Security ID Standard
M.A.G
Security ID Standard

Instructions, Requirements and Conditions for applying, issuing, holding and use of Security ID’s at a M.A.G Airport.

Any Authorised Signatory should strongly consider seeking his/her own legal advice before agreeing and signing an Authorised Signatory form.

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<th>ID Unit</th>
</tr>
</thead>
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<td>Manchester Airport</td>
<td>Pass &amp; Permit Office</td>
<td>East Midlands Airport</td>
</tr>
<tr>
<td></td>
<td>Terminal 1, Manchester Airport, Manchester, M90 1QX</td>
<td>East Midlands Airport, Castle Donington, DE74 2SA</td>
</tr>
<tr>
<td></td>
<td>0161 489 3545</td>
<td>01332 852852 Ext: 3368</td>
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<tr>
<td></td>
<td><a href="mailto:passoffice@manairport.co.uk">passoffice@manairport.co.uk</a></td>
<td><a href="mailto:idunit@eastmidlandsairport.com">idunit@eastmidlandsairport.com</a></td>
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<td>Service times</td>
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<tr>
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<td>Sat &amp; Sun: 08:45 - 16:45</td>
<td>Mon: 09:00 - 21:00</td>
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<td>Tues to Fri: 09:00 - 17:00</td>
</tr>
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<td>Emergency Out of Hours Contacts</td>
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<td>(ID Collection 10:00 - 15:00 &amp; Mon 17:00 - 21:00)</td>
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<td></td>
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<td>01332 852852 Ext: 3368</td>
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<tr>
<td></td>
<td><a href="mailto:idunit@eastmidlandsairport.com">idunit@eastmidlandsairport.com</a></td>
<td>Security Operations: 01332 852852 Ext: 3258</td>
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<th>ID Centre</th>
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<tr>
<td>Bournemouth Airport</td>
<td>ID Office</td>
<td>London Stansted Airport</td>
</tr>
<tr>
<td></td>
<td>Bournemouth Airport, Christchurch, Dorset, BH23 6SE</td>
<td>Ground Floor, Enterprise House, London</td>
</tr>
<tr>
<td></td>
<td>01202 364189</td>
<td>Stansted Airport, Essex, CM24 1QW</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:maria.phillips@bournemouthairport.com">maria.phillips@bournemouthairport.com</a></td>
<td>01279 662500</td>
</tr>
<tr>
<td>Service times</td>
<td>Mon to Fri: 08:30 - 15:30</td>
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<td>Terminals Security: 01279 66 2497</td>
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<td>Airside Security: 01279 66 3540</td>
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<tr>
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<td></td>
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<td></td>
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1 Security ID Scheme

1.1 Introduction

- It is an EU legal requirement that UK Airports strictly control access to security sensitive areas. The Airport applies these regulations absolutely to protect the security of our Airports, the businesses which operate within the Airport and the people who work there.

- This standard defines the key procedures for all M.A.G Airport identification card applications at all M.A.G Airports under the terms of the ID scheme.
  - The following measures will apply at the Airport and will be applicable from date of publication.
  - This Standard has been written for: Security Managers, Compliance Teams, ID Centres and recognised Authorised Signatories.
  - It is acknowledged that Authorised Signatories may need to share this Standard with those responsible for referencing and other processes within their organisation or with third party HR/Referencing suppliers.
  - For further information relating to this Standard, please contact the relevant ID Centre.

- All persons authorised to enter the CP of the SRA at a M.A.G Airport must be in possession of the relevant Security ID.

- All persons on duty at a M.A.G Airport must wear and display a valid M.A.G Airport Security ID card.

- The Security ID card is a document which authorises a person to pass through a control point to gain access to controlled areas of the Airport without such a Security ID card, access would be denied.

- Controlled areas of the airport include;
  - Critical Part of the Security Restricted Area (CP of the SRA).
  - Security Restricted Areas.
  - Controlled Landside Area’s.

- The relevant M.A.G Airport is the sole authority for the issue of Security ID cards which grant access to the controlled areas of the airport.

- Security ID cards will only be issued to direct employees of the sponsoring company (with the exception of Self Employed and Agency Staff), who are either tenants, concessionaires or authorised contractors / sub-contractors and for such periods as their employment is at the relevant M.A.G Airport.

- The conditions covering the issue, control and eligibility for the issue of such Security ID cards are set out in this document. These instructions are issued in accordance with legal directions to the Aerodrome Manager of the M.A.G Airport by the Department for Transport (DfT) / Civil Aviation Authority (CAA) under the provisions of the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.

- These instructions replace all previous Security ID Scheme Instructions issued by any M.A.G Airport (Manchester Airport, East Midlands Airport, London Stansted Airport or Bournemouth Airport).
1.1.2 Legal Position

- Under Section 5 of the Aviation and Maritime Security Act 1990 it is an offence to:
  - Enter any part of the Security Restricted Area without the permission of the Aerodrome Manager.
  - Enter any part of an air navigation installation without the permission of the authority responsible for that installation.
  - To board an aircraft without the permission of the aircraft operator or to fail to leave an aircraft when requested to do so.
  - Intend to obstruct an authorised person or to falsely pretend to be an authorised person.

- Under Section 21B Subsection (1) of the Aviation and Maritime Security Act 1990. It is an offence to:
  - Give false information either for the purpose of or in connection with an application for an identity document (pass) or in connection with the continued holding of an identity document that has already been issued. Offenders may be prosecuted and fined.

1.1.3 Exemptions

- The following categories of person are exempt from the requirements for a machine-readable Security ID card to be issued:
  - Passengers intending to depart from the relevant M.A.G Airport on aircraft who have been searched at the airport in accordance with any directions under the Aviation Security Act 1982, which have been given to the Aerodrome Manager or to the operator of the aircraft on which the passenger is to depart, or to passengers who are exempt from search under any such directions.
  - Passengers arriving on an aircraft, which has landed at the relevant M.A.G Airport.
  - Persons who have a statutory right of entry to the Security Restricted Area to carry out particular duties, provided they are acting in the course of those specific duties.
  - The operating crew of an aircraft, which has landed at the relevant M.A.G Airport.
  - Persons on board locked vehicles designed or adapted for the secure transport of persons or goods. Provided those vehicles are being used in conformity with an arrangement that has been recorded in the Airport Security Programme.
  - Persons in the custody of Constables or Officers of HM Revenue and Customs or UK Border Force.

1.2 Categories of Security ID cards

Types of Security ID’s in use at M.A.G Airports;

- Temporary 1-5 days Security ID card (Escorted).
- Temporary 6-60 day Security ID card (Escorted).
- Full Security ID card.
- Landside ID card.
- Foreign Security ID card (Issued by another UK Airport)
2 Definitions

Definition of Terms

- **Access Levels**
  - Segregation of areas within the CP of the SRA which have been assigned specific access levels.

- **Accredited Diplomat**
  - An official formally appointed to represent their government in its relations with other governments. Administrative or other grades of staff who are employed by embassies do not qualify for any exemptions granted to Accredited Diplomats.

- **Aerodrome Manager**
  - Official who is responsible on behalf of the Airport Operator, typically a CEO or MD.

- **Airport Identification card**
  - An authority issued by the Airport Operator allowing persons access to CP of the SRA.

- **Airport Operator**
  - Manchester Airport, East Midlands Airport, Bournemouth Airport or London Stansted Airport (the Airport).

- **Airside Area**
  - The movement area of an aerodrome, including runways, taxiways, aprons, buildings and the adjacent ground areas contained within the aerodrome perimeter.

- **Applicant**
  - An individual who is applying for a Security ID card and who is employed by or contracted to the sponsoring company.

- **Authorised Signatory (AS)**
  - An individual(s) within a sponsoring company responsible for ensuring compliance with the terms of a M.A.G Security ID Scheme for any and all applications.

- **Background Clearance (BGC)**
  - Verification of the applicants; Identity, Criminal Record, Employment and Education over the preceding 5 Years.

- **BDC**
  - Basic Disclosure Certificate; a criminal records check issued by Disclosure Scotland or Access Northern Ireland.

- **CAA**
  - Civil Aviation Authority.

- **CBT**
  - Computer based training. A specially created computer programme which delivers training in a structured manner and assesses the candidates learning.

- **Critical Part of the Security Restricted Area (CP of SRA)**
  - Areas of the Airport designated as the CP of the SRA.
2 Definitions

- CRC
  - Criminal Record Check, can be made up of Basic Disclosures, Counter Terrorist Check or higher and Criminal record checks from overseas.

- CTC
  - Counter Terrorist Check.

- DFT
  - Department for Transport.

- FCO
  - Foreign and Commonwealth Office

- GSAT Training
  - General Security Awareness Training. A mandatory training programme following a defined syllabus from a Department for Transport accredited trainer. All CP of the SRA Security ID card holders will be required to undertake training unless they receive training to an equivalent standard.

- ID Centre
  - The issuing authority for all Security ID cards issued at the airport. (Also known by; Pass Office, Pass & Permit Office, ID Office dependant on the Airport).

- ID Scheme
  - The processes and procedures operated by M.A.G for the prior authorization of individuals and motor vehicles to enter various zones (including CP of the SRA) and all continuing administration relating thereto.

- HMRC
  - Her Majesty’s Revenue and Customs, including but limited to those departments known as Inland Revenue.

- M.A.G
  - Manchester Airport Group

- NI Number
  - UK issued National Insurance Number.

- Security ID card Holder
  - An individual who has been issued with a Security ID card by the ID Centre and who is contracted to, or is employed by, the sponsoring company.

- Procedures
  - The materials and processes as described in this document.

- Security Interview
  - A discussion between the applicant and the sponsoring organisation used to help verify information provided by the applicant in support of their application for a Security ID card and to ensure that the implications of the information provided is understood by the applicant. The scope of the interview is dependent on the role ID holder is to be employed in.

- Security Restricted Area (SRA)
  - Areas of the Airport designated as the Security Restricted Area.
2 Definitions

- Sponsoring Company
  - The company requesting a Security ID card at the Airport.

- Security ID card
  - A Security ID card issued by the Airport to an individual person for Security Restricted Areas, Airside Areas or Landside Areas valid for up to five years.

- SRA
  - Security Restricted Area.

- ToT
  - Tools of the Trade
3 Conditions

3.1 Acceptance

The conditions under which an M.A.G Airport will issue a Security ID card are set out in this document. Individuals or companies applying for Security ID cards must do so in the relevant format as annexed hereto and must be signed and completed by an Authorised Signatory this will be taken as acceptance of these conditions. No applications for Security ID cards for a person will be accepted in any other form.

3.2 Eligibility

All applications for Security ID cards made by a company must be certified to the effect that the conditions of eligibility for such persons have been met. M.A.G require individuals or companies making Security ID card applications to supply documentary evidence to support the application. Failure to do so will result in the suspension or withdrawal of any Security ID cards issued.

Note The Authorised Signatory is the person who must satisfy themselves that an individual is suitable to be issued with a Security ID card, they are personally responsible to ensure all checks have been made in accordance with DfT / CAA directives. This includes satisfying themselves that all supporting references and documents have been verified. (The issuing authority checks to ensure the signatory has completed the verification processes, it does not verify the documents on behalf of a company.)

3.2.1 Individuals / Self Employed

For those companies who utilise Self-Employed persons, they must conduct the same vetting procedure as they would their own staff and such persons must be subject to the company's disciplinary / recovery of Security ID cards / notification of status change procedure.

3.2.2 Agency Staff

For those companies that utilise Agency staff, agreement with the Issuing Authority must be made as to whether the agency will need to apply to join the Security ID scheme and apply for Security ID cards directly for their employees, or the company requiring the staff will apply for the Security ID cards themselves.

In line with the DfT / CAA regulations the applicants’ employer must be displayed on any Security ID card issued.

3.2.3 Contractors / Subcontractors

All contractors / subcontractors are required to furnish a copy of all their 'Job Registrations' issued by the Airports’ Permit Controller, in support of all applications for Security ID cards.

3.3 Payment

All Security ID card applications are charged for in accordance with M.A.G Fees and charges as published and will be invoiced on a monthly basis. You are advised to notify your finance section to allow for the acceptance and management of these invoices that will not display any order numbers.
3 Conditions

3.4 Notification

All applications for Security ID cards are to be received at the relevant ID Centre in line with the airports service level.

