Failure by any escort/supervisor to ensure that contractors adhere to this guidance at all times may result in the removal of all access provisions from the escorting/supervising ASIC holder’s card for a length of time to be determined by BAC and require a security contractor to monitor the works until completed.

5. Tools of Trade – Security Approved Contractors

Contractors working in the Sterile Area and wishing to take ‘Tools of Trade’ into the areas will be classified as either “Security Approved Contractors” or “Non-approved Contractors”.

‘Security Approved Contractors’ with ‘Tools of Trade’ will be allowed to enter and work in the Sterile Area without a security escort, however ‘Security Approved Contractors’ need to be aware that any breach of these provisions by an employee may result in removal of this status for all employees

5.1. Security Approved Contractors Requirements

To become “Security Approved”, the following conditions will apply:

- The Contractor and/or their employees must have frequent need for access with Tools of Trade into Sterile Area’s at Brisbane Airport and be endorsed by a BAC representative responsible for the works being undertaken or Airline Manager (if work is contained within airline lounge).
- Contractors must have no breaches recorded against them or their employees.
- Contractors must have completed all necessary inductions and be recorded on Beakon (for non-BAC works i.e. Airline coordinated, it is the responsibility of the airline to ensure appropriate inductions have been completed).
- Contractors and/or their employees are responsible for ensuring that no tool is, or can be, accessed by any unauthorised person at any time while they and their tools are in the sterile area.
- Contractors are responsible for the actions of their employees and must be prepared to sign a statement stating that they are aware of the ramifications of any breach of the Sterile Area, including reimbursement of the direct and indirect costs of a breach, and that they have inducted their employees in the requirements of these procedures.



Note: Despite being a Security Approved Contractor, the Security and Emergency Department may require a security guard to be present at the location of job due to the nature and location of the works within the Sterile Area and the risk of interaction with passengers. This will be risk assessed on case by case basis.

5.2. Process to become a Security Approved Contractor

To become a “Security Approved Contractor” on the tools of trade register, the requesting company needs to complete the “Tools of Trade” application Form located on the Work at BNE website <https://www.bne.com.au/corporate/work-at-bne/safety-and-security> or appendix D.

Application Form to be filled in as follows:

Section 1: completed by Company applicant (must hold a Valid ASIC which is to be submitted with form.)

Section 2: completed by Company applicant

Section 3: completed by the BAC Project Manager/BAC Retail Tenancy Manager/Airline Manager for Airline Lounges

Section 4: completed by Security Contract Manager

Once steps 1-3 have been done, BAC Project Manager/BAC Retail Tenancy Manager/Airline Manager needs to forward the completed form to the Security Contract Manager for sign-off and approval.

When arriving at the screening point to register tools, the contractor must supply proof that they work for the approved company.

Note: Sub-Contractors of a Contractor Company must complete a separate application form. They cannot use the parent Contractor Company application.

5.3. Non-Approved Contractors

Non-Approved Contractors needing to access the sterile areas at Brisbane Airport will require a security guard, from a BAC approved security supplier. These guards will be at the contractor's expense unless prior arrangements have been made with the appropriate BAC Department or Project Manager.

For low risk works an ASIC Holder can be utilised to escort the non-approved Contractor. The ASIC holder must remain with the contractor for the duration of the works. If the non-approved contractor is found without an ASIC holder escort, a security guard will be placed with the contractor for the remainder of the works at the cost of the company performing the works. This will also potentially result in future works requiring a security guard regardless if an ASIC holder is present or not.

Any actions from the company performing the work that cause any breaches of the Sterile Area resulting in an evacuation may still be held responsible for the cost of rectification.

6. Access Requirements

The following access requirements must be adhered to at all times:

- Access into sterile areas is through the designated screening points from landside or access-controlled doors from airside.

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- Access Controlled doors can only be allowed where ASIC holders have the access on their ASIC cards. The exception is where they have been issued with a VIC and are being escorted by an ASIC holder who has the access and is responsible for them.
- Access through any other security door leading into the sterile area can only be arranged in advance (48 hours' notice) and, once approved, will only be allowed when a screener is present to screen and clear all persons, equipment, tools and other items that need to be taken through the door. Appropriate ASIC's and/or VIC's must be worn.
- Access through other security doors will only be approved where it is impracticable to do so through any manned screening point in the terminal and prior approval has been requested and granted by BAC terminal management.

7. ASIC and VIC Requirements

Aviation Security Identification Cards (ASIC's) and/or Visitor Identification Cards (VIC's) are required to be worn at all times when workers are in the sterile area. VIC passes are available 24/7 through the electronic VIC Issuing systems in the BAC office on L3 of the ITB and L2 of the DTB Common User areas.

