

GUIDE TO AIRPORT PASS SYSTEM

CONTENTS

1. Introduction
2. Regulations
3. Levels of Airport Pass
4. Criminal Record Checks
5. Authorising Officer
6. Proof of identity and written references
7. Application of Airport Pass
8. Access to Staff Car Park
9. Appointment for issue of Airport Pass
10. Tools of the Trade Permit
11. Visitor Pass
12. Pass Parking
13. Airside Safety Awareness Training

Appendices

1. Specimen letter to designate Authorising Officer(s)
2. Guidelines on Written References
3. Summary of Levels of Airport Passes
4. Disclosure Scotland Information – UK Mainland Residents
Access NI Information – NI Residents
5. Scale of Charges for Airport Passes
6. CRC Three Year Review Certificate

Guide to Airport Pass System for 'Authorising Officers'

1. INTRODUCTION

1.1 This Guide has been produced for the information of businesses and agencies with staff working at Belfast City Airport and in particular for the 'Authorising Officers' who make application for the issue of Airport Passes. It aims to explain the procedures to be followed to comply with the various statutory requirements.

2. REGULATIONS

Department for Transport

Directions issued by the DFT under the Aviation Security Act 1982 regulate the issue of passes authorising access to the Critical Part (CP) of an airport.

3. LEVELS OF AIRPORT PASS

3.1 There are 6 levels of Airport Pass issued by Belfast City Airport:

- (i) All areas pass (RED) for those persons who have legitimate reason for unescorted access to all areas of the airport, and
- (ii) External airside access plus internal access (BLUE) for those persons who have legitimate reason for unescorted access to external airside areas plus internal access, and
- (iii) Internal airside (GREEN) for those persons who have legitimate reason for unescorted access only to areas within the terminal building, and
- (iv) Yellow (LANDSIDE) for those persons who do not require access into any critical part area or security restricted areas.
- (v) Visitor Passes These passes are for visitors (i.e., Work experience, auditors and trainers) who will be escorted at all times while onsite only and be issued for a total of 14 days in a rolling year at a maximum of 7 days at a time.
- (vi) Temporary Passes 1-14 & 15-60 passes These passes are for temporary escorted passes only and will be issued to new starts and people who will be working at the airport, a person must produce evidence that a CRC is already in place (issued within the last 4 years) or the application has been completed before the temporary pass can be issued, the certificate must be produced for the 15-60 pass to be issued. If a person fails to obtain their security check within the mandatory 14 days no other passes will be issued by the Airport

4. CRIMINAL RECORD CHECKS

- 4.1 It is a Department for Transport legal requirement that all persons applying for an airport pass must undertake to complete an Access NI criminal records check if born and living in Northern Ireland, or criminal records check from Disclosure Scotland if from Scotland or DBS if from England or Wales UK.
- (1) If applying for the Access NI criminal record check the applicant **must** tick the box on page 6 for a hard copy of the certificate to be posted to their address, a digital copy of the certificate will not be accepted.

One of the above criminal records applications must be completed before the engagement of any person who requires a full airport pass into the Critical Part or other airside areas.

Where an employer disregards the above advice and prematurely engages a person, who subsequently is found by a criminal record check to be **unsuitable** for employment at an airport, that employer will be solely responsible for any legal actions taken by that person.

- 4.2 A Criminal records **Form** in respect of the prospective employee should be completed at the first opportunity, ideally when the person is 'short-listed' for employment at an airport, that employer will be solely responsible for any legal actions taken by that person.
- 4.3 The criminal records check process can take around 4 weeks. It is suggested that the employer uses the interim period to obtain the information described at Paragraph 6.
- 4.4 The Basic disclosure certificate must be produced to the GBBCA pass officer to obtain sufficient security clearance for a pass.

