CIRCULAR

KAA/9/50/20/Vol. 29 (112)

30th October, 2019

TO: ALL STAKEHOLDERS AND OPERATORS
JOMO KENYATTA INTERNATIONAL AIRPORT

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

This is to inform you that the renewal/issuance of year 2020 Security Restricted Areas Access Control Permits will commence on 1st December 2019.

Before commencement of the renewals, you are requested to provide the following:-

1. Update specimen signatures of Authorized Signatories (at least two) who will be signing all correspondences related to airport access permits. The Authorized signatories should also indicate their mobile number and valid email addresses.
2. Appraise the Authority if there are any changes in business name or changes in business.
5. The 2020 renewal form is available and can be downloaded from the Kenya Airports Authority website. [www.kaa.go.ke](http://www.kaa.go.ke)\(\text{Corporate|Security&Baggage|Downloads}\).
6. The renewal form should be typed in, printed, signed and submitted at the Passes Office, Kenya Airports Authority Headquarters Ground Floor, latest by 1st December 2019 to allow for ample time for processing. A soft copy in MS Word should be sent to passescell.office.hq@kaa.go.ke.
7. Where Contractors are engaged, valid copies of Binding Contract Agreement between the two companies or more shall be required. Third party security providers shall provide Valid KCAA certification.
8. Aircraft Maintenance Organizations (AMO) shall be required to submit a valid AMO Certificate as well as valid KAA licenses and leases.
9. Applicable charges remain the same as per the 2015 Financial Circular.
10. Permit holders and new applicants shall be required to undergo Mandatory Aviation Security Awareness Training conducted by KAA before issuance of Permits. The training is valid for two years. All permit holders that attended the training in the year
2017 and early 2018 (January & February), will be required to undergo a refresher before issuance of year 2020 permits.

11. For Organizations that conduct in house Security Awareness training, certified attendance records and the trainer’s KCAA certification (copy) shall be required.

12. 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/transferred/terminated or deserted. (3) Returned passes (4) Unreturned passes (5) Lost passes (6) Unaccounted for passes. The report shall be submitted together with the renewal request addressed to the Managing Director/CEO or the General Manager Security Services. Moreover, a quarterly report of permits issued, lost, unaccounted for as well as not returned to be provided in the next calendar year 2020.

13. All correspondences should be addressed to the Managing Director/CEO or the General Manager Security Services.

14. All renewal requests (letter plus renewal form) should be submitted by latest 1st December 2019, thereafter COLLECTION will be strictly in accordance with the published schedule.

Stakeholders and operators are advised to nominate at least two personnel who will be submitting the letter, renewal form and collecting the passes on behalf of the Organization/Department for better service delivery and enhanced efficiency throughout the process.

ALEX GITARI
Ag. MANAGING DIRECTOR/CEO

(Encls.)