

Jersey ID Pass Application Standard

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 via ID Gateway. Any applications not correctly completed will be returned to the sponsor Via Gateway updated with the reason for non-acceptance. Nominated Sponsors are responsible for ensuring that pass holders are aware of current security procedures and regulations.

Once your company has been granted authority you must nominate at least one direct employee preferably two, to act as your Authorised Signatory.

Your Authorised Signatory may apply for ID passes for anyone:

- Employed by your company
- Sub-contracted to work for your company (Restrictions apply).

Your Authorised Signatory has the responsibility to ensure that:

- All ID pass applications comply with the criteria detailed in this document; and
- All requirements relating to the use and management of ID passes are met, including those issued to subcontractors sponsored by your company; and
- All investigations or audits undertaken by Southampton Airport Ltd receive full co-operation, and any identified deficiencies or need for additional controls are addressed

Jersey Airport issue various types of Airport ID passes:

Section 1 Full Airport ID Pass

Full Airport ID passes allow unescorted access to:

- The Critical Part of the Security Restricted Area (CPSRA)
- Landside areas where electronic access to offices and staff car parks is required.

You are required to indicate which areas are required to be accessible to the applicant and if applicable provide justification as to why access to the CPSRA or Controlled Area is required. The ID Centre may question the applicant at the time of pass issue to verify that the requested access levels are appropriate to the role being undertaken at the airport. Applicants will be given access only to those areas of the airport necessary to carry out their official duties.

Passes are normally issued for a period of five years; however, this will be shortened where the contract duration is less than five years, or where the applicant or company can no longer meet any requirement placed upon them as detailed in this document. Jersey Airport may cancel passes which are not being regularly used.

Section 2 Temporary ID passes

Temporary passes allow escorted short-term access to:

- The CPSRA (The critical part of the restricted area)
- Other airside areas such as cargo and maintenance areas.

The Temporary passes are issued for 1-30 days. Applicants may only be granted a maximum of 60 days access on Temporary passes in any rolling 12 months period. Temporary passes are only valid when the pass holder is under the escort of a full id pass holder.

Section 3 Overview of Requirements

All applicants for a Full Permanent Airport ID pass require the following:

- Identity check
- 5 Years checkable history (Education, Employment etc.)
- Nationality and immigration status
- Criminal Record Check
- GSAT General Safety Awareness Training
- Security Interview Declaration

Guidelines for application of a Full Airside ID Pass

Once you have verified all the information in accordance with the required criteria contained within the guidelines you may then submit the application by uploading all the required criteria onto ID Gateway for processing by The ID Room.

Once the Authorised Signatory has been notified that the Full ID Pass application has been approved an appointment can be made. The pass applicant must attend the ID Room to collect the pass within 28 days of clearance.

Failure to do so will result in the application being invalid for collection. A penalty charge maybe imposed.

Section 4 Verification of Identity

Applicants must hold one of the following forms of identification.

Only the following original documents are considered acceptable forms of identification: -

British Nationals: A Full five or ten year valid passport or UK photo-card Driving Licence including Provisional.

EU /EEA and Swiss nationals: A valid passport or National Identity Card.

For all other nationalities: A full passport PLUS original Home Office document confirming right to work in the United Kingdom (such as visa / entry clearance) or an Identity Card for Foreign Nationals issued by the Home Office or UK Border Agency including UK travel documents issued by the UK Border Agency to persons with asylum status, humanitarian protection status or discretionary leave to remain.

To help confirm the authenticity of identity documents provided by the individual:

The Link: <http://prado.consilium.europa.eu/en/homeindex.html> shows examples and describes the security features that may be examined for passports and identity documents.

The original identity document uploaded in support of the application must be presented by the applicant on collection of their Airport ID pass from the ID Centre. The only exception being confirmation that the original document has been lost, stolen or expired. In these cases, a new identity document conforming to the requirements may be presented at the ID Centre by the applicant providing the Authorised Signatory has provided an email or letter including a copy of the new document confirming that they have seen the new identity document and approve it in support of the application.

Where an applicant has lawfully changed their name but has yet to update their identity documents an exception to this may be made provided suitable evidence of this name change is submitted with the application. Information on what constitutes suitable evidence can be found in Section

The first and last name of the applicant will be displayed on the Airport ID pass.

There is no requirement to submit references for individuals who require access to landside areas only.

Verification of Criminal Record

A criminal background check must be undertaken for all individuals applying for an Airport ID pass including a 5-year ID card reissue giving unescorted access to the CPSRA or to airside areas such as cargo and maintenance areas. This is evidenced by obtaining a criminal record certificate from the applicant.

The first and last name and date of birth on a criminal record certificate must match exactly the name on the applicant's identity document.