5. AUTHORISING OFFICER

- 5.1 An employer wishing to apply for issue of Airport Passes to employees must designate a suitable Authorising Officer(s) to deal with applications.
- 5.2 The designated authorising officer must have a valid CRC certificate that is presented to the pass office within 10 weeks of issue before they can be set up on the system.
- 5.3 The employer should use company notepaper to inform the Security Manager, Belfast City Airport of:
- (a) Nature of operations at Belfast City Airport
 - (b) Full name of each Authorising Officer, and
 - (c) Position in the company held by each Authorising Officer,
 - (d) Specimen signature of each Authorising Officer, and

- (e) The employer's acknowledgement that knowingly providing false information could lead to prosecution.

Specimen letter at Appendix 1.

- 5.4 The company will need to provide the company logo by email or on a flash memory pen with the company's trading name/logo in 'bitmap' or 'Jpeg' format. The name/logo will then be incorporated in airport passes issued to the company's employees.

6. PROOF OF IDENTITY

- 6.1 An Airport Pass will not be issued to any person until the appropriate Authorising Officer declares in writing that he has obtained:

- (1) Evidence of the person's identity, and
- (2) Written confirmation from two referees (one of whom should, if practicable, be the previous employer of the person to hold the pass) that such person is known to them, is of good character and is a suitable person to have unescorted access to the Critical Part at Belfast City Airport. **Full Guidelines of references are provided at Appendix 2.**

- 6.2 An Authorising Officer should be aware that Belfast City Airport is required to audit, at intervals of no more than 1 year, the referencing process carried out by the least 10% of the employers whose staff have received airport passes in the past year. Upon request by a member of Belfast City Airport Security Department acting in furtherance of the mandatory audit process an Authorising Officer will produce the references obtained in respect of employees to whom airport passes were issued in the past year.

- 6.3 Authorising officers who fail to comply with these regulations are committing offences under the aviation security act and could face Criminal proceedings for wilfully abusing the process. They will also face having both their pass and their company recognition for passes withdrawn at GBBCA.

7. APPLICATION FOR AIRPORT PASS

- 7.1 For employees who require a Full or Limited Airport Pass **Form AP1** (yellow) should be filled out with the employee's details and the Authorising Officer's Declaration signed.

- 7.2 The Authorising Officer must tick the appropriate box to indicate the level of Airport Pass being applied for.

7.3 For employees who require a Landside Pass **Form LSP1** (green) should be filled out with the employee's details and the Authorising Officer's Declaration signed.

7.4 As from February 2008, all pass applicants must undertake General Security Awareness Training, by a recognised GSAT provider such as Redline. The applicant will then produce the course-recognised certificate with their paperwork to obtain a pass.

8. ACCESS TO STAFF CAR PARK

8.1 Any level of pass can be programmed to permit access to the Staff Car Park at an additional charge. (See pricing tariffs)

8.2 The Authorising Officer should tick the relevant box in application form to confirm that access to the staff car park is required and that their company agrees to pay the charges.

9. APPOINTMENT FOR ISSUE OF AIRPORT PASS

9.1 The Pass Office (Telephone 028 9093 5106 email passoffice@bca.aero) should be contacted in advance between the hours of 09.00 – 13.00 hrs, Monday to Friday to set up a suitable time for the employee to attend to be photographed and be issued with the pass.

9.2 At the appointment time, the employee should bring:

- (1) Completed Form AP1 or LSP1, signed by Authorising Officer and
- (2) Criminal Record Check Certificate – hard copy
- (3) Evidence of Identity, and
- (4) Along with the AP1, two references obtained by the Authorising Officer and proof of their 5-year check
- (5) The GSAT certificate,
(The references will be handed back to employee immediately and must be returned to the charge of the Authorising Officer).

10. Pass Renewal

10.1 All airport passes must be renewed 5 years after issue or the pass will expire and is no longer valid.

10.2 To renew a full airside pass they will need to provide a new Criminal Record Check certificate within 10 weeks of issue, GSAT

and ASAT certificates and make an appointment with the pass office when they will present the certificates, their ID and a completed AP1 form authorised by their company designated authorising officer.

