

## Airside Operations – ASO Escort Request Form

<b>Date of Works/Escort</b>		<b>Capex #</b>		<b>PO #</b>	
<b>Start time</b>		<b>Finish time</b>			
<b>No. of ASOs required</b>					
<b>Prestart meeting point</b> – <i>If none arranged, meet at Gate 8</i>					
<i>Please note:</i> <ol style="list-style-type: none"> <li>1) <i>A minimum of 48 hours must be given if an escort by an ASO is required.</i></li> <li>2) <i>All escorts will incur a minimum one-hour charge, then charged hourly or part thereof for the remaining duration.</i></li> <li>3) <i>A minimum of 24 hours' notice is required for cancellations / changes to requests or normal charges will be incurred for the day.</i></li> </ol>					

### Works Description

### Works Party

<b>Company name</b>			
<b>On-site supervisor</b>		<b>Phone number</b>	
<b>SCA personnel</b>		<b>No. of personnel</b>	
<b>Vehicles</b>		<b>No. of vehicles</b>	
<b>Max. vehicle / equipment height</b> <i>(in meters)</i>			

### Work Site Location

### Associated Documentation

<b>Risk assessment included</b>			
<b>Map / diagram provided</b>			
<b>Method of Works Plan (MOWP)</b>	<i>Number</i>		<i>Stage</i>
<b>Type of works</b>			<b>NOTAM</b>
<b>PERCOW number</b>			

### Chargeable Works – *Minimum one-hour @ \$110.00 ex-GST per hour*

<b>Company name</b>	
<b>Company address</b>	
<b>Accounts contact name</b>	
<b>Accounts contact number</b>	
<b>Accounts email</b>	
<b>Purchase order #</b>	

When completed please email [adrian.bannister@sunshinecoastairport.com.au](mailto:adrian.bannister@sunshinecoastairport.com.au) or call 0417 630 377.

<b>Document Title</b>	ASO Request	<b>Date</b>	04/08/2022	<b>Approver</b>	Adrian Bannister	<b>Review</b>	Annually
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