



**National
Airports
Corporation**
PAPUA NEW GUINEA

NATIONAL AIRPORTS CORPORATION - PORT MORESBY INTERNATIONAL AIRPORT

APPLICATION FOR AVIATION SECURITY CONTRACTOR PASS

DETAILS OF APPLICATION

Surname: _____ First Name _____

Village/Town: _____ Sub-District /City: _____ Province / Country: _____

Currently Residing at: _____ Section: _____ Lot: _____ Town/City: _____

Distinguishing Marks (if any): _____ Colour of hair: _____ Height: _____

Applicant Signature: _____ Date: _____

1. EMPLOYER'S INFORMATION

Company Name: _____ Type of Activity/Operations: _____

Company Address: _____ Duties Responsibilities: _____

Telephone: _____ Mobile: _____

Specific Area of Work: _____

Reasons for Applying: _____

Period Works carried out: _____

Type of Application: (1) INITIAL ISSUE [] (2) RENEWAL [] REPLACEMENT, LOST or STOLEN: []

Please tick appropriate box. Lost or Stolen Card application MUST be

NOTE: If any information found to be incorrect, the application will not be processed.

2. NAC OFFICIAL USE ONLY

Date application received: ____ / ____ / ____

RECOMMEND:[] ID Centre Staff Signature: _____ Date: ____ / ____ / ____

APPROVED: [] NOT APPROVED: [] Manager ID Centre Signature: _____ Date: ____ / ____ / ____

(Expiry Date – Month and Year: (_____))

NOTE: It is important that applicants read and understand the AVSEC requirements before completing the form.

1. All applications must be approved by the General Manger AVSEC or in his absence the Head of Security or Manager ID Centre after Induction has been completed and signed off.
2. ID card is issued on **MONDAY** to **FRIDAY** each week between the hours of 0900 hours of am and 1500 pm.
3. Payment must be made to NAC ID Centre, Domestic Terminal, and Level 1.
4. Must be escorted by a red ASIC holder when access is required to the Security Restricted Area (SRA)
5. Must be displayed at the outer garment at chest height.
6. Use for official purposes only and is not transferable.
7. Payment of K250.00 per Contractor Pass.
8. If it's Lost, Stolen or damaged card(K50.00) read the terms and conditions
9. The Contractor Pass Remains the property of the National Airports Corporation and shall be removed ANYTIME without notice if the holder does not comply with requirements stated below.

Contractor Pass Guide

1. Issued Contractor Pass, remains the property of NAC and maybe withdrawn any time by the **Manager Aviation Security (AVSEC)**.
2. The Contractor Pass is issued to Contractors for use in the Security Restricted Area (SRA) and **must be escorted** by an authorized red ASIC card holder.
3. The Contractor **Pass** is **issued** for the **performance of official duties** and strictly **business only**.
4. The **Contractor Pass** is **not transferable** and **shall be surrendered** to the issuing authority upon completion of the task at the following locations.
 - a) **the National ID Card Centre** (Level 1 Domestic Terminal)
 - b) **Airside Operations Office**
5. The holder **shall comply** with any reasonable instruction given by an airport security officer or authorized officer of the civil aviation authority.
6. The Contractor Pass **shall be worn above the waist** on the outer garment at **all times** whilst on lawful duty, in the security restricted, prohibited or sterile areas.
7. **Unauthorized** possession, use retention, alteration, destruction or transfer of **Contractor Pass** can attract penalty under CAA regulations.
8. **Any person** in possession of a **Contractor Pass** found unescorted airside in Security Restricted Area (SRA) **will have the pass removed** and **is to leave** the area immediately
9. Contractor Pass holder **shall immediately report** in writing the **loss** of his/her card/pass with state dec to the issuing authority.
10. Individuals, who continue to lose ID Passes, are advised that consideration will be given for denial of future ID pass issuance.

ACKNOWLEDGEMENT

I have read and understood the conditions under which the Contractor Pass will be issued to me.

Applicant Signature: _____ Date: ____ / ____ / ____
