

NON-AAD EMPLOYED EXPEDITIONER CHECKLIST



July 2026 Version 7

Timing	Task	Steps	Yes	AAD contact
6 months + prior to departure	Project Approved in Season Plan	- Science Planning and Coordination (SP&C) inform the Chief Investigator (CI) or Project Lead (PL) that the project is approved for seasonal support. - The CI or PL then provides their expeditioner names to SP&C.	☐	AAD Project Lead or Science Planning & Coordination planning@aad.gov.au
5 months prior to departure	Antarctic Applications Online (AAO)	- Expeditioners must complete an online personal profile in the Antarctic Applications Online (AAO) portal. - This captures important information like passport and visa details, dietary needs, clothing sizes, emergency contacts etc and is required to progress through your onboarding steps. - Expeditioners who have previously registered and completed a profile must ensure information is updated.	☐	ICT Service Desk aad servicedesk@dcceew.gov.au
4 months prior to departure	Service Level Agreement (SLA)	- A Service Level Agreement (SLA) outlines the operational support the project will receive. - The SLA is developed in consultation with the CI or PL, Operations Planning and the Project Team. - SLA development takes several months.	☐	Operations Planning opsplanning@aad.gov.au
3 months prior to departure	Personal Qualities Assessment (not relevant to V Trials)	- Expeditioners deploying for more than 2 weeks must participate in a Personal Qualities Assessment in accordance with the Australian Antarctic Service Code of Personal Behaviour. - This is done at an Assessment Centre, 24 hour in person centre or an 8 hour virtual assessment, or a behavioural interview. - The PQ Assessment will be arranged by the Expeditioner Services team in conjunction with your CI or PL.	☐	Expeditioner Services jobs@antarctica.gov.au
3 months prior to departure	Antarctic Medical Screening and Clearance	- Expeditioners must be medically assessed by the Polar Medicine Unit (PMU). - For completion of medical screening, domestic expeditioners should allow 6 weeks and international expeditioners 12 weeks. - Name, date of birth, email and mobile number should be provided to	☐	The Confidential Checklist of Medical History should be completed electronically, however if this is not possible, a contact form and manual pdf version are available via

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		polarmedscreening@aad.gov.au to obtain login details for the AccessPMU portal. - Complete the Confidential Checklist of Medical History in the AccessPMU portal as soon as access is issued. It is important to read the Medical Note accompanying the checklist as it details further screening requirements. - Your Project is responsible for the payment of costs associated with medical examinations.		this link and can be returned to this secure email polarmedscreening@aad.gov.au
3 months prior to departure	Psychological (Adaptability) Assessment (not relevant to V Trials)	- Expeditioners deploying for 3 months or longer, or who will be in a deep field environment for any duration, must complete a Psychological (Adaptability) Assessment. - This assesses an expeditioners ability to effectively adapt and respond to the unique demands of living and working on an Antarctic or sub-Antarctic station, on voyage, or in a field camp. - The assessment includes the completion of an online personality questionnaire and an individual interview with a registered psychologist. - The AAD's organisational psychology team will contact you to organise the assessment.	☐	Organisational Psychologist psychologyHR@aad.gov.au
3 months prior to departure	Police Check	The Australian Government has mandatory requirements for accessing government facilities and IT networks. If you are not employed by the AAD or DCCEEW you require; ➤ A legitimate business need for access, AND ➤ A police check (MANDATORY REQUIREMENT) ➤ A Police check is <i>still</i> required regardless of any security clearance you may have. You are responsible for obtaining a Nationally Coordinated Criminal History Check or National Police Certificate (Police Check). All police checks expire after 3 months, and they must be valid on the day you deploy. You will be notified if the AAD need to receive your police check earlier due to operational requirements We recommend applying for your police check 60 days prior to deployment. More information on getting a Police Check can be found here. ➤ IMPORTANT: Police Checks/Criminal History Checks must cover the past 10 years. If you have lived in or travelled to any other country, other than Australia for 3 months or longer during this period, that country must also be included in your Police Check. Once received please email your Police Check as soon as possible to expeditionerssupport@aad.gov.au.	☐	Expeditioner Support expeditionerssupport@aad.gov.au

