|  |  | LCY_H240  ID Centre   020 7646 0165 email [id.centre@londoncityairport.com](mailto:id.centre@londoncityairport.com) home [www.londoncityaiport.com](http://www.londoncityaiport.com) |  |  | Responsibilities of a Pass holder  A picture containing text  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.  The ID Pass must only be used:   * For business use. It must only be used for the purposes of the job role and not for personal use. E.g. If an employee is on annual leave and visits the airport * The pass must be presented on request to personnel at security check points * To wear the pass visibly at all times * To be shown to Compliance Authorities and Security Managers on request * Dual passes must not be worn at the same time.   **Obigations of a pass holder**   * To safeguard the security of the ID pass and account for its use * 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 or 07798903929 * To contribute to the airport security by remaining vigilant around | suspicious behaviour and items. This must be reported to the police or Airport Security.   * 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 advise the Authorised Signatory of any personal information changes such as name change. * To inform the ID Centre and Managers of new convictions within 14 days * To return the pass to the ID centre when leaving employment at the airport. * Report anyone that is not displaying a pass Airside. * To challenge and report any unescorted temporary pass holders airside. * To not give tours to friends and family. * To not allow tailgating * Not to prop doors or gates open. * Report any defective doors or gates | * Report any suspicious behaviour or object to Security on ext.7777 or 07798903929 * If travelling as passenger, the pass must not be worn or used to access doors. |
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