

# Airside Security

## Airside Operational Instruction 01

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**A. AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in **green** text & indicated by a **green** bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

**B. REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership
Appendix 3	Application Form for Full ID removed; available on BIAIS/Company Forms

## **1. AIRSIDE SECURITY**

### **1.1 SECURITY AWARENESS**

All staff should be vigilant when going about their duties on and around the Airport site.

Should anyone have any doubts regarding suspicious items or package in or around the Terminal building, they should ring the Airport Emergency phone number, extension 222, or contact a member of Security.

In the event of the above situation arising outside the Terminal building perimeter, BOH tenant companies, who do not have access to the Airport internal phone system, should telephone 01202-364222. However, if a member of their staff dials 999 a phone call should also then be made to BOH on 01202-364222, to inform them that the emergency services have been called.

A response appropriate to the situation will be implemented.

### **1.2 SECURITY AREAS**

EU 300 identified Security Areas as:-

- Airside
- Security Restricted Area
- Critical Part

In line with most UK Airports, BOH has all of the above three areas. A plan showing the boundary of the Critical Part and Airside can be found at Appendix 1 of this document.

There can be no direct access from Airside areas to the Critical Part; staff with Airside access must be re-screened through Security before re-entering the Critical Part. This is achieved by exiting the Airside area via the non-CP, "Dirty Route" and then returning to the Critical Part after re-screening at CP2.

### **1.3 CRITICAL PART ACCESS CONTROL**

#### **1.3.1 ACCESS CONTROL:-**

All Persons and vehicles wishing to enter the Critical Part must do so at one of the two designated access control points; Central Search and the Vehicle Control Point. It is a requirement that all staff, vehicles and visitors are screened / searched prior to access, which will be carried out in accordance with current Department for Transport (DfT) standards. This includes vehicles that have been operating on the Airfield, which wish to re-enter the CP. When passing through a Security controlled restricted access point, it is a DfT requirement that outer coats, including fully zipped fleeces, are removed and along with mobile phones and radios, must be passed through the x-ray machine. It may also be necessary to remove shoes for x-ray, after passing through the archway metal Detector.

#### **1.3.2 ID ACCESS:-**

Staff ID Passes are issued and zoned for personal use and should not be used to give access to other staff members who may not have authority to be in those areas. Staff entering or exiting through card controlled doors should, if followed through by others, verify that those who have not swiped their ID passes have authority to be in that area.

### 1.3.3 TEMPORARY ID PASS:-

All holders of Temporary Passes must:-

- Be escorted at all times by a person who holds a full Pass for the relevant area(s) of the Critical Part, whilst they are in that / those areas
- Produce their original proof of ID, along with their Temporary Pass at each Security controlled Airside access point

### 1.3.4 TOOLS OF THE TRADE:-

Staff requiring access into the Critical Part (CP) with “Tools of the Trade” must carry a specific “Tools of the Trade” authorisation, allowing them to carry specifically authorised tools. This will be checked against a list held at each Security access point.

Staff who are required to carry tools into the Critical Part as part of their duty, must present them separately for screening by x-ray. These tools must be contained within either a tool box or tool pouch. Loose individual tools are not permitted through the search area.

Steel toecap footwear is prohibited in Airside areas. However, alternative safety footwear (non-metallic such as Kevlar) is acceptable.

### 1.3.5 LIQUIDS AND OILS:-

The carriage of personal liquids into the Critical Part (CP) by staff, aircrew and control authorities is restricted. The information contained in Appendix 3 provides descriptions of permitted and non-permitted general items and foodstuffs. Whilst this list is comprehensive it may not be fully exhaustive of all items and therefore, advice should be sought from Security regarding any items not included.

Liquids being carried into the CP as tools of the trade will be limited to an amount that is reasonably required to enable the staff member to carry out their duty. For aircraft engine oil it is expected that one case of oils (24 quart cans) should be sufficient and large amounts of stock oils should not be carried back and forth to the CP. To expedite access, wherever possible, oils should be in sealed and unopened containers. Where this is not possible, the container holding the lubricant will be subject to liquid vapour testing before access is granted.

