# Hobart Airport Security Awareness Access Control

## April 2023

**Hobart Airport**

TASMANIA

## Overview

*Hobart Airport controls the access to several doors, gates and hatches on airport.*

These are controlled via either an electronic access control system or a lock and key system.

To gain access to these doors, gates and hatches you will need to apply for access through Hobart Airport.

To apply for access, complete the Access Application form available on the Hobart Airport website at https://hobartairport.com.au/corporate/working-at-hba/access-application/.

# Access Permissions

*Access is only provided to airport users that have an operational need and a lawful purpose for access.*

Access to secure areas (Departure Lounge and Airside) of the airport will only be provided if:

- You have a valid HBA or AUS Aviation Security Identification Card (ASIC).
- You are an exempt person under the Aviation Transport Security Regulation and you have an operational need to access secure areas as part of your employment or for other lawful reasons.

For access Airside you must hold a valid Red ASIC. If you do not hold an ASIC, access will only be provided to non-secure Landside areas.

Access to vehicle gates will only be issued to people holding a valid Authority to Drive Airside.

# Access Devices

*Access devices are issued in the form of hard keys and electronic access cards (EACs).*

Access devices can be issued to airport users who have an operational need to access airport facilities for the purpose of their employment.

If you are the holder of an ASIC issued by Hobart Airport, your access permission will be issued on your ASIC. If your ASIC is not issued by Hobart Airport, or you do not hold an ASIC, a proximity card will be issued with your relevant access.

# Use of Access Devices

- Access devices must only be used to gain entry for the purposes of your employment, or where you have an operational need.
- Access devices must only be used by the person it has been issued to and must not be shared with anyone else for their use unless previously approved by Hobart Airport.
- Your access control device must always be kept secure.

# Change of Access Requirements

*Access devices must immediately be returned to Hobart Airport when you no longer have an operational need for access.*

**Immediately notify Hobart Airport if:**

- Your access requirements have changed.

- You have ceased employment with your current employer.

# Lost or Stolen Devices

If your access device is lost or stolen you must immediately notify the **Hobart Airport Terminal Duty Manager (0437 361 901).**
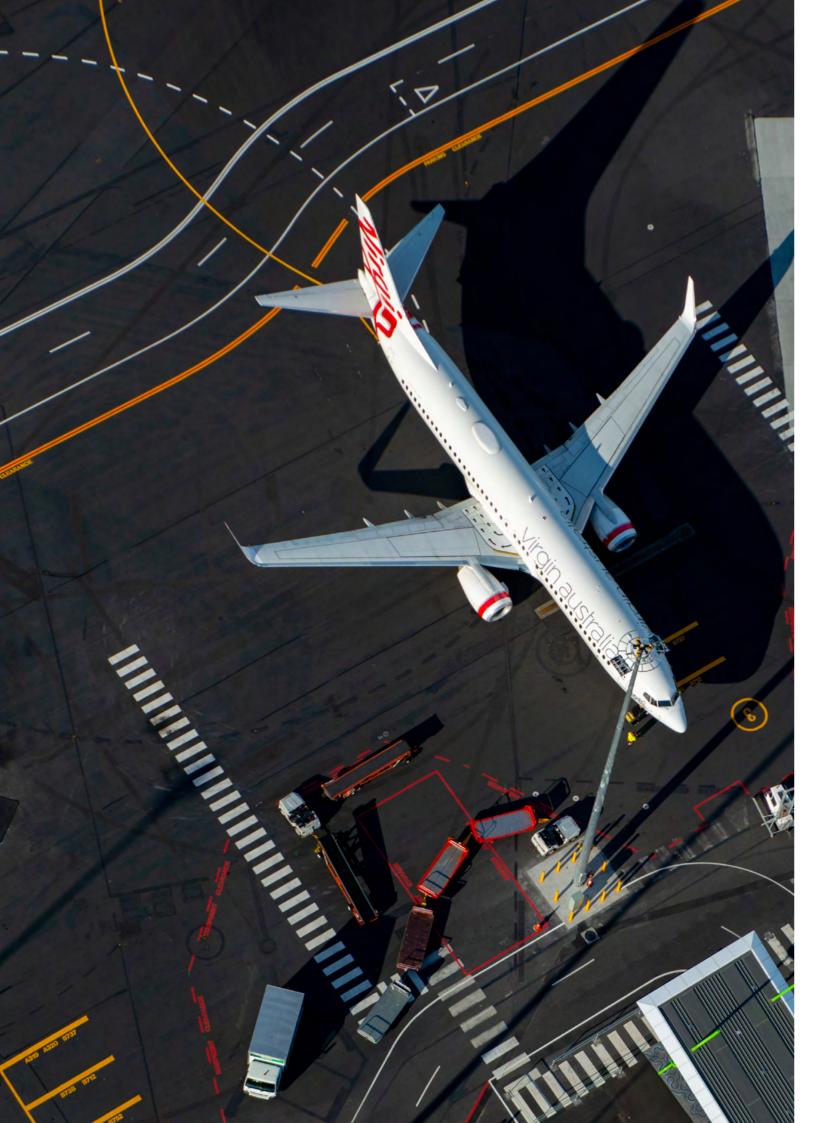
# Returning Access Devices

*Access devices must be returned to Hobart Airport in the following circumstances:*

- You no longer have an operational need for access.

- Your access permissions have been cancelled by your employer or Hobart Airport.

# Access Validity

*Electronic Access Cards will be set to expire at the same time as your ASIC.*
If you do not hold an ASIC, your access card will be set to expire no later than two years after the date of issue.

If you do not use your electronic access card for a period of 90 days your access permissions will be cancelled. All holders of hard keys will be required to reconfirm their operational need for access every two years.

# Door Security

*When accessing a door or gate, you must ensure it is fully secured before leaving the area.*

You must immediately report any door that is not securing correctly to the **Hobart Airport Terminal Duty Manager (0437 361 901).**

If a door leading to a secure area (departure lounge or airside) is not securing correctly, you must remain with the door until further assistance arrives or the door is secured.

# Tailgating

*Tailgating occurs when you allow a person to follow you through a door without them using their own access card to gain access.*

You must never allow a person to tailgate through a door secured via the electronic access control system. You should challenge any person who tailgates and ensure they swipe their access card before entering the area to confirm they have the appropriate access permissions.

The exception to this rule is when escorting a VIC holder. If you are escorting a VIC holder, you should use your access device to gain entry to the door and allow the VIC holder to pass through the door without swiping an access card.

If you are accessing a door with other people that have access, then all people must swipe their card.

# Unsecured Doors

All unsecured doors to secure areas (Departure lounge, Airside) must immediately be reported to the **Hobart Airport Terminal Duty Manager (0437 361 901).**

## Hobart Airport Administration

**03 6216 1600**

**6 Hinkler Road**

**Cambridge, TAS 7171**

## Terminal Duty Manager

**0437 361 901**

## Website

**https://hobartairport.com.au/corporate/working-at-hba/access-application/**

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