The following are the guidelines that need to be put in place to ensure that the legislation is complied with.

- ASIC's and VIC's must be worn on the front or side of the body, above the waist and in full sight at all times.
- VIC holders must be escorted by an ASIC holder at all times.
- ASIC to VIC ratio = 1 ASIC to 5 VIC's
- Guards are not to escort VIC holders outside of work areas if other workers are remaining in the work area without an ASIC holder being present and responsible for the workers.
- VIC passes can only be issued for 28 days in any 12 month rolling period to any one person. The 12 month rolling period starts on the date of issue of the person's first VIC pass. Unless an ASIC application has been received and accepted by the BAC ID and Access Centre (or a receipt of acceptance supplied from another authorised VIC Issuing body) this rule cannot be overridden.

8. Construction Work Requirements

Where construction works are being undertaken that has the potential to impact the integrity of the sterile area or require tools of trade to be stored in a hoarded area for a duration of time, the following controls need to be followed:

8.1. Hoarding

- Contractors are responsible for ensuring work areas are hoarded and that any hoardings erected in the sterile area comply with BAC's safety and security requirements in this regard.
- Where possible, all work areas where tools are to be used should be hoarded off with 2.4 metre hoarding that is able to be secured so that unauthorised persons or passengers cannot access into the area.
- All hoarding should have a keyless pin lock installed to secure the hoarding. The pin should only be shared with authorised personnel who require access to the compound

- Staff are to ensure that all work areas are locked and secure before leaving the area.
- Staff are to ensure that all tools are securely locked away into suitable toolboxes before leaving the work area.

8.2. Requirements to follow when using Tools of Trade in the Sterile area

- Non-approved contractors are responsible for ensuring a guard is present whenever tools are taken into or being used in the sterile area.
- Tools are to be under the control of workers at all times when in the sterile area and are not to be left lying around ensuring that no tools are able to get into the possession of unauthorised persons or passengers at any time while work is being carried out.
- As well as registering tools at the screening point, if tools are to be stored in the sterile area for a prolonged period, Workers must keep list of the tools they are bringing into the sterile area at the hoarded worksite. This list needs to be checked on a daily basis to ensure all tools are accounted for.
- If tools are to be left in the area, Contractors must ensure that a suitable container (toolbox) is available for locking tools away in and that the area is also securely locked and inaccessible to unauthorised persons while it is vacant.
- When the tools are being taken out of the sterile area, they must be presented at the same screening point (if available) so they can be checked off against the original list to ensure that they are all accounted for.
- Only the minimum tools that are needed to do the job should be taken into the sterile area.
- Explosive powered tools are NOT allowed into the sterile area unless authorised by a BAC Security staff member. Compressed air tools with compressors and hoses are the only such tools allowed.

8.3. Requirements for a Guard

Guards will be required for any construction works in the sterile area where the potential for tools and passengers could mix. Sterile area doors need to remain open or openings through sterile area walls need to occur as part of the work.

When a security guard is engaged for the construction work their key tasks are:

- To ensure the integrity of the sterile area at all times.
- To ensure that any access point, hole or aperture of any sort between the sterile area and landside or airside areas is never left unattended at any time.
- To ensure that no item (e.g. tools) that could be used to interfere with the safety or security of an aircraft is made accessible to any passenger or other unauthorised person at any time.
- Required to ensure that all persons who enter into the sterile area at any area under their control, is screened and cleared to the appropriate standard in accordance with the appropriate legislation.
- To ensure that any tools in the area under their control cannot be accessed by any unauthorised person or passenger.
- Required to escort out, and back in, any tools being taken outside any hoarded work area while ensuring that any tools remaining inside the hoarded area remain secure.

- Required to be in possession, and trained in the use of a hand held metal detector or Explosive Trace Detection (ETD) equipment whenever the job entails entry into the sterile area not via a dedicated screening point.
- Required to be supplied with and wear the appropriate PPE necessary for the site and area that they are controlling.
- Required to be able to communicate with the appropriate persons whenever necessary, this can be either by two-way radio or phone.
- Required to report any problems, issues or breaches of the sterile area (suspected or otherwise) immediately to the contracted Screening Supervisor on shift (see appendix A for contact numbers).

8.4. Tenancy Security Design Sign off Form

If a new tenancy is being constructed which involves the use or keeping of sharps, the Tenancy Security Design form needs to be completed by the project in conjunction with the security and emergency team to ensure the appropriate requirements outline in this document are complied with. The form has incorporated security measures pertaining to the securing of “tools of trade” from unauthorised access, this form is to be completed by the project and submitted with the Detailed Design submission documents to the security and emergency team.