10.3 To renew a landside pass they will need to provide a new Criminal Record Check certificate within 10 weeks of issue and make an appointment with the pass office when they will present the certificate, their ID and a completed LP1 form authorised by their company designated authorising officer.

10.4 Companies are required to confirm the pass holder still requires their airport pass 3 years after the pass has been issued or renewed an example of the form to be completed for each pass holder at the 3-year mark is included in Appendix 6

10. TOOLS OF THE TRADE PERMIT

10.1 All persons requiring permission for any 'tools of the trade' to be carried into the Critical Part should obtain an application form from the Pass Office. The form should be completed and forwarded to the Pass Office for authorisation. Ideally, this should be done at least 48 hours before any work is due to commence.

11. VISITOR PASS

11.1 A responsible officer of Belfast City Airport or a tenant company may apply for the issue of a Visitor Pass to a person who has legitimate reason to temporarily visit the Critical Part. The visitor on a visitor pass must be escorted at all times in the Critical Part by the holder of an appropriate airport pass, who has completed the required insider threat training and has the required sticker to show the training has been completed.

11.2 1-14 Temporary Passes

In the case of a person who has legitimate reasons to require access to the Critical Part for less than 15 days a 1-14-day temporary pass can be applied for on **Form TP1**. The full pass holder countersigning the VP1 will stipulate the number of days the pass is required for, up to a maximum of 14 consecutive days including the day of issue.

Should the person who applied for the 1-14-day pass need further access to the CP for legitimate reasons then the Airport **Security Manager** may authorise the issue of a 15-60-day pass.

The person on a temporary pass must be escorted at all times in the Critical Part by the holder of an appropriate airport pass, who has completed the required insider threat & escort training and

has the required sticker to show the training has been completed. This is also recorded electronically in the pass office and can be checked by electronic means.

11.3 6-60 Day Temporary Pass

In the case of a person who has legitimate reasons to require access to the Critical Part between 15 and 60 days a **Form TP2** should be completed. The full pass holder countersigning the VP2 will stipulate the number of days the pass is required for, up to maximum of 60 days including the day of issue.

Should the person who applied for the 6-60 day pass need further access to the RZ for legitimate reasons then the Security Manager may authorise the issue of a full security pass as in Section 3 as long as the person applying for the pass meets criteria laid down for a full pass.

The person on a temporary pass must be escorted at all times in the Critical Part by the holder of an appropriate airport pass, who has completed the required insider threat training and has the required sticker to show the training has been completed.

11.4 A 1-14-day visitor pass may be issued at the Pass Office in the terminal building only

- (1) Pass Office in terminal between the hours of 09.00 – 1300 hrs Monday - Friday

A 1-14 day or a 15-60-day temporary pass may be issued at

- (1) Pass Office in terminal between the hours of 09.00 – 1300 hrs Monday - Friday

11.5 Before any of the above passes are issued the visitor will be required to produce evidence of identity in the form of photographic ID such as a Driving Licence or Passport and to sign the 'declaration of visitor'.

11.6 A 1-5-day visitor pass must be returned at the end of the required period. Failure to return a 1-5-day visitors pass will make the airport pass holder who made the application on form VP1 liable for a penalty charge of £80.

11.7 A 1-14-day temporary pass must be returned at the end of the required period. Failure to return a 1-14-day visitors pass will make the airport pass holder who made the application on form TP1 liable for a penalty charge of £80.

11.8 The cost of a 6-60-day visitor pass will be £58.85. Failure to return the pass after the specified time frame will make the airport pass holder who made the application on Form TP2 liable for a penalty charge of £80.

12. PASS PARKING

12.1 All passes in use at Belfast City Airport that have not been used / swiped within 60 days will cease to function, this is a security feature. The access system will park the pass. In order to have the pass reinstated the individual pass holder should contact the Pass Office who will reinstate the pass, only when pass officer deems that the person involved has reason to work or move about the Critical Part within Belfast City Airport.

12.2 Belfast City Airport's Security Manager reserves the right to revoke a security pass at any time, if he feels the pass holder is abusing their status, or the pass has been transferred or loaned or any reason that he feels breaches security protocols, including failure to produce pass on demand to security staff.

