**AIRBUS**

**Security Requirements**

Personnel delivering services for a company engaged by Airbus Australia Pacific Limited or Airbus New Zealand Limited are required to satisfy minimum security requirements prior to accessing Airbus sites in Australia and New Zealand or ICT systems, which may contain Airbus and customer sensitive/official information and materials.

Security related requirements include the following:

- Airbus in Australia or Airbus in NZ inductions and any site-specific inductions.
- Confirmation of a current police check or security clearance (depending on site or system access required).
- Confirmation of Nationality.
- Undertake to report security incidents.

**Induction**

The company must ensure that its personnel undergo inductions and any site-specific induction processes for Airbus in Australia or Airbus in New Zealand. All personnel accessing the site or ICT system must acknowledge and comply with the rules and regulations concerning the site or system.

**Security clearance and police checks**

Companies engaged by Airbus in Australia or Airbus in NZ must provide evidence of a current Commonwealth security clearance or New Zealand Defence Force security clearance (as applicable) or police check conducted within 6 months of commencing work on Airbus sites in Australia or New Zealand or ICT systems.

The clearance or police check must be provided for all personnel requesting access prior to access being granted.

Security clearances and police checks are reviewed by Airbus Corporate Security, access is then provided on a case-by-case basis. Additional security controls may be implemented to facilitate access including, but not limited to, escorted access or limited access to ICT environments.

**Nationality**

Non-Australian citizens may require a full escort for the duration of their time on Airbus sites. All costs will be passed through to the business or company providing the service.

*Note: An escort is required for contractors on Airbus NZ sites collocated within Defence sites in New Zealand regardless of citizenship.*

Non-Australian citizens will not be granted access to Commonwealth official information or ICT systems containing official information unless a Foreign Release of Information (FROI) has been granted by the Commonwealth.

**AIRBUS**

**Security incidents**

Personnel who observe or commit a security incident must report the incident to Airbus Corporate security in Australia as soon as is practicable.

Security incident may include:

- Loss of keys or access pass.
- Unlocked or unsecure doors.
- Unauthorised access or suspicious personnel in restricted areas.
- Unauthorised use of mobile phones, photographic or other Personal Electronic Devices (PED) in restricted areas.
- Classified or other sensitive material improperly secured or stored.
- Suspicious, ongoing, unusual, or persistent contact with person(s) related to your work with Airbus in Australia or NZ.

For more information, please contact security.aap@airbus.com.