



RACA Spreadsheet Instructions

The spreadsheet is to allow the bulk entry of RACA employee information into the Aviation Security Service database.

RACA Employer responsibilities:

1. Complete the spreadsheet for all staff that require being vetted as a RACA carrier;
2. One employee per line;
3. The file must be retained as an Excel spreadsheet;
4. The completed file is to be e-mailed to raca@avsec.govt.nz ;
5. The separate hand printed forms must be sent to Aviation Security Service.

Aviation Security Service responsibilities:

1. Check the data in the spreadsheet against the hand printed forms;
2. Upload the data into the database;
3. Start the two vetting processes;
4. Issue the applicable letter once the vetting processes have been completed.

Guide

- The red column **must** be filled in.
- The yellow columns are optional and do not need to be filled in.
- Note: There are data validation rules applied

Fig1.
Data validation rules.

Column	Heading	Validation
D	First Name	Text can not be greater than 50 Characters
E	Middle Name	Text can not be greater than 50 Characters
F	Last Name	Text can not be greater than 50 Characters
G	Date Of Birth	Date must be between 01/01/1900 and 01/01/2000 and entered as a date. e.g. DD/MM/YYYY
H	Citizenship	Text can not be greater than 50 Characters
I	Place Of Birth	Text can not be greater than 50 Characters
V	Surname at Birth or Other Name	Text can not be greater than 50 Characters
W	Employment Number	Text can not be greater than 50 Characters
Z	Phone Number	Any Value
AB	Street Number and Street	Text can not be greater than 60 Characters
AC	Suburb	Text can not be greater than 50 Characters
AD	Town / City	Text can not be greater than 50 Characters



Aviation Security Service

Kaitiaki Marama Raukiri

Fig 2.
Spreadsheet Screen shot

	D	E	F	G	H	I	V	W	Z	AB	AC	AD
1	First Name	Middle Name	Last Name	Date Of Birth	Citizenship	Place Of Birth	Surname at Birth or Other Name	Employment Number	Phone Number	Street Number and Street	Suburb	Town /City
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

User instruction:

1. Complete the spreadsheet and save a copy for your own records.
2. Send an e-mail to raca@avsec.govt.nz and attach a copy of the file.
3. Note that Aviation Security Service requires the hand printed forms with a signature as well as the spreadsheet file

What happens next?

1. Once the forms have arrived, Aviation Security Service will check the spreadsheet against the hand printed forms, make any required corrections and import the spreadsheet into the database.
2. Two vetting procedures will now commence.
3. Once the response has been received from the vetting procedures, Aviation Security Service will produce the applicable letters and post / e-mail them to the RACA employer and or the RACA employee.

The vetting process generally takes up to two weeks to complete.

If you have any questions, please contact raca@avsec.govt.nz or phone Aviation Security Service Christchurch Reception on (03) 3531900