Bulk deliveries of oils into the CP should be made according to the protocol attached at Appendix 3. Companies taking regular delivery of engineering supplies may wish to consider having their supplier registered under the “known supplier” regime to facilitate access without the need for additional screening. Further advice on this can be obtained from the DfT and the Airport.

## 2. ID PASS APPLICATION AND PROCEDURES

### 2.1 PERMANENT (FULL) ID PASS

An application for a permanent Airside ID Pass should be submitted to the ID Unit a minimum of 48 hours before the pass is required. References for the previous five years’ employment, immediately prior to the application date, must be supplied and no gaps longer than 28 consecutive days are permitted.

A General Security Awareness Training (GSAT) Certificate must also be provided at the time of application. A current list of GSAT Training organisations is available from the Security ID unit. Ref:- Appendix 2

Before the ID is issued a Criminal Records Check (CRC) must be provided together with acceptable proof of ID. Staff engaged in Security Duties must provide a Counter Terrorist Check (CTC).

Current legislation requires every person applying for an Airport ID pass to provide a Criminal Record Check for all states of residence during the preceding 5 years. A "State of Residence" being defined as any country in which the applicant has been resident continuously for 6 months or more.

All personnel, requiring access Airside must complete an Airside Safety Briefing prior to the initial issue of an Airside ID Pass. Ref:- AOI 07; Airside Safety.

A copy of the Application Form for a Full ID Pass is available on:-  
BIAIS/Company Forms/Airside and Security Related Forms.

## 2.2 TEMPORARY PASSES

Applications for a Temporary Airside Pass, 6 – 60 days, are to be lodged with the ID Unit at least 48 hours before the pass is required. Acceptable proof of ID must be provided before the ID is issued. Staff engaged in Security Duties must provide a Counter Terrorist Check (CTC).

Applications for a Temporary Airside Pass, 1 – 5 days, can be made at the ID Pass office, giving 24 hours' notice. Acceptable proof of ID must be provided before issue. Normal opening times for the ID Pass Office are Monday – Friday; 08:30 – 15:30

Acceptable proof of ID is:-

- Passport
- UK Photo Driving Licence, including Paper Counterpart where still valid
- EU Identity Card
- Other UK Airport ID Card

Full Pass Holders will not be issued with a Temporary Pass under any circumstances.

## 2.3 ESCORTING VISITORS

At Bournemouth Airport all 'full' Airside Pass holders are permitted to escort Temporary Pass holders within the Critical Part / Security Restricted Area. However, whilst the Implementing Direction removes the escort ratio requirement, Bournemouth Airport will apply a maximum escort ratio of 1:6 in all Airside areas.

The person who is escorting must meet all of the following requirements:-

- Hold a valid ID Pass
- Be authorised to escort in the Critical Part / Security Restricted Areas
- Have the escorted person or persons in direct line of sight at all times
- Reasonably ensure that no security breach is committed by the person or persons being escorted

In circumstances where visitors are being escorted in a limiting environment; e.g. on board a coach or within a confined area of a facility, a higher ratio of visitors may be applied with the approval of the Customer Services Manager or in their absence, the Managing Director.

#### **2.4 DISPLAY OF ID PASSES**

All personal Airside ID Passes must be displayed at chest or shoulder height in a conspicuous position, so that all required information is clearly visible at all times, whenever the person is in the Critical Part. Persons engaged in the loading or offloading of baggage, within the confines of an aircraft hold, are exempt from this requirement provided that they are carrying their Pass on them. However, they must comply with the requirements at all other times.

Any person not visibly displaying an Airside ID Pass within the Critical Part should be challenged. An individual should always be asked to produce their ID by any member of staff who is unsure as to the identity of any person in their work area or someone who appears to be acting suspiciously. Alternatively, a member of the Security staff should be alerted or a call made on the Airport's emergency number, extension 222.

#### **2.5 AUTHORISED SIGNATORIES**

The appropriate nominated authorising officer(s) of an organisation requiring an employee to have a permanent Pass, shall certify that they have complied with all the requirements of Chapter 11 contained within the Single Consolidated Direction and that the procedures contained within Chapter 11 are carried out for all employees applying for a Bournemouth Airport Pass.

