

## Gatwick Airport Directive

<b>Title: ID Pass Holder Responsibilities</b>		Ref No: GAD/F:17/23
Issue Date: 16/05/2023	Effective Date: 21/04/2023	Expiry Date: 30/04/2025
<p><b>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</b></p>		
<b>Introduction:</b>		
Further information may be obtained from Gatwick's ID Centre.		
<b>Programme:</b>		
<p>This directive sets out the responsibilities of a Gatwick Airport Identity Pass Holder and the appropriate action to be taken in support of the Airport Security Programme and Gatwick Airport Bylaws, in relation to Access and Identity Pass irregularities and acts of vandalism carried out by employees at Gatwick Airport. The purpose of the actions set out below is to prevent abuse of the Identity Pass (ID) and Access Control system, which would reduce its effectiveness in preventing unauthorised, or unsuitable, entry into the Restricted, Controlled, and Landside Areas of Gatwick Airport.</p> <p>The ID Pass remains the property of Gatwick Airport who retain the right to withdraw or suspend the ID Pass of any person who fails to meet the terms and conditions relating to the issue and holding of an ID Pass or is the subject of information received that deems them unsuitable for access to the Restricted, Critical, Controlled or Landside areas of Gatwick Airport.</p> <p>All ID Passes, holders and lanyards, must be returned to the ID Centre on expiry or when the Pass Holder no longer has a legitimate Operational need for requiring access to the relevant areas of the Airport. Failure to return ID passes could result in an administration charge being made to the company who sponsored the ID pass.</p> <p>To knowingly give false information in connection with an application for an ID Pass by the authorised signatory or trained interviewer or ID Pass Holder or anyone providing a reference for the ID Pass Holder, is an offence under the Aviation Security Act 1982 as amended by the Aviation &amp; Maritime Security Act 1990 and can lead to prosecution.</p>		
<b>Operational Impacts:</b>		
<p><b>Displaying of Identity Passes</b></p> <p>It is a requirement to display your ID Pass at all times whilst on duty at Gatwick Airport. Additionally, Gatwick Airport Ltd requires all pass holders, landside, airside and escorted, to display their pass whilst in all areas of Gatwick Airport. This includes restricted critical parts, controlled areas, landside terminal areas and staff car parks.</p> <p>ID Passes should be displayed in one of the following ways:</p> <p><b>Permanent ID Passes</b></p> <p>Attached to clothing using the clip provided on the ID Pass holder</p> <p>Around the neck, using the chain and holder provided, or a lanyard provide by your employer</p> <p>In the clear plastic pocket of the Armband style Pass Holder</p> <p>In the clear plastic pocket provided on some uniform garments</p> <p><b>Temporary Escorted ID Passes</b></p> <p>Around the neck using the Red Escorted Lanyard provided. Lanyards may be removed when it is deemed to be unsafe to wear one due to Health &amp; Safety requirements so an Escorted armband pass holder should be worn displaying the ID pass.</p> <p>ID Passes must be displayed at chest or shoulder height at all times.</p> <p><b>Security Control Staff on Duty</b></p> <p>Access to the restricted critical part and Controlled Areas of Gatwick Airport is strictly controlled. The ID Pass, or DfT approved documentation, of any person requesting access will be verified by Gatwick airport security staff or its' agents by means of an electronic Pass Reader and/or visual scrutiny. The holder of an ID Pass is liable at anytime, anywhere within the boundaries of Gatwick Airport, to be challenged, questioned and asked to prove their identity by Gatwick or Control Authority personnel.</p> <p>Threats, verbal abuse or acts of violence to Gatwick Airport security staff or any of its agents whilst carrying out their duties, will not be tolerated and will result in Police intervention.</p> <p>It is an offence under Section 21e of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to intentionally obstruct security staff when carrying out their duties.</p> <p>Your ID Pass must be shown on demand to, and could be confiscated by:</p> <ul style="list-style-type: none"> <li>● Gatwick Airport security personnel</li> <li>● Sussex Police</li> <li>● Border Force</li> <li>● Persons responsible for any area within the boundaries of Gatwick Airport</li> <li>● Persons responsible for Health &amp; Safety within the boundaries of Gatwick Airport</li> <li>● Any persons responsible for securing any areas within the boundaries of Gatwick Airport, including car parks.</li> </ul> <p>All ID Passes that are confiscated must be returned to the ID Centre Account management team who, in consultation with the Head of Airport Security, will consider the removal, retention or return of the ID Pass and ascertain if any further action is required.</p> <p><b>Acts of Vandalism</b></p> <p>Any person found to be responsible for tampering with, propping open, or causing vandalism to Security doors, door furniture, vehicle barriers or other Gatwick Airport property used to control access to the restricted / controlled areas of Gatwick Airport will be issued with a Caution Notice and have their ID Pass removed.</p> <p>Persons found to be contravening the Gatwick Airport Bylaws shall be liable for prosecution. The Gatwick Airport London Bylaws, 1996, states the following:</p>		

Section 3, Prohibited acts;

3 (5) "Without reasonable excuse, no person shall tamper with or misuse any apparatus used for or in connection with the control of access of persons or vehicles to any part of the Airport."

