

## Security Briefing Notes for all Security Pass Holders

**Please ensure this form is completed and uploaded to ID Gateway as part of the application.**

### 1. The Aim

Airport Security is to protect passengers, their baggage, their aircraft, flight crews, staff and members of the public from acts of unlawful interference by ensuring only authorised persons who are suitably sponsored, gain access to Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA) within the Airport. The purpose of a Security Pass is to identify such persons and to enable them to go about their lawful business within the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA) when on duty, but not for use on any other occasion.

Persons in possession of a Security Pass are not permitted to meet/greet **ANYONE** (this includes relatives and friends) **AIRSIDE** at any time – except with the expression permission of the Airport Director, Head of Security or Security Compliance Officer.

The correct place to meet inbound passengers is **LANDSIDE** in the Arrivals Hall.

For seeing off departing passengers, staff must not proceed beyond Boarding Gate (unless escorting/assisting them as part of their official duty).

### 2. Your responsibilities as a Security Pass holder are:

- (a) To always safeguard your Security Pass.
- (b) To account for its lawful use.
- (c) To report its loss, immediately contact the issuing authority Ports of Jersey Security ID Unit on 01534 446065 or email [securityadmin@ports.je](mailto:securityadmin@ports.je). Alternatively, the duty Security Supervisor can be contacted on 077977789353 or email [securitysupervisors@ports.je](mailto:securitysupervisors@ports.je).
- (d) To maintain overall security at the airport at all times.

### 3. The validity of your Security Pass and the access it affords is based upon the following considerations:

- (a) A Security Pass is valid only in respect of the person to whom it is issued - **it is NOT transferable**.
- (b) A Security Pass is only valid when the lawful holder is on duty in the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA).
- (c) There are three types of Security Passes in use at Jersey Airport:
  - (i) A Full Pass bearing a colour photograph of the holder.
  - (ii) A Self-service ID Gateway Temporary Visitor Pass valid for up 7 days, maximum of 14 days in any 12-month period.
  - (iii) A self-service ID Gateway Temporary Employment Pass valid for up to 60 days.

### 4. Regulations for the use of a Security Pass require that it be:

- (a) Worn on outer clothing on the front of the body at chest height, or in an arm band holder at chest height, when entering or the Critical Part of the Security Restricted Area (CPSRA) and the

Security Restricted Area (SRA), unless exempted by written waiver from The Airport Director, Head of Security or the Security Compliance Officer. This waiver shall be presented when challenged.

(b) Presented to access control staff for inspection/validation whenever access is sought to the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA).

(c) Shown upon demand to PoJL Security Staff, States of Jersey Police Officers, Jersey Customs and Immigration Officers or persons who identify themselves as having responsibility for the security of the area in question, e.g. Airline/Handling staff controlling the use of a departure gate/lounge, staff working within the cargo area or any authorised officer of the Jersey Airport Authority, the Civil Aviation Authority and the Office of the Director of Civil Aviation for the Channel Islands.

***Failure to present when requested will result in:***

- ***the pass being confiscated/deactivated.***
- ***being escorted to a landside location and informed to contact their Sponsor.***

(d) Presented to PoJL Security staff for inspection upon entering or leaving the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA).

(e) Returned to the issuing authority no later than **FIVE** working days after the validity has expired, employment is terminated or sponsorship for access to the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA) is withdrawn. Please note that a charge for unreturned cards will be made.

(f) The property of the issuing authority. Unauthorised retention or refusal to return to the issuing authority will be considered as theft and prosecution will be sought for all offenders. Failure to return within **FIVE** working days after the validity has expired or loss of a security pass will be charged at £50 per pass.

(g) Not to be knowingly or wilfully altered in any manner whatsoever.

(h) To be worn in the prescribed manner. Refusal will result in the pass being confiscated and you being escorted from the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA) to a landside location.

## **5. Sanctions**

The following sanctions may be imposed by the Airport Director, Head of Security or Security Compliance Officer for any misuse of a Security Pass or breach in the condition of issue. Penalties for the misuse of a Security Pass may result in:

(a) Withdrawal of the Security Pass by the Airport Authority for a prescribed or unlimited period and/or prevented from any future issue.

(b) Prosecution for breach of the Regulation.

## **6. Security Breaches/Misuse**

Pass holders should understand that any security breaches or misuse of could result in the withdrawal of passes held by all employees of the department or company concerned. The Airport Director, Head of Security or Security Compliance Officer are responsible for ensuring that

appropriate security measures are applied and enforced in accordance with the Directions issued by the Department for Transport and/or the Officer of the Director of Civil Aviation.