The authorising officer(s) are responsible for signing pass applications for all their staff and for any contractors working for them, who require a full or a 6 – 60 day temporary pass.

#### **2.6 CHARGES**

A current list of charges for all ID passes, including lost or unreturned passes, will be available from the ID Office. A review of charges will be undertaken on an annual basis by BOH and any changes to current prices will be initially promulgated via an Operational Advice Notice. An administrative charge will be applicable on all payments made by Credit Card.

#### **2.7 LOST PASSES**

Should a member of staff lose their security ID Pass they should report the loss to Security immediately on ext 182, 183, 186 or 189. At the earliest opportunity, they should complete the Lost Pass Reporting Form, which is available from the ID Pass Office.

The Pass Application Form must be completed and submitted to the ID Office; once authorised, a replacement Pass will be issued. Full Pass holders must be aware that if they lose their issued Pass they will not be issued with any form of temporary ID Pass whilst awaiting a replacement ID to be issued.

### 3. GENERAL SECURITY AWARENESS TRAINING

#### 3.1 REQUIREMENTS

It is a requirement of the Department for Transport that all Airside Pass applicants undertake mandatory "General Security Awareness Training" (GSAT).

Any person applying for a full Airside Pass must:-

- a) Have successfully completed a full GSAT course , either classroom or computer based training course; or
- b) Be employed by an Approved Authority, as set out in Direction 12(j); *or*
- c) For Diplomatic Pass holders, have read and signed the GSAT leaflet; *or*
- d) Have received one of the following Directed Training courses:-
  - Direction 12(a) Ground Security Staff and Supervisors
  - Direction 12(b) Aviation Security Managers and Trainers
  - Direction 12(d) Aircrew
  - Direction 12(e) Aircrew Instructors
  - Direction 12(f) In-Flight Catering
  - Direction 12(g) Cargo

Evidence of successful completion of the GSAT / Directed Training course must be provided before a Pass can be issued.

#### 3.2 GSAT TRAINING PROVIDERS

The Department for Transport have published a list of approved companies offering both classroom and computer based GSAT training, as listed in the Table at Appendix 2.

Further information is also available on the DfT website:-

[www.dft.gov.uk/pgr/security/aviation/aviationsecuritytraining](http://www.dft.gov.uk/pgr/security/aviation/aviationsecuritytraining)

### 4. PROTECTION FROM UNAUTHORISED TRAFFIC

#### 4.1 ACCESS

At night, or whenever visibility deteriorates, it must be recognised that a danger exists that an unauthorised and possibly unintentional penetration of the Manoeuvring Area, by unauthorised vehicles may occur. The drivers of such vehicles may be unfamiliar with the geography of the Aerodrome and the significance of the various Aerodrome markings, signage and lighting designed to protect the Runway.

The single vehicle entry point at CP2 is manned by Airport Security Staff 24/7 and provides controlled access to all Aprons. Unauthorised vehicles seeking entry to the Apron must obtain approval to enter and will then be provided with an escort to their destination.

Unmanned vehicle entry points, 1 - 20 exist around the Aerodrome. These are all under the full control of BOH and access will only be permitted with the approval of Security.



## **5. DELIVERY OF OILS FOR AIRSIDE USE**

### **5.1 INTRODUCTION**

This protocol sets out the procedures to be used for the delivery of oil products for aircraft engineering use in Airside areas, in anticipation of a system of regulated suppliers being implemented.

This protocol is intended to allow companies with engineering facilities, within the Critical Part (CP), to take delivery of these oils while complying with the requirements of EU 300 Regulations and the MSMs as directed by UK Department for Transport.

### **5.2 ACCESS ARRANGEMENTS**

Companies requiring oils Airside may take delivery of the consignment in a Landside area, prior to the CP access facility. At point of entry to the CP, companies must provide Security with the manufacturer's Delivery Advice Sheet detailing the contents of the consignment. Security staff will check the consignment against the Delivery Advice Sheet.

Each box will be opened for a visual check to ensure it contains no other items other than the oil specified on the Delivery Advice Sheet. Providing Security staff are reasonably sure that the consignment contains no other items and that it matches the Delivery Advice Sheet, no other screening of the items will be required.

