| * Ensure that the temporary pass holder leaves the security areas and remove their pass at the end of the visit * The escort and escortee must ensure they hand the temporary pass back to the ID Centre, Airport Duty Manager or Security Access Control point at the end of the visit or work duration * Visitor passes and Employment passes are non-transferable and specific to the individual only * On occasions, an escort may need to hand over the escorting responsibility to another full pass holder.   The escort must be aware that the responsibilities are to remain with them and that they are aware of the reason for escorting and they know the escortee | * In order for a temporary pass holder to collect an employment or visitors pass, they are to ensure that the authorised signatory has received an approval notification for the pass. The visitor pass can be collected from the ID Centre, Customer Service, VCP or the Authorised Signatory. The temporary pass holder is to ensure they read the terms and conditions printed on the pass and to present the ID that they submitted with the pass application or order to collect. Employment passes are to be collected from the ID Centre. | ID Centre  phone 020 7646 0165 email [id.centre@londoncityairport.com](mailto:id.centre@londoncityairport.com) home [www.londoncityaiport.com](http://www.londoncityaiport.com) |  |  | Escorting  Responsibilities  Supervision 756 |
| --- | --- | --- | --- | --- | --- |

LCY-ID-LL-001 Version 4 17/05/21

| Temporary Pass holders must be escorted by Full London City Airport pass holders only. The duty of escorting is allocated by the Authorised Signatory, who must explain the roles and responsibilities.  The person escorting must follow the following guidelines:   * Only Full Airside pass holders are permitted to escort. They must have a valid reason for escorting such as a tour, starting a new job or visit to a department * If the full pass holding escort is intended to be a “working supervisor”, it should be considered that they will not be able to fulfil the other escorting obligations whilst conducting their normal duties simultaneously. * A maximum of 3 employment passes or 6 visitor passes can be escorted * If a full pass holder is escorting a mixture of visitor passes and employment passes, the maximum to escort at any one time is 3 | * The escorting pass holder is responsible for presenting the temporary pass holder at the security access points. The escort is also responsible for the temporary pass holder for the duration of the escorting period * The escorted pass holder must ensure before reaching the security access points that the person(s) being escorted has the appropriate identity documents at all times * To ensure that temporary pass holders are aware of pass holding responsibilities and security procedures * To ensure that security breaches are not committed and retain escorts contact details in case of an emergency * ‘Line of sight’ means to be clearly visible – not obscured by any vehicle, object, building, weather conditions, etc. – and be sufficiently close for the temporary pass holder’s actions to be assessed | * To ensure that temporary pass holders are always in ‘line of sight’ when in the CP, even if their work or visit is complete. Under no circumstances must a Visitor or Employment pass holder be unescorted. In case of toilet breaks the person escorting must wait at the toilet entrance. The escort will receive a non-conformance and their pass will be suspended pending an investigation if a temporary pass holder is left unescorted whilst airside. * To ensure that only temporary pass holders with Airside access are taken Airside and are only taken to the areas necessary for the visit and where the escort has access to * Attempting to take a Landside pass through will result in a compliance notice being served * Report immediately any suspicious behaviour shown by the temporary pass holder by calling the Security Operations Manager on 07798903929 |
| --- | --- | --- |