13. AIRSIDE SAFETY AWARENESS TRAINING

13.1 The legal requirements in relation to aircraft safety are set out in the Air Navigation Order 2005 (ANO). The Health and Safety at Work Act 1974 (HSW Act) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) set out the requirements to assure occupational health and safety. The ANO and MHSWR requirements are supported by codes of practice or regulatory requirements.

In order to satisfy legal and moral obligations every person who has unrestricted access to the airside environment at Belfast City Airport must be aware of all potential hazards. This is achieved through Airside Safety Awareness Training (ASAT).

All Red, Blue and Green pass holders must complete the ASAT (or company equivalent) within 3 months of being issued with their pass (anyone who fails to achieve this may have their pass revoked). Anyone who applies for an Airside Driving Permit (ADP) will also take ASAT as part of that process. ASAT can be organised through the pass office before the pass is issued/renewed.

COMPANY HEADED NOTE PAPER

Date

Security Manager
Belfast City Airport
BELFAST
BT3 9JH

Dear Sir,

AUTHORISING OFFICER FOR ISSUE OF AIRPORT PASSES

I confirm that Is/will be engaged in
(Name of Company)

..... at Belfast City Airport.
(Name of Operations)

The following employees if the company have been designated as Authorising Officers for the issue of Airport Passes.

_____	_____	_____
Name	Position in Company	Specimen Signature

_____	_____	_____
Name	Position in Company	Specimen Signature

I acknowledge that it is an offence under the Aviation Security Act 1982 (as amended by the Maritime Security Act of 1990) to knowingly provide false information for the purposes of obtaining an Airport Pass, which could result in prosecution.

NAME
Position in Company

TO AUTHORISING OFFICERS

GUIDELINES ON WRITTEN REFERENCES

1. Before applying for a Full or Limited Airport Pass for an employee the Authorising Officer must obtain written confirmation from two referees that the prospective pass-holder is known to them and is a suitable person to have unescorted to the Restricted areas or Critical part at Belfast City Airport.
2. The references must be addressed to the employing company and be specific to the application for an Airport Pass.
3. Only original documents will be acceptable.
4. One of the referees should, if practicable, be the previous employer of the prospective pass-holder.
5. Where the prospective pass-holder has been employed by the applying company for such a period that would make it impractical and/or unreasonable to obtain a reference from the previous employer, this reference may be substituted by written confirmation by the current employee's service and character.
6. The two original references must be produced at the Pass Office at the time of issue of an Airport Pass. The references will be handed back to the employee immediately and must be returned to the charge of the Authorising Officer.
7. The Authorising Officer is required to retain references relating to Pass Holders to be available for audit within 1 year of the issue of the pass.
8. A 5-year check must be completed and held by the employer, this is a legal requirement, and those applying for staff passes must understand that failure to apply and present the back-ground checks or present misleading information will result in all passes of that given company being revoked by the security manager.

SUMMARY OF LEVELS OF AIRPORT PASSES

Level of Pass	Colour	Level of Access	Criminal Records Check Required	Airside Safety Awareness	References Required	Application Form	Staff Car Park
Full Airport Pass	Red	All areas	Yes	Yes	Yes	AP1	Yes – Additional Charge
Full Airport Pass	Blue	CP areas and airside areas non runway	Yes	Yes	Yes	AP1	Yes – Additional Charge
Limited Airport Pass	Green	RZ within the terminal building only	Yes	Yes	Yes	AP1	Yes – Additional Charge
Landside Pass	Yellow	Landside areas only	Yes	No	No	LSP1	Yes – Additional Charge

CRIMINAL RECORD CHECKS (CRC)

As from the 1st July 2003 all persons requiring a pass for a UK airport must provide evidence that they are suitable for employment at an airport by producing a valid criminal record check known as a basic disclosure certificate. These application forms can be obtained from Access NI if born in Northern Ireland or have lived in Northern Ireland for over 4 years, A disclosure Scotland Disclosure for persons born within Scotland and DBS Mainland UK.

