

Jersey Airport Security Pass Information

In order to safeguard civil aviation operations against acts of unlawful interference, Ports of Jersey requires persons needing access to enter the Security Restricted Area and/or the Critical Part of Jersey Airport to display a Security ID pass which has either been issued by, or is recognised by, Ports of Jersey Authority.

The requirements are as provided in the Ports of Jersey Security Programme and follow the standards of the Channel Islands Civil Aviation Security Policy (CICASP) and UK National Aviation Security Programme. Recognised Security ID Passes are a requirement of the following:

- The Aerodromes (Administration) (Jersey) (Law) 1952.
- The Aviation Security (Jersey) Order 1993, as amended.

Authorised Sponsors

In order to apply for a Jersey Airport ID pass, a reputable company or undertaking must first apply to the Safety, Security & Compliance Manager for the Ports of Jersey to be granted authority to apply for ID passes in their own right. Upon recognition as an Authorised Sponsor, they may submit ID applications for consideration of ID passes by submission through the ID Pass Office.

The Authorised Sponsor may then nominate up to three signatories who can act as a sponsor. These signatories will become known as “Nominated Sponsors”. All Nominated Sponsors are required to have undergone background checks as detailed below. In the case of new Authorised Sponsors, or Authorised Sponsors who have not undergone background checks, the initial check will be overseen by the Group Safety, Security & Compliance Manager.

Nominated Sponsors

Once recognised as Authorised or Nominated Sponsors, they may submit ID applications for the submission of ID passes by submission through the ID Pass Office. Applications must be completed as per the information supplied below. Any applications not correctly completed will be returned to the sponsor with the Security Pass Check Sheet updated with the reason for non-acceptance.

Nominated Sponsors are responsible for ensuring that pass holders are aware of current security procedures and regulations.

Categories of Passes

All staff members, contractors and Aircrew whose operation is based in Jersey shall require an authorised Security ID Pass in order to gain access to relevant areas of the Security Restricted Area (SRA) and/or the Critical Part of the Security Restricted Area (CP-SRA) of Jersey Airport.

Temporary pass:

1 to 5 Day Temporary Pass

(Valid from one day to a maximum of five days). This type of pass requires only visual verification at security check points. 1 – 5 day **temporary pass holders are required to be escorted by a full pass holder at all times**, the full pass holder **must** keep the temporary pass holder in their line of sight at all times. This pass may be issued on subsequent **irregular** visits.

6 to 60 Day Continued Pass

(Valid from six days to a maximum of sixty days). This type of pass requires automated verification at security check points. 6 – 60 day **temporary pass holders are required to be escorted by a full pass holder at all times**, the full pass holder **must** keep the temporary pass holder in their line of sight at all times. Re-issue of this pass is not normally permitted beyond sixty days (procedure for request of extensions to 6-60 day passes is detailed later)

This type of pass is intended to allow staff members into the CP-SRA while waiting for their background and criminal record checks to be processed.

Full Pass:

Valid from one day to five years

This type of pass requires automated verification at security check points. This pass will only permit the holder access to the areas referred to on their pass. The holder of the pass will have undergone background and criminal record checks in line with the requirements of the CICASP

Note: While there is no ratio restriction for full pass holders to temporary pass holders, the escorting full pass holder is required to keep those persons under escort in their line of sight at all times.

Issue of Passes

All passes must be applied for by the Authorised or Nominated Sponsor of their relevant company/undertaking by completing an application form for a Security Pass. The relevant documents that may be used to confirm the referencing process are available on www.jerseyairport.com. The following **must** be supplied for each application:

1 – 5 day Temporary Pass

- **Application for Security Pass** form completed and signed by the relevant Nominated Sponsor.
- **Photographic evidence of the identity of the applicant** to be presented at the time of issue (Acceptable forms of photo ID listed below)

6 – 60 day Temporary Pass

- **Application for Security Pass** form completed and signed by the relevant Nominated Sponsor.
- **Supporting letter from the Nominated Sponsor** detailing the reasons for a 6-60 day temporary pass.
- **Photographic evidence of the identity of the applicant** to be presented at the time of issue (Acceptable forms of photo ID listed below)

Full Pass

- **Application for Security Pass** form completed and signed by the relevant Nominated Sponsor.
- **Criminal Record Check (CRC)** Basic Disclosure Certificate
- **Preceding five year Employment History**
- **Preceding five year Personal Character Reference**
- **General Security Awareness Training (GSAT)** Certificate
- **Completed Security Pass Application Check Sheet**
- **Photographic evidence of the identity of the applicant** to be presented at the time of issue (Acceptable forms of photo ID listed below)

A minimum of two working days are required between the submission of the documents above and the collection of a Full Security Pass

Application for a Full Security Pass

An Application for a Security Pass form must be complete and be signed by the Nominated Sponsor confirming the date(s) for which the pass is required and the access areas considered relevant to the applicant.

