

‘Tools of the Trade’ Request for Temporary or Full ID Pass Guidance

The Aviation Security (Bailiwick of Guernsey) (Amendment) Direction, 2014 / Aviation Security (Jersey) (Amendment) Direction 2014 Annex B Chapter 1.6 ‘Prohibited Articles’

Persons other than passengers shall not be permitted to carry into security restricted areas the articles listed in Attachment 1A as follows:

Guns, firearms and other devices that discharge projectiles

Devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including:

- firearms of all types, such as pistols, revolvers, rifles, shotguns
- toy guns, replicas and imitation firearms capable of being mistaken for real weapons
- component parts of firearms, excluding telescopic sights
- compressed air and CO2 guns, such as pistols, pellet guns, rifles and ball bearing guns
- signal flare pistols and starter pistols
- bows, cross bows and arrows
- harpoon guns and spear guns
- slingshots and catapults

Stunning devices

Devices designed specifically to stun or immobilise, including:

- devices for shocking, such as stun guns, tasers and stun batons
- animal stunners and animal killers
- disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays

Explosives and incendiary substances and devices

Explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including:

- ammunition
- blasting caps
- detonators and fuses
- replica or imitation explosive devices
- mines, grenades and other explosive military stores
- fireworks and other pyrotechnics
- smoke-generating canisters and smoke-generating cartridges
- dynamite, gunpowder and plastic explosives

Any other article capable of being used to cause serious injury and which is not commonly used in security restricted areas, e.g. martial art equipment, swords, sabres, etc.

Jersey Airport operates a ‘Tools of the trade’ policy to prevent prohibited items from being brought on to aircraft, in accordance with the above regulation, and to control the use of workmen’s tools in the Security Restricted Area.

'Tools of the Trade' Permits will only be issued to an employee or contractor who has a legitimate operational need under their terms of employment. Application forms and any supporting documentation **MUST** be submitted at the time of the AIC security ID pass being requested, in order for verification to take place. The application form must be completed in full by the authorising officer and returned to the security provider for processing. Failure to complete any part of this form or to provide the required detail will result in the application being refused.

Tools of trade required for work within the Critical Part (CP) are to be checked and registered during the screening process by screening staff. Retail outlets must ensure 'tools of trade' are secured and out of sight from passengers or other persons using the lounge. Tradesmen are advised to take only those tools required for the job into the CP to assist in a speedy screening process. Tradesmen are responsible for all tools in their possession and are to ensure tools are kept secure and out of reach of passengers or other persons using the lounge. Any tool found missing **MUST** be reported to screening staff as soon as possible. Failure to do this may require the lounge to be evacuated and all persons rescreened. This is a costly exercise and may result in delays to aircraft departures. A serious breach of this policy may result in restrictions being imposed on access airside and the removal of AIC.

Tools of the Trade Authorisation Application Form

Categories – please tick required categories in order for the correct Tools of the Trade authorisation to be issued for access to critical parts

Part 1

Tools of The Trade Pass required? (T Pass) Yes No

S – Sharp items – Tools & items that have an edge or point that is able to cut, pierce, chop etc.

Examples:

- Box cutters
- Knives with blades of more than 3 cm
- Scissors with blades of more than 3 cm
- Stanley knives
- Tools with blades
- Sharp implements i.e. chisel etc.

W – Workman’s Tools (Large or Small) that are capable of being used to cause serious injury, threaten the safety of aircraft persons

Examples:

- Crowbars
- Drills and drill bits, including cordless portable power drills
- Blowtorches
- Bolt guns and nail guns
- Blunt instruments
- Spanners, hammers, engineering, electrical, plumbing, mechanical and building tools etc.

L – Liquids: Work & Occupation Related. Liquids for cleaning, repair, general servicing and maintenance of the airport or equipment.

Examples:

- Cleaning chemicals
- Grease
- Sealants
- Cutting oxygen
- Petrol
- Paints / thinners etc.

A – Firearms and Ammunition (Bird Hazard Management). This is specialised equipment for the specific task by the appropriate persons or departments.

Examples:

- Firearm (Sako Quad Bolt Action Rifle)
- Shotgun and Air Rifles
- Pyrotechnic Cartridge Pistols
- Shotgun Cartridges
- Live Ammunition Rounds
- Air Rifle Pellets
- Pyrotechnic Bird Scaring Cartridges (Blanks, Long Range Projectile, Screech Shells)
- Telescopic Sights

Office Use Only

T pass issued Yes or No (please circle)

(If No – please give reason)

T pass Categories S W L A (please circle)

IDC Staff Name

Part 2

Declaration – This is required to be signed in the presence of the ID Unit Staff

I confirm that I have been made aware of, and read the JER conditions for Tools of the Trade on page 1 and the related authorisation form. I agreed to abide by the rules regarding the carrying of Tools into the Critical Part (CP) of the airport either within a vehicle or on my person or within my belongings. I further confirm that I have a requirement to carry tools as part of my job role whilst on duty or working at Jersey Airport. I also understand that I will be responsible for the tools I am carrying into the Critical Part and that they will not be left unattended at any time. Furthermore, I will immediately report to security personnel if any tools are missing or unaccounted for. I request that you issue me with a 'Tools of the Trade' Authorisation.

Applicant's Name: _____ Job Title: _____

Company: _____

Applicant's Signature: _____ Date: _____

Part 3

This section must be completed by the Authorised Signatory registered at Jersey Airport

Authorised Nominated Signatory Declaration

I declare that I have checked the application form and the above named is a suitable person to be issued with a tool authorisation as specified.

I request that the applicant be given a trade tool authorisation in order for the person to carry out their duties in the Critical Part of Jersey Airport.

Signatory full name (in capital letters)

Position in Company

Company name, address & postcode

Telephone number

October 2015