

# Darwin International Airport

## CONTRACTOR PERSONNEL REGISTRATION

### FORM-E002

This form is to be used when registering additional new personnel to an already existing Approved Contractor with Darwin International Airport.

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. _____	
DIA Approved Contractor Company Number (if known):	_____		
Contact Person:	_____	Position _____	
Contact Numbers:	Office _____	Mobile _____	
Email Address:	_____		

#### SECTION B – NEW PERSON DETAILS

Please provide the names of additional personnel to be added to your registered business:	First Name: _____	Surname: _____
	First Name: _____	Surname: _____
	First Name: _____	Surname: _____
	First Name: _____	Surname: _____
	First Name: _____	Surname: _____
	First Name: _____	Surname: _____

**SECTION C – AGREEMENT**

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

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

- (i) Confirm that all personnel detailed in Section B have received a copy of the DIA Site Rules for Contractors and have read and understood them;
- (ii) Agree that all personnel detailed in Section B of this form, will comply with the DIA Site Rules for Contractors for the duration of any work performed at the DIA site;

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature Day Month Year

**OFFICE USE ONLY**

<p><b>REQUIREMENTS</b></p> <p><input type="checkbox"/> Contractor Induction (2 yearly)</p> <p><input type="checkbox"/> Drug &amp; Alcohol Education Program (DAMP Induction) 2 yearly</p> <p><input type="checkbox"/> Drug &amp; Alcohol Testing (only once, pre-employment)</p> <p><input type="checkbox"/> Security Induction (once only)</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 (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>	