A Criminal Record Check application form should be completed at the first opportunity by the respective employee.

AccessNI was established by a joint programme between the Northern Ireland Office, the Department of Health, Social Services and Public Safety, the Department of Education and the Police Service of Northern Ireland.

AccessNI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

AccessNI is part of central government and operates under the provisions of Part V of the Police Act 1997.

Access NI can be completed online, or forms can be downloaded off the internet at:

<http://www.accessni.gov.uk>

Postal address:

Access Northern Ireland

PO Box 1085

Belfast

BT5 9BD

The cost to process the application is £26.00 this is borne by individual who is applying for the disclosure.

Applications for UK mainland England and Wales apply to the Disclosure and Barring Service DBS. This can be completed using a web-based application from the following web site.

<https://www.gov.uk/government/publications/basic-checks>

The cost to process the application is £25.00 this is borne by individual who is applying for the disclosure

Applications for people living or working in Scotland will need to be completed through Disclosure Scotland. These can either be in paper format or using a web-based application form available from disclosure Scotland or from the person's respective employer.

The cost to process the application is £23.00 this is borne by individual who is applying for the disclosure.

The contact details for disclosure Scotland is:

Disclosure Scotland

1 Pacific Quay

GLASGOW

G51 1YU

Or the disclosure Scotland web site on www.disclosurescotland.co.uk

Applicant enquiries help desk number is: 0870 609 6006

The basic disclosure will be returned to the applicant in one or two ways at their home address or by specific permission the applicant can agree for the disclosure to go to their employer's address. Only the applicant in person may open the envelope returned from any criminal record Check provider. Any employer who contravenes this will be removed from the list and all future applications will be sent directly to the individuals concerned.

The applicant in person may pass the disclosure certificate to anyone he/she chooses.

The disclosure certificate is valid from the date of issue for 5 years, it is the responsibility of all persons to notify their employer should they receive a conviction within this time.

Belfast City Airport will only accept disclosure certificates that have been presented within a time frame of 10 weeks from date of issue.

Belfast City Airport requests that the certificate is produced on the day of the pass issue for inspection. It will be returned to the individual concerned immediately on that day.

SCALE OF CHARGES FOR AIRPORT PASSES AND TENANT PARKING

With effect from 1st February 2018

Airport Pass		
Issue	Valid for 3 Years	£58.85
Replacement	for lost or damaged pass within 3 years from original issue	
1 st replacement		£58.95
2 nd replacement		£90.00
3 rd and final replacement		£133.30

Airport Pass incorporating Access to Staff Car Park		
Issue	Valid for 12 months	£305.27
Replacement	for lost or damaged pass within 3 years from original issue	
1 st replacement		£58.95
2 nd replacement		£90.00
3 rd and final replacement		£133.30

Visitor and Temporary Pass		
Issue FREE	1-14 Days	
Non return	(chargeable to person applying for pass for non GBBCA pass holder)	£80
Issue £58.85	15-60 Days Photographic Pass	
Non return	(chargeable to person applying for pass for Visitor)	£80

Airport Driving		
Airside Driving Course £67.65	Valid for 3 Years	

Airside Vehicle Pass £26.00	Valid for 12 months
Airside Driving Permit £26.00	Valid for 3 Years



CRC Three Year Review Certificate

As per schedule 11:4

Line manager **security appraisal** for
(*insert name of individual*)

I can confirm that, to the best of my knowledge, the individual named :

- Remains within employment for
(*insert name of company*)
- Has NOT received a criminal conviction, nor are there any criminal proceedings being brought against him/her.
- Has NOT had any involvement in, or approaches by, any groups involved in terrorism or who advocate violence to further a political or religious cause.
- Has NOT displayed any behaviour that has had a detrimental effect on security.

Name of line manager.....

Signature of line manager.....

Date.....

Note: If the line manager has reasons for not being able to sign this declaration the line manager must inform the CAA.