### **5.3 ACCESS POINTS**

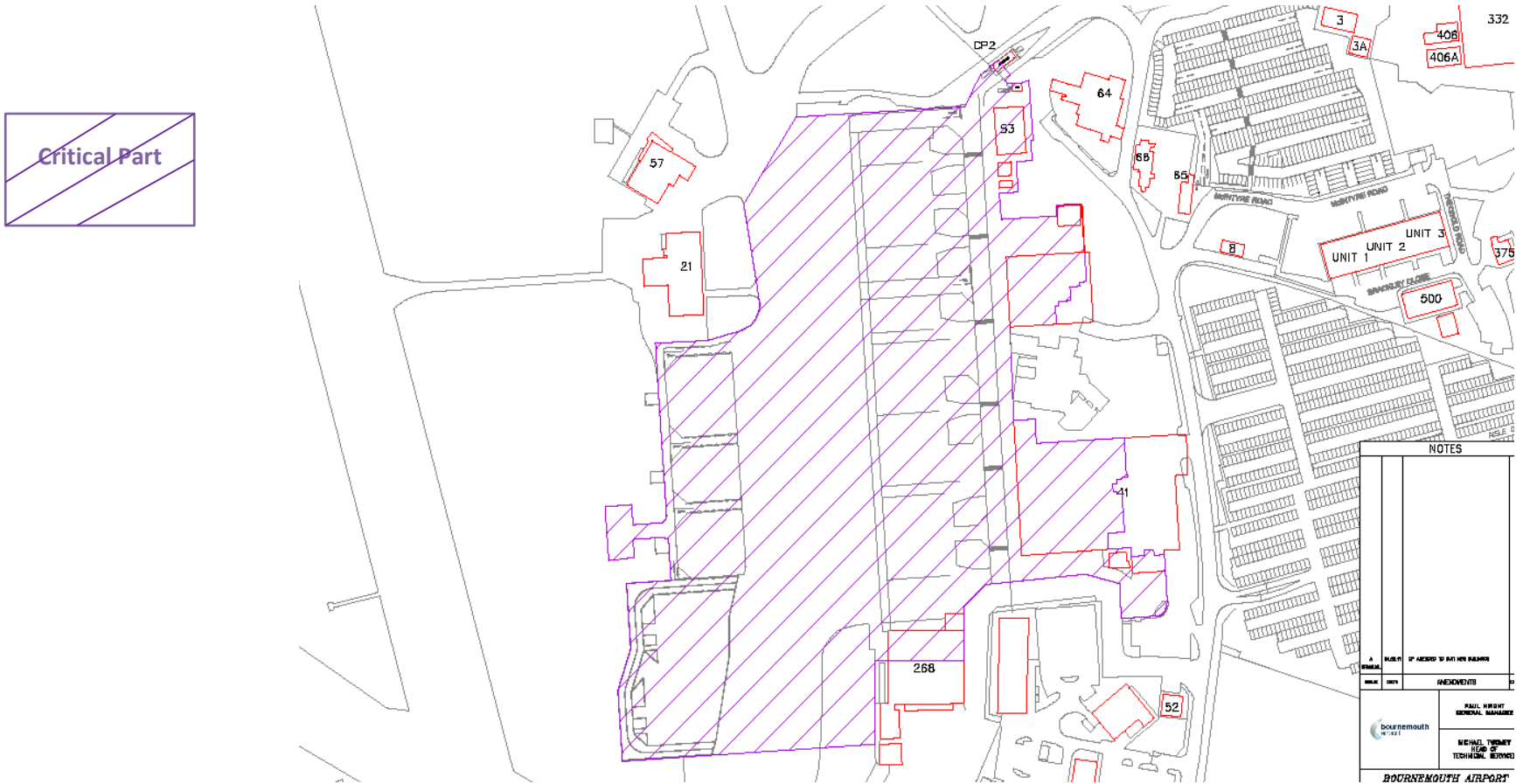
Only the Vehicle Control Point, CP2, may be used for this protocol.

