



**North Queensland Airports Pty Ltd  
Policy**

**No Smoking Airside Policy**

**Reference No: 3041 AO  
Version 3 – 1<sup>st</sup> October 2015**

**Any alterations to this Policy must be approved by the:  
GM Mackay and GM Operations (Cairns)**

**The current copy of this Policy is held on Sharepoint**

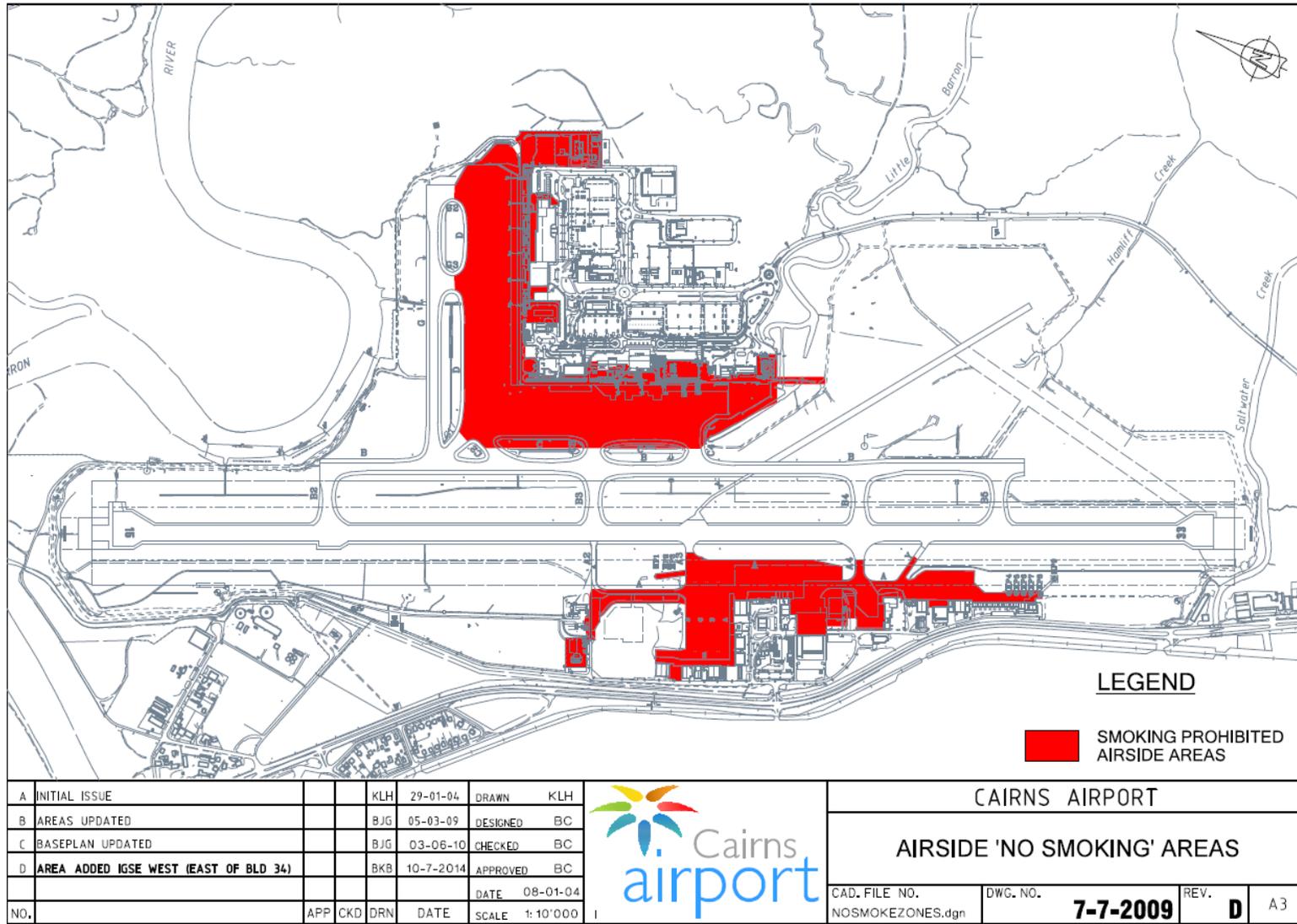
## Document Control

| Reference No | Version | Status   | Sponsor                 | Author                             |
|--------------|---------|----------|-------------------------|------------------------------------|
| 3041 AO      | 3       | Approved | Chief Executive Officer | GM Operations (Cairns) & GM Mackay |

| Amendments  | Date       | By whom                            |
|---|------------|------------------------------------|
| Version 3 – Annual Review   | 01/10/2015 | GM Operations (Cairns) & GM Mackay |
| Version 2 – Annual review inclusive of new document identifier and number in footer as per Document Control procedure | 01/10/2014 | GM Operations (Cairns) & GM Mackay |
| Version 1 – Annual Review   | 01/01/2013 | GM Operations (Cairns)             |
| <b>Summary</b>  |            |                                    |
| Document created to capture No Smoking Airside Policy for NQA.  |            |                                    |

|                                    |  |              |            |
|------------------------------------|--|--------------|------------|
| <b>POLICY:</b>                     | <p>The purpose of this policy is to ensure the safety of passengers and aircraft, reduce exposure to passive smoke and protect the environment.</p> <p>In accordance with the Tobacco and Other Smoking Products Act 1998, smoking is only permitted in designated areas. In addition, Civil Aviation Order 20.9 – Air Services Operations, details specific precautions related to aircraft refueling.</p>  |              |            |
| <b>DEFINITION:</b>                 | <p>Smoking airside is not permitted in any airside area designated as non-smoking at <b>Cairns Airport</b> (see attached map as per Annex A).</p> <p>All airside areas at <b>Mackay Airport</b> are designated non-smoking.</p> <p>In accordance with legislation and NQA policy, smoking is not permitted in any NQA building or vehicle. This includes but is not limited to the baggage make up areas, arrivals, staff amenities, temporary structures and free standing building.</p>  |              |            |
| <b>APPLICABILITY:</b>              | <p>The policy applies to <b>all</b> personnel operating or transiting airside on NQA sites.</p>  |              |            |
| <b>PROCEDURES/<br/>GUIDELINES:</b> | <p>Anyone found smoking (including e-cigarettes) while in a designated non-smoking area, will be subject to disciplinary action including accrual of penalty points.</p> <p>Airport Safety Officers and NQA Authorised Officers have the authority to obtain name and company details from any person in breach of this policy. Details are to be given to the Airside Operations Manager in Cairns or the Manager Aviation Operations in Mackay who will advise, in writing, the person in breach of the policy and their employer.</p> |              |            |
| <b>APPROVED BY:</b>                | Chief Executive Officer  | <b>DATE:</b> | 01/10/2015 |
| <b>CUSTODIAN:</b>                  | GM Mackay and GM Operations (Cairns)   |              |            |
| <b>COMMENT:</b>                    | Reviewed by Manager Operations and Emergency (Cairns) and Manager Aviation Operations (Mackay)   |              |            |
| <b>REVIEW</b>                      | 01/10/2016   |              |            |

Annex A – Designated Non-smoking Area for Cairns Airport



For quality control purposes, this document is only valid on the day it is printed. Official versions are stored on the intranet.

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