

Airside Security

Airside Operational Instruction (AOI) 01

DOCUMENT REVIEW HISTORY		
AOI 01	CURRENT VERSION:-	V2.0
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VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	August 2019
	2.2	May 2022
	2.3	July 2022
	2.4	April 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ **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			
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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

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	AUG 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	MAY 22	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
3.1	Accreditation Check added to Application
3.1.1	GSAT requirement & management updated
4.2	Vehicle Access Gates; Non-Critical Part added; previously AOP 57
Appendix 1	CP updated
Appendix 2	Reference to GSAT providers deleted; Appendix 3 renamed

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.3	REVIEW COMPLETED BY:-	TONY BROGDEN
DATE:-	JULY 22	ROLE:-	TERMINAL OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.2	Temporary and Employment Pass days
3.5	Authorised Signatories registered with ID Office
4.2	Revised contact numbers

VERSION / REVIEW REF:-	V2.4	REVIEW COMPLETED BY:-	TONY BROGDEN
DATE:-	APRIL 2024	ROLE:-	TERMINAL OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
2.1	Temporary Critical Part inserted in Critical Part (TCP)
2.1	Insert TCP map

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1. INTRODUCTION

1.1 PURPOSE

This AOI is established to provide information on the regulatory requirements for personnel operating within Airside areas; and to provide guidance on how Airside security can be effectively applied and maintained.

1.2 SECURITY AWARENESS

All staff should be vigilant when going about their duties on and around the Airport site; and particularly when Airside or any restricted area.

Should anyone have any doubts regarding suspicious items or packages, in or around the Terminal building, they should ring the Airport Emergency phone number, extension 222, or contact a member of Security without delay.

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.

1.3 SECURITY AREAS

Security Areas are identified as:-

- Airside
- Security Restricted Area
- Critical Part

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.

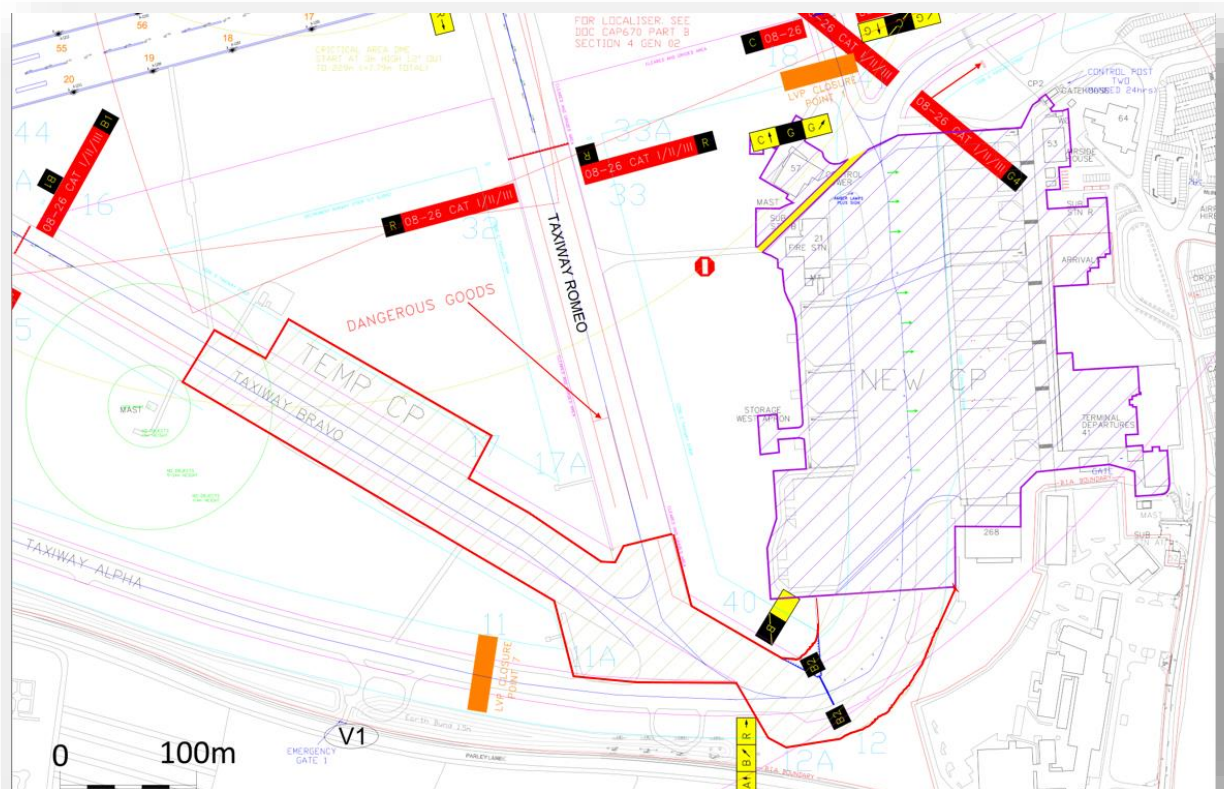
2. CRITICAL PART

2.1 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 or 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 are removed and all bags, mobile phones, radios etc., must be passed through the x-ray machine. It may also be necessary to remove shoes and items such as belts, jewellery etc. for x-ray, if they alarm when passing through the archway metal Detector.

