

Chief Executive's Directive

CED 14/22 – Responsibilities of a Pass Holder

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This Directive is a re-issue of CED 13/19 which can now be destroyed.

In signing for your ID pass you agree to abide by the details contained in this CED. If you are required to drive a vehicle in airside areas, you should also note that you agree to abide by the airside regulations related to airside driving.

The aim of Airport Security is to protect passengers, aircrew, staff and members of the public from acts of unlawful interference. This includes attacks as well as crime. The ID pass is part of our security process.

Function of an ID Pass

The purpose of your ID Pass is to allow authorised staff-controlled access to the Critical Part (CP) of the Airport, either whilst on official duty or occasionally for appropriate reasons (such as shopping when on a break from duty or before or after work). Pass Holders must also be aware that when travelling using a ticket, they are only permitted to enter or exit the CP via the approved passenger routes. Under no circumstances must they attempt to enter or exit via staff routes.

ID Passes remain the property of the issuing Airport and must be returned upon expiry, termination of employment, upon request by the ID Centre or when the job function no longer requires the issue of such a pass.

ID Passes are only valid in respect of the person and organisation to which they are issued, they are not transferable.

Airport ID passes are machine readable and colour coded. In accepting the ID pass you agree to undergo security search procedures as a condition of entry into the CP.

When entering the CP, you will be required to present your ID pass to a member of Airport Security for validation. Your ID Pass will then be checked visually, and machine read at the card reader to ensure validity. If asked, secondary identification must be shown. At this point you will also be subject to security screening. To obstruct security staff whilst carrying out their duties is an offence and may result in access being denied. Security staff will not tolerate threats, abuse or acts violence when searching staff members and checking ID passes. If the Security Officer advises that there is a problem with an ID pass, the holder may be denied access and presented with a written caution notice advising what steps need to be taken.

Your ID pass must be presented for inspection at the exit point from CP where required.

A valid ID pass does not guarantee right of entry. ID passes are evidence of identity and any ID pass holder may be refused entry at a control point by a member of Airport Security or Control Authorities.

Display of ID Pass

Your ID Pass must be visible and clearly displayed at all times in all areas of the Airport. All pass holders are expected to challenge anyone who is not displaying an ID pass in a non-public area.

Your ID pass must be shown on demand to Security Staff, Police Officers, Border Force or persons who identify themselves as having responsibility for the security of the area in question, e.g. airline staff controlling the use of a departure gate.

Responsibilities of an ID Pass Holder

Holders of airport security ID passes are responsible for contributing to airport security by:

- Advise their employer immediately if they obtain a criminal conviction while holding a security pass.
- Complying with the regulations regarding access control and maintaining security in their area of work.
- Reporting to Security Staff or the Control Authorities:
 - o breaches of control procedures
 - o the presence of firearms or other weapons,
 - o unaccompanied baggage in public areas,
 - o any situation or incident which could represent a security risk or attracts their suspicion.
 - o misuse of an ID Pass

ID pass holders should be aware that it is unlawful for any person to have in their possession at any airport, any firearm, or article having the appearance of being a firearm, any explosive, or any other prohibited articles without lawful authority or reasonable excuse.

CP area passes are issued to staff members who require on-going and regular access to the CP area. Passes must be used at least once every 60 days; otherwise the pass will be "parked" and will not be valid to access the CP again until such time that it has been un-parked.

Holders must not allow access to someone else unless that person has been issued with a temporary ID pass and is under their escort. Whilst conducting escort duties, the pass holder must:

- Complete Escort Training
- Ensure that all temporary pass holders **always** remain in their line of sight
- Adhere to escort ratios;
 - o 1 escort for 6 people on a **visitor pass**
 - o 1 escort for 3 people on an **employment pass**
- Take all reasonable steps to ensure that temporary pass holders do not breach any security requirements
- Ensure that all temporary passes are returned to the ID centre upon expiry

Holders must advise the ID Centre if there are any changes to their personal details including (but not limited to) changes to job title, name, and appearance. Any training arranged by Edinburgh Airport Ltd must be attended when asked to do so.

Passes must only be used to access areas to which the holder has been authorised to enter. Access rights can be established by looking at the colour and numbering on the pass. Further details can be obtained from the ID Centre.

Lost or stolen ID Passes

Lost or stolen passes must be reported immediately upon discovery to the local police and to airport security. The loss must also be reported as soon as possible (subject to opening hours) to the ID Centre and your Authorised Signatory. Passes that are subsequently recovered must be returned to the ID Centre.

Supplementary requirements for Temporary ID pass holders

Temporary ID pass holders must abide by all the conditions of use detailed above plus the following additional requirements.

Anyone holding a temporary ID pass must also carry one of the following forms of secondary identification or as stated on the pass and present this to the Security Officer on entry to and at any time upon request whilst inside security restricted areas:

- a) For British nationals, a full valid ten-year passport or British photo-card driving licence
- b) For EU nationals, a full valid EU Member State passport or National Identity Card
- c) For all other nationalities, a full valid passport

Temporary ID pass holders will only be permitted into the CP when escorted by a person holding an Edinburgh Airport issued CP ID pass. They must remain in line of sight of their escort at all times and will have the same access levels as their escort.

Using your pass when travelling

You should NOT wear your pass nor should you use it to access non-passenger areas (eg smoking shelters, gate areas etc) when travelling on holiday. Your pass may be used at retail and food outlets to obtain discounts which may be offered, but your pass should NOT be worn when walking around the terminal when not on duty (customers may think you are staff working and may look to you for advice). Your pass cannot be used to access fastTRACK products on departure or arrival when travelling on holiday. EAL employees may use fastTRACK when travelling for business on behalf of the company. Not following the guidance here may be considered as pass misuse.

Compliance with Rules and Misuse of ID Passes

All ID pass holders are required to adhere to Airport security protocols, Airport Byelaws, and CENs and CEDs in force. Misuse of an ID pass, breach of security protocols, an Airport CEN or CED or Airport Byelaws, or other circumstances which could lead us to conclude that it is no longer appropriate for a Pass Holder to have access to the CP may result in suspension or withdrawal of an ID Pass. This could also lead to disciplinary action. Acts of vandalism to airport property or machinery will result in disciplinary action. Doors that are accessed by an ID pass must not be unlawfully held, forced or propped open.

Passes may be withdrawn if any condition of issue can no longer be met. Pass holders (who work for ANY organisation) and are convicted of a criminal offence must notify their authorising signatory or line manager immediately. Failure to declare any such charge will be handled in accordance with their company's disciplinary procedures and may result in the withdrawal of the pass. Edinburgh Airport reserves the right to refuse to issue a pass or to remove a pass from any individual.

Landside

Staff based at Edinburgh Airport who do not require access to the CP, must be issued with a Landside pass. These are machine readable to enable access to Landside areas surrounding the terminal building. This ID pass type looks similar to the CP pass. Where this pass differs, is that it clearly states LANDSIDE and has a visible expiry date. It does not allow access into the CP of the airport.

You are advised that:

To knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass, by the Authorised Signatory, Interviewer, Pass Applicant or anyone providing references for the Pass Applicant, is an offence, under the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990.

Airport Contact Details

ID Centre

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Security Supervisors

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