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		Police Checks can be obtained through various companies, a couple of examples used by Expeditioners in the past are; • Fit2work • AIS		
3 months prior to departure	Access Card (not relevant to V Trials)	• If you require unescorted access to AAD facilities, you will need an access card. • You must fill in a Security Pass Request Form, available from Expeditioner Support. • You will also need a security clearance or Police Check (see previous section) and a passport style photo when submitting the Security Pass Request Form.	☐	Expeditioner Support expeditionersupport@aad.gov.au
3 months prior to departure	First Aid Certificate	• You must hold a current First Aid Certificate (HLTAID011 & HLTAID010 3-year validity) including CPR competency (HLTAID009 1-year validity). • The CPR competency needs to have been reviewed in years 2 and 3 of the First Aid Certificate validity period. • International equivalents will be accepted. • Provide your certificates to Expeditioner Capability and Training (ECT).	☐	Expeditioner Capability and Training (ECT) expeditionertraining@aad.gov.au
3 months prior to departure	Passports and Visa	• Expeditioners need a current passport valid for at least 6 months after your scheduled return date. • International expeditioners require a visa allowing for multiple entries to Australia. • Enter your passport information in the Antarctic Applications Online (AAO) portal.	☐	
3 months prior to departure	Informed Consent and Liability form	• Expeditioners who are not employed by a Commonwealth government agency must complete the Informed Consent and Liability form and return it to Operations Support Group.	☐	Operations Support Group operations.support.group@aad.gov.au
3 months prior to departure	Onboarding Declaration	• All expeditioners must complete the Onboarding Declaration form and return it to Expeditioner Support.	☐	Expeditioner Support expeditionersupport@aad.gov.au
3 months prior to departure	Insurance	• Your Chief investigator/Project Leader is responsible for ensuring the project and expeditioners are appropriately insured. Ensure you and/or your organisation are insured to cover costs associated with, or arising from, injury or illness whilst participating in the AAP and following return to Australia. • More information on this can be found in the Informed Consent and Liability form.	☐	Insurance enquiries: financialframeworks@dcceew.gov.au
3 months prior to departure	Cargo (not relevant to V Trials)	• Transport of goods and equipment to Antarctica is managed by Supply Chain Operations. • They can provide advice on the electronic consignment system (Econ), transport of Dangerous goods, and cargo timeframe requirements. Please note, the acceptance of cargo can close up to a month prior to departure. • All cargo must be clean and free of any biosecurity risk material.	☐	Supply Chain Operations Cargo.planning@aad.gov.au

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3 months prior to departure	Permits (not relevant to V Trials)	- All activities south of 60°S (including land, water and ice shelves) need to have an environmental authorisation. - Some activities also require a permit. - Your CI or PL will work with the Antarctic and Environmental Regulator and Operations Planning to ensure permitting requirements are met. - See the Environmental Approval Requirements webpage for more details.	☐	Antarctic and Environmental Regulation (AER) Section eia@aad.gov.au
Up to 3 months prior to departure	Transport Information Pack	- You will receive a detailed Transport Information Pack from Operations Support Group up to 3 months prior to departure. - Read this information carefully and finish any uncompleted tasks.	☐	Operations Support Group operations.support.group@aad.gov.au
2 months prior to departure	Training (not relevant to V Trials)	- Pre-departure training is mandatory for AAP expeditioners and must be completed before the scheduled departure date. - Training is delivered online, face-to-face and at the Expeditioner Summit. - Expeditioner Capability & Training will develop your individual training program, depending on role and project requirements. - If applicable this will be included in your SLA and emails will be sent to you about your training schedule. - For online courses an automated email is sent 28 days prior to scheduled departure. - You will be required to attend the Expeditioner Summit with several summits planned throughout the season. Please arrange attendance at the most appropriate summit and early enough to avoid delaying departure,	☐	Expeditioner Capability and Training expeditionertraining@aad.gov.au
2 months prior to departure	Antarctic Clothing Kit	- All expeditioners will be issued with an Antarctic clothing kit tailored to your project needs. - Once your ticket has been approved and you have entered your details in AAO, contact the Clothing Store (clothing@aad.gov.au) to book a kitting appointment. - There are 3 options to collect your kit: - At a face-to-face kitting appointment at the AAD clothing store in Kingston, where the kit is tried and exchanges arranged (preferred option) - Pick up from the AAD clothing store. Any exchanges will need to be organised after you have tried the kit on - Delivery to accommodation can be arranged if option 1 and 2 are not possible. Please contact the Clothing Store to request this. - It is your responsibility to try on your kit and ensure it fits and arrange for exchanges as required. - Kitting should occur a minimum of 3 working days prior to transport. - You need to check off clothing declaration in AAO	☐	Clothing Team clothing@aad.gov.au

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		profile once kit is received and deemed suitable.		
2 months prior to departure	ICT Access	- If you require access to AAD ICT systems, you will need to complete the Onboarding Register - Once submitted, Expeditioner Support will action a request to start the ICT approval process - You will need to have the details of your current employer and their ABN - You will need a Police check (see previous section), and identification documents when entering	☐	Expeditioner Support expeditionersupport@aad.gov.au
Week of departure	Travel and accommodation	- Your CI or PL is responsible for organising and funding your travel and accommodation in Hobart pre-departure and post Return to Australia (RTA). - It is advisable to purchase flexible travel. - Airport transport arrangements for A319/C17 flights are advised by Operations Support Group. - Back-up expeditioners can only be substituted up to a week before departure.		Your CI or PL
Start day	Orientation (not relevant to V Trials)	- There is an optional orientation session for expeditioners accessing AAD Head Office. - You can get assistance with logging onto ICT systems and attend a cargo briefing. - Please get in touch with Expeditioner Support if you require this service.	☐	Expeditioner Support expeditionersupport@aad.gov.au
2 days prior to departure	Pre-flight/voyage brief	- If you are flying south, you must attend an online pre-flight briefing 2 days before your scheduled departure. - The Operations Support Group will send through an invitation to a Teams meeting for you to attend. - If you are travelling on the ship, you must attend a pre-voyage briefing on the ship the day before, or on the day of departure.	☐	Operations Support Group operations.support.group@aad.gov.au or Maritime.Operations@aad.gov.au
Return to Australia (RTA)	Return clothing kit	- When you RTA you will be required to hand back all returnable kit items, which are listed on your clothing agreement. - This can be handed back to an AAD representative at the airport or on RSV <i>Nuyina</i>.	☐	Clothing Team clothing@aad.gov.au
For any queries, please contact expeditionersupport@aad.gov.au				