Where an applicant has lawfully changed their name but has yet to update their identification documents an exception may be made provided suitable evidence of this name change is submitted with any application. Information on what constitutes suitable evidence can be found in Section 5.4.

Applications will be refused where the criminal record certificate details a conviction for a disqualifying or similar offence. A list of the most common disqualifying offences can be found in Appendix 1 contained in this document.

Further advice should be sought from the Security Compliance Officer for similar offences or overseas convictions where it is not immediately clear what the equivalent offence under UK law is.

Where a criminal record certificate details a conviction for a disqualifying offence, the application should not be submitted. Applicants may apply for a Certificate of Disregard

Where successful, the original certificate of disregard and the criminal record certificate should be submitted as part of the application. Jersey Airport plays no part in the application process for a certificate of disregard and are unable to answer any queries relating to individual applications. If the ID Centre advises that you should not submit an application where the criminal record certificate details an offence similar to a disqualifying offence and you disagree with this position, you may appeal by writing to the Security Compliance Officer at the airport. The Security Compliance Officers determination will be final.

In the UK, criminal record certificates should be obtained by applying to Disclosure Scotland for a basic disclosure certificate or if resident in Northern Ireland to Access Northern Ireland. Enhanced disclosures are also acceptable from competent authorities such as the Criminal Records Bureau (CRB).

Original criminal record certificate must be submitted with the application. Criminal record certificates are valid for a maximum of 10 weeks from their date of issue.

There is no requirement to submit a criminal record check certificate for applicants who only require access to landside areas such as buildings, offices and staff car parks.

Section 5 General Security Awareness Training

Applicants for an Airport ID pass giving unescorted access to the CPSRA areas must hold a valid General Security Awareness Training (GSAT) certificate before a pass is issued and must continue to hold a valid GSAT certificate for the duration of their pass.

GSAT certificates are valid for a maximum period of 5 years providing the ID pass holder uses their ID pass at least once every 6 months.

New employees, not holding a valid GSAT certificate, may only complete GSAT after they have successfully completed their reference and criminal record checks.

The CAA hold a list of all approved GSAT training providers follow link:

<https://www.gov.uk/government/uploads/system/uploads/attachmentsdata/file275877/aviation-security-training.pdf> Details can also be found on ID Gateway.

Exemptions

The following categories of applicant are exempt from the GSAT requirements:

• Persons who have successfully completed security training courses that meet the requirements of the CAA training syllabuses for:

- Ground security staff and supervisors
- Aviation security managers
- Aircrew
- Air cargo security
- In-flight supplies
- Airport supplies.
- The following persons are deemed to have received equivalent security awareness training
- Civil Aviation Authority inspectors and operational personnel
- Department for Environment, Food and Rural Affairs (DEFRA) (and its Agencies) personnel
- Officers of HM Revenue and Customs
- Members of the Ministry of Defence Protocol Office
- National Air Traffic Services (NATS) personnel
- Police officers
- Members of the CAA Security Inspector (or equivalent) identity cards
- UK Border Force personnel
- UK Border Agency personnel
- CAA accredited security instructors and independent validators.

Security Interview Declaration

Unless your application is for landside access only, you will need to sign and upload the Security Interview Declaration.

Data retention

All information relating to the application for an Airport ID pass including copies of identity documents, references, evidence of a security interview, results of a criminal record check and security training records must be retained securely and made available for inspection by Jersey Airport for a minimum period of six years.

Section 5 Using an Airport ID pass

Responsibilities of an ID pass holder

Company Authorised Signatories must provide their ID Pass holders with a copy of “Responsibilities of an ID pass holder” available from our website.

It is your responsibility as the Authorised Signatory to ensure all pass holders are made aware of their personal responsibilities regarding the proper use of an ID pass. The pass must only be used for your company’s business. If the holder wishes to work for another employer at the airport, a second pass must be obtained.

Airport ID passes must be worn at chest height either with a lanyard or approved arm band. They must always be clearly visible when at work. All pass holders are expected to challenge anyone else who is not displaying an ID pass in a non-public area.

Whenever entering the CPSRA Temporary Id pass holders should show their pass to the airport security officer on duty. It may be checked visually and by electronic verification system. If asked, secondary identification must be shown. If the security officer advises that there is a problem with an ID pass, the holder may be denied access and presented with a written caution notice advising what steps need to be taken.

Whilst on any airport premises, holders must show their pass on demand to any law enforcement officer or any other official of Jersey Airport who may require checking that the holder is permitted to be within that area.

ID passes must not be used to access or exit the CPSRA for personal reasons. The only exception to this is for employee discount shopping events, in which case pass holders must be on duty and they must only enter the CPSRA on a break from duty on that day or immediately after finishing or before starting work (an hour either side).