<table>
<thead>
<tr>
<th>Type Of ID card</th>
<th>MAN</th>
<th>EMA</th>
<th>BOH</th>
<th>STN</th>
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</thead>
<tbody>
<tr>
<td>Clear working Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-5 Day Temporary</td>
<td>1 (Unless Emergency)</td>
<td>On Demand</td>
<td>1 (when possible)</td>
<td>On Demand</td>
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<tr>
<td>6-60 Day Temporary</td>
<td>3</td>
<td>2 (5 for Contractors)</td>
<td>2</td>
<td>By Appointment</td>
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<tr>
<td>Initial Full Security ID card</td>
<td>3</td>
<td>2 (5 for Contractors)</td>
<td>2</td>
<td>10</td>
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<tr>
<td>Renewal Full Security ID card</td>
<td>3</td>
<td>2 (5 for Contractors)</td>
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<td>By Appointment</td>
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<tr>
<td>Replacement Full Security ID card</td>
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<td>2 (5 for Contractors)</td>
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<tr>
<td>Re-activation without a new BGC</td>
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<td>On Demand</td>
<td>1</td>
<td>4 hours</td>
</tr>
<tr>
<td>Re-activation with a new BGC</td>
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<td>On Demand</td>
<td>1</td>
<td>4 hours</td>
</tr>
<tr>
<td>Landside</td>
<td>3</td>
<td>2 (5 for Contractors)</td>
<td>2</td>
<td>By Appointment</td>
</tr>
</tbody>
</table>

These timescales may be modified to meet urgent operational needs with the approval of the ID Centre Manager.

- A 1-5 day Temporary Security ID cards may be applied for, up to a maximum of 28 days in advance and must be collected on the date requested. All applications that have not been collected will be destroyed after the date requested, but may still be charged (Excluding STN).
- 6-60 day Temporary and Full Security ID card applications will be held for a maximum of 60 days, all applications that have not been collected will be destroyed after this period, but may still be charged.

3.5 Validity

All permanent Security ID cards have validity up to a maximum of 5 years. Sponsors must clearly indicate the intended period of employment in respect of each Security ID card applicant. The Aerodrome Manager, at their discretion, may alter the period of validity of any Security ID card.

3.6 Identity Documents

The AS must identify and satisfy themselves to the identity of the applicant, only DfT/CAA approved documents may be used.

Please refer to Annex H for further information.
3 Conditions

- 3.6.1 Right to Work

Sponsoring Companies are reminded that it is their responsibility under Section 8 of the Asylum and Immigration Act 1996 to ensure employees have a legal right to employment in the UK.

For British and EU nationals, the proof of identity referred to in Annex G acts as proof of right to work in respect of the issuance of a permanent airport identification card.

For all other nationals, a Home Office document confirming the individual’s right to work in the UK must be provided — refer to www.ukba.homeoffice.gov.uk to establish current acceptable documents; or National Identity card, Identification card or Identity card for Foreign Nationals issued by the Home Office or their agencies.

3.7 Criminal record Checks

All applicants for a Full Security ID card are required to provide proof of their criminal record including an overseas criminal records were relevant, British criminal records are generally in the form of a Basic Disclosure Certificate but in certain circumstances a Counter Terrorist Check or higher may be used.

Please refer to Annex I for further information.

3.8 Security Training

All Security ID applicants must complete either a General Security Awareness Training (GSAT) course or completed CAA directed training before applying for and submitting a Security ID card application form for a full Security ID that gives access into the CP of the SRA.

Please refer to Annex J for further information.

Note Before any person completes Security Training the Authorised Signatory must be satisfied that a successful background check has been completed.

3.9 Security Interview

The purpose of the Security Interview is for the sponsoring company to verify the information provided by the applicant in support of their application for a Security Restricted Area or Airside Area airport identification card and to ensure that the applicant understands the implications of the information provided.

It is the responsibility of the Authorised Signatory to conduct a satisfactory security interview. Where this responsibility is delegated, the Authorised Signatory remains accountable for ensuring the quality of the interview. The Authorised Signatory, or other person who has been specifically trained for the task, shall interview the applicant.

Please refer to Annex F for further information.

3.10 Referencing

The purpose of referencing is to ensure that for those applications requiring referencing there is clear evidence of where an individual has been and what they have been doing during the period in question.

It is the Authorised Signatory who must obtain and verify satisfactory references for the previous five years, or since they reached the end of their compulsory education, whichever is the shorter. Copies must be submitted with the application.

Please refer to Annex G for further information.
3 Conditions

3.11 Verification

Sponsoring companies should undertake verification of information in order to ensure they are satisfied of the authenticity of the information provided by an applicant in support of an application.

The terms ‘verification’ or ‘verify’ are often misunderstood. For our purposes there are two components:

- Criteria Check - checking documents for errors, omissions or alterations.
- Validation - additional steps taken to prove the authenticity of the information provided.

When an Authorised Signatory signs an application for an M.A.G Security ID card, they are confirming that they are confident that the information being provided is true and correct.

Please refer to Annex F for further information.

3.12 Tools of the Trade (ToT)

If your employee is required to carry essential 'Tools of the Trade' into the CP of the SRA, the authorisation for this can be displayed on their Security ID card. As their Authorised Signatory you are required to make this decision and request the category to be displayed on the ID.

Please refer to Annex K for further information.

3.13 Display of Security ID cards

All persons whilst on duty at a M.A.G Airport or have been granted access to the CP of the SRA are required to wear and display their Security ID card on the front of their person at chest or shoulder height at all times, unless they are in receipt of a written waiver. Failure or refusal to display their Security ID card will result in access being denied and the Security ID card being withdrawn. Only on the completion of and subject to the outcome of disciplinary proceedings will the Security ID be reinstated.

The only persons exempt from this requirement are those persons for whom a written dispensation has been granted by the Aerodrome Manager on the grounds that the wearing of a Security ID card in the manner described would be dangerous, impracticable or otherwise undesirable. However, every such person is required to be in possession of his or her Security ID card when within the CP of the SRA. The issued waiver form should be carried on one's person when in the CP of the SRA and produced if so requested.

3.14 Passenger Segregation and Security Breach

All companies whose employees are issued with a Security ID card are required to provide suitable training to ensure that their activities do not result in a Security or UK border breach. This must include but not be limited to employees understanding the correct procedure when using PAX mode. This training must be completed prior to duties being undertaken and refresher training provided on a regular basis. Details of the training must be recorded for audit purposes. All companies are required to conduct an investigation if it is identified that one of their employees may have caused a Security or border breach.
3 Conditions

3.15 Application

The following table summarises the minimum expected checks prior to submission for an airport identification card:

<table>
<thead>
<tr>
<th>Pre-Application Checks</th>
<th>1-5 Day Temporary ID Card</th>
<th>6-60 Day Temporary ID Card</th>
<th>Full Security ID card</th>
<th>Landside Security ID card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Interview signed by Authorised Signatory &amp; Applicant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signature of Authorised Signatory</td>
<td>✓ (EMA &amp; STN)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signature of Full Security ID card Holder</td>
<td>✓ (MAN &amp; BOH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Five year references &amp; Verification</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Identity Document</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Right to Work</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Security Awareness GSAT Training</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copies of Identity Documents must accompany application forms, if the applications are required to be submitted in advance, (with the exception of a 1-5 day Temporary ID card).

Documentation relating to an application for an airport identification card must relate to the name on the proof of identity, this includes the application form, references and CRC/CTC disclosure. Any deviation from this must be accompanied with file notes.

Original Identity, right to work documents and Criminal Record Certificates will need to be presented at the ID Centre by the applicant on collection of their Security ID card.

Some of the most common errors with submitted applications are listed below, in no particular order:

3.15.1 General
- Different spellings of names, not least the applicants.
- Criminal Record Check supplied with incorrect applicant details.
- Proof of identity not checked.
- Applicant involved in reference procedures.

3.15.2 References
- Unaccounted for gaps in history.
- Gap references used for periods of employment without explanation.

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3 Conditions

- Relatives used for references.
- Incorrect contact details for referees.
- Incorrect dates on references.
- References not supplied with company stamp, compliment slip, headed paper, or some other means of verification.
- No indicated verification of periods of travel.
- Missing telephone numbers for overseas referees.
- References endorsed by agency yet not countersigned by Authorised Signatory.
- Dates transferred incorrectly to application form.
- PP signatures.
- Two pens used, but no file note to explain reason.
- Translators details not included.

3.15.3 Forms

- Application form and/or Reference Continuation form not signed by signatory.
- Application form does not include correct access zones filled out.
- Application form does not include a start date with sponsoring company - creating erroneous gap.

The Authorised Signatory should ensure that applications are inspected prior to submission to remove these errors.

3.16 On-going Management

All companies Authorised Signatories responsibility’s continues after a Security ID card has been issued, they remain responsible for the on-going management of any Security ID issued until its eventual return and beyond for any subsequent audit requirements.

3.16.1 Misuse of Security ID cards

- All companies whose employees are issued with a Security ID cards are required to establish a suitable means of ensuring that those persons who misuse their Security ID card shall be subject to disciplinary action. Re-applications for Security ID cards following the misuse need to be accompanied by written confirmation that the person concerned has been appropriately disciplined. Companies are to advise their employees of these conditions.

3.16.2 Lost or Stolen Security ID cards

- When a Security ID card has been lost or stolen it must immediately be reported to the relevant ID Centre. Its theft or loss must also be reported to the police station nearest to where the loss or theft occurred and obtain a lost property or crime reference number.
- If the holder has neglected their responsibility to safeguard their Security ID card, which has resulted in the loss of the Security ID card, the sponsoring company must have suitable procedures in place to discipline the holder and make them aware of the implications regarding the loss.
- The relevant ID Centre will replace a lost or stolen Security ID card on production of a completed security application form, ‘Lost / Stolen report’ and valid identification as listed in Annex H.
3 Conditions

3.16.3 Notification of status change

- Companies should be aware that they are required to notify the relevant ID Centre in writing when there is a change to any details, such as:

  Company details:
  Logo Change
  Name change.
  Address.
  Status.
  Circumstances.
  Contracts.
  Access requirements.

  Employee details:
  Name change.
  Address.
  Job Title.
  Criminal Record or Criminal Charges.
  Access requirements or circumstances.

3.16.4 Recovery of Security ID cards

- Individuals and companies to whom Security ID cards are issued by a M.A.G Airport ID Centre are to ensure that:
  o Such Security ID cards are recovered when there is no longer a legitimate reason for the holder to be given access to the CP of the SRA or to hold a Security ID card.
  o The relevant ID Centre are informed immediately when a Security ID card for a person becomes invalid and the holder no longer has a legitimate reason to enter the CP of the SRA. The company for whom the employee worked, are to inform the ID Centre.
  o Such Security ID cards are to be returned within 7 days of becoming invalid, to a M.A.G ID Centre.
  o All incidents of failure to recover invalid Security ID cards from persons are to be reported immediately to the relevant ID Centre and confirmed in writing using the relevant ID Centre ‘Failure to Return a Security ID’ form.
  o Companies are to ensure that a procedure is in place to recover Security ID cards on cessation of employment.

Note
All Security ID cards issued by a M.A.G ID Centre remain the property of the issuing authority to whom it must be returned on expiry, cancellation or cessation of employment. Refusal to return a Security ID card will be considered as theft and should be reported to the Police as such.

3.16.5 Withdrawal of Security ID cards

- The Aerodrome Manager reserves the right to withdraw Security ID cards under the following conditions:
  o If they are no longer satisfied that the holder is a suitable person to hold a Security ID card.
  o If they are no longer satisfied that the sponsoring company by whom the Security ID card holder is employed is reliable and reputable
  o If they are no longer satisfied that the holder has reason to hold a Security ID card, due to the Security ID card holder not having an operational requirement to gain access to the CP of the SRA for the preceding 60 days.
3 Conditions

- If they have reason to believe that:
  - A Security ID card application has been given without proper care in any particular case.
  - The Company does not maintain or enforce provision for disciplinary action against its employees in the cases described in Section 3.13, 3.14, 3.16.1 & 3.16.2 of these conditions.
  - The company has not exercised due care in ensuring that persons employed by or visiting the company who are holders of temporary Security ID cards are escorted by holders of full Security ID cards while in the CP of the SRA.
  - The company has not exercised due care in ensuring that Security ID cards issued to persons employed by the company are recovered or has failed to advise the issuing authority immediately an employee ceases to be eligible for entry into the CP of the SRA in the circumstances section 3.16.4.