Deliveries over 10 cases should be pre-notified to Security on extension 186. A maximum of 40 cases may be delivered at one time to a gatehouse to ensure minimum disruption to other users. If a delivery is not notified or concerns are raised during the screening process, the delivery will be referred to the BOH delivery consolidation point at Jet2.com.

## **6. ENQUIRIES**

Any enquiries regarding the content of this AOI should be addressed to the Customer Service Manager on 01202 364182 or 07768 620445.

APPENDIX 1 BOURNEMOUTH CRITICAL PART BOUNDARY





## APPENDIX 2 GSAT AUTHORISED PROVIDERS



CLASSROOM TRAINING	COMPUTER-BASED TRAINING	COMPANY NAME	CONTACT	ADDRESS	TELEPHONE NUMBER	E-MAIL
Yes	-	ADL Training Services	Tony Lidster	3rd Floor, Endeavour House Coopers End Road London Stansted Airport Essex CM24 1SJ	07789 717 758	<a href="mailto:tony@adltraining.co.uk">tony@adltraining.co.uk</a>
Yes	-	Alan Gant Consultancy (AGC)	Alan Gant	-	01799 586 437 07818 034 662	<a href="mailto:a.a.gant@talk21.com">a.a.gant@talk21.com</a>
Yes	-	Avsec Ltd	Chris Barratt	-	01243 385 159 07880 592 216	<a href="mailto:chris@avsecltd.com">chris@avsecltd.com</a>
Yes	-	Direct Services Group UK	Sia Shahabi	Direct House 26, Gloucester Road Avonmouth Bristol BS11 9AD	0117 938 2424 07779 165 850	<a href="mailto:directservicesgroup@btinternet.com">directservicesgroup@btinternet.com</a>
Yes	-	Directflight Ltd	Gaynor Ottaway	Building 84A Cranfield Airport Cranfield Bedfordshire MK43 0AL	01234 757 766 07748 593 504	<a href="mailto:gaynor.ottaway@directflight.co.uk">gaynor.ottaway@directflight.co.uk</a>
-	Yes	EDUKi Ltd	Anne Weston	-	-	<a href="mailto:info@eduki.co.uk">info@eduki.co.uk</a>
Yes	-	G4S	Simon Roberts	Princess House Nobel Drive Hayes Middlesex UB3 5EY	020 8564 3407 020 8564 3406	<a href="mailto:Simon.Roberts@uk.g4s.com">Simon.Roberts@uk.g4s.com</a>



CLASSROOM TRAINING	COMPUTER-BASED TRAINING	COMPANY NAME	CONTACT	ADDRESS	TELEPHONE NUMBER	E-MAIL
Yes	-	ICTS UK	Keith Hollingdale	South Block Tavistock House Tavistock Square London WC1H 9LG	020 7874 7576	<a href="mailto:Keith_uk@icts.co.uk">Keith_uk@icts.co.uk</a>
-	Yes	Insight 2 Ltd	Pippa Cooper	39, Werter Road London SW15 2II	020 8789 6795	info@i2ast.co.uk / pippacooper@insight2.co.uk
Yes	Yes	JP International Aviation Security (UK) Ltd	Jim Pike	Suite 107 Crystal House New Bedford Road Luton Bedfordshire LU1 1HS	01582 481 682	<a href="mailto:james.pike@jp-ias.co.uk">james.pike@jp-ias.co.uk</a>
Yes	Yes	Manchester Airport	Sarah Calthorpe	The Ringway Suite Terminal 2 Manchester Airport M90 1QX	0161 489 5790	<a href="mailto:sarah.calthorpe@manairport.co.uk">sarah.calthorpe@manairport.co.uk</a>
Yes	Yes	Redline Aviation Security Ltd	Mark Rawson	The National Aviation Academy Hangar 3, Fourth Ave Robin Hood Airport Doncaster DN9 3GE	01302 623 262	<a href="mailto:admin@trustredline.co.uk">admin@trustredline.co.uk</a>
Yes	-	Servisair	Dave Rogers	-	-	<a href="mailto:dave.rogers@servisair.com">dave.rogers@servisair.com</a>
Yes	-	Surcam Aviation Security Service Services Ltd	Helen Bester, Richard Carter	-	01440 708 678	<a href="mailto:info@surcamsecurity.com">info@surcamsecurity.com</a>