ID passes may be withdrawn if any condition of issue can no longer be met. Pass holders charged with, or convicted of, a criminal offence must notify their manager within 14 days. Failure to declare any such charge will be handled in accordance with your company's disciplinary procedures and Airport Byelaws this may result in the withdrawal of the pass.

ID passes giving access to the CPSRA are issued to staff members who require on- going and regular access. If a pass is not used at least once every 60 days to access the CPSRA, the pass will be "parked" and will not be valid to access airside again until such time that it has been un-parked. An ID pass may be withdrawn if not used regularly.

Holders must not allow access to someone else unless that person has been issued with a temporary ID pass and is under their escort. Whilst conducting escort duties, the pass holder must:

- Keep all temporary pass holders in their line of sight always
- Take all reasonable steps to ensure that temporary pass holders do not breach any security requirements

Holders must inform the ID Centre if there are any changes to their personal details including (but not limited to) changes to job title, name, address and appearance.

ID passes must only be used to access areas to which the holder has been authorised to enter. Access rights can be established by looking at the colour and numbering on the pass. Further details can be obtained from the ID Room.

Lost or stolen passes must be reported immediately upon discovery to the ID Room via ID Gateway. The local police, airport security and the Authorised Signatory.

ID passes that are subsequently recovered must not be used and must be returned to the ID Room.

Supplementary requirements for temporary ID pass holders

Temporary ID pass holders must abide by all the conditions of use detailed above plus the following additional requirements.

Temporary ID pass holders will only be permitted into the CPSRA when escorted by a person holding a valid Jersey Airport issued Airport ID pass. Whilst airside they must remain in the line of sight of their escort at all times. They will have the same access levels as their escort. They must present the ID that was provided at time of application as proof of their identity.

Section 6: Ongoing pass management

Renewing a pass (five-year re-issue)

An Airport ID pass valid in the CPSRA may be renewed for a further 5 years on expiry so long as there is an operational need for the pass. This option must be completed within 28 days of the expiry of the id pass.

Before the applicant attends the ID Room the Authorised Signatory will be required to upload onto ID Gateway:

- Written confirmation from an authorised person in your organisation confirming the pass applicant has been in continuous employment with you since the date of the original pass issue;
- An identity document conforming to the requirements set out in point 3.2.2; and
- A criminal record certificate dated within the last 10 weeks;
- GSAT certificate dated within the last 5 years.
- Security Interview/Declaration

Employment with more than one employer

Where an existing pass holder is subsequently employed by another on-airport company, a second Airport ID pass must be obtained.

Before making an application, the second employer must comply with all the requirements set out in the Guidelines for a Full ID Pass This includes:

- Obtaining references covering the preceding 5 years; and
- Checking that the applicant has an identity document conforming to the requirements; and
- Obtaining a criminal record certificate dated within the last 10 weeks; and
- GSAT where the applicant does not already hold a valid certificate (i.e. dated within the last 5 years).

All of the above to be uploaded onto ID Gateway.

When completing the application for the second pass, the details of the existing pass should also be provided

Changing employer

Where an existing pass holder ceases to be employed by you and takes up employment with another company at the airport, you must return the existing Airport ID pass to the ID Centre immediately. The new employer should make a new application for an Airport ID pass.

Before making an application, the new employer must comply with all the requirements set out in the Guidelines for a Full ID Pass This includes:

- Obtaining references covering the preceding 5 years;
- Checking that the applicant has an identity document conforming to the requirements.
- Obtaining a criminal record certificate dated within the last 10 weeks; and
- GSAT where the applicant does not already hold a valid certificate

(i.e. dated within the last 5 years).

All of the above to be uploaded onto ID Gateway.

When completing the application, the details of the Airport ID pass sponsored by the previous company should be provided if known.

Where the existing pass holder is transferring company under the Transfer of Undertakings Protection of Employment Regulations 1981 (TUPE), there is no need for a new Airport ID pass application to be submitted. The ID Centre will work with you to replace existing passes for all transferring employees. The replacement Airport ID passes will be issued up to the expiry date of the original passes unless new criminal record checks are obtained.

Changing a name

Where an applicant or existing pass holder has changed name, a replacement Airport ID pass must be obtained and acceptable proof submitted with the application. If a passport in the new name is not available, one of the following must be provided (only original documents will be accepted):

Change of name Deed.

Married people, a marriage certificate.

Civil partners, a civil partnership certificate.

If the person has gone back to their maiden or unmarried name, we require:

- A birth certificate
- A decree absolute showing both names if the person has divorced, and
- A marriage certificate showing both names.

All of the above to be uploaded onto ID Gateway.

For name changes due to a change in gender we require one of the following:

- A letter from a doctor or chartered psychologist who practices in gender dysphoria stating that the person has a need to live in a different gender, and evidence of the person's change of name (e.g. deed poll); or
- A gender recognition certificate; or
- A new birth certificate.

