



**Australian Government**  
**Department of Infrastructure  
and Regional Development**

# ASIC issuing body program

Guidance





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## Purpose and Audience

The purpose of this document is to assist Aviation Industry Participants, including new entrants, in their application to the Department of Infrastructure and Regional Development (the Department) for authorisation to become an aviation security identification card (ASIC) issuing body.

This document will assist you with understanding the obligations and requirements of an issuing body under the *Aviation Transport Security Act 2004* (the Act) and the *Aviation Transport Security Regulations 2005* (the Regulations).

## What is an ASIC?

The aviation security identification card (ASIC) scheme is an important part of securing the aviation sectors against acts of terrorism and unlawful interference.

An ASIC shows that the holder has a valid background check. The primary purpose of the background check is to establish whether an applicant may pose a security threat to aviation infrastructure, and includes a national security assessment, a criminal history check, and where required, an immigration check.

An ASIC is not an access card and does not give the holder the right to access aviation secure areas without the permission from the relevant authority or facility owner or operator.

Within the secure areas of a security controlled airport, an individual must either hold and display a valid ASIC or be escorted by an ASIC holder under the visitor identification card (VIC) scheme. The secure areas are established to protect critical or vulnerable aspects of Australia's aviation infrastructure. These areas are subject to stringent security measures, including significant access restrictions.

There are three types of ASICs.

- Red ASICs are required for the airside security zone of security controlled airports.
- Red or grey ASICs are required for all other secure areas of security controlled airports.
- White ASICs are for persons directly involved in the issue of ASICs or VICs and certain security-related roles of known consignors, regulated air cargo agents and accredited air cargo agents.

## Who can issue an ASIC?

Only an authorised issuing body can issue ASICs. To be authorised as an issuing body, you must be either an Aviation Industry Participant or a Commonwealth agency. The Comptroller-General of Customs and the Civil Aviation Safety Authority are legislatively prescribed issuing bodies.

## How do I apply to become an ASIC issuing body?

You apply in writing to the Department. Your application must be accompanied by a proposed ASIC program. To become authorised as an ASIC issuing body you must satisfy legislative requirements.

This guidance and supporting template is designed to assist you to develop and submit a suitable ASIC program.

### Airport Operators

If you are an airport operator, the Department must be satisfied that:

- your proposed ASIC program includes adequate procedures to be followed in the safeguard against unlawful interference with aviation (see “What is an ASIC Program?”); and
- you are not likely to be a threat to aviation security.

### Other Industry Participants

If you are not an airport operator, the Department must be satisfied that:

- you are the operator of a prescribed air service, or you a person that may appropriately be authorised as an issuing body; and
- you control a secure area, or reasonably need on-going access to such an area; and
- the ASICs cannot more appropriately be issued by the operator of a security controlled airport, given:
  - the number of ASICs you propose to issue; and
  - the respective resources of the applicant and the operator of the relevant security controlled airport; and
- your proposed ASIC program adequately sets out the procedures to be followed by the issuing body in accordance with the Aviation Transport Security Regulation r6.06(2); and
- you are not likely to be a threat to aviation security.

## What is an ASIC program?

An **ASIC program** sets out procedures to be followed in relation to:

- accepting applications for ASICs and applying for background checks;
- determining the applicant's operational need;
- issuing ASICs;
- collection, storage and destruction of information and documents about ASICs and ASIC applications;
- verification of identification documents;
- ensuring ASIC holders are aware of their obligations;
- printing and producing ASICs and storage of production equipment;
- storage, transportation and distribution of ASICs;
- recovery and destruction of ASICs and cancellation of access controls;
- recordkeeping;
- engaging other entities to perform activities on behalf of the issuing body;
- quality assurance and audits; and
- ceasing to be an issuing body.

It is important to note that your ASIC program must detail your own specific procedures.

An ASIC program does not authorise the issue of visitor identification cards (VICs) or temporary aircrew cards (TACs). The issue of VICs or TACs is set out in a transport security program, not an issuing body program.

Once completed, an ASIC program should only be made available to authorised staff within your business for whom access to the program is necessary for the performance of their duties. Revealing the information contained in this document to unauthorised people may compromise the aviation security safeguards in your ASIC program, and cause damage to you, individual applicants and/or the Australian Government.

## How to complete the ASIC program template

The text provided in the template is displayed in various colours.

- **Black text** is an example and does not need to be amended unless it is inconsistent with your business processes.
- **Purple text** is used to indicate where text appropriate to your business must be inserted. For example:
  - **<<Name of issuing body>>** keeps records of the activities that are sufficient to demonstrate that it has complied with its ASIC program.
  - **<<Name of issuing body>>** will retain:
    - A copy of the application;

- A record of the issue of a card to an applicant;
- Copies of the identification documents that were given to the issuing body in the application;
- **Purple text** must be amended to reflect your operations, and changed to black on completion.
- **Red text** is used for remarks or notes designed to assist in drafting your ASIC program, for example **insert your procedures here**. Red text must be deleted before submitting your ASIC program.

## Must I use the Department's template?

It is recommended that you use the Department's template when preparing your program. You can choose to develop your own document, but you must address all the applicable legislative and regulatory requirements in the Act and Regulations.

If you are using the Department's template, we recommend that you do not alter the headings when preparing your program.

If you choose to create your own document, using headings consistent with the Department's template will assist the assessment process.

## Submitting your ASIC program and request to become an issuing body

A request for approval to become an issuing body and proposed program must be made in writing from an authorised officer. Submissions can be sent to [national.coordinator@infrastructure.gov.au](mailto:national.coordinator@infrastructure.gov.au) or posted to:

National Coordinator  
GPO Box 1966  
Canberra ACT 2601  
Australia

Please ensure that your ASIC program is submitted in PDF format, and that any password protection has been removed.

Once received, you will be emailed a receipt indicating when the 30 day consideration period started.

## Agents

If an agent is preparing or submitting an ASIC program on your behalf, your submission will require a current authorisation letter. Your letter must be signed by an authorised signatory within your



organisation and indicate that the agent is approved to prepare and submit an ASIC program on your behalf.

### **Decision timeframes**

There is a 30 day consideration period in which the Secretary of the Department can make a decision to approve or refuse your application. If a decision is not made within 30 days, your application is deemed to have been refused.

If you are required to provide further information, then the 30 day consideration period is put on hold until further information is received by the Department.

### **What should I do if I need to change the information in my approved ASIC program?**

You must regularly review your ASIC program and any amendments must be submitted as a variation to the Department for consideration prior to implementation.

You should notify the Department as soon as possible. Variations must be submitted to the National Co-ordinator.

### **For further information**

More information and guidance on Australia's aviation security regime is located on the Department's website, [www.infrastructure.gov.au](http://www.infrastructure.gov.au), including links to the Act and Regulations.