



Security Requirements

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

Contractors delivering services for a company engaged with Airbus are required to adhere to mandatory security controls conformed under the Protective Security Policy Framework (PSPF), Information Security Manual (ISM), and Defence Security Principles Framework (DSPF) in order for Airbus to maintain its Defence Industry Security Program (DISP) membership. Failure to adhere to these controls may result in significant penalties and/or loss of contractual agreements.

Security related requirements include the following:

- Undertaking any applicable Airbus company inductions and any site-specific inductions.
- Providing confirmation of a current police check or security clearance (depending on site or system access required). This may also involve Export Screening requirements.
- Providing confirmation of Nationality.
- Adhering to the security conditions outlined within this policy.
- Undertaking to report security incidents.

Induction

The vendor must ensure that its personnel and sub-contractors undertake any inductions or pre-requisites that are applicable to the Airbus site. All personnel and sub-contractors accessing an Airbus site or the Airbus ICT environment must acknowledge and comply with the rules and regulations concerning the site(s) and/or system(s).

Security clearance and police checks

All vendors engaged by Airbus must undergo security vetting. Personnel or sub-contractors who will enter Airbus or customer sites, access personnel, information or assets will need to produce evidence of a valid Australian security clearance or New Zealand Defence Force security clearance (as applicable) prior to any access being granted.

For those who do not have/hold a security clearance, a police check conducted within the last 6 months must be provided before any access is granted.



Security clearances and police checks are validated by the Airbus Corporate Security team. 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 the Airbus ICT environment.

Site Security

For physical access to an Airbus site or facility, contractors must adhere to all visitor management plan requirements, regarding registration and site-specific security controls. Additional security controls, specific to some personnel may also be required, based on the outcome of security risk assessments conducted by the Airbus Corporate Security team.

Visitors/Contractors to an Airbus site or facility must not be permitted access until their identity, right to access and need to access has been established. Any sponsors or hosts must not give visitor's unauthorised access or exposure to export controlled, Airbus sensitive, or Defence classified materials.

Contractors who are appropriately security vetted, and/or hold the appropriate security clearance may work in Airbus restricted and secure areas under broad supervision, upon confirmation of the right and need to access.

Note: An escort is required for all contractors attending Airbus NZ sites collocated within Defence sites, regardless of citizenship.

Foreign Nationals

In some circumstances, Foreign Nationals may require a full escort for the duration of their time on Airbus site or facility. At which, all costs will be passed through to the vendor providing the service.

Foreign Nationals who may be required to access an Airbus site or facility in order to deliver outcomes in support of Defence programs and capability will also require the approval of the Defence estate.

Foreign Nationals 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.

Security incidents

Personnel who suspect, observe or commit a security incident have a requirement to report the incident to the Airbus Corporate Security team as soon as is practicable.



Security incidents may include:

- Physical security control concerns such as loss of keys or access pass, or 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.
- Unauthorised access to classified information without approved Foreign Release of Information (FROI)
- Classified or other sensitive material improperly secured or stored.
- Suspicious, ongoing, unusual, or persistent contact with person(s) related to your work with Airbus.
- Unlawful interference with Airbus and/or aviation operations.
- Communicated threat towards an individual, site and/or Airbus operations.
- Security emergency incidents.

Upon reporting security incidents, personnel must adhere to any directions or corrective actions advised by the Airbus Corporate Security team to ensure effective resolution and prevent reoccurrence.

Changes in circumstances

Personnel delivering services for a company engaged with Airbus are required to report to the Airbus Corporate Security team when:

- There is no longer an operational need to visit or engage with Airbus.
- There is a change or potential impact towards a persons' police check result, vetting clearances or existing approvals obtained during engagement with Airbus.
- There is a change in ownership, board membership, and financial structures/control
- Upon cessation of engagement with Airbus, confirmation that:
 - There has been a recovery of all records (both electronic and hard copy) and assets under the control of the provider, and returned (where applicable) to Airbus;
 - All entity information has been deleted from the provider's ICT systems, and
 - Airbus is no longer a sponsoring entity for any vetting clearances.

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