8.5. Security Sweep

At the completion of construction works, prior to hoarding coming down and outlets being re-open for business a security sweep needs to be conducted by the BAC security approved Contractor to establish that the work area has been returned to sterile area conditions. The organising of the sweep is the responsibility of the party responsible for the work being undertaken. Successful completion of the sweep should be notified to the Security and Emergency Department as well as Terminal Operations.

Note: No tenancy or outlet within the sterile area is to be open to public without a Security Sweep being conducted.

9. Screening

- All persons must be screened and cleared into the sterile area unless they are exempt under the regulations.
- Refusal of any part of the screening process will result in the person not being able to proceed past the screening point.
- Once screened workers must stay in the sterile area or, if they go out of the area and out of sight of the guard at any time, must be re-screened upon re-entry.
- Depending on the number of contractor employees requiring access into the sterile area and the time that this will occur, there may be a necessity to have a separate screening point opened to screen and clear the contractor employees into the sterile area. This decision will be made by the Operations Security Contract Manager in consultations with Terminal Operations and BAC projects.

10. Access for Oversize Items

Items that are too large to be screened through an x-ray machine into the sterile area of the ITB or DTB will still require to be cleared before being brought into the sterile area. These items should not be brought through the main screening point and there are several other access methods that can be used to get them in.

- The contractor is responsible for ensuring that oversize items are advised to BAC Project Managers, Terminal Operations (including Security) and the BAC Security Screening provider at least 72 hours in advance.
- This advice must include the dimensions, weight and area of final delivery in order for the best possible method of access to be determined and the necessary arrangements agreed upon and actioned.
- Any additional costs incurred will be at the expense of the contractor requiring the access.

11. Breaches

Any suspected breach is to be reported immediately to the Screening Supervisor on shift at the Screening point. The report is to cover all the circumstances surrounding the breach and what has been done to mitigate the problem.

12. Appendices

12.1. Appendix A - Contact Details

Contact	Company	Details
Screening Point Supervisor (ITB)	ISS	0400 767 615
Screening Point Supervisor (DTB Southern)	ISS	0403 090 128
Screening Point Supervisor (DTB Central)	ISS	0407 132 715
Screening Point Supervisor (DTB Northern)	ISS	0455 251 952
Duty Terminal Manager (DTM)	BAC	07 3406 3171 or itbdutymgr@bne.com.au
Active Surveillance Operators (ASO)	ISS	07 3068 6642 or 3068 6643
Security and Emergency Planning division (S&EP)	BAC	security_emergency@bne.com.au

12.2. Appendix B – Tenancy Security Design Sign Off Form

TENANCY SECURITY DESIGN SIGN OFF FORM

To ensure that the new tenancy design has incorporated security measures pertaining to the securing tools of trade from unauthorised access, this form is to be completed by the Tenant/Tenant Design and submitted with the Detailed Design submission documents.

PERSON MAKING REQUEST	
COMPANY	
LOCATION OF TENANCY	

Back of House Kitchen/Prep area

Where the risk of multiple sharp items such as knives are required to be kept on site and the tenancy has a kitchen/prep area away from the public, consideration should be given for the following design options to be incorporated in the fit-out;

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
Comments			
2	Tethering of sharps to fixtures using tamper proof fittings that prevent unauthorised removal		
Comment			
3	Lockable doors leading to sharps storage and usage areas		
Comment			
4	Secure servery hatches leading to open areas after hours		
Comment			

TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan food preparation and serving areas

Due to the higher visibility of sharps within this style of tenancy additional thought should be given to the ease of accessibility of sharps by an unauthorised person intent on gaining access to the area:

	DESIGN FEATURES	YES	NO
1	Prep area and sharps use to be the furthest practical location away from the public		
Comment			
2	Sharps to be securely tethered to work space out of reach of public and with only sufficient tether length for work purpose		
Comment			
3	Counter interface with the public incorporate design features to deter and delay access to the work area, use of higher display counters, minimise open space for ease of climbing entry		
Comment			
4	Lockable staff access doors to prevent unauthorised entry		
Comment			
5	Use of 1.8m height walling – combination of solid structure and glass window is acceptable, but be designed to prevent climbing over		
Comment			

TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan non-food tenancy

Non-food tenancies may also hold tools of trade that may be considered prohibited items within the sterile area, and as such need to be secured to prevent unauthorised access. Items included within the definition of tools of trade include, scissors, screwdrivers, box cutters, hammers, spanners and pliers. Methods that may be implemented to prevent unauthorised access to these items;

It is recommended that only the minimum required items are stored on site.

