

**NEWCASTLE INTERNATIONAL AIRPORT LIMITED
NOTIFICATION
25/2024**

TITLE:	Issue of Security ID Pass	
DATE:	October 2024	
VALID UNTIL:	Until Revoked	
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It is the responsibility of NIAL Managers and those of Business Partners and other key stakeholders to ensure that appropriate NIAL Notifications are brought to the attention of their staff, suppliers, contractors and visitors as required for the safe and efficient operation of the aerodrome and wider airport operation.

Those in any doubt as to the requirements of a NIAL Notification should seek clarification from the contact person.

Introduction.

This notice revokes and replaces:

- 16/2015 Issue of Security ID Pass
- 03/2018 Landside Airport ID Pass
- 05/2018 Landside ID Pass and Temporary Pass Application
- 23/2022 Temporary Employment Pass Alleviation Extension

Objective.

The overall objective of Aviation Security is to protect passengers, air crew, airport staff, members of the public, aircraft, cargo, buildings and installations from acts of violence and to maintain the operational efficiency of the airport under the terms of the Aviation Security Act, 1982, and Aviation and Maritime Security Act, 1990. The current threat to aviation and public places in general, remains high and very real. A recent review of ID Pass allocation at Newcastle Airport was undertaken at the Airport Risk Advisory Group (RAG). There is a requirement for all those working on site at Newcastle Airport to hold an Airport ID Pass. This allows us to identify who is on site, from a security perspective

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and to be able to identify those persons as having a legitimate reason to be on site.

ID passes must be clearly displayed **at all times** at chest height, on outer clothing, facing forward in the correct orientation. As part of the security team's daily patrols of the site, they will conduct Airport ID Pass checks to ensure compliance.

Process

All pass applications are processed through ID Gateway. To gain access to the site, you must first contact the Pass Office to be set up as an authorised signatory. Once registered, the sponsor can manage all applications via the portal. All applicants working within the terminal site are required to hold an Airport ID pass. The criteria for such an ID are documented in the table below:

Category of Pass	Accreditation Check	Criminal Record Check	5 Year Employment History	GSAT (completed within the past 10 weeks)	Passport or Photo Driving License	Fire Safety Training	Permanent Security ID Pass Escort
Initial Airside Security Pass	Y	Y	Y	Y	Y	Y	N
Airside Security Pass Reissue	Y	N	N	Y	Y	Y	N
Cabin Crew Pass	Y	Y	Y	N	Y	N	N
Fire Station Access Gate Pass	Y	Y	Y	Y	Y	N	N
Landside Security Pass	N	Y	Y	Y	Y	Y	N
Landside Security Pass Reissue	N	Y	N	Y	Y	Y	N
Temp Pass (Visitor)	N	N	N	N	Y	N	Y
Employment Temp Pass (Initial)	N	N	N	N	Y	N	Y
Employment Temp Pass (Secondary)	N	Y	N	N	Y	N	Y

- A criminal record check is valid for a period of 26 weeks prior to pass issue. It is no longer required for an airside pass reissue; however, this is still a requirement for the reissue of a landside pass. This is due to all airside pass holders being subject to an accreditation check.
- GSAT must be taken for an initial pass application and at pass renewal. This must be completed 10 weeks prior to the application being made and must cover modules 1-5.
- A grace period of 30 days is given to all initial pass applicants to complete fire safety training. For any reissue applications, this must be completed prior to the application being submitted.
- Right to work documentation must be uploaded for any applicant who does not hold a UK passport. This applies to both landside and airside applications, along with any employment temporary pass.

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Temporary Pass Applications

Temporary Visitor Pass

Temporary visitor IDs are strictly to be used for the following categories only:

Contractor carrying out short term essential work
Drivers making impromptu collections and deliveries
Work experience, familiarisation, training and interviews
Emergency maintenance
Airside visit

Temporary IDs are not to be applied for or used for:

Carrying out work as a seasonal or as a permanent employee.
Obtaining airside access before a Full Background Clearance on a new member of staff has been completed.

All applicants have an allowance of 14 days per rolling calendar year for a visitor pass and the pass allowance applies to the person, not the sponsoring company. Compliant photographic ID is required to obtain a temp pass and must be added to all applications. This will be a valid UK passport or photographic driving licence. For all other nationalities, a valid passport. The sponsor must instruct the applicant to present the corresponding photo ID to security. Failure to do so will render the pass invalid and they will not be granted access.

Temporary Employment Pass Application (Initial)

A sponsoring company can apply for temporary employment pass whilst the applicant is still undergoing the recruitment process. This allows the applicant to partake in work duties whilst they await the completion of their full pass application. They are limited to 14 days for the initial pass and proof of a CRC application must be submitted along with photographic identification. If the applicant holds a non-UK passport, right to work documentation must be uploaded.

Temporary Employment Pass Application (Secondary)

An application for a secondary temporary employment pass can be made for an additional 30 days, but the CRC certificate must be uploaded onto the application. An applicant has an allowance of 60 days for temporary passes, and this includes any days used for visitor passes. The ID Pass Office keeps track of all issued temporary passes and should the count for any given individual exceed 60 days, in one rolling year, they will refuse any further pass applications and a full ID will need to be applied for.

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Landside Security ID Pass

A Landside Security ID pass is required by persons that do not require access to airside locations but work in premises on Airport land which are accessed via the main Airport entrance or Middle Drive. The pass bears a computer-generated photographic image of the holder, is valid for a maximum period of three years and bears its expiry date. Permanent landside security ID passes do not permit access to the critical part when escorted by a permanent critical part security ID pass holder.

ID Pass Reissue

A security pass will expire three years after date of issue, and it is the responsibility of all sponsors to monitor the need to revalidate the passes of their employees. No extensions will be granted for any pass where the sponsor has failed to submit the reissue application prior to the pass expiring.

General Pass Information

Responsibilities of Pass Holders

The responsibilities of the pass holder are:

- To safeguard the pass
- To account for its use
- To report its loss immediately to airport security and the ID pass office

The validity of passes and the access they afford are based on the following considerations:

- Passes are valid only in respect of the person to whom they are issued.
- Passes are NOT transferable between employees.
- Passes afford access to the holder when ON DUTY to specified areas.
- A security pass does NOT confer on the holder an absolute right of entry to any area.
- Passes must be presented on demand to Security staff for inspection when the holder enters restricted areas.
- Passes must be presented on demand to CAA Inspectors, UK Border Force Officers, Northumbria Police, any Airport Official and any person identifying themselves as having responsibility for security of that area.

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- Passes must be surrendered to representatives of the issuing authority when their validity has expired or sponsorship for access is withdrawn.
- Passes remain the property of the issuing authority who reserve the right to withhold or withdraw an identification document from any person without explanation.
- Passes will park after a period of 60 days of inactivity. To have the pass reinstated, please contact the ID pass office. For out of hours requests, please contact airport security. If a pass has been parked for a period of 6 months or more, a new GSAT certificate is required.

Lost Passes

Lost passes must be reported immediately to the airport security and the ID pass office with an explanation of the circumstances of the loss. Carelessness in safeguarding identity documents, delays in reporting a loss or repeated losses may result in a waiting period imposed for a replacement to be issued and a financial penalty.

Penalties for Misuse

If it is discovered that a person has misused their security pass, the pass will be removed from their possession and the matter will be referred to the Security Manager and Northumbria Police for appropriate action under Newcastle International Airport Byelaws.

Pass office contact details:

passoffice@newcastleinternational.co.uk

0191 2143532