

# FAQ

## What happens if I am found not complying with the regulations and not displaying my ASIC or VIC properly?

If you do not properly display your ASIC or VIC three times or more within two years you could be disqualified from holding an ASIC for either the longest remaining period that your ASIC was valid for OR one year. You also must return your ASIC to the issuing body within one month.

You could be issued with a Sydney Airport Aviation Security (AVSEC) Notice to attend an interview. You may have to resit a Security Awareness (ASIC) test. Your ASIC could be suspended for a certain time or it could be cancelled. You could also be fined by the Office of Transport Security (OTS) and you could lose your right to work at the airport.

## What happens if I forget to bring my ASIC to work?

You may have to return home. If that is not possible, you may be issued with a VIC depending on your company's operational requirements.

## What happens if I am a VIC holder and I am found unescorted or unsupervised Airside or in the non-public area (back of house, back office, behind a closed counter) of the Sterile Area?

You will be escorted out of the Area. You and the person responsible for supervising you may be issued with a Sydney Airport AVSEC Notice and may be asked to attend an interview. You could be suspended from obtaining a VIC for a certain period.

The person responsible for supervising you may have their ASIC suspended for a certain time or cancelled. You could be fined by OTS. You could both lose your right to work at the airport.

## What if I am caught using someone else's ASIC or Access card?

ASICs, LTCs, VICs, and Access Cards are non-transferable. A pass displayed on a person other than the person named on the pass will be subject to immediate confiscation by Sydney Airport Security, OTS Inspectors, Customs and Border Protection Officers, the AFP or Aviation Security Officers.

You and the person named on the card will be interviewed. You both could lose your right to work at the airport. You could be fined by OTS.

## What happens if I leave my job and I don't return my ASIC?

It is an offence if you do not return your ASIC within one month of leaving your employer. If you do not return your ASIC within one month, you may receive a letter from the Issuing Authority and/or the AFP asking you to return your ASIC immediately. You could be fined by OTS if you do not return your ASIC within one month.

## What happens if my ASIC expires?

You must return your ASIC to the issuing authority within one month of it expiring. You cannot enter a Secure Area if you have an expired ASIC or VIC.

If you are caught trying to enter a Secure Area with an expired ASIC or VIC, you could be issued with a Sydney Airport AVSEC Notice and you may be asked to attend an interview. You may have to resit a Security Awareness (ASIC) test.

Your ASIC or Access could be suspended for a certain time or it could be cancelled. You could lose your right to work at the airport. You could also be fined by OTS.

## Am I required to update my ASIC if I change my name?

If you change your name, you must notify Sydney Airport or the issuing authority that issued your ASIC of the change within 30 days. It is an aviation offence if you do not update your details. You could also be fined by OTS.

## What happens if my ASIC or VIC is lost, stolen, defaced or destroyed?

You must notify and provide the issuing authority with a statutory declaration within seven days of becoming aware of the loss, theft or destruction.

If you do not notify and provide the issuing authority with a statutory declaration within seven days you could be issued with a Sydney Airport AVSEC Notice may be asked to attend an interview. You may have to resit a Security Awareness (ASIC) test. Your ASIC and Access could be suspended for a certain time or it could be cancelled. You could also be fined by OTS. You could lose your right to work at the airport.

## Can I farewell my friends and family in the T1 Sterile Area if they are departing Sydney or can I meet them in the Customs Controlled Area if they are arriving in Sydney?

You are not permitted in Secure Areas (i.e. Sterile Area and Customs Controlled Area) other than for an operational purpose (i.e. on duty working). It is a breach of the Customs Act and Sydney Airport's Terms and Condition of your ASIC if you are found meeting or greeting family, friends or colleagues in Secure Areas. You will be investigated. You will be required to attend an interview. You may have to resit your Security Awareness Test. You could be prosecuted by Customs and Border Protection. You could have your ASIC or VIC suspended or even cancelled.

## You could lose your right to work at the airport

I am an ASIC holder and I have recently been convicted and sentenced for an aviation security related offence. Am I required to report it and how do I report it?

Yes. You are required to report an aviation security related offence. You may obtain a form and report it to your ASIC issuing body or directly to AusCheck.

**You can download a form from the AusCheck website at [www.ag.gov.au](http://www.ag.gov.au)**

# DID YOU KNOW...

## IT IS AN OFFENCE NOT TO PROPERLY DISPLAY YOUR ASIC, VIC OR OTHER APPROVED ID

Please read this brochure to understand your obligations and avoid facing a fine or losing your right to work at the airport

**SECURITY**  
T1: 02 9667 9673 OR  
T2: 02 9352 7286

**EMERGENCY**  
02 9667 9090

## ASIC AND ID DISPLAY

It is a federal government requirement that you properly display your Aviation Security Identification Card (ASIC), Visitor Pass (VIC) and any other approved ID. It is an offence under the Aviation Transport Security Regulations 2005 (ATSR) if you do not properly display your ASIC or VIC.

