



KAA/9/50/20 VOL. 18

BRIEFING FOR SECURITY PASSES/PERMIT APPLICANTS

1. The permit/passes shall be issued subject to terms and conditions applicable.
2. Passes shall be charged as per the approved schedule by the Issuing Authority.
3. Once issued, Permits shall be worn and displayed by all pass/permit holders or visitors within the area for which they are issued. This requirement shall apply equally to personnel working in security restricted areas, maintenance areas, catering facilities and air cargo areas as well as in the terminal building, Airside handling areas or other such areas applicable.
4. A valid security permit shall be worn and conspicuously displayed by the holder on the front of his/her outer garment above the waist at all times, when accessing restricted areas and continue wearing it whilst in the restricted area until the holder exits to the landside.
5. If one is found using the pass / permit for other purposes other than the purpose for which it was issued, the pass/ permit will be withdrawn/cancelled or where necessary blacklisted without notice.
6. Any individual working at the Airport and is found to participate in criminal activities will have their passes/permits confiscated and cancelled.
7. A person found in an area not specified in the pass /permit will have his/ her pass / permit withdrawn and cancelled
8. A person found lending another person his/ her pass/ permit to enable that other person access restricted area will have his/her pass/permit revoked and where necessary criminal charges may be preferred
9. In the event of a pass loss, the pass holder shall report the loss of the pass to the issuing office and to the nearest police station within forty eight hours upon discovering the loss and obtain a police abstract loss report. No lost pass shall be replaced without a police abstract being produced to the issuing Authority. The pass reported lost shall be placed in the Security Stop List.
10. Where an access permit holder is transferred from one Airport to another or off Airport or his/her duties no longer require operating on Airside or leaves employment for any reason, or is indicted or suspended from performing duties

in restricted areas the employer shall ensure the permit is surrendered to the issuing Authority within 24 hours.

11. An employer shall be held responsible for retrieval and surrender of the access permit immediately but not later than 15 days in respect of his employee who left employment.
12. Permits shall be ISSUED to the applicant or any other person authorized to do so on behalf of the sponsoring entity.

Declaration

I of
having read and understood terms and conditions governing the issuance and administration of passes/ permits do affirm to abide to them at all times while on official duty.

Sign Date

Witness Date