Criminal Record Check (CRC) Certificate

Evidence of criminal convictions shall be obtained in the form of a Basic Disclosure Certificate issued by Disclosure Scotland. Additional information can be found on the Disclosure Scotland website www.disclosurescotland.co.uk. This process normally takes up to three weeks for receipt of CRC. The certificate shall be valid when presented no more than ten weeks from the date on which it was issued. Certain exemptions apply to security staff, border agencies and the Police service.

Preceding Five Year Employment History

Written confirmation of Employment, Training and Education are required to establish the relevant dates that were attended during the preceding 5 years of the application.

In the case of applicants who were self-employed, either wholly or in part, during any of the period covered by the check, written confirmation of the dates of the periods of self-employment shall be obtained from independent accountants, solicitors or confirmation from the Comptroller of Income Tax.

Any gaps of more than 28 days in an applicant's education or employment record should be confirmed in writing by a person who is able and willing to confirm from their own personal knowledge what the applicant was doing and where they were living during the periods in question.

Preceding Five Year Personal Character Reference

At least one Personal Character Reference to confirm that the applicant has been well known to the referee over the preceding 5 years and is believed to be trusted, of good character and is responsible in order to be provided access to the SRA and/or CP-SRA of Jersey Airport.

Completed Security Pass Application Check Sheet

A completed Security Pass Application check Sheet is to be attached to the rear of the Application for a Security Pass form. This check sheet confirms the dates of employment, education or gaps and personal referees that have been submitted to support their application. This form should be completed with the applicant.

General Security Awareness Training (GSAT) Certificate

A GSAT Certificate shall be provided as confirmation that the applicant has successfully completed GSAT within the five year period immediately preceding the date on which the pass will become valid. Exemptions apply to certain groups of staff that have undergone enhanced training. Details of GSAT providers can be obtained from the Commercial Offices, Jersey Airport.

Photographic Evidence of the Identity of the Applicant

Photographic evidence of the identity of the applicant should be presented at the ID office at the time of ID issue, acceptable **original** identification documents are as follows:

- A valid full ten-year British passport; or
- A valid Jersey, Guernsey or UK photo driving licence; or
- A valid full EU Member state passport or National ID card; or
- In the case of all other nationals, a full passport, together with an original Immigration document confirming the right to be in Jersey and also evidence of the right to work.

Extension to a 6-60 Day Temporary Pass

Applications for extensions to 6-60 day temporary passes should be made in the following way:

1. All requests for pass extensions must be made in writing to Group Customer Relationship Manager by the Nominated Sponsor. In the event that the Group Customer Relationship Manager is out of the office, the application should continue to be made via the Commercial Office whereby it will be redirected to an alternative signatory who will review the request.
2. Extension requests should include:
 - a. A thorough explanation of the reason behind the delay in obtaining the pass.
 - b. The stage at which the pass application is at, detailing references received, the dates covered by the references and information about the referee.
 - c. An estimation of the expected date for the completion of a full pass.
 - d. A copy of the CRC. **Extensions will not be granted without a valid CRC**
3. Extension requests for 6-60 day passes will only be dealt with Monday to Friday from 0900 to 1600.
4. Applications will be dealt with on a case by case basis. Some applications may need to be referred to the Independent Security Regulator for further guidance. As such, they may not be approved on the same day.
5. All applications should be made a minimum of five days before the expiry of the current 6-60 day pass.

The Nominated Sponsor should be aware that an extension to a 6-60 day pass may be rejected if the Group Customer Relationship Manager (or delegated party) is not satisfied with the information provided. Additionally, a 6-60 day extension may be granted for a period less than the full 60 days.

