

Contractor Engagement

Being engaged as a Contractor engaged by Launceston Airport (APAL) brings with it several obligations. The obligations apply to all members of the contracted company, and all sub-contractors and consultants. Below is a summary, followed by detailed explanations.

1. All companies must be registered, and insurance details provided. Without this, workers cannot undertake inductions. Allow two business days for approval.
2. All persons attending site must have completed the WHSE Induction before attending site. An induction link for computer is on the web site, or for mobile download the Induction app by Work Metrics Pty Ltd from your app store. We do not have facilities on site for people to undertake inductions.
3. Permits to Work and specialist Work Authorities are required for all works at Launceston Airport. These must be submitted at least 5 business days in advance for assessment.
4. All persons working **airside** must have also completed the Contractor Restricted Access Induction before attending site. An induction link for computer is on the web site, or for mobile download the Induction app by Work Metrics Pty Ltd from your app store. We do not have facilities on site for people to undertake inductions.
5. All persons working **airside** must have registered a myCASA account and must have undertaken the *DAMP awareness for SSAA employees* training before attending site.
6. All persons working **airside** must have undergone drug and alcohol testing in accordance with *AS / NZS 4308:2008 – Urinary drug screening* and provided the results to APAL at least two business days before entering airside. The below table outlines the testing regimen.

Work area	VIC pass or ASIC	Duration of work	DAMP training required	DAMP testing required	DAMP testing schedule
Landside	No requirement	-	-	-	-
Airside	VIC pass	Max. 28 days in any 12-month period.	Yes	Yes	Every 90 days, while work is being conducted.
Airside	ASIC	No limit.	Yes	Yes	Every two years, upon ASIC renewal.

7. All persons working **airside** must have an Aviation Security Identification Card (ASIC), or have obtained a Visitor Identification Card (VIC) and be accompanied by an ASIC holder at all times. An original (not a copy or photograph), valid Australian/State Government photo ID including signature must be presented before a VIC pass can be issued. This ID must be held on your person at all times, for VIC pass and ASIC holders.
It is the preference of APAL that all persons conducting airside work at Launceston Airport obtain an ASIC.

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There will be no exceptions or leniency to the above requirements. All the above will be subject to random spot-checks around the airport, from APAL team members, and CASA as the regulator.

Full health, safety, environmental, permit and induction links and requirements can be found on the Launceston Airport web site: <https://launcestonairport.com.au/corporate-section/corporate/contractors>

All Contractor site offices must display a printed copy of the APAC Minimum Public Safety Requirements, and APAC Safety Essentials. These are available on the Launceston Airport web site.

myCASA account and DAMP training

Launceston Airport uses the CASA AviationWorx training module for our compulsory DAMP training. To complete this training, you will need a myCASA account. If you do not have an account already you can create one at <https://my.casa.gov.au/>.

Once your account has been created you will need to apply for an ARN using the link provided on the page, this will require one of the following forms of identification:

- Australian passport
- Australian birth certificate
- Australian citizenship certificate
- Foreign passport
- ImmiCard

If you already have an ARN you can skip this section.

Once your myCASA account is ready, use the Training and Learning AviationWorx link on the Welcome page to access the system.

In the search bar at the top of the screen type in DAMP and two training modules should appear. Select - *DAMP awareness for SSAA employees.*

Once you have completed the training you will be issued a certificate. You must save this as a PDF and upload through the app (mobile) or email to damp@lst.com.au (computer).

DAMP testing

Contractors are free to choose their own testing provider. Launceston Airport has appointed Sonic HealthPlus as their testing partner for AS / NZS 4308:2008 – *Urinary drug screening.*

Sonic HealthPlus
247 Wellington Street, Launceston TAS 7250
Phone: 1300 763 822

Forward the test results to: damp@lst.com.au

Visitor Identification Card (VIC) and Aviation Security Identification Card (ASIC)

Contractors are limited to 28 days of site access per annum under a VIC pass. VIC passes are available from the APAL terminal office, 0800-1630 business days.

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ASIC (Airport Security Identification Card) holders have no limit to the amount of work days. After applying for an ASIC, Contractors can continue to work under a VIC pass beyond the 28 day limit, until their ASIC is received.

It is the preference of APAL that all persons conducting airside work at Launceston Airport obtain an ASIC. ASIC's can be obtained through Veritas: <https://www.veritasgroup.com.au/asic>

We will be notified during the checking process, where we will endorse your application. This process can take up to 6 weeks.

Valid Australian/State Government photo ID options are:

- Australian passport.
- Australian driver licence.
- Australian proof of age card issued by an Australian Commonwealth, State or Territory government.
- Australian security licence or Australian crowd controller licence.
- Australian working with children/vulnerable people card, if it includes a signature (Tasmania does not).

Any option must be an original, not a copy, and must not be expired.

The ID must be held on your person at all times, for VIC pass and ASIC holders.