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
	Comment		
2	Tethered to counter – scissors used on a regular basis could be retained this way		
	Comment		
3	Secure container within a drawer – container secured to drawer to prevent removal		
	Comment		
4	Locked store rooms with no public access		

General security awareness

	General Security Awareness	YES	NO
1	Has the tenant been provided with BAC Security Awareness Guide		
	Comment		
2	Is the tenant aware of their obligations to display ASIC and VIC		
	Comment		
3	Are procedures in place to self-audit tools of trade		

TENANCY SECURITY DESIGN SIGN OFF FORM

Sign Off

	General Security Awareness	YES	NO
	Does the tenancy meet the minimum requirements of BAC security measures regarding tools of trade		
Signature			

If No – Rectification required

Tenancy design approval completed Post Fit-out

BAC Security advisor sign	
BAC Security advisor name	
Date	

12.3. Appendix C – Sterile Area Security Sweep Approval Form

STERILE AREA SECURITY SWEEP APPROVAL FORM

GROUP REQUESTING SECURITY SWEEP:

LOCATION OF SECURITY SWEEP:

PERSONS CONDUCTING SWEEP:

EQUIPMENT / PPE REQUIRED TO PERFORM TASK: Cut resistant gloves
Search Mirrors HHMD

Security Sweep		
Is the area clear of all rubbish and debris?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have all Construction tools been removed from the area?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have all cupboards, storage spaces been inspected and cleared?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has all furniture been inspected and cleared? Under Seating / Under Tables	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In Storage Areas that are not locked, such as the cleaner's storage room.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In shower and toilet facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Behind art work attached to walls (if accessible)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Inside any unlocked desk drawers	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Inside the Fire hose cabinet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In plant pots and bins	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bins should be emptied and checked	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the area meet the requirements of a sterile area	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Security Sweep Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, provide rectification comments below:		

Security Contractor Signature and Date: _____ / /

Approver Name: _____



12.4. Appendix D – Tools of Trade Application Form



Statement of Acceptance of Conditions – working in a Landside Security Zone as an approved Contractor at Brisbane Airport

Section 1: *To be completed by the Company applicant and submitted to the relevant BAC Project Manager / BAC Retail Tenancy Manager / Airline Manager (Airline Lounges) for endorsement.*

Note: This Statement of Acceptance must be accompanied by a copy of the Applicant's current ASIC.

I _____ of _____ ASIC No: _____

Name

Contracting Company

do hereby declare that I have the authority to act on behalf of the above named company, that I am aware of the rules and regulations for working in a Landside Security Zone (LSZ) at Brisbane Airport and that I and all employees of the company have been properly inducted and/or trained in the requirements of how they conduct themselves while in these areas of the Airport. This includes (but is not restricted to) the registration of tools into and out of the area, escorting of persons with Visitor Identifications Cards (VICs) and the need to ensure that tools cannot be accessed by unauthorised persons as per SOP for Prohibited Items (including 'Tools of Trade') in a LSZ at Brisbane Airport.

I also understand that the company may be held liable for the recovery of any costs associated with any breach of the LSZ that is directly attributable to the actions of any employee of the above company. I am also aware that Brisbane Airport Corporation Pty Ltd (BAC) may revoke the Approved Contractor status if any Contractor's employee is found to be in breach of the conditions for working in a LSZ at Brisbane Airport and any associated additional costs that are incurred will be at the Contractor's expense.

Signature _____ Date _____ / _____ /20 _____

A copy of my current and valid ASIC (front and back) is attached

Section 2: *To be completed by BAC Project Manager / BAC Retail Tenancy Manager / Airline Manager (Airline Lounges)*

I endorse this Application and confirm that the Company is listed in Beakon.

Signature _____ Date _____ / _____ /20 _____

Name _____ Company _____

BAC Project Manager/BAC Retail Tenancy Manager / Airline Manager (Airline Lounges) to forward documents to the Security Contract Manager for approval via email security.emergency@bne.com.au

Section 3: *To be approved and completed by the Security Contract Manager*

Signature _____ Date _____ / _____ /20 _____

Name _____ Company _____

Brisbane Airport Corporation Pty Ltd (we/our) is collecting your personal information for the purpose of confirming your, as the contractor, and your employees' acceptance of the conditions for working in our Landside Security Zones as stated in the Aviation Transport Security Act 2004 (ATSA) and the Aviation Transport Security Regulations 2005 (ATSR), more information can be found on our website at: <https://www.bne.com.au/corporate/work-at-bne/safety-and-security>. We deal with your personal information in accordance with our Privacy Policy which is accessible on our website at www.bne.com.au/privacy-policy.