3.16.6 Deactivation of Security ID’s

- All companies are to ensure that they have a system in place to notify the relevant ID Centre for the temporary deactivation of a Security ID card. For example; employees who are due to take maternity leave, on long term sick leave or temporary lay-offs.

- To reactivate a Security ID card Authorised signatures are required to notify the relevant ID Centre ‘reactivation’ form along with any supporting documents when they can confirm the reactivation date (no more than 28 days in advance and no less than 24 hours notice). The individual will need to attend the relevant ID Centre with their Identity documents to have the Security ID card reissued.

- There are variable circumstances that change the reactivation process, from the length of time the ID has been deactivated, the reason for deactivation, contact with the ID holder while deactivate and the whereabouts of the ID holder while deactivated. In some instances a new background check will need to be carried out, include new Criminal Record Checks (including Overseas), referencing etc. Reactivations requests that require a new background check will incur a charge to the company.

3.16.7 Parked Security ID cards

- It is a DfT / CAA regulation that a Security ID card not used for a period of 60 days shall be suspended known as ‘Parked’. The relevant ID Centre will notify companies Authorised Signatories when a Security ID card has ‘Parked’.

  - If the Security ID card holder no longer has a legitimate reason to be given access to the CP of the SRA or to hold a Security ID card the Authorised Signatory shall; -
    - Notify the relevant ID Centre that the Security ID card is no longer required.
    - Return the Security ID card to a M.A.G ID Centre, accompanied by the relevant ID Centre ‘Return of a Security ID’ form.

  - If the Security ID card holder has a legitimate reason to continue to access the CP of the SRA and to hold a Security ID card the Authorised Signatory shall; -
    - Request to reactivate the Security ID card using the relevant ID Centre ‘Reactivation’ form.
3 Conditions

- A Security ID card will be “Un-parked” within 24 hours of receipt of the form and any supporting documents.
  - The Security ID card holder does not need to visit the ID Centre.
  - After the card has been “Un-parked” the Security ID card holder has 7 days to use the card before it will park again.

- Where a Security ID card has been ‘parked’ for more than 18 months, the Authorised Signatory must supply a new application form.
4 Further Information

4.1 Security ID Colours

- M.A.G Security ID cards shall be issued in accordance to the areas of the airport to which the holder requires access and shall be coloured as follows;
  - Security ID card types -
    - Yellow: Landside
    - Green: Internal Airside
    - Blue: Internal & External Airside
    - Red: All Areas
    - White: Temporary
    - Purple: Diplomatic

4.2 Descriptions of the Critical Part of the Security Restricted Area

- Area Codes
  1. Internal areas of the CP of the SRA (departure lounges, piers & the interiors of other buildings) with the exception of 2 & 3 below.
  2. Baggage Reclaim halls.
  3. Baggage Make-Up areas.
  4. Ramp.
  5. Aircraft & their Footprints.
  6. All other external areas of the CP of the SRA.
  7. All areas.

4.3 Airport Actions

4.1 Upon receipt of an application pack the following activities will be undertaken by the ID Centre:
  - Criteria check, whereby the details on the application form and additional supporting materials are checked for consistency and completeness.
  - Audit at least 10% of all applications submitted, to verify the application process taken by the Authorised Signatory.

4.2 The ID Centre will ensure that all Authorised Signatory and applicant declarations have been duly completed.

4.3 The ID Centre will also ensure that the application does not infringe the standards as outlined within this document. For example, in the case of a Temporary ID card that a statutory limit has not been exceeded.

4.4 The ID Centre will ensure that the current and valid contracts for the provision of goods and services exist at the airport.
4 Further Information

4.5 In addition, the ID Centre personnel are instructed to audit at least 10% annually of companies registered on the Security ID Scheme, this includes:
   - Application procedures.
   - Ongoing Security ID card management.
   - Amongst other things; scrutiny of supporting documents such as employment records.

4.6 The ID Centre personnel will check the identity and right to work documents at time of initial issue or subsequent renewal.

4.4 Transfer of Employment

M.A.G allows companies to transfer the life span of a Security ID card from one company to another under strict guidelines. Transfer of employment is a process to allow companies to have a Security ID re-issued to match the expiry date of the original Security ID without the need to submit a complete new background check.

- **TUPE**
  - Optional process for companies who wish to transfer a Security ID for employees who have changed employment under a TUPE agreement:
    - Both companies involved in the transfer of employees must notify the ID Centre in writing in advance of the transfer of employees.
    - To avoid disruption to the operation the companies may request a suitable time window to carry out the replacement of their employees Security ID’s. Any time allowed will be dependent on the number of employees being transferred and must be in agreement of both companies and the ID Centre.
    - The new employer must be in possession of a satisfactory background clearance before any application to transfer a Security ID is submitted to the ID Centre.
      - This could be provided from the previous Company under the TUPE agreement, but it is the new employers’ Authorised Signatory that must be satisfied it meets the requirement.
      - The new employers’ Authorised Signatory might decide it is necessary to obtain a new background clearance before requesting a replacement ID to be issued. This should then be treated as an initial application.

- **New Employment**
  - Optional process for companies whose new employee has recently terminated employment with another company to whom a Security ID was issued and there was time remaining on the previous Security ID.
  - The company must obtain a reference from the company who previously sponsored the Security ID, which along with the employment dates must confirm that the Security ID holder continues to be a suitable person to hold a Security ID that gives access to the CP of the SRA at a UK airport.
  - The new employer must be in possession of a satisfactory background clearance before any application to transfer a Security ID is submitted to the ID Centre.
    - The new employers’ Authorised Signatory might decide it is necessary to obtain a new background clearance before requesting a replacement ID to be issued. This should then be treated as an initial application.
4 Further Information

Note

The maximum time from when a Security ID for a person becomes invalid on termination of employment or the holder no longer has a legitimate reason to enter the CP of the SRA and the issue of the Security ID card for their new employer should not be greater than 7 days.

4.5 Appeals

4.5.1 Issuer (The ID Centre)

- In most cases where inadequate documentation or missing evidence has been submitted an application will be rejected and must be resubmitted. In these instances the Authorised Signatory will be notified stating the reason for the rejection, together with advice around resubmission of the application. This does not constitute a refusal and the appeals process would not be applicable.

- In the case of a refusal, where a decision is taken not to issue an airport identification card, the ID Centre will advise the Authorised Signatory stating the reason for the refusal.

- Where the decision to not issue a Security ID card is disputed, the Authorised Signatory should apply in writing to the ID Centre Manager within 7 days, stating their reasons for disputing the refusal of the Security ID card. They must enclose all available original application documents.

- The ID Centre Manager will review all of the relevant documents so as to either uphold or overrule the original decision.

4.6.1 Criminal Records

- For details and advice for appeals regarding Criminal Records, information may be obtained direct from the Criminal Records section of the CAA website; www.caa.co.uk/default.aspx?catid=2780&pagetype=90&pageid=15965

- If an appeal is successful the Authorised Signatory may present the application pack and supporting documents to the ID Centre with a Certificate of Disregard issued by the CAA/Dft. The valid ‘life’ of a BDC is ten weeks from the date of issue, but the period during which the CAA/DfT are determining the application for a Certificate of Disregard, (and any subsequent appeal), does not count towards the ten week period.
Annex A  Company Registration

1  Company registration

Companies who require their employees to work at a M.A.G Airport are required to join the relevant airports Security ID card Scheme. This includes;

- Providing the Aerodrome Manager with a form ‘Co 1 - Letter of Establishment’,
- Written certification that their employees are suitable and satisfactory persons to whom a Security ID card should be issued.
- Nominate ‘Authorised Signatories’ who will manage the Security ID card application process and the continued use and the return of all Security ID cards issued.
- An acknowledgement that the conditions laid down by the DfT / CAA under the Aviation Security Act 1982 in respect of each person for whom a Security ID card application is made will be met.

2  Company - Co 1 - Letter of Establishment (LOE)

Provide a letter of establishment for the purpose of joining the M.A.G Airport card scheme, which includes / contains;

- Official letterhead. (Letterheads must comply with company law and include; Full Company name, registered number, place of registration and registered office address, it should also include any link to other organisation such as parent companies etc.).
- Nature of business.
- Address to which all correspondence will be sent.
- Number of authorised signatories required (see Annex A, section 3).
- Approximate number of employees requiring a Security ID card.
- Which company or companies do you provide a service for at the relevant Airport, (all must be listed).
- Confirm your awareness and agreement that any Security ID card application processed at your request will be taken as an order for a Security ID card, which will be invoiced at the current charges. (See fees & charges).
- Any other relevant information.
- To be signed by a Company Executive or person who has been nominated to act as an executive of the company.

Note  A new ‘Co 1 - Letter of Establishment’ form will be required any time your organisation changes any of the critical information supplied, or refreshed every 3 years if no information has changed.

Note  Companies that are not registered in the UK should seek guidance from the ID Centre for advice on extra requirements.

3  Authorised signatories

Those persons nominated by companies to act as an Authorised Signatory are to complete a ‘Co 2 - Authorised Signatory’ form, in the format shown and are to be certified by the nominated company executive.

Note  All ‘Co 2 - Authorised Signatory’ forms must bear original and not photocopied signatures.
### Annex A  Company Registration

- The Authorised Signatory is a person appointed by a company to administer and control the issuing of Security ID cards and where appropriate, to instigate disciplinary proceedings against a Security ID card holder.
- A maximum of three authorised signatories per company will be permitted. In exceptional circumstances a company can request this to be increased by providing the request in writing with justifications.
- Before being accepted as an Authorised Signatory, persons must first provide satisfactory identification to the ID Centre.
- Authorised signatures that have been removed from this position or responsibility must be cancelled immediately, using form ‘Co 3 - Authorised Signatory Cancellation’.

**Note**

It is recommended that the cancellation of an Authorised Signatory is also notified via phone to the ID Centre.

### 4 Trained interviewer

It is recommended that each applicant is interviewed by a suitable trained interviewer to establish the applications history prior to conducting their background check, while this function may be delegated the final decision to pass a background check remains with the Authorised Signatory.

### 5 Company registration support

Any company that wishes to join the ‘M.A.G Airport Security ID card Scheme’ must be supported by a ‘Co 4 - Letter of Support & Sponsorship’ and dependant on the nature of the work to be carried out at the airport, a ‘Job Registration’.

- A letter of support & sponsorship is provided by a company that is approved and registered themselves. The supporting company are required to provide written confirmation detailing your access requirements, by completing form ‘Co 4 - Letter of Support & Sponsorship’ which includes:
  - Why access is required.
  - Where access is needed.
  - The period access is required for.
  - What the access is required for.

Depending on the requirements of the company, further information regarding access requirements may be requested by completing a ‘Co 5 - Access Level Support & Sponsorship’ form.

**Note**

A form ‘Co 4 - Letter of Support & Sponsorship’ must be submitted for each company you will be providing work / service for at the relevant M.A.G Airport.

- Job Registration. Issued by the relevant M.A.G Airport nominated project manager and registered by the ID Centre. A Job Registration is required for any company who is carrying out work, on the structure of the building or its equipment. Please contact the ID Centre for further guidance.

**Note**

Other departments of the Airport may have their own requirements, e.g. Ground Handlers Licence, Contractors Induction Certificates etc.
Annex B
Temporary 1 to 5 Day Security ID card

1 Conditions

- A Temporary 1-5 day Security ID card, valid for a period not exceeding 5 days, may be issued to suitable persons having a legitimate reason to be granted escorted access to the CP of the SRA.
  - Temporary 1-5 day Security ID cards format differ between each M.A.G Airport. For further details to the cards format please refer to the ID centre at the relevant Airport.
  - The Temporary 1-5 day Security ID card remains the property of the issuing authority and must be surrendered upon expiry or when it is no longer required by the holder (whichever is the earlier) to the Security ID Centre.