Temporary Critical Part (TCP) are operated within the Airport Security plan for cargo aircraft on taxiway Bravo.



2.2 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.

2.3 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 area
- Produce their original proof of ID, along with their Temporary Pass at each Security controlled Airside access point

2.4 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 is acceptable.

2.5 RESTRICTED ITEMS

The carriage of liquids and various items into the Critical Part (CP) by staff, aircrew and control authorities is restricted. The information contained in Appendix 2 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. 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.

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 Airport Security.

3. ID PASS APPLICATION

3.1 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.

The data required on the application includes an Accreditation Check. Recruiting Managers and individuals should note that it can take several weeks for these checks to be complete and therefore, should allow for this when recruiting new staff or renewing an ID.

A copy of the Application Form for a Full ID Pass is available on:-

BIAIS > Company Forms > Airside and Security Related Forms

In addition to the completed Application Form, the following are also required before the ID can be issued:-

3.1.1 GENERAL SECURITY AWARENESS TRAINING:-

A General Security Awareness Training (GSAT) Certificate must be provided at the time of application. GSAT is included as an e-learning module as part of the induction for new staff; or for staff needing to renew their ID Pass.

3.1.2 CRIMINAL RECORD CHECK:-

A Criminal Record Check (CRC) must be provided together with acceptable proof of ID. This can be completed on-line via the Government Website.

The CRC is required 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.

Staff engaged in Security Duties must also complete a Counter Terrorist Check (CTC).

3.2 TEMPORARY PASS

Applications for an Employment Pass, 7 – 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.

Applications for a Temporary Airside Pass, 1 – 7 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.

3.3 ESCORTING VISITORS

All holders of a full Airside Pass are permitted to escort Temporary Pass holders within the Critical Part / Security Restricted Area. A maximum escort ratio of 1:6 is applied 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 Terminal Operations Manager.

3.4 DISPLAY OF ID PASS

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 whilst 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.

Any person not visibly displaying an Airside ID Pass within the Critical Part should be challenged. An individual should always be challenged and asked to produce their ID, if there is any doubt to their identity; or they appear 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.

3.5 AUTHORISED SIGNATORIES

Department managers are approved as the authorising officer, once registered with the ID Office and responsible for signing pass applications for all their staff and for any contractors working for them, who require a full or a 7 – 60 day Employment Pass.

3.6 CHARGES

A current list of charges, relating to the issue of all ID passes, including lost or unreturned passes, will be available from the ID Office.

3.7 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.

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 the Critical Part, Manoeuvring Area and Aprons. Unauthorised vehicles seeking entry to the Apron must obtain approval to enter and will then be provided with an escort to their destination.

4.2 VEHICLE ACCESS GATES: NON-CRITICAL PART

A number of unmanned vehicle access gates exist around the Aerodrome, to provide access to the non-Critical Part. These are all under the full control of Security staff and access will only be permitted with their approval. Under no circumstances will gate keys be handed to, or unlocked gates be left in the control any third party.

Where possible, a minimum of 2 hours' notice should be given to ensure the attendance of BOH Security operatives. Should this not be possible, the request will be treated as a priority and every effort will be made to respond within 10 minutes. If this is not possible, the request can be escalated to the Security Supervisor / Line Manager.

All vehicle gate requests are to be made to the Airport Security; if they are unable to respond, the RFFS will be contacted to meet the request.

Contact details:-

Gate access requests:- 01202 364186

To escalate request: - 01202 364183; Mobile:- 07944663369

All vehicles, requesting Airside access, will be required to confirm eligibility to be Airside, prior to being permitted access. Once confirmed, the vehicle will be permitted access at the gate, held at that location until the gate has been secured and then escorted to the requested location.

At the specified location, responsibility for the escort will be handed to the authorised person within that company. The Vehicle Gate Authorisation Form is to be completed and retained by the Security operative / RFFS for audit purposes. Copy at Appendix 1

4.2.1 AMBULANCE FLIGHTS:-

Any request to open a gate to facilitate an ambulance flight will be afforded the highest priority. In such events, the escorting vehicle will wait at the Apron until the aircraft / ambulance transfer has been completed and then escort the ambulance back to the exit.

5. DELIVERY OF OILS FOR AIRSIDE USE

5.1 INTRODUCTION

This protocol is intended to allow companies with engineering facilities, within the Critical Part (CP), to take delivery of oil products for aircraft engineering use, whilst complying with the requirements of current Regulations and the MSMs, as directed by UK Department for Transport.

5.2 ACCESS POINTS

Only the Vehicle Control Point, CP2, may be used for bringing oil products Airside.

Deliveries over 10 cases should be pre-notified to Security on extension 186. A maximum of 40 cases may be delivered at any one time to minimise 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 Centre.

5.3 ACCESS ARRANGEMENTS

Companies requiring oil products 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.



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.



6. ENQUIRIES



6.1 CONTACT



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



APPENDIX 2 CRITICAL PART; RESTRICTED ITEMS

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

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

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

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

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

