



CIRCULAR

KAA/9/50/20/Vol. 29 (113)

30th October 2019

**To: All Airport Managers
Officer In-Charge Airstrips**

**RE: RENEWAL AND ISSUANCE OF SECURITY RESTRICTED AREAS
AIRPORT ACCESS PERMITS – YEAR 2020**

This is to inform you that we are commencing the above exercise from 1st December 2019 and you are advised to inform all Airport Operators and Stakeholders in good time. The Airport Operators and Stakeholders are required to comply with the following;

1. Provide an updated specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to airport access permits, plus email address and mobile numbers.
2. Provide the Authority with information regarding changes in business name or changes in business activities.
3. Provide a Valid Police Clearance Certificate.
4. Copies of certified Contracts or Letters of Appointment.
5. Provide Authenticated copies of National Identification Card/Valid Passports/Diplomatic Cards/Work permit or Special Pass.
6. Third party security providers at the Airport shall be required to provide valid KCAA Certification.
7. Aircraft Maintenance Organizations (AMO) shall be required to submit a valid AMO Certificate as well as valid KAA licenses and leases.
8. Submit duly filled Permits Renewal/New Application Forms.
9. Where Contractors are engaged, valid copies of Binding Contract/Agreement between two or more companies shall be required.
10. Rates remain unchanged from the previous year 2018 (Refer to 2015 Financial Circular)
11. Permit holders and new applicants shall be required to undergo Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits. Those that attended the training in 2017 and early 2018 (January & February) will be required to undergo a refresher training before passes issuance.
12. For those who attended the Security Awareness Training and have not exceeded two years are exempted from this requirement but will be required to present documented evidence in the form of training records if training was conducted in-house or online.

13. For Organizations that conduct in-house Security Awareness Training, certified attendance records and the Trainer's KCAA certification (copy) shall be required.
14. Each Organization will be required to account for the passes issued to them in 2019, and provide a report as follows; (1) Passes still in use. (2) Passes of staff who have exited or transferred. (3) Returned passes (4) Unreturned passes (5) Lost passes (6) Unaccounted for passes. The report should be submitted to the issuing office or Airport Manager or Officer-In-charge and thereafter a quarterly report of permits issued, lost, unaccounted for as well as not returned to be provided.

For further clarification on the subject matter, contact the office of the General Manager Security Services.



ALEX GITARI
Ag. MANAGING DIRECTOR/CEO