CLASSROOM TRAINING	COMPUTER-BASED TRAINING	COMPANY NAME	CONTACT	ADDRESS	TELEPHONE NUMBER	E-MAIL
Yes	-	TrainingTeam	Charles Manetta Chris Lockwood Chris Gray	Golf House Horsham Road Pease Pottage Crawley West Sussex RH11 9SG	01293 536 943	<a href="mailto:sales@trainingteam.co.uk">sales@trainingteam.co.uk</a>
Yes	-	Transport Security Associates Ltd	Patricia Setrakian	9, Woodgate Close Tartar road Cobham Surrey KT11 2AN	01932 590 083 07903 821 169	<a href="mailto:patricia@tsacargosecurity.com">patricia@tsacargosecurity.com</a>



**APPENDIX 3 CARRIAGE OF RESTRICTED ITEMS INTO THE CRITICAL PART**

DRINKS	
<b>NOT PERMITTED</b> 	<b>PERMITTED</b> 
<ul style="list-style-type: none"> <li>Any drinks, including milk, in cans, bottles, plastic containers, cardboard cartons, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Empty containers such as flasks and mugs</li> <li>Any drinks NOT exceeding 100ml container size</li> </ul>

FOOD	
<b>NOT PERMITTED</b> 	<b>PERMITTED</b> 
<ul style="list-style-type: none"> <li>Any liquid-based food products in packets, tubes, plastic or tin containers</li> <li>Jams and syrups</li> <li>Pastes</li> <li>Yoghurts</li> <li>Ice / Ice Cream</li> <li>Soups; carton or otherwise</li> <li>Butter / margarine</li> </ul>	<ul style="list-style-type: none"> <li>Sandwiches, including with mayonnaise or sauce</li> <li>Packet snacks; crisps etc.</li> <li>Fresh or dried Fruit</li> <li>Vegetables</li> <li>Other solid foods</li> <li>Curry / stew /broth /similar single meal portion for reheat</li> <li>Frozen Meals</li> <li>Pasta and any other foodstuffs in sauces, including gravies</li> <li>Tins of beans, tomatoes etc.; small single meal size, approximate 400grams</li> </ul>

SMOKING MATERIALS	
<b>NOT PERMITTED</b> 	<b>PERMITTED</b> 
<ul style="list-style-type: none"> <li>Non-safety matches</li> </ul>	<ul style="list-style-type: none"> <li>Cigarettes</li> <li>Cigars</li> <li>Rolling tobacco</li> <li>Cigarette papers</li> <li>A single book or box of safety matches</li> <li>Cigarette lighters</li> </ul>

TOILETRIES	
<b>NOT PERMITTED</b> 	<b>PERMITTED</b> 
<ul style="list-style-type: none"> <li>• Foam</li> <li>• Gels</li> <li>• Hairsprays</li> <li>• Shower gels</li> <li>• Deodorant aerosols / roll-on</li> <li>• Perfumes / Aftershave</li> <li>• Liquid, gel or paste-based hair products</li> <li>• Lotions / Creams</li> <li>• Sun tanning products</li> <li>• Toothpaste</li> <li>• All the above, if container exceeds 100ml</li> </ul>	<ul style="list-style-type: none"> <li>• Solid forms of toiletries</li> <li>• Deodorant sticks in solid form</li> <li>• Soaps</li> <li>• Talcum powder</li> </ul>

MEDICATION	
<b>NOT PERMITTED</b> 	<b>PERMITTED</b> 
<p>Exceeding 100ml in Quantity:-</p> <ul style="list-style-type: none"> <li>• Liquids</li> <li>• Creams</li> <li>• Gels</li> </ul>	<ul style="list-style-type: none"> <li>• Essential liquid prescribed medication (over 100ml) permitted with either a doctor's note or copy of prescription in their name</li> <li>• Essential, non-prescribed Liquid medicines (not exceeding 100ml)</li> <li>• Pre-filled syringes for personal use; eg. pre-filled insulin syringes/pens</li> <li>• Creams, not exceeding 100ml</li> <li>• Gels, not exceeding 100ml</li> </ul>

