



Requirements for carrying tools of the trade into the critical part or any restricted area within Belfast city.

This process will apply to all airport based staff, contractors and visitors wishing to carry Tools of the trade into the critical part (CP).

All Persons requiring permission for any “tools of the trade” to be carried into the (CP) must complete the form attached at Annex A. The form can be handed into the pass office or by email forwarded to passoffice@bca.aero during pass office opening hours: 09.00 – 13.00hrs Monday – Friday for authorisation. This should be carried out by the relevant party at least 48 hours before any work is due to commence.

Once the form is completed with authorisation stamp and authorised signature, the pass officer will make contact either by telephone or email for collection of the form or pass depending on circumstances as proof of approval for the relevant party.

Temporary staff, contractors & visitors

1. It's essential that prior to any work commencing that all temporary staff, contractors and visitors carrying “Tools of the trade” are fully briefed as to their responsibility in regards to the carrying and securing tools while on airport property and ensuring that the requirements listed are fully met.
2. The completed form will be carried at all times while on site at GBBCA by the temporary staff or visitor and must be produced for inspection when requested to do so by security staff or to gain entry into the (CP) or other restricted areas at one of the control points.
3. Should there be any sign of alteration or tampering on the form during inspection the applicant will be refused entry to the (CP) restricted areas or if already in these areas will be asked to leave. The applicant will be directed to the security pass office, security control for further verification.
4. On arrival at one of the screening points the applicant and “tools of the trade” will be screened and searched as per CAA requirements. Security staff carrying out the checks must ensure that all articles are accounted for as indicated on the application form. Should any other item be found that is not listed on the form or any prohibited item be found the applicant will either be refused access to the (CP) or restricted area until the item is question is discarded in a safe and suitable manner or the person refused access. If refused the security senior operative must be consulted.
5. If further verification is needed the office (028 9093 5106) or airport security control room (028 9093 5105) should be contacted.

Permanent staff – full pass holders

1. It's essential that all permanent staff carrying "Tools of the trade" are fully briefed by their department as to their responsibility in regards to the carrying and securing tools while on airport property and ensuring the requirements listed are fully met.
2. Permanent staff that hold a GBBCA security pass will be issued with a GBBCA additional pass (used for visual inspection only). A copy of their form will be held at all search points should staff need reference to items carried.
3. On arrival at one of the screening points the permanent pass holder and "tools of the trade" will be screened and searched as per DFT requirements. Security staff carrying out the checks must ensure that all articles are accounted for as indicated on the application form. Should any other found that are not listed on the form or any prohibited item be found the applicant should either be refused access to the (CP) - restricted area until the item is question is discarded in a safe and suitable manner or the person refused. If refused the security senior operative must be consulted.
4. If further verification needed the pass office 02890935106 or airport security passengers should be contacted.

Control of "Tools of the Trade" by the applicant.

Tools and equipment that are routinely used within the (CP) must be kept in view of the user at all times. When the user has completed their work they must ensure all tools and items used must be accounted for before being locked away from the general public and other airport users.

Building Sites or large areas of work to and from areas used by the passenger must be secured at **ALL times**. The responsibility of preventing unauthorised access sits with the site foreman.

If it becomes apparent that a prohibited item is unaccounted for, the security control room 028 9093 5105 or security senior operative 028 9093 5172 should be advised immediately. Security staff will then ensure that a security sweep is carried out in the area.

Failure to control "Tools of the Trade" by the applicant

Failure to control tools of the trade as laid down in this procedure will result in the removal of the individuals security pass and the applicants authorising officer and airport security manager notified.

Out of Hours emergency call out

It is required that 48 hours notice given in advance of any work being carried where "tools of the trade" are needed. Emergency our of hours applications will only be made by the airport duty manager in conjunction with the security senior operative who will base their decision on the set criteria, and the job involved.

Tools of the trade permit request.

To be completed by the authorising signatory/sponsor

I can confirm that is required to carry articles normally prohibited but known as “tools of the trade” into or through the critical part or other restricted areas.

Name of authorising signatory/Sponsor.....Contact Number.....

Signature of authorising signatory/Sponsor.....Date.....

To be completed by all applicants wishing to carry tools of the trade into the (CP) or other restricted areas.

Please read carefully through the following declaration, sign and date the form to confirm that you agree to the terms and conditions.

I confirm that I will only take tools and equipment through to the (CP) and restricted areas that are essential for the job that I am carrying out.

All tools and equipment used by me will be kept in my view at all times

All tools and equipment used by me while in (CP) or restricted areas when not use will be securely stored away.

Tools and equipment will never be left unattended at anytime

I understand that failure to comply with these requirements may result in withdrawal my airport security pass.

Please state your trade e.g. plumber, carpenter, electrician, airline engineer:

Please sign to confirm that you have read and understood and will agree to all terms and conditions

Signature.....Date.....