### What does this mean for you?

It means you must display your ASIC or VIC above your waist and on the front or side of your outer clothing. It must be clearly visible.

- Do not place it inside or under your shirt or coat
- Do not place it in your shirt or coat pocket where the front of the card may not be visible
- Don't leave it in your bag and decide not to wear it.

Random and continuous ASIC display inspections will be carried out by Inspectors from the Office of Transport Security (OTS), the Australian Federal Police, Sydney Airport Security, Australian Customs and Border Protection Service and Security Officers from Sydney Airport's contracted security services provider.

Failure to properly display your ASIC or VIC could result in an infringement notice being issued to you from OTS. It could also result in the suspension or cancellation of your ASIC, VIC or any other approved ID.

**YOU COULD LOSE YOUR RIGHT TO WORK AT THE AIRPORT.**

## AIRSIDE SECURITY ZONE

**Red ASICs and VICs are issued when access to Airside Security Zones (Security Restricted Area and Enhanced Inspection Area) is required.**

Red ASICs and VICs also allow entry into Sterile Areas, Sydney Airport Security Controlled and Customs Controlled Areas if authorised and for a lawful purpose (e.g. on duty for work).

Here are some important points for you to remember:

- A Red ASIC is issued for up to two years. It is the ASIC holder's responsibility to ensure that a renewal application is submitted prior to the expiry date
- It is a breach of the ATSR if a Red VIC holder is not supervised by a valid Red ASIC holder when in Secure Areas
- It is a breach of the ATSR if you do not notify your card issuing body within one month if you change your name or address
- It is a breach of the ATSR if you do not notify your card issuing body within one month of changing employers
- It is a breach of the ATSR if you do not return your ASIC to your card issuing body within one month of leaving your job
- It is a breach of the ATSR if you lend or give your ASIC, VIC or Access Card to anyone else to use.

Breaches can result in the suspension or cancellation of your ASIC, VIC and Access Card. You could also receive an infringement notice from OTS or you could be prosecuted. You could lose your right to work at the airport.

**FAILURE TO PROPERLY DISPLAY YOUR ASIC OR VIC COULD RESULT IN AN INFRINGEMENT NOTICE BEING ISSUED TO YOU FROM OTS.**

## STERILE AREA

**Grey ASICs and Grey VICs are issued when access to the Sterile Area (or Landside Security Zone) is required.**

- Grey ASICs also allow entry to Sydney Airport Security Controlled and Customs Controlled Areas
- If access to the Airside Security Zone is required, a Grey ASIC holder must be supervised by a Red ASIC holder at all times
- Grey VIC holders must be supervised in Areas generally not accessible to the public. These areas include but are not limited to store rooms, waste disposal rooms, behind enclosed shop counters and loading docks. Areas defined as accessible to the public include but are not limited to concourses, toilets and eateries.

Here are some important points for you to remember:

- A Grey ASIC is issued for up to two years. It is the ASIC holder's responsibility to ensure that a renewal application is submitted prior to the expiry date
- It is a breach of the ATSR if you do not notify your card issuing body within one month if you change your name or address
- It is a breach of the ATSR if you do not notify your card issuing body within one month of changing employers
- It is a breach of the ATSR if you do not return your ASIC to your card issuing body within one month of leaving your job
- It is a breach of the ATSR if you lend or give your Grey ASIC, VIC, any other approved ID or Access Card to anyone else to use.

Breaches can result in the suspension or cancellation of your ASIC, VIC, other approved ID and Access Card. You could also receive an infringement notice from the OTS or you could be prosecuted. You could lose your right to work at the airport.

## LANDSIDE PUBLIC AREA

**Landside Terminal Cards (LTC) are issued to those people employed to work in a Landside Public Area of T1 and T2 and have a requirement to access Sydney Airport Security Controlled Areas such as the loading docks, the disposal of waste or obtaining stock from storage cages.**

Here are some important points for you to remember:

- It is a breach of Sydney Airport's Terms and Conditions of use if you lend or give your LTC or Access Card to someone else to use
- People making deliveries to the dock and storage cages are excluded from ID display requirements. However, these persons must be under the supervision of an ASIC or LTC holder at all times.

Breaches can result in you being issued with a Sydney Airport Aviation Security Notice to attend an interview. You may have to resit a Security Awareness test. Your LTC and Access card could be suspended for a certain time or it could be cancelled.

You could lose your right to work at the airport.

## Access Cards

**You must not lend or give your access card to another person to use.**

It is a breach of Sydney Airport's Terms and Conditions of use if you contravene this policy. Your Access Card could be suspended or cancelled if you breach the Terms and Conditions of Issue.