- Temporary 1-5 day Security ID cards are issued to visitors who require legitimate access into the CP of the SRA, where they do not envisage access being required for longer than 5 days.

- A charge to the company may be made for each Temporary 1-5 day Security ID card issued, as mentioned in ‘Conditions - Section 3.3’.

- Private visits and tours to the CP of the SRA are not permitted unless there is a legitimate operational or commercial requirement.

- A Temporary 1-5 Security ID card cannot be extended beyond 5 days.
  - A further Temporary 1-5 day Security ID card may only be issued in exceptional circumstances. Normally at least 60 days must have passed between the expiry of the first ID to the commencement of another issued to the same individual. For further access a Temporary 60 day Security ID is required.
  - In exceptional circumstances providing the visit was unforeseen, visitors who need access to respond in an emergency within 60 days since the previous Temporary 1-5 day Security ID card was returned should discuss the requirement with the ID Centre.

Note You must monitor this process and consider when this requirement changes from unforeseen to foreseen. I.e. If the same visitor is required to access the CP of the SRA consistently due to the amount of equipment requiring repair then this could not be classed as being unforeseen and that person must move on to a Full Security ID card.

Note A maximum of 60 days temporary access per rolling 12 months is permitted to be issued to any individual, made up of any combination of Temporary ID cards.

- Holders of a Temporary Security ID card are to be escorted at all times by a full Security ID card holder.

Note Escorting means accompanying and keeping a Temporary Security ID card holder in close contact and in direct line of sight at all times sufficient to ensure that no security breach or acts of unlawful interference with civil aviation can be perpetrated or assisted.

- Authorised signatories and escorts will be held responsible for the actions of the Temporary 1-5 day Security ID card holder. They must both be satisfied that the Temporary 1-5 day Security ID card applicant;
  - Has a legitimate reason to be granted escorted access to the CP of the SRA.
  - Is a suitable person to be issued with and hold a Security ID card giving access to the CP of the SRA.
Annex B  Temporary 1 to 5 Day Security ID card

- Temporary 1-5 day Security ID cards that have been issued for multiple days.
  - Temporary 1-5 day Security ID holders should not be allowed to keep hold of their ID for periods where access to the CP of the SRA is not required, such as overnight.
  - Companies should have systems in place that:
    - Secure the Temporary 1-5 day Security ID card when it is not in use
    - Ensure that it is returned to the correct visitor that it was issued to by the ID Centre. Extra care should be taken when multiple Temporary 1-5 day Security ID cards are held.

2 Instructions

- Refer to section 3.4 - Notification, for application submission details. These time scales may be modified to meet urgent operational and emergency requirements in agreement with the ID Centre Manager.
- Applications for Temporary 1-5 day Security ID cards are to be made on the relevant ID Centre ‘application’ form.
- Applications for Temporary 1-5 day Security ID cards will only be considered when they are sponsored by a nominated person, as required by the relevant airport (Refer to section 3.15 - Application). Applications may by sponsored by:
  - An Authorised Signatory.
  - The holder of a Full Security ID card issued by the relevant M.A.G Airport, with consent from their Authorised Signatory. (MAN & BOH Only)
  - The holder of a Full Security ID card issued by another UK Airport that is valid on the relevant M.A.G Airport Security ID card system, with consent from their Authorised Signatory. (MAN Only)
- A Temporary 1-5 day Security ID may be applied for, up to a maximum of 28 days in advance and must be collected on the date requested. Refer to the relevant ID Centre for out of hours requirements. All applications that have not been collected will be destroyed after this period but may still be charged.

3 Collection

- Temporary 1-5 day Security ID card will only be issued when the applicant is accompanied by their escort. Escorts must present themselves with the applicant when attending the ID Centre.
- Temporary 1-5 day Security ID card applicants must provide proof of identification as listed in Annex H. Identification must be carried whenever the ID holder is on duty and presented to security on request.
- Temporary 1-5 day Security ID cards must be returned immediately they cease to be required or on expiry, whichever is the earlier. It is both the visitor and escorts responsibility to ensure the Security ID card is returned on time.
  - The escort’s Security ID cards will be linked to any Temporary Security ID card until it is returned to the ID Centre, therefore failure to return a Temporary ID card may result in the escorts Security ID card being cancelled.
  - A record will be kept of escorts who fail to return Temporary 1-5 day Security ID cards and may result in Airport identification cards being withdrawn from that person.
Annex C  Temporary 6-60 Day Security ID card

1  Conditions

- A Temporary 6-60-day Security ID card, valid for a period not exceeding 60 days, may be issued to suitable persons having a legitimate reason to be granted escorted access to the CP of the SRA. This ID will bear an image of the holder.

Note  A maximum of 60 days temporary access per rolling 12 months is permitted to be issued to any individual. A Temporary 6-60 day Security ID card can be issued to a maximum period of 60 days, but if the applicant has been issued with a previous Temporary 1-5 day or 6-60 day Security ID cards in the previous 12 months this period would be deducted from any Temporary ID card issues.

- This Security ID card remains the property of the issuing authority and must be surrendered upon expiry or when it is no longer required by the holder (whichever is the earlier) to the ID Centre.

- A charge to the company will be made for each Temporary 6-60-day Security ID issued, as mentioned in ‘Conditions - Section 3.3’.

- A Temporary 6-60-day Security ID card cannot be extended beyond 60 days or renewed for a further period. If a person has held a Temporary 60-day Security ID and now has a legitimate operational need for a further period of access into the CP of the SRA a Full Security ID card must be applied for.

- Holders of a Temporary Security ID card are to be escorted at all times by a full Security ID card holder.

Note  Escorting means accompanying and keeping a Temporary Security ID card holder in close contact and in direct line of sight at all times sufficient to ensure that no security breach or acts of unlawful interference with civil aviation can be perpetrated or assisted.

- Authorised signatories and escorts will be held responsible for the actions of the Temporary Security ID card holder. They must both be satisfied that the Temporary Security ID card applicant:
  - Has a legitimate reason to be granted escorted access to the CP of the SRA.
  - Is a suitable person to be issued with and hold a Security ID card giving access to the CP of the SRA.

- The Authorised Signatory must inspect proof of identity as listed in Annex H.

2  Instructions

- Refer to section 3.4 - Notification, for application submission details. These time scales may be modified to meet urgent operational and emergency requirements in agreement with the ID Centre Manager.

- Applications for Temporary 6-60-day Security ID cards will only be considered when they are sponsored by a company registered with the ID Centre.

- Applications are to be made on the relevant ID Centre ‘application’ form with supporting documents.

- A Temporary 6-60-day Security ID card must be sponsored by an Authorised Signatory.

- If the applicant is not an employee of the applying company. The applicant’s line manager from their own company must provide their consent by completing the relevant ID Centre ‘Not Directly employed’ form before it is sponsored by an Authorised Signatory.
Annex C  Temporary 6-60 Day Security ID card

- Temporary 6-60-day Security ID card applications are to be accompanied by a copy of the documents used to verify the applicant’s identification as listed in Annex H.
- A Temporary 6-60-day Security ID card may be applied for, up to a maximum of 28 days in advance, applications / appointments that are not collected within this time period may be destroyed and may still be charged.

3 Collection

- Temporary 6-60-day Security ID card applicants must provide proof of identification as listed in Annex H.
- Temporary 6-60-day Security ID card applicants will be required to watch the ‘Security Awareness’ DVD and read and understand the Security Awareness documents.
- Security ID card applicants will be required to watch the ‘Security Awareness’ DVD (where available) and read and understand the Security Awareness documents.
  - Applicants who are not fluent in ‘English’ will need to be accompanied by a translator who can ensure their full understanding of the instructions.
- Temporary 6-60-day applicants will be required to select a PIN for use in conjunction with the Security ID card. (MAN only)
  - A PIN (Personnel Identification Number) will be issued when required, this number must not be written down or told to anyone else. If a PIN is forgotten the Security ID card holder may attend the ID Centre where the PIN can be checked or a new PIN can be selected. (PIN’s cannot be checked or changed over the phone).

4 Instruction Summary

- Applicant completes:
  - The relevant ID Centre ‘application’ forms.
- Authorised Signatory confirms with applicant:
  - Details supplied on applications.
  - Inspects and verifies identification.
- Authorised Signatory completes;
  - The relevant ID Centre ‘application’ forms.
- The above forms are submitted with copies of supporting documents to the ID Centre.
1 **Conditions**

- A Full Security ID card may be issued for persons having legitimate reason to be granted access to the CP of the SRA. This Security ID card will bear a computer generated photographic image of the holder and will be valid for a period determined by the Issuing Authority, not exceeding 5 years. A Security ID card holder may only be in possession of one Security ID card at any one time.
  - The Security ID card remains the property of the issuing authority and must be surrendered upon expiry, termination of employment or when it is no longer required by the holder (whichever is the earlier) to the ID Centre.
  - A charge to the company will be made for each Security ID application, as mentioned in ‘Conditions - Section 3.3’.

- The Authorised Signatory is responsible for ensuring that the application process is carried out in such a way as to ensure the integrity of the application and details supplied.

- Security ID card application forms are to be completed on-line or in BLOCK capitals in black ink. No alterations will be permitted. Photocopies/Fax copies are not acceptable.

- Security ID card applications are to be accompanied by copies of all documents used to verify the applicants’ background clearance including:
  - References.
  - File notes.
  - Identification.
  - Criminal Record checks.
  - Security Training.

2 **Instruction**

- Refer to section 3.4 - Notification, for application submission details. These time scales may be modified to meet urgent operational and emergency requirements in agreement with the ID Centre Manager.

- Applications for a Full Security ID card will only be considered when they are sponsored by a company registered with the ID Centre and sponsored by an Authorised Signatory.

- Completion Summary
  - Authorised Signatory completes a security interview with the applicant to obtain:
    - Employment, Education and Gap details covering previous 5 years.
    - Countries and Locations of residence covering previous 5 years.
    - Details of any unspent criminal conviction.
    - Obtain applicants declarations.
      - Permission to apply for references.
      - Misrepresentation warning.
    - The applicant completes:
      - The relevant ID Centre ‘application’ forms.
    - Authorised Signatory confirms with the applicant.
      - Details supplied on the applications.
Annex D  Full Security ID card

- Completes an Identity Check.
  - Apply for any Criminal Record checks that are required.
  - Post Interview Verification.
    - Obtain References.
    - Obtain any gap statements that are required.
    - Check and verify references and gap statements.
    - Check and verify criminal record documents.

**Note**  The records kept should be able to sufficiently explain the process taken and the decisions made by any person who needs to access them in the future, without the need to refer to the individual who cleared and passed the background check.

**Note**  The Authorised Signatory is only to proceed with the Security ID application when they are satisfied all the above requirements have been met and in completing the application they are stating that the applicant is a suitable person to hold a Security ID card giving access to the CP of the SRA.

- Authorise the applicant to complete Security Training. This can only be done once the applicant has successfully passed a ‘Background Check’.

- The Authorised Signatory should then complete:
  - The relevant ID Centre ‘application’ form.

- The above forms should then be collated with all necessary copies of all supporting documents and submitted to the ID Centre.
  - The forms should be submitted in a sealed envelope, to ensure the confidentiality of the information (Please Do Not Staple).
  - Refer to the relevant airports for details on processing periods and collection details.

- An initial Full Security ID card may be applied for, up to a maximum of 28 days in advance, (local rules apply to renewal and reprint applications). Applications that are not collected within this time period will be destroyed but will still be charged.

**Note**  All documents used to confirm the background check and suitability of the applicant must be kept for a minimum of 24 months after expiry and return of the Security ID card.

**Note**  All documents used to confirm the background check and suitability of the applicant must be kept for a minimum of 24 months, even if the Security ID card is not collected or cancelled before issue.

3 Collection

- On collection Security ID card applicants must provide the following original documents:
  - Identification as listed in Annex H.
  - A valid CRC and where necessary overseas CRC/s.
  - A valid GSAT certificate, unless they hold valid directed training.

- Security ID card applicants will be required to watch the ‘Security Awareness’ DVD (where available) and read and understand the Security Awareness documents.
Annex D  Full Security ID card

- Applicants who are not fluent in ‘English’ will need to be accompanied by a translator who can ensure their full understanding of the instructions.

