

AIRSIDE ID PASS HOLDER RESPONSIBILITIES

ID passes remain the property of the issuing authority who reserve the right to withhold or withdraw any ID document from any person without explanation.

The responsibilities of holding an airside pass are as follows:

The airside pass must:

- only be used in connection with employment and not for personal reasons
- be shown to the airport security officer when entering the security critical part who will check that it is valid
- be kept visible while airside and worn at chest height
- be shown on demand to any compliance authority personnel or any official of the airport operator who may need to check that the holder is allowed to be within that area

Airside pass holders must:

- safeguard their airside pass and account for its use at all times
- ensure the photograph on the pass reflects their current appearance
- familiarise themselves with the access levels they have been granted – rights can be established by looking at the colour and numbering on the airside pass
- notify the airport operator if there are any changes to their personal details including (but not limited to) changes to job title, name and address
- notify their employer immediately if charged with, or convicted of, a criminal offence
- report any lost or stolen airside passes immediately upon discovering to the local police and to airport security
- where appropriate, challenge or report anyone who is not displaying an airside pass in a non-public area
- not allow other people to ‘tailgate’ them
- not prop doors or gates open at any time
- report any defective doors, gates or locks immediately to airport security
- look out for and report any signs of suspicious behaviour to their employer or to airport security
- present on demand to CAA inspectors, UK Border Force officers, Northumbria Police or any airport official or any person identifying themselves as having responsibility for security of the area in question.
- return their pass to the pass office when its validity has expired or sponsorship for access is withdrawn, otherwise a charge will be levied

When undertaking escorting duties of a Visitor or Temporary Employment pass holder the Airside pass holder must:

- keep individuals they are escorting in line of sight at all times when in the critical part, even if their work/visit is complete, and under no circumstances leave them unescorted
- reasonably ensure that no security breach is committed by the individual that they are escorting
- ensure that the individuals they are escorting only access areas needed for their visit and to which the escort is permitted
- ensure that escorting ratios are adhered to, these are 1:3 for Temporary Employment ID pass holders and 1:6 for Visitor ID pass holders
- ensure that any escort they hand a Temporary Employment or Visitor ID pass holder to are equally aware of their responsibilities.

Declaration:

I, (PRINT NAME), employed by
..... (PRINT COMPANY NAME) understand that any failure to display my ID pass whilst at work or any misuse of my ID pass will result in disciplinary action being taken against me. I also confirm that I have not had an application for an ID pass rejected or withdrawn at any other airport.

Signed..... Dated