## 7. Responsibility

The Holder of a Security Pass is responsible for contributing to the overall security by:

(a) Compliance with the Regulations governing access to as well as maintaining security within the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA) individual work areas.

(b) Reporting to security staff or the Airport Authority:

(i) Breaches of access to the Critical Part of the Security Restricted Area (CPSRA) and the Security Restricted Area (SRA)

(ii) The presence of firearms, other weapons or suspicious packages/unattended items.

(iii) Unaccompanied baggage in public areas.

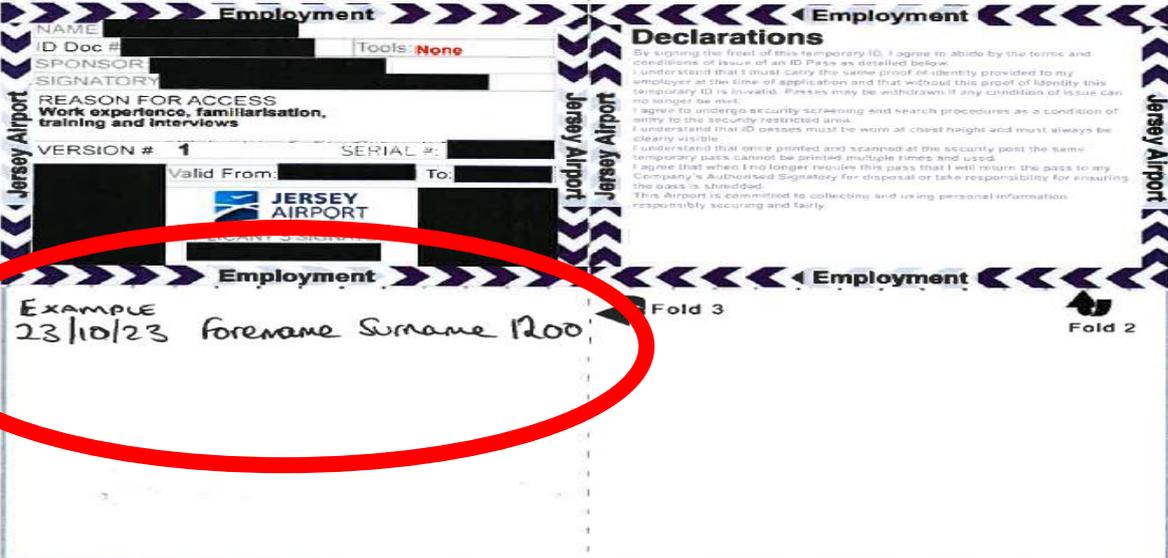
(iv) Any situation or incident which could represent a security risk, or which attracts their suspicion.

8. Security Pass holders must be aware that it is unlawful for any person to have in their possession at Jersey Airport any firearm, or explosives, without lawful authority.

## 9. Escorting Responsibility

When escorting a Temporary Employment or Visitor Pass holder, the Full AIC holder assigned to escort shall state Date, Name (as on AIC), and Time (that escorting started) on the Pass, example below. **The escorted person(s) must be always in line of sight of the escort.**

When another Full AIC holder takes over escorting duties, they must ensure they have entered their details onto the pass and is up to date ready for inspection. Failure to do so shall result in a Non-Compliance Report being issued against your department/company.



The image shows a sample Jersey Airport Security Pass form. The form is divided into several sections: 'Employment' (top and bottom borders), 'Declarations' (right side), and a central information section. The central section includes fields for NAME, ID Doc #, SPONSOR, SIGNATORY, REASON FOR ACCESS (Work experience, familiarisation, training and interviews), VERSION # (1), SERIAL #, Valid From, and To. A 'Tools' field is set to 'None'. The 'Jersey Airport' logo is visible. At the bottom, there is an 'EXAMPLE' section with handwritten text: '23/10/23 Forename Surname 1200'. A red circle highlights this example section. There are also 'Fold 2' and 'Fold 3' instructions on the right side.

Please complete the below confirming that you have understood the requirements and responsibilities of being issued a security pass.

<b>Name</b>	
<b>Company/ Department</b>	
<b>Signature</b>	
<b>Authorised Signatory Name</b>	
<b>Date</b>	
<b>Signature</b>	

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