- Security ID card applicants will be required to select a PIN for use in conjunction with the Security ID.

  - A PIN (Personnel Identification Number) will be issued when required, this number must not be written down or told to anyone else. If a PIN is forgotten the Security ID card holder may attend the ID Centre where the PIN can be checked or a new PIN can be selected. (PIN's cannot be checked or changed over the phone).

- If the Security ID card applicant is to have ‘Passenger Escort Facilities’ or ‘Ops Mode’ when using the PIN they will then have to select ‘*’ open door or ‘#’ PAX mode. If they select PAX mode, they are responsible for who passes through the door until it times out and it is secure. Failure to secure a door on leaving will be classed as misuse, see ‘Conditions - Section 3.16.1’.

**Note**

- The Authorised Signatory must advise the applicant;
  - When the Security ID card is ready for collection.
  - Which documents they are required to present.
  - That they will be required to have a photograph taken.
  - They will be required to select a PIN.
Annex E  Landside Security ID card

1  Conditions

- A Landside Security ID card will bear a computer generated photographic image of the holder and will be valid for a period determined by the Issuing Authority, not exceeding 5 years. It may be issued to suitable persons having a legitimate presence within the controlled and public areas of the relevant M.A.G Airport but does not require access to the CP of the SRA. A Security ID card holder may only be in possession of one Security ID card at any one time.
  o This Security ID card remains the property of the issuing authority and must be surrendered upon expiry or when it is no longer required by the holder (whichever is the earlier) to the ID Centre.
  o A charge to the company will be made for each Security ID card application, as mentioned in ‘Conditions - Section 3.3’.

2  Instructions

- Refer to section 3.4 - Notification, for application submission details. These time scales may be modified to meet urgent operational and emergency requirements in agreement with the ID Centre Manager.
- The applicant is to complete:
  o The relevant ID Centre ‘application’ forms.
- It is recommended that an interview is conducted for the applicant to provide:
  o Details of all countries of residence covering previous 5 years.
  o Details of any criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.
  o A declaration of the acceptance that any misrepresentation of the facts is grounds for refusal of employment or disciplinary proceedings and in appropriate cases, criminal proceedings and criminal charges.
- Post Interview Verification.
  o Inspect and verify identity using a form of identification as listed in Annex H.
  o The Authorised Signatory is only to proceed with the Security ID card application when they are satisfied all the above requirements have been met and in completing the application they are stating that the applicant is a suitable person to hold a Security ID card.
- The Authorised Signatory should then complete:
  o The relevant ID Centre ‘application’ form.
- The above forms should then be collated with all necessary copies of all supporting documents to the ID Centre.
  o The forms should be submitted in a sealed envelope, to ensure the confidentiality of the information (Please Do Not Staple).
  o Refer to the relevant airports for details on processing periods and collection details.
- A Landside Security ID card may be applied for, up to a maximum of 28 days in advance, (local rules apply to renewal and reprint applications). Applications that are not collected within this time period will be destroyed but may still be charged.
Annex E  Landside Security ID card

3  Collection
   • Security ID card applicants must provide proof of identification as listed in Annex H.
   • Security ID card applicants will be required to select a PIN for use in conjunction with the Security ID for movement within the airport.
      o A PIN (Personnel Identification Number) will be issued when required, this number must not be written down or told to anyone else. If a PIN is forgotten the Security ID holder may attend the ID Centre where the PIN can be checked or a new PIN can be selected. (PIN’s cannot be checked or changed over the phone).

Note  The Authorised Signatory must advise the applicant;
   o When the Security ID card is ready for collection.
   o Which documents they are required to present.
   o That they will be required to have a photograph taken.
   o They will be required to select a PIN.

4  Instruction Summary
   • Applicant Completes:
      o The relevant ID Centre ‘application’ forms.
   • Authorised Signatory confirms with applicant:
      o Details supplied on application.
         △ Inspects and verifies identification.
   • Authorised Signatory completes,
      o The relevant ID Centre ‘application’ form.
   • Application is submitted to the ID Centre with copies of supporting documents.
Annex F  Background Clearance

Background Clearance

A satisfactory background clearance is required before an application can be completed and submitted for a Full Security ID card, this is used to establish the applicants character and confirm they are trustworthy, honest and suitable to hold a Security ID card that provides access to the Security Restricted Area at a UK airport.

A background clearance includes;

- Identity Verification.
  - Establish the person’s identity on the basis of documentary evidence.
- Criminal Record Checks
  - Cover criminal records in all states of residence during at least the preceding 5 years
- Employment, Education and Gaps Verification
  - Cover employment, education and any gaps during at least the preceding 5 years.

Note  Details are required that cover all employment history over the preceding 5 years or from the age of 16 years, whichever is the shorter period. It must include all employment, education and registered unemployed periods and details and circumstances of any gap periods greater than 28 days in the employment history period, including details of persons who are able to provide a witness statement to verify this period.

Security Interview

- The purpose of the Security Interview is for the sponsoring company to verify the information provided by the applicant in support of their application for a Security Restricted Area airport identification card and to ensure that the applicant understands the implications of the information provided.
- It is the responsibility of the Authorised Signatory to conduct a satisfactory security interview. Where this responsibility is delegated, the Authorised Signatory remains accountable for ensuring the quality of the interview.
- The Authorised Signatory, or other person who has been specifically trained for the task, shall interview the applicant.
- Prior to the start of the Security Interview it is advised that the applicant provided details of their five year employment history, locations of residence and details of any criminal offences to the interviewer.
- The interviewer shall be required to:
  - Work through, with the applicant, the employment/educational record covering the previous five years seeking to obtain any further information that may be relevant (e.g. reasons for leaving previous employers) and ensuring that no periods are unaccounted for.
  - If it emerges that there are any gaps in the record, in excess of the twenty-eight days, the applicant shall be required to provide to the interviewer the names and addresses of persons who will be able, and prepared, to confirm from their own personal knowledge what the applicant was doing during the periods in question. The interviewer must be satisfied that they have been made aware of what the applicant was doing and where they were living (domiciled) during gap periods.
- The interviewer shall be required to ensure the applicant has signed and agreed to the following security declarations:
Annex F  Background Clearance

- The declaration detailing any criminal convictions, other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.
- The declaration stating all states of residence during the previous 5 years.
- The declaration of acceptance that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges).
- The authorisation for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information.
- The authorisation to provide a current Criminal Record Check (CRC), Basic Disclosure Certificate (BDC), or proof of Counter Terrorist Check (CTC), or higher clearance, including overseas criminal records checks if appropriate.
- The declaration agreeing with the disclosure of information to the Airport for the purpose of access at the Airport and disclosure of information to third parties to verify the information as correct, and for the detection and prevention of crime.

- The interviewer shall further verify that:
  - The applicant understands the full implications of the declarations and authorisations contained in the application, so far as applicable to him/her.
  - The identity of the applicant.
    - The applicant’s identity must be establish on the basis of documentary evidence. Only documents approved by the DfT/CAA detailed in Annex H may be used for this purpose.
    - Authorised Signatories should be suitably trained in basic identity verification. Useful advice can be obtained from CPNI and Gov.uk / Home Office. Some useful links have been provided below:
      - CPNI - Centre for Protection of National Infrastructure
        - www.cpni.gov.uk/
      - Home Office -
        - www.gov.uk
  - The applicant’s right to work using acceptable methods and documentation.
  - The applicant understands the company process for obtaining a CRC and the advice provided on the requirement for completion of the CRC application form.
  - The applicant is aware of the requirement, and provides where required, Overseas Criminal Record Checks for all countries in which they have resided for a period exceeding six months within the preceding five years.
  - That within fourteen days of any criminal conviction the employee must notify the employer of his conviction. Failure to do so will be a
Annex F  Background Clearance

disciplinary offence and be dealt with in accordance with the employing company’s disciplinary procedures.

- The applicant understands the company process for security training, so far as applicable to him/her.
- The applicant understands their responsibilities as contained in ‘Security Awareness Direction’, a copy will be issued on collections of their ID.
- That the applicant understands that personal information will be processed by the employer and the Airport in accordance with the Data Protection Act 1998.

- The interviewer should, before the security interview ends, spend sufficient time to analyse the details provided by the applicant, looking for anomalies and inconsistencies. Listed below are a few examples that could be accurate and honest statements, but further questioning at this stage could save wasted days / weeks later in the verification process:
  - Employed as a Secretary in London, but in the address history they lived in Edinburgh.
  - Employed as a TAXI driver but doesn’t hold a Driving Licence that could be used for ID.
  - Employed Part Time but the hours per week haven’t been declared.
  - Employed full time on a zero hour contract.

- At the end of the interview the interviewer should have a clear picture, of exactly when, where and what the applicant was doing for covering the past 5 years.

Post Interview Verification.

- Criminal Record Checks
  - Cover criminal records in all states of residence during at least the preceding 5 years.
  - Refer to Annex I for further information

- Employment history.
  - Written confirmation / reference must be obtained;
    - Written confirmation shall be obtained from employers, educational establishments or other sources capable of verifying the information provided by the applicant for the purpose of the background check.
    - Where a background check reveals that the applicant was self-employed, either wholly or in part, during any of the periods covered by the check, written confirmation of the dates of the periods of self-employment shall be obtained from independent accountants, solicitors and / or from the relevant government department or agency. A combination of these references may be required to verify this period in its entirety.
    - Where a background check reveals that the applicant was registered unemployed during any of the periods covered by the check, verification of such periods of registered unemployment shall be obtained from the relevant government department or agency. Gap periods should be substantiated from a person or persons who have personal knowledge of what the applicant was doing during this period.
Annex F  Background Clearance

- Any file notes should be included in your records, which is required to explain why any particular process was carried out, or why any reference was accepted.

Example: If a previous company no longer exists or has declared bankruptcy, there should be an explanation detailing this, which would justify the use of a gap reference. (e.g. No reference available from company as the company declared bankrupt, reference obtained from former colleague).

Example: If an employment reference did not provide specific dates, there should be an explanation detailing what action was taken. (e.g. Phone conversation with HR manager - John Smith, verbally confirmed ‘dates’, ‘recording date and time of conversation’)

**Note**  All former employers references should be supplied on their company headed paper. If it is company policy to supply pre-printed references forms then you should make sure that the company stamp to verify the reference and their full postal address is submitted on the form. It is a DfT / CAA requirement that the Airport conducts a reference check procedure on applicants requiring a Security ID card for a M.A.G Airport and all information on the companies concerned is required to enable them to complete this check.

- You are required to document the process of how the background clearance has been performed, verified and approved and you are required to keep documentary evidence (including file notes) of the whole process used to conduct the background check. The process is subject to Audit by the ID Centre or the CAA.

**Note**  It is important that the records kept should be able to sufficiently explain the process taken and the decisions made by any person who needs to access them in the future, without the need to refer to the individual who cleared and passed the background check.

File notes should be recorded and passed to the ID Centre as part of the submitted application pack. This will ensure that additional work undertaken by the sponsoring company is understood in order to process the application as quickly as possible.

Those variances where a file note is acceptable are contained within this Standard.

- The Authorised Signatory must satisfy themselves as to the authenticity of any file notes not completed by themselves and sign and/or countersign those file notes.

- The Authorised Signatory must satisfy themselves as to the authenticity of each reference and check to ensure that they meet the requirements. Annex G on verification is provided to help with how this may be undertaken.