One of the above to be uploaded onto ID Gateway.

In all other cases, we need to see a change of name deed.

Returning passes

Full ID Passes must be returned to the ID Centre:

- If we request it
- If employment is terminated
- If the pass holder changes employer
- If a pass holder no longer requires access to the areas for which authorisation has been given
- If the ID pass expires
- If we withdraw or cancel the ID pass.

Full ID passes must be returned to the ID Room within 6 - 10 days. Failure to do so will result in a penalty charge to the company.

You must ensure that Temporary ID passes are returned by the pass holder or escort to the sponsoring company for cancellation when no longer required. ID Room will audit this process.

There may be cases when a pass holder employed by you, or under contract to you, may not have an operational need to access the CPSRA for a temporary period. For example, a period of extended unpaid leave, maternity leave, a career break, a sabbatical, or seasonal worker or agency staff without an airport assignment. In these cases, you must:

- Notify the ID Centre to put a Security stop on the pass when the work break commences giving your reason; and
- Withdraw the pass from the holder and store it securely until next required; and
- Apply to the ID Centre for the pass to be reinstated when the person returns to the airport.

Suspension and reinstatement of an Airport ID pass

Airport ID passes that are valid but not used for 60 days or more to access the CPSRA will be suspended ("parked") from the electronic verification system. This means access through electronically controlled doors including access to the CPSRA will be denied until such time that the pass is reinstated ("un-parked").

As the Authorised Signatory, it is your responsibility to assess whether the relevant pass holders require ongoing access to the CPSRA. If no longer required, you should return the relevant passes for cancellation or apply for an Airport ID pass with a different access level, e.g. Landside pass. If access is required, you will need to apply for the passes to be un-parked.

Airport ID passes will only be un-parked on receipt of the application template on ID Gateway confirming that:

- The pass holder has been continually employed by you during the period of pass suspension, or

Where the Airport ID pass has been parked for 6 months or more, the pass holder will need to obtain a new GSAT certificate. This should be uploaded onto ID Gateway before the pass will be un-parked.

Where there has been a break in continuous employment un-parking cannot proceed, you will need to begin the full ID pass application again.

An Airport ID pass parked for 12 months or more will not be reactivated. In this case the parked pass must be returned to the ID Centre for cancellation. A new Airport ID pass application will need to be submitted if the person subsequently requires on-going operational access to the CPSRA.

Once un-parked, the pass will park again after 60 if not used. We reserve the right to cancel and withdraw a pass where there is an indication that the pass holder is not using their pass to access the CPSRA on a regular basis.

Parking of ID Passes is tracked monthly by the ID Room.

Lost or stolen passes

Lost or stolen ID Cards must be reported immediately upon discovery to the local police, airport security and the Authorised Signatory. The ID Room must be notified as soon as possible via ID Gateway.

Passes that are subsequently recovered must be returned to the ID Room.

An application for a replacement ID card must be applied for via ID Gateway.

An original identity document, must be presented to the ID Centre to obtain a replacement pass.

The pass must be disabled in ID Gateway. A replacement pass may be obtained by submitting a new application via ID Gateway.

Charges for pass replacement are detailed within the published Airport Sundry Charges.

Misuse

All ID pass holders are required to adhere to security regulations in force. We reserve the right to suspend or withdraw any ID pass as a result of or in order to investigate incidents of misuse. In accordance with our terms and conditions, we reserve the right to withdraw, suspend or refuse to issue an ID pass on the grounds that we believe the pass holder not to be a suitable person.

Appendix 1: Disqualifying offences

A person shall fail the criminal records check where it reveals a conviction for 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 convictions shall include but shall not be limited to convictions for the type of offences listed below. **Category**

Terrorism

Offences

Assisting terrorism
Committing terrorism
Directing terrorist acts
Failing to disclose information of material assistance in preventing terrorism
Possessing articles or information likely to be useful to terrorism
Using money or property for the purposes of terrorism

Offences against the person

Administering poison
Assault occasioning actual bodily harm
Assault with intent 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

Theft & Dishonesty

Unlawful wounding
Aggravated burglary
Aggravated vehicle taking
Assault with intent to rob
Blackmail
Burglary
Dishonest representation for obtaining a benefit or advantage
Dishonestly 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
 Procurement of a woman to become a prostitute Rape
 Taking or making indecent photographs or pseudo photographs of children
 Trafficking for sexual 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 likely to endanger life or property
 Conspiracy to cause explosion Destroying or damaging property Making or possession of explosive Threats to destroy or damage

Firearms

Carrying any loaded firearm in a 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 firearms without being registered as a firearms dealer

Immigration

Assisting unlawful immigration
 Unlawful immigration

Bomb and threat hoaxes

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

Offensive weapons

Manufacture or distribution of offensive weapons
 Possession of an offensive weapon