|  |  | LCY_H240 ID Centre phone 020 7646 0165email id.centre@londoncityairport.comhome [www.londoncityaiport.com](http://www.londoncityaiport.com) |  |  | Responsibilities of a Temporary Pass holderIcon  Description automatically generated  |
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| The pass must only be used for the purpose it has been issued and in line with conditions of the company at London City Airport.**Obigations of a Temporary Pass Holder*** A temporary pass holder must carry the same photographic ID that was used for the pass application which must be presented alongside the pass at security checkpoints.
* To report the loss of a pass **immediately** to the ID Centre or to the Airport Duty Managers out of hours on 07590 486108 or on the landline extension 0092.
* Must stay in the line sight of the person that is escorting them
* Not to take photographs or film unless previously given permission from Security or compliance.
* Return the pass to the escort at the end of the visit.
* To comply with access control regulations
* To access airside for legitimate reasons only.
 | * To wear the pass at all times ensuring that it is visible. The pass must be worn outside of outer clothing and on the correct armband or lanyard. Passes must not be placed in security trays. It is advised not to wear the pass outside of Airport grounds.
* To ensure the pass is only used by the person it is intended for.
* To not allow tailgating
* Not to prop doors or gates open.
* Report any suspicious behaviour or object to Security on ext.7777 or 07798903929
* Under no circumstances should a temporary pass holder use another person’s pass.
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