- References must be applied for in the name that the applicant has presented to the sponsoring company on their proof of identity document. It is acceptable for references to also include an ‘also known as’ (aka) name. However, this must be in addition to the name on their proof of identity document. Any misspelling of names must be covered by a file note to confirm the Authorised Signatory has recognised the error and verified it with the referee - this will prevent the application being automatically rejected.
Annex F  Background Clearance

- Any gaps of over twenty-eight consecutive days must be covered by a reference.
- Any alterations or amendments made to the content of a reference must only be done by the original referee, who should sign/initial and date all amendments. Any errors discovered during verification activities by the sponsoring company must be covered by a file note detailing the subsequent activities that have been taken.
- All references obtained for and on behalf of a sponsoring company by an agency must include the name of the sponsoring company in the title/opening explanation.
  - Where an employer uses an agency for referencing purposes the agency logo name and address may also be printed on the reference form.
- Organisation references (i.e. not gap references) that contain more than one ink, or more than one source of handwriting, or a mixture of handwritten and typed information will not be automatically rejected as it is acknowledged that there may be different departments responsible for completing a reference and it may then be signed off by somebody else (e.g. an MD or Head of Dept. etc.). However, the responsibility for the reference and its content lies with the Authorised Signatory.
- Where a reference uses more than one colour ink, more than one source of handwriting or partial hand-written information the reason must be verified by the Authorised Signatory and this reason must be included in a file note with the application pack. Failure to do so will lead to delays and/or rejection when the application is verified by the Airport’s ID Centre.
- Authorised Signatories should satisfy themselves that gap references have not been tampered with and originate from a single source and to aid this must be in one colour ink and from one source of handwriting. Failure to do so will result in delays through rejection when the application is verified by the airport’s ID Centre.

- Verification
  - This section highlights good practice when verifying information provided on permanent airport identification card applications and information in support of those applications.
  - Sponsoring companies should undertake verification of information in order to ensure they are satisfied of the authenticity of the information provided by an applicant in support of an application.
  - The terms ‘verification’ or ‘verify’ are often misunderstood. For our purposes there are two components:
    - Criteria Check - checking documents for errors, omissions or alterations. The sponsoring company may be able to conduct this check without referring to any other person including the applicant, or using other resources
    - Validation - additional steps taken to prove the authenticity of the information provided.
  - When an Authorised Signatory signs an application for an airport identification card they confirm that: „„In light of these references and subsequent verification procedures I have followed, I confirm that the individual named is a suitable person to be issued with an airport identification card to work unescorted in the CP of the SRA, Airside Areas...
Annex F  Background Clearance

and/or Landside Areas at the Airport’. They are therefore confirming that they are confident that the information being provided is true and correct.

- Validation may seem time-consuming. However, this is time well spent in terms of security effectiveness and supports the directed requirement for the sponsoring company to satisfy themselves of the authenticity of references.
  - The security interview is the foremost method for checking that the details provided on application forms and supporting documents are true and valid.
  - Validation must be carried out if there is any doubt about the authenticity of the information supplied by the applicant on the application form or during the security interview. At least ten per cent of applications, chosen at random should be subject to full validation checks. Authorised signatories should avoid selecting only those applications that are easy to verify.
  - This list provides useful tips on validation methods for references:
    - Verbal validation with referees (both company and personal) can be used, including validation by telephone.
    - Companies House can be used to validate some information about those UK companies that the sponsoring company may not be familiar with.
    - Telephone listing organisations can be used to validate telephone numbers against referees and companies.
    - Use public domain sources such as web search engines to help with unknown companies outside the UK.
    - Education references can be checked by referring to certificates or awards.
    - Time spent overseas can be checked through visas, work permits and/or passport stamps.
    - P60s and NI Number records can be useful as true records, particularly in the event of companies that have since ceased trading.
    - Email addresses used for validation must contain the name of the individual (therefore recruitment@the_company.com would be unacceptable) and must contain an identifiable company reference (john_smith@the_company.com), not (john.smith@yahoo.co.uk).
    - Challenge the applicant to provide further information or answer any queries or discrepancies. This may be in addition to the security interview requirements.
    - Mobile telephone numbers provide an uncertain point of reference so are not considered a suitable, single, method for verification.
  - Where verification of all or any details pertaining to an applicant’s application or supporting documentation is undertaken it is recommended that this is shared with the Airport as a file note with the application pack to avoid duplication of effort and reduce lead times.
Annex G  Background Clearance References

References

• How a Reference Should be Obtained
  
  o Ideally companies should utilise the pro-forma available from the ID Centres. These should be copied onto the sponsoring company’s letter headed paper and sent to the referees using electronically replicated logo and branding. All references that the sponsoring company or their properly appointed agent receives should be addressed and sent direct to the sponsoring company as the prospective employing or contracting company: ‘To whom it may concern’ or ‘Dear Sir/Madam’ references are acceptable where all other information provided is correct (e.g. addressee).
  
  o Ideally the applicant should not be involved in the process for requesting, obtaining, delivering or verifying to the sponsoring company, the references. Any deviation from this must be explained within file notes in order to avoid unnecessary rejection of the application. Examples of involvement include: the case of some country’s legislation for the employment record to be returned to the applicant, or where an applicant is requested to intervene when delays are encountered in a reference being returned. It is recognised that HMRC and Job Centre references are sent direct to the applicant, so a file note is not required in these specific circumstances.
  
  o Where a sponsoring company wishes to provide references previously held on file by the sponsoring company in support of an application these are acceptable as long as the references meet the requirements of this standard. Where the sponsoring company, or its properly appointed agency, was not the originator of the reference request then it must verify the reference to satisfy itself of the authenticity and file notes included accordingly.

• Last References
  
  o Last references, being the employment reference from the previous employer, can be a source of confusion due to time lags from referencing to application. This creates the potential for both real and administrative gaps in excess of twenty-eight days to occur.
  
  o Where the last employment reference states a ‘to date’ or ‘present’ and the same reference was dated less than twenty-eight days from date of application, no additional activities are required. The date of the reference should be included on the application form as the ‘Date to’.
  
  o Where the last employment reference states a - ‘to date’ or ‘present’ and the same reference was dated more than twenty-eight days from the date of the application, verbal verification by the sponsoring company must be obtained.
    
    ▪ Where the verbal verification confirms that the ‘to date’ with the last employer was less than twenty-eight days from the date of the application, a file note should be submitted. The date as confirmed through verification should be included on the application form as the ‘Date to’.
    
    ▪ Where verbal verification confirms that the ‘to date’ with the last employer was more than twenty-eight days from the date of the application, a file note should be submitted. The date as confirmed through verification should be included on the application form as the ‘Date to’. A gap reference will be required for the remaining period.
Annex G  Background Clearance References

- Where the last employment reference states a ‘to date’ in the future (e.g. where the sponsoring company is submitting an application before the previous employment has terminated) a file note should be submitted. The future date should be included on the application form as the ‘Date to’.

**Exceptions**
- Where the applicant has been a member of the Forces, discharge papers are acceptable as an employment reference.
- Photocopies of discharge papers are acceptable providing the sponsoring company has seen the originals and can confirm, using a file note, that they have taken copies.
- Where a company or organisation’s policy means the referee will only supply Certificates of Service, or similar, a file note should be included with details of how the sponsoring company has satisfied themselves of the authenticity of the certificate and the referees’ policy in this respect.

**Email References**
- In order to improve the speed of the reference process, email references may be used for:
  - Employment References.
  - Current Employment References.
  - Employment Agency References.
  - Education References.
  - Voluntary Sector Reference.
  - Gap References.
    - Emails must include referees full name, address, and phone number (landline when available).

- To preserve the integrity of the reference and to allow the email address to be verified the following rules have been set out:
  - Email addresses must contain the name of the individual (so therefore recruitment@the_company.com would be unacceptable). If the original request is made to a generic account (e.g. info@the_company.com) then a response must be solicited from a named individual account (e.g. john.smith@the_company.com). Responses from generic accounts should not be accepted.
  - If a generic email address is accompanied by the name of an individual (e.g. info@the_company.com with 'sent by John Smith' underneath) then this will be acceptable.
  - Email addresses must contain a clearly identifiable company reference (john_smith@the_company.com) not (john.smith@yahoo.co.uk. Personal email addresses at an Internet Service Provider (ISP) are therefore unacceptable.

- The email thread must be started by the sponsoring company i.e. the company applying for the reference. This shows that the correspondence in the email chain refers back to the original request.

- This means that:
  - The initial request for the reference must be made by the sponsoring company
Annex G  Background Clearance References

- The initial request must ask the receiving referee to respond by completing the appropriate reference (which must be supplied as an attachment, for example in Microsoft Word, doc or Portable Document Format, PDF)
  - The reference that is returned to the sponsoring company, by email, must contain complete responses to all of the questions as set out in the reference template. However the reference may still be acceptable if all of the questions posed within the reference request have been satisfied by other supporting text within the email.

  - To ensure a full audit trail paper copies of all email correspondence should be supplied with the application pack:
    - Initiating email with attached reference template
    - The email that returns the reference questionnaire
    - An acknowledgement of the email confirming that the sponsoring company has received a reference for an individual.

  - Authorised signatories and sponsoring companies must ensure that the email thread remains stored electronically for audit purposes for the life of the airport identification card.

  - The rules associated with the use of email addresses as defined above must also be applied when using email to initiate a paper based reference.

- Fax References
  - At times of widespread difficulty from postal delays (such as a postal strike) the ID Centre may advise that faxed references are acceptable for the purpose of initial verification.

- General
  - Verbal references are not acceptable for all or any of the classes of references described in this Standard.

  - Per procuration’ signatures, or PP(pp.) will not be accepted for personal or gap references.

  - PP(pp.) signatures for all other classes of reference should be discouraged. Where this occurs there should be evidence of verification, in the form of a file note, of the PP signatory’s authority to sign on behalf of the referee.

  - Correcting fluid on references will not be acceptable unless the reason for the correction has been verified by the Authorised Signatory and countersigned (or initialled) and dated by the referee or Authorised Signatory. A file note regarding the verification undertaken should also be included.

  - Sponsoring companies and authorised signatories are reminded that to knowingly give false information in connection with an application is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990 and can lead to prosecution.

  - Where an Authorised Signatory is satisfied that there is a genuine reason that a company or organisation supplying a reference cannot do so on letter headed paper or with a compliments slip there should be evidence of verification, in the form of a file note, of the rationale (e.g. the applicant was employed by a family as a nanny.) Where available a copy of the company or organisation’s contact details website page should also be
Annex G  Background Clearance References

included to assist in verification, both by the sponsoring company and the Airport’s ID Centre.

- Where an Authorised Signatory is satisfied that there is a genuine reason that an organisation supplying a reference does so with an electronic signature or no signature, there should be evidence of verification, in the form of a file note, of the rationale.
- Where an Authorised Signatory is satisfied that there is a genuine reason that an organisation supplying a reference does not complete all questions within a pro forma (e.g. due to company policy,) there should be evidence of verification, in the form of a file note, of this.

Translations
- Where references and/or Overseas CRC’s are not sourced in English, the Authorised Signatory shall supply the original un-translated reference along with a copy translated into English.
- The English translation must include translation of all elements of the document - i.e. questions and answers.
- The Authorised Signatory shall make it clear using file notes the following details with respect to the translator for each reference:
  - Name
  - Organisation
  - Contact Telephone Number
  - Contact email
  - Contact Address
  - Accreditation
  - Vetting of the translator
- Accreditation in line with British Standard BS EN 15038 is recommended.