Re-issue of a Security Pass

A Security Pass Re-issue Form may be used when an applicant has previously held a Jersey Airport Security Pass and requires the following:

- **Issue or Re-issue of a 1-5 Day Temporary Pass**
- **Issue of a 6-60 Day Temporary Pass:** must be accompanied by explanatory letter from sponsor
- **Re-issue of a 6-60 Day Temporary Pass:** must be countersigned by the Group Safety, Security & Compliance Manager or Delegate.
- **Extension of current Full Pass:** up to a maximum of 5 years from issue date of CRC.
- **Change of Access Area to:** red, blue or green (if already holding a CRC and GSAT)
- **Change of Position or Job Title:** Within the same business
- **Change of Name:** Copy of Marriage Certificate or Deed Poll to be attached
- **Re-issue of lost Security Pass:** Charges apply
- **Revalidate Swipe access**

Disqualifying Convictions

A person shall fail the criminal record checks where it reveals a conviction to a disqualifying offence which has been received within:

- The last five years where the disposal was other than a term of imprisonment.
- The last seven years where the disposal was a prison term of six months or less.
- The last ten years where the disposal was a prison term of between six months and two and a half years.
- Within any time period where the disposal was a prison term of more than two and a half years.
- Disqualifying conviction shall include but shall not be limited to convictions for this type of offences listed below

Offence against the person

- Administering poison
- Assault occasioning actual bodily harm
- Assault with intention to resist arrest
- Assaulting a police officer
- Attempted murder
- Attempting to choke
- Causing bodily injury by explosives
- Child abduction
- Cruelty to a child
- Endangering safety of railway passengers
- Endangering the safety of an aircraft
- False imprisonment
- Grievous bodily harm
- Ill treatment of a mental patient
- Kidnapping
- Manslaughter
- Murder
- Sending explosive substances
- Threats to kill
- Unlawful wounding

Terrorism

- Assisting terrorism
- Committing terrorism
- Directing terrorism
- Failing to disclose information of materials assistance in preventing terrorism
- possessing articles or information likely to be useful to terrorism
- Using money or property for the purpose of terrorism

Theft and Dishonesty

- Aggravated burglary
- Aggravated vehicle taking
- Assault with intent to rob
- Blackmail
- Burglary
- Dishonest representation for obtaining a benefit or advantage
- Dishonesty retaining a wrongful credit
- Evasion of liability by deception
- False accounting
- Forgery
- Handling stolen goods
- Making off without payment
- Obtaining pecuniary advantage by deception
- Obtaining property or services by deception
- Robbery
- Theft

Sexual offences

- Abuse of children through prostitution or pornography
- Attempted rape
- Exploitation of prostitution
- Indecency with a child
- Indecent assault
- Living on the earnings of prostitution
- Procuration of a women to become a prostitute
- Rape
- Taking of making indecent photographs or pseudo photographs of children
- Trafficking for exploitation
- Sexual activity, assault or rape of a child
- Unlawful sexual intercourse

Controlled or illegal drugs

- Assisting the production, supply, import or export of controlled or illegal drugs
- Import or export of controlled or illegal drugs
- Production or supply of controlled or illegal drugs

Criminal damage

- Arson
- Attempt to cause explosion
- Causing an explosion
- Conspiracy to cause explosion
- Destroying or damaging property
- Making or possession of explosives
- Threats to destroy or damage

Firearms

- Carrying any loaded firearm in public place
- Non-compliance with conditions of firearm certificate or licence
- Possession of a firearm without a certificate or licence
- Selling firearm to person without a certificate or licence
- Shortening a shotgun or other smooth bore gun
- Trading in firearm without being registered as a firearm dealer

Immigration

- Assisting unlawful immigration
- Unlawful immigration

Bomb and threat hoaxes

- Communicating false information alleging the presence of bombs and threats
- Placing or dispatching articles to cause bomb or threat hoax

Offensive weapons

- Manufacture or distribution of offensive weapons
- Possessions of an offensive weapon

Where more than one disqualifying offence appears on a certificate and those offences are “consecutive offences” the sentences must be added together to establish the total amount of a custodial sentence.

Where more than one disqualifying offence appears on a certificate and those offences are “concurrent offences” the sentences should not be added together to establish the total amount of custodial sentence.