Gatwick Airport Ltd, reserves the right to pass any costs incurred, as a result of damage to property, to the company employing or contracting, the person/s responsible.

#### **Unauthorised Access**

The purpose of the identity pass is to allow controlled access to the critical or controlled areas to authorised staff whilst on duty. This includes staff car parks. Under no circumstances may staff leave their vehicle in staff car parks when not on duty or for out of hour's activities such as holiday parking.

Under no circumstances should staff seek access to the critical or controlled areas when not on duty or without the correct identity pass.

#### **Staff Shopping**

For the purpose of staff shopping in the International Departure Lounge, ID pass holders must be on duty "fulfilling a task on behalf of their business" in order to shop airside. As a guide for those on shift this means 30 minutes before and after their shift or while on a break.

#### **Staff Travelling**

Pass holders must be aware that when travelling, they are only permitted to enter or exit the restricted areas via the approved passenger routes. Under no circumstances must they attempt to enter or exit via staff routes.

Staff travelling as a passenger as part of their duties must enter or re-enter in the case of those working in the restricted critical part areas via approved passenger routes only and on production of a Boarding Card. In addition staff must not wear their ID pass when travelling.

Positioning and commuting aircrew should refer to the Gatwick Airport Instructions relating to Aircrew Access to the restricted areas.

#### **Security Responsibilities**

The responsibilities of an Airport ID pass holder are:

- Contribute to airport security by reporting any breaches of access, or the presence of any prohibited, unattended or dangerous article, that is on the Airport without lawful authority
- ID pass holders must report anything suspicious to security staff or the Police
- Report the loss of an ID Pass immediately to airport security & their company authorised signatory
- Not to intentionally damage, deface or misuse an ID Pass
- Safeguard their ID pass and account for its use
- Lost / stolen ID passes must be reported immediately to the sponsoring company and Gatwick airport Security
- Ensure that the details on their ID Pass are correct and that the photograph reflects their current appearance and job title reflects their current role
- Security ID passes are only valid in respect of the person to whom they are issued, they are not transferable
- Security ID passes must only be used when on duty on behalf of the sponsoring company they were issued by and must not be used for work with another company whilst waiting to obtain a new airport ID for their new company
- Before a full pass holder conducts escorting duties they must have read and signed the appropriate briefing note to ensure they comply with the various responsibilities of escorting a temporary pass holder. This includes ensuring that the escorted pass holder remains in the line of sight and is escorted at all times
- Escorting duties can be carried out by any full pass holder who has received the relevant briefing (read and sign note)

#### **Security of Marked Airport Vehicles, Uniforms and Equipment**

It is the responsibility of all staff at Gatwick Airport to take personal responsibility for the security of vehicles, equipment and uniforms.

Any equipment or uniform stored or otherwise left in a vehicle, private or liveried, should be out of view.

Particular attention should be paid to the security of radios and items of uniform and any losses must be reported to your company and the police immediately.

#### **Tailgating**

Pass holders must ensure that they do not allow any person or Vehicle to 'tailgate' (enter through a door or barrier that you have opened with your ID Pass). Failure to adhere to these rules will result in disciplinary action.

#### **Criminal Charges and Convictions**

ID Pass holders must notify their employer and the Gatwick ID Centre within 14 days if charged with, or convicted of, any disqualifying offence.

Failure to do so will be a disciplinary offence and will be dealt with in accordance with the employing company's disciplinary procedures.

#### **Security Procedures**

##### **Caution Notices**

Persons found to be in contravention of any security procedures or any Gatwick Airport Instructions or notices relating to identity passes or airport security will be issued with a security caution notice.

The recipient of a security caution notice will be subject to disciplinary action which could lead to the withdrawal or suspension of their identity pass. In all instances of a caution notice being issued the pass authoriser will receive, from the ID Centre, written details of the incident and details of the subsequent action that must be taken. A full report from the pass holders company authorised signatory will be required detailing all relevant information.

To ensure that caution notices are managed in a timely manner the sponsoring company should reply to the incident details within one week of receiving the notice, if this is not possible please advise the ID Centre. On receipt of the detailed report the ID Centre will make a decision within two weeks as to whether the pass will be reinstated, the sponsoring company will be notified accordingly.

##### **Pass Re-Issue Notifications**

Holders of identity passes that are deemed to require updating or re-issuing will be issued with a Pass Re-Issue Notification and they will be requested to contact their sponsoring company signatory to arrange the necessary form to update their ID pass, they will then attend the ID Centre within a certain time period (usually 10 days) to replace and rectify the ID pass for the reason stated on the Reissue notification.

All pass replacements must be signed for by the company authorised signatory. Failure to attend the ID Centre within the required time period will result in the ID Pass becoming invalid for airport use.

ID pass holders agree to comply with Gatwick Airport Bylaws, Airport Security Instructions and Notices.

An ID pass does not confer right of access. It remains the property of Gatwick Airport Ltd and it is the sponsoring companies' responsibility to remove and return the ID pass to Gatwick ID Centre upon demand or upon cessation of the company or of an individual's employment.

#### **Further Information:**

This directive is effective immediately

**Signatory**

Andrew Brackpool

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

**Consultation:**

Has consultation on this Directive taken place? Yes - Consultation record held by author

**Distribution:**

FULL