

# Darwin International Airport

## APPROVED CONTRACTOR REGISTRATION

### FORM-E001

This form is to be used when registering a new business to be included on Darwin International Airport's Approved Contractor Register. All businesses engaged to carry out works for DIA on the DIA site must be registered before a Permit to Commence Work will be issued.

Completed forms are to be sent to the DIA Engineering Department (contact details below).

**To be completed in BLOCK CAPITALS only please.**

#### SECTION A – BUSINESS DETAILS

Business Name:	_____				
ABN No.	_____	ACN No.	_____		
Trading Name:	_____				
Current <b>Business</b> Address:	_____				
Suburb	_____	State	_____	Postcode	_____
Current <b>Postal</b> Address:	_____				
Suburb	_____	State	_____	Postcode	_____
Contact Numbers:	Phone _____	Fax	_____		

#### SECTION B – CONTACT PERSON DETAILS

Contact Person:	_____	
Position:	_____	
Contact Numbers:	Office _____	Mobile _____
Email Address:	_____	

SECTION C – WORKS DETAILS

<p>Contracted For:</p>	<p><input type="checkbox"/> Specific Project    DIA Project Registry Number _____</p> <p><input type="checkbox"/> Specific Works</p> <p><input type="checkbox"/> Ongoing Maintenance</p>
<p>Description of Works:</p>	
<p>Required Areas of Work (Please tick all that apply):</p>	<p><input type="checkbox"/> Airside                      <input type="checkbox"/> Terminal Ground Floor</p> <p><input type="checkbox"/> Terminal First Floor        <input type="checkbox"/> Other</p>
<p>Please specify exact location of works:</p>	
<p>Please provide the names of known personnel that will be required to work on-site</p>	<p>First Name: _____ Surname: _____</p> <p>First Name: _____ Surname: _____</p> <p>First Name: _____ Surname: _____</p> <p>First Name: _____ Surname: _____</p> <p>First Name: _____ Surname: _____</p> <p>First Name: _____ Surname: _____</p>
<p>Will you or your employees be required to take a vehicle airside?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes – Please note, all personnel are required to hold a valid Aviation Security Identification Card (ASIC) and additional licence to drive airside. For further information please refer to Section E – Additional Criteria.</p>
<p>Will you or your employees require access Airside or any Secure Areas of the airport on a regular basis (2 or more times in 90 days)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes – Please note, all personnel are required to comply with NT Airports Drug and Alcohol Management Plan (DAMP), undergo Drug and Alcohol testing and complete the NT Airports DAMP Induction. For further information please refer to Section E – Additional Criteria.</p>

## SECTION D – DOCUMENTATION

In order to register your business with us you are required to attach the following documentation to this application:

- A photocopy of your Business Registration Certificate; *or*
  - If you are a Sole Trader then provide your ABN registration number; *and*
  - A photocopy of your Public Liability Insurance (Min \$20m); *and*
  - Trade certificate or licence to carry out works (if applicable)
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## SECTION E – ADDITIONAL CRITERIA

All contractors working on the DIA site must hold a valid DIA Contractor's Pass, in addition to this any contractors who will be working on a construction site must also hold a valid White Card.

If airside access is required for a period in excess of 28 days then contractors will need to apply for an Aviation Security Identification Card (ASIC). Should there be a requirement to take a vehicle airside then an Authority to Use Airside permit will need to be applied for each vehicle and drivers will need to obtain an Authority to Drive Airside (ADA) licence. Information on how to obtain these passes and licences will be sent to you once your Contractor Registration has been approved by DIA. For further information regarding ADA's and AUA's visit the 'Airside Driving' section under the 'Working on Airport' tab of the Darwin International Airport website.

All contractors who are required to perform regular (at least two or more times every 90 days) works in the airport's secure areas or undertake a Safety Sensitive Aviation Activity (SSAA) within an aerodrome testing area are required to comply with NT Airports Drug and Alcohol Management Plan (DAMP). You will be required to undergo the NT Airports DAMP Induction and are subject to alcohol and other drugs testing.

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## SECTION F – SITE RULES AGREEMENT

To be completed by business contact person as detailed in Section B.

I, \_\_\_\_\_ hereby:  
Print Name

- (i) Confirm that I have received a copy of the DIA Site Rules for Contractors and that I have read and understood them;
- (ii) Agree that I, and all personnel contracted by the business detailed in Section A of this form, will comply with the DIA Site Rules for Contractors for the duration of any work performed at the DIA site;
- (iii) Understand that non-compliance with the DIA Site Rules may lead to the business detailed in Section A of this form being removed from the DIA Approved Contractor Register;
- (iv) Understand that the completion of this form does not give authority to commence work and that a Permit to Commence Work (PERCOW) and any other relevant high-risk work permits need to be sought and issued prior to any works commencing on the airport site.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

**OFFICE USE ONLY**

<p><b>REQUIREMENTS</b></p> <p><input type="checkbox"/> Contractor Induction</p> <p><input type="checkbox"/> Drug &amp; Alcohol Testing &amp; DAMP Induction</p> <p><input type="checkbox"/> ASICs (if yes refer applicant to Security/Operations Dept)</p> <p><input type="checkbox"/> AUAs/ADAs (if yes refer applicant to Security/Operations Dept)</p>	<p><b>ATTACHMENTS</b></p> <p><input type="checkbox"/> Business Registration Certificate/ABN Number</p> <p><input type="checkbox"/> Public Liability Insurance (Min \$20m)</p> <p><input type="checkbox"/> Trade certificate or licence to carry out works (if applicable)</p>
<p><b>PROCESSING</b></p> <p>Application Received: _____ Initial: _____</p> <p>Application Entered: _____ Initial: _____</p>	<p><b>PROCESSING</b></p> <p>Drug &amp; Alcohol Test Results Received: _____ Initial: _____</p> <p>Contractor Induction Completed: _____ Initial: _____</p> <p>DAMP Induction Completed: _____ Initial: _____</p>
<p><b>PROCESSING</b></p> <p>Approved: _____ Initial: _____</p> <p>Notification: _____ Initial: _____</p> <p>Approved Contractor Number (Company): _____</p> <p>Approved Contractor Number (Personnel): _____</p> <p>Approved Contractor Number (Personnel): _____</p> <p>Approved Contractor Number (Personnel): _____</p> <p>Approved Contractor Number (Personnel): _____</p> <p>Approved Contractor Number (Personnel): _____</p> <p>Approved Contractor Number (Personnel): _____</p>	<p><b>NOTES</b></p>