The following classes of references exist:
- Employment Reference (including current, self and family business employment)
- Employment Agency Reference
- Job Centre Plus Reference
- HMRC Reference
- Education Reference
- Gap Reference
- Voluntary Sector Reference

Employment References (including current, self and family business employment)
- Employment references should only be accepted from those authorised to issue such references, e.g. HR Department.
- Where the applicant has been self-employed, a self-employment reference from the applicant’s accountant or solicitor should be obtained. Where this is not available an HMRC reference must be obtained.
  - Any reference must confirm what the applicant was doing during the period in question. Where the accountant or solicitor only confirm
Annex G  Background Clearance References

that they acted on their behalf for the period in question and are unable to confirm actual details covering what the applicant was doing, further references would be required to confirm this period.

o Where the applicant has been employed in his/her own family business, a family business reference from the applicant’s accountant or solicitor should be obtained. Where this is not available an HMRC Reference must be obtained.

o Where within the employment history a company has ceased trading, a reference covering the period of employment from a director of that company is acceptable as long as the director is not disqualified and a file note is included with the verification of both the director’s and company status (e.g. for the UK the Companies House record).

o Where within the employment history a company has ceased trading and a reference from the director of that company cannot be obtained, a reference covering the period of employment must be obtained from HMRC.

o Where an applicant is already employed by the sponsoring company and the current employment would fulfil the referencing requirement (i.e. worked there for at least five years) a current employment reference must be supplied. Where the current employer would be supplying a reference completing the application form with the date of employment will suffice.

o Employment references should be used for part-time working where no gap in employment contract greater than twenty-eight days occurred. A reference from a part-time employer or voluntary organisation will suffice where the organisation has been in regular face to face contact with the applicant. For the avoidance of doubt, ‘regular’ in this instance is defined as a period not in excess of twenty-eight days, in accordance with the definition of a gap.

o Where gaps in employment contract in excess of twenty-eight days occur then a gap reference must also be provided.

o Where an employment reference indicates dismissal as the reason for leaving, the Authorised Signatory should make all reasonable attempts to verify the reason for dismissal is not security (crime) related. A file note should be included with details of the verification undertaken, with the applicant and the referee.

o In the instance of employment dismissal within an employment reference the sponsoring company must supply a letter/file note within the application pack to advise that they are satisfied to employ the applicant and that the reason for dismissal is not security related.

o In the event that the sponsoring company re-employs a person, it will be able to utilise any applicable employment references that were obtained at the time of original contract and still held on file.

o Where an employment referee refuses to supply a reference, the sponsoring company must ensure they are satisfied that the grounds for refusal do not indicate any reason to doubt the applicant’s honesty, reliability and trustworthiness. If they are satisfied then a file note must be included along with the original, declined, reference request and the alternative reference (e.g. HMRC reference).

o Employment References - Verification Tips
  - Full name of applicant is used matching the identity document presented at security interview.
Annex G  Background Clearance References

- The correct form is used for the purpose.
- Headed paper or an approved form of company stamp, or company slip is used.
- Full name of referee used.
- Referee’s company name and address correctly match those on the application form.
- Was the reference sent to a company address (not referees home address)?
- Original signature of referee or from a verified PP – not signed on behalf of by a representative instead. In instances where signatures are not provided (by large organisations) these should be verified by telephone.
- Is the referee in an appropriate position to provide a reference on behalf of the company/organisation to which the reference was sent? (For example a member of line management or an HR/Recruitment/Resourcing representative).
- Unaltered original writing.
- Landline telephone numbers preferred and expected from large organisations. Mobile numbers may be provided only as an alternative.
- Dates of employment.
- Positive responses to questions.

- Additional verification tips for Self-Employment Reference
  - As per Employment Reference tips, plus confirmation of the nature of the self-employment (references are generally provided by applicant’s accountant or solicitor).
  - If a covering letter is provided by return, to accompany our reference request form, it is acceptable for a reference reply to have a tick or the word ‘Yes’ against the question: ‘Are the dates on the covering letter correct?’

- Employment Agency Reference
  - When employing or contracting a person who has been employed by an agency, an employment agency reference must be obtained.
  - The agency must provide details of any periods of non-placement in excess of twenty-eight days.
  - Periods in excess of twenty-eight days without a placement must be covered by an employment, gap or other appropriate reference.

- Employment Agency Reference - Verification Tips
  - As per Employment Reference Tips, plus placement details/dates (agencies must confirm placement dates as a minimum). It is not sufficient to confirm dates of registration only.

- General
  - Do the above references cover a complete five-year history?
  - Are there any gaps of over twenty-eight days that are not covered by a reference?
Annex G  Background Clearance References

- Day, month and year is required on each reference to ensure there are no gaps of over twenty-eight days.
- Do the references tell a plausible story about the applicant’s activities during the previous five years?
- Quality of each company’s stamps, headed paper and compliment slips. Do they have a professional appearance?
- Has the reference been altered in any way?
- Do the references confirm the applicant’s statements during the security interview?
- Is each reference completed in the same handwriting and pen? If not, why not?

- **Job Centre Plus Reference**
  - For periods of UK unemployment and when claiming benefit, a Job Centre Plus Reference must be obtained.
  - For periods of non-UK unemployment an equivalent national government tax office reference should be obtained. http://www.anyworkanywhere.com/taxrefunds.html is a resource that may help with this activity.
  - Where the Authorised Signatory is entirely satisfied a non-UK reference cannot be sourced a gap reference with an associated file note must be supplied that makes it clear why the reference cannot be sourced. For the avoidance of doubt the potential increase in cost of overseas referencing does not create a case that this cannot be achieved.
  - **Job Centre Plus Reference - Verification Tips**
    - As per Employment Reference Tips, plus supported by dates of unemployment or dates when benefits were claimed.
    - If a covering letter is provided by return, to accompany our reference request form, it is acceptable for a reference reply to have a tick or the word ‘Yes’ against the question: ‘Are the dates on the covering letter correct?’
    - Applications for Job Centre Plus references should be accompanied by a form, signed by the applicant, authorising the release of information and benefits paid.

- **HMRC Reference**
  - For periods of UK employment where a company has ceased trading and a reference from a previous director of the company cannot be obtained, a reference from HMRC or other government agencies may be obtained in lieu of an employment reference.
  - The Authorised Signatory should supply evidence that the company has indeed ceased trading.
  - For periods of non-UK employment where an employer reference cannot be sourced an equivalent national government tax office reference should be obtained. http://www.anyworkanywhere.com/taxrefunds.html is a resource that may help with this activity.
  - Where the Authorised Signatory is entirely satisfied a UK reference cannot be sourced from the employer or HMRC, a gap reference with an associated file note must be supplied that makes it clear why the reference cannot be sourced.
Annex G  Background Clearance References

- Administrative differences between expected start and end dates and HMRC supplied dates (e.g. due to payroll date differences) must be supported by verification of those dates by the Authorised Signatory and explained with an associated file note.

- HMRC Reference - Verification Tips
  - Full name of applicant.
  - Reference should contain national insurance number.
  - Company headed paper or company stamp.
  - Confirmation of name of previous employer.
  - Start and finish dates of self-employment or employment.
  - This reference can be addressed to the applicant
  - Original copy provided.

- Education Reference
  - For applicants who are still attending or have just left statutory education (after 16 years of age), a reference from their most recent educational establishment will be required.
  - The reference should come from the secretary /administrator /bursar rather than the tutor /teacher to avoid potential personal involvement. Any deviation from this should be accompanied by a file note.

- Education Reference - Verification Tips
  - As per Employment Reference Tips, plus dates of courses attended.

- Gap Reference
  - The gap reference must provide specific information regarding the applicant’s activities and whereabouts during the specific period in question. Generalised statements such as ‘resting’ or ‘travelling’ will not be accepted unless accompanied by a file note that details the verification of specific information.
  - The referee must provide a statement confirming the details you have supplied. It is important that they are made aware that they can only confirm statements through personal knowledge of what you have witnessed. They cannot confirm details if it is hearsay. Therefore the referee does not need to have known the applicant any longer than the period they are corroborating.
  - Example;
    - If a friend told you they were going on holiday for a week and showed the photos when they returned, this could not be confirmed unless you were on the holiday with them and had personal knowledge.
    - If you met a friend every night (or via phone or email) and they told you about their day, you cannot confirm what they have been doing during the day as you only have second hand information.
  - The reference should make provision for the circumstances in which the referee gained the knowledge that they are confirming to be included, as this brief explanation would help to understand the reference.
  - Example;
Annex G  Background Clearance References

- I was on holiday with them.
- I worked with them in the same department during this period.
- We met every day to play on my 'X-Box'.

The following must not provide gap references on behalf of an applicant:
- Blood relatives
- Current or ex relatives by marriage
- Relatives by adoption, including cousins
- Current or ex partners and their relatives
- Persons living at the same address
- Current employees of the sponsoring company, or associated sub-contracting companies
- Individuals under the age of 16 years
- Landlords, where the applicant is the tenant.

If registered with Job Centre Plus, periods of unemployment should be verified with a Job Centre Plus reference.

The Authorised Signatory should satisfy themselves, where a gap reference is used to cover periods of holiday or extended travel in excess of twenty-eight days, the authenticity of document and the stated travel (for example passport, immigration stamps, visas, tickets).

Where proof of travel (e.g. passport, immigration stamps) is verified by the Authorised Signatory this should be included within file notes and may be requested during the verification process.

Where the applicant has not worked for some years due to personal reasons, (e.g. raising a family) this period must be covered by a gap reference. The gap reference must confirm what the applicant was doing during this period of time.

A gap reference can cover any period of time up to and including the full five years required for referencing purposes; however the dates of the gaps being covered must be evidenced along with details of what the applicant was doing for each specified period.

Gap references are the most commonly misused reference type received in support of an application. They can be used to mask actual activities, such as employment. Where an employment reference is being avoided, this avoidance may be with malicious intent.

In conjunction with the security interview and verification activities the Authorised Signatory must ensure that a gap reference is the correct reference to cover the period in question.

Gap references may be used to legitimately cover periods of time where an employment, HMRC, accountant or solicitor reference cannot be obtained, for example, when an individual was working cash-in-hand or in some other form of unauthorised work. Where this occurs, a file note should be included to describe in as much detail as is possible what the individual was doing and where, during the period in question, and why an employment reference cannot be supplied. This should be supplemented with evidence of attempts to obtain the employment reference where applicable.
Annex G  Background Clearance References

- Failure to provide information in support of a gap reference, where employment is subsequently uncovered this will inevitably result in delays to processing and may result in rejection of the application. For example where an applicant worked cash-in-hand, failure to disclose this to the Authorised Signatory and/or the Airport (as the airport identification card issuer) would adversely impact an objective assessment of the honesty and integrity of the applicant.

- Gap Reference - Verification Tips
  - Full name of applicant is used.
  - Correct form letter to be used.
  - Original copy provided.
  - Full name and address of referee provided.
  - Original signature of referee.
  - Unaltered original writing.
  - Daytime phone number (may be a mobile contact number).
  - Referee does not live at the same address as the applicant.
  - Reference request has been sent to referee’s home address.
  - Referee is not related to applicant.
  - Dates of gap period specified.
  - States clearly that the referee has known the applicant during the period in question.
  - Referee can confirm, in his or her own words, what the applicant was doing.

Note: Gap references are acceptable when confirming an applicant’s activities which cannot be confirmed by references from other establishments, for example, travel, unemployment (not registered or claiming), homemaking or retirement.

- Is there supporting evidence to back-up activities such as travel documentation?

- Voluntary Sector Reference
  - It is recognised that organisations that utilise applicants on a voluntary basis may not be prepared to supply employment references. Where this is proven to be the case a voluntary sector reference may be sought.
Identity Documents

Annex H

Proof of Identity

All persons seeking the issue of either a Full or Temporary Security ID card from a M.A.G Airport will be required to produce suitable evidence of their identity when collecting their Security ID card. The following documents will be accepted for this purpose, (original documents only):

Note

- Original documents only will be acceptable
- Airport identification cards will not be extended beyond the life of a current visa until such time as a renewed visa is presented within a valid passport.
- When there is a genuine problem that means that this proof of identity cannot be met, the Airport’s appeals process may be used. See Section 4.6.
- Sponsoring Companies are reminded that it is their responsibility under Section 8 of the Asylum and Immigration Act 1996 to ensure employees have a legal right to employment in the UK.
- Control Authorities and Diplomatic status applicants, should discuss their identity requirements with the relevant ID Centre.

- British Citizens
  - Valid British 10 year Passport. (5 year Passport accepted if a minor at the time the Passport was issued).
  - Valid British Photo-card Driving Licence.
  - In certain circumstances, where in the opinion of the issuing authority the applicant has a genuine problem in providing one of the above, the company must submit a request to use alternative ID using the relevant ID Centre ‘Alternative ID Request’ form.
    - The applicant shall be required to supply:
      - Birth Certificate - Original. (If Married, accompanied by Marriage Certificate) or Registration or Naturalisation documents.
      - Plus proof of residence within the UK,
      - Plus a passport sized photograph or computer generated photographic image. The individuals’ details should be recorded on the back and endorsed with the signature of a referee who has known the applicant for a minimum of 3 years.
      - Plus a signed statement from the referee giving their full name, position, address and telephone number, confirming the period that they have known the candidate.

Note

Acceptable professions for referees and endorsing of photographs are: - JP, Medical Practitioner, Officer of the Armed Forces, Clergyman, Teacher, Lecturer, Lawyer, Bank Manager or Civil Servant.

- For the issue of 1-5 day Temporary Security ID cards for Educational Visits;
  - Applicants of the age of 17 and under, who do not hold a passport or Driving Licence.
  - An accompanying teacher (throughout the visit) may verify the applicant’s identity. Verification must be in the form of a
Annex H  Identity Documents

letter on their Schools letter headed paper, providing the applicants; Name, Date of Birth and home address and signed and dated by the accompanying teacher.

- EU Citizens
  - Valid EU Passport
  - Valid EU Identity Document.

- Other Nationalities
  - Valid Passport
    - Plus a Home Office right to live and work in the UK document.
  - Biometric Residence Permit (Previously known as Identity card for Foreign Nationals) issued by the Home Office or their agencies.
    - Plus a Home Office right to live and work in the UK document.

Right to Work
- For British and EU nationals, the proof of identity referred to in Annex H acts as proof of right to work in respect of the issuance of a permanent airport identification card.
- For all other nationals, a Home Office document confirming the individual’s right to work in the UK must be provided - refer to www.ukba.homeoffice.gov.uk to establish current acceptable documents; or National Identity card, Identification card or Identity card for Foreign Nationals issued by the Home Office or their agencies.
Annex I  Criminal Record Check

1  Criminal record requirement

- All persons applying for a Full Security ID are required to provide a criminal record certificate.
- Proof of their criminal record, usually using a Basic Disclosure Certificate but in certain circumstances a Counter Terrorist Check or higher may be used.
- There is an addition requirement for any person who has been outside the United Kingdom for a period of 6 months or more within the last 5 years to provide overseas criminal record certificates.

**Note**  A person will be deemed to have continuously resided in a country for more than 6 months, even when they might have left the country for short periods of time

- Basic Disclosure Certificate (BDC)
  - BDC are to be obtained from Disclosure Scotland, or for Northern Ireland residents Access Northern Ireland, their contact details are;
    - Disclosure Scotland
      - [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)
      - Disclosure Scotland
        - PO Box 250
        - Glasgow
        - G51 1YU
        - 0870 609 6006
        - info@disclosurescotland.co.uk
    - Access Northern Ireland
      - [www.accessni.gov.uk](http://www.accessni.gov.uk)
      - Access Northern Ireland
        - PO Box 1085
        - Belfast
        - BT5 9BD
        - 02890 259100
        - accessni@ani.x.gsi.gov.uk

- Disclosure & barring Service (DBS)
  - [www.dbs.gsi.gov.uk](http://www.dbs.gsi.gov.uk)
    - Disclosure & Barring Service
      - PO Box 3961
        - Wootton Bassett
        - SN4 4HF
        - 03000 200 190
        - customerservices@dbs.gsi.gov.uk
  - Standard Disclosure Certificates (SDC)
    - Certificates from DBS can be accepted in place of a Basic Disclosure Certificate from Disclosure Scotland or Access Northern Ireland. But there are some differences and conditions to be aware of;
Annex I  Criminal Record Check

- A SDC would include spent offences and convictions, therefore a SDC will only be accepted if it does not contain any barring offences and convictions.
- The SDC remains valid from 10 weeks from the date of issue.
  - There is an option to enrol on the ‘DBS update service’, this allows for the company or ID centre to check for any offence or convictions received since the SDC was issued, (the original SDC will still be required). If you intend to utilise this service, please discuss this with your ID centre manager before progressing.
  - These sites contain detailed information on how individuals may apply for a criminal record check (BDC), and also how employers may register for Responsible Body status.
  - The disclosure contains information, which is current only on the day of issue. Disclosures do not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of the disclosure at any time after it is issued. Although the basic disclosure does not have a period of validity clearly it would be meaningless if obtained too far in advance of Security ID issue. Therefore basic disclosure certificates must not be dated more than 10 weeks before the Security ID collection.

- Disqualifying Offences
  - Authorised signatories are responsible for inspecting and satisfying themselves that an employee is suitable to apply for and continue to hold a Security ID card.
  - A list is available at www.caa.co.uk/default.aspx?catid=2780&pagetype=90&pageid=15971 which contains details regarding offences that would prevent a person from passing a background check and therefore a Security ID could not be applied for or issued and would also prevent the continued holding of a Security ID.
  - If a BDC contains an offence, the Authorised Signatory must make the decision as to whether the offence is disqualifying. If the Authorised Signatory considers the offence not to be disqualifying they should document this decision detailing the offence and why they do not consider it to be disqualifying and that the offender is a suitable person to holder a Security ID which allows access to the CP of the SRA at a UK airport.

Note  The disqualifying offences list for the aviation sector list the type of offences that would disqualify a person from holding a Security ID that gives access to the CP of the SRA at a UK airport, therefore other offences of a similar nature might also be disqualifying (the regional disqualifying list should also be used for guidance).

- Counter Terrorist Check clearance (CTC)
  - Some employees may hold a CTC which is required for certain aviation security functions. Those with a valid CTC clearance, or higher, will not require a BDC but would still require an overseas CRC.
Annex I

Criminal Record Check

- A certified copy of the CTC clearance must be included with the Security ID card application. If the government agency that has issued the clearance cannot provide written confirmation, the applicant must obtain a BDC.
- Any CTC clearance issued greater than 36 months, must also have a certified copy of the 3 year review certificate included.
- Any CTC clearance must have a minimum of 30 days remaining.

Existing Security ID card holders
- There is no warning system in place to notify an employer about convictions made against an employee already in post who has previously successfully undergone a criminal record check. It is suggested that employers consider entering a requirement into contracts that it is incumbent upon individuals to inform their employer if they commit a disqualifying offence. All companies are advised that for recruiting and modifying contracts of employment they seek their own legal advice.

Overseas Criminal Record Checks
- Any person who has resided outside the United Kingdom for a continuous period of 6 months or more, must also obtain a Criminal Record Check for all countries that they have lived in for a period of 6 months or more.
- This also includes those applicants that are former members of HM Forces, where service records would be required.
- Criminal Record applications in overseas countries vary from country to country. For detailed advice and further information on obtaining overseas criminal record checks, please refer to the advice on the CAA website:
  www.caa.co.uk/default.aspx?catid=2780&pagetype=90&pageid=15968
- The Overseas criminal record must not be dated more than 10 weeks before the Security ID collection or the applicant leaves the country. (If the applicant re-enters the country after the 10 weeks period has passed, a new criminal record will be required for this country).
- Criminal records that are not in English;
  - If the Overseas criminal record is easily identifiable as ‘No Convictions’ and if the applicant does not have any convictions listed.
    - The translation can be provided by a translator who has pre-registered with the ID Centre.
    - The translator must provide a written translation signed by themselves and include their contact details to allow the ID Centre to contact and verify if required.
    - To register a translator with the ID Centre the companies Authorised Signatory is required to submit the request in writing and provide the translators name, qualification or knowledge base and contact details.
  - If the Overseas criminal record is not easily identifiable as ‘No Convictions’ or if the applicant has convictions listed the documents are required to be translated by either;
    - an Embassy or High Commission, bearing the relevant stamp of the Embassy or High Commission
Annex I  Criminal Record Check

- An individual who is professionally accredited or a translation company which holds the same accreditation. If the translation is carried out by an individual it will only be accepted from individuals who are accredited members of the Institute of Translation and Interpreting or the Chartered Institute of Linguists. If the translation is carried out by a company, rather than an individual, then that company should be accredited by either the Chartered Institute of Linguists or the Association of Translation Companies.

- UK Criminal Record Check, not required.
  - Any applicant who is new to the United Kingdom (within 26 weeks) who hasn’t resided here before does not require a UK Criminal Record check.
Annex J  Security Training

General Security Awareness Training (GSAT)

General Security Awareness Training is a requirement of EC Regulation No. 185/2010 and applies to all applicants for, and holders of, a full Security ID card granting unescorted access to the CP of the SRA except where the applicant or Security ID card holder is already in receipt of equivalent or better training (known as equivalence).

For guidance on approved providers of GSAT course, please refer to the CAA website;

www.caa.co.uk/default.aspx?catid=2770&pagetype=90

Before any GSAT certificate can be accepted by the ID Centre, the company / trainer must first register and submit a sample certificate with the Airport. Please contact the ID Centre for further details.

Note: Security ID’s are not tied to the holders security training (Proof of valid training must be provided at the time of application and collection). Companies are required to ensure that Security Training remains valid throughout the lifetime of the Security ID

Equivalence Training

If an applicant performs a role that requires directed training, this training may be used in place of GSAT training. The training must remain valid during the lifetime of their Security ID, otherwise a GSAT certificate must be obtained.

<table>
<thead>
<tr>
<th>Syllabus</th>
<th>Validity</th>
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<tbody>
<tr>
<td>Ground Security Operative &amp; Supervisor</td>
<td>13 months</td>
</tr>
<tr>
<td>Aircrew</td>
<td>13 months</td>
</tr>
<tr>
<td>Aircrew Instructors</td>
<td>13 months</td>
</tr>
<tr>
<td>Accounting &amp; authorising of hold baggage for carriage by air</td>
<td>13 months</td>
</tr>
<tr>
<td>Airport supplies</td>
<td>13 months</td>
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<tr>
<td>Air carrier mail</td>
<td>13 months</td>
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<tr>
<td>Air Cargo</td>
<td>24 months</td>
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<tr>
<td>Air carrier mail as cargo</td>
<td>24 months</td>
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<tr>
<td>Inflight supplies</td>
<td>24 months</td>
</tr>
<tr>
<td>Aviation Security Managers</td>
<td>36 months</td>
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</tbody>
</table>
If your employee is required to carry essential ‘Tools of the Trade’ into the CP of the SRA, the authorisation for this must be displayed on their Security ID. As their Authorised Signatory you are required to make this decision and request the category to be displayed on the ID.

If the category requested has not previously been agreed, or a requested category appears inappropriate to a Security ID holder’s job title, further justification may be required. Time should be factored into your application process to allow for any additional authorisation which may be required.

Categories A, B, E & F will require approval from the M.A.G Airport’s Security Policy and Compliance Department.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
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</table>
| A        | Guns, Firearms & other devices that discharge projectiles - Devices capable, or appearing capable of being used to cause serious injury by discharging a projectile. | • Firearms of all types, such as pistols, revolvers, rifles, shotguns.  
• Component parts of firearms.  
• Compressed air & CO2 guns such as pistols, pellet guns, rifles & ball bearing guns.  
• Signal flare pistols & starter pistols.  
• Slingshots & catapults. |
| B        | Stunning Devices - Devices designed specifically to stun or immobilise. | • Devices for shocking, such as stun guns, tazers & stun batons.  
• Disabling & incapacitating chemicals, gasses & sprays, such as mace, pepper sprays, tear gas, acid sprays & animal repellent sprays. |
| C        | Objects with a sharp point or sharp edge - Capable of being used to cause serious injury. | • Items designed for chopping such as axes, hatchets & cleavers.  
• Razor blades.  
• Box cutters.  
• Knives with blades more than 6 cm.  
• Scissors with blades more than 6 cm (measured from the blade joint). |
| D        | Workmen’s tools - Tools capable of being used to either cause serious injury or to threaten the safety of aircraft. | • Crowbars.  
• Drills & drill bits, including cordless portable power drills.  
• Tools with a blade or a shaft of more than 6cm capable of use as a weapon, such as screwdrivers & chisels.  
• Saws - manual & electric.  
• Blowtorches.  
• Bolt guns & nail guns.  
• Hammers, mallets.  
• Stanley knife.  
• Leatherman / Gerber multi-tools. |
| E        | Blunt Instruments - Objects capable of being used to cause serious injury when used to hit. | • Baseball, softball & cricket bats, golf clubs.  
• Clubs & batons, such as Kubatons, Billy clubs, blackjacks & night sticks. |
## Annex K  Tools of the Trade

|   | Explosives & incendiary substances & devices - Capable of being used to cause serious injury or to pose a threat to the safety of aircraft. | • Ammunition  
• Blasting caps  
• Detonators & fuses  
• Fireworks & other pyrotechnics  
• Smoke-generating canisters & smoke-generating cartridges  
• Dynamite, gunpowder & plastic explosives |
|---|---|---|
| F | Liquids, Aerosols & Gels - Substances essential for maintenance & operational functions. | • Cleaning fluids  
• Lubricants  
• Adhesives  
• Paint |