

Glasgow Prestwick Airport Security ID Pass Charges from 01 January 2019

	Cost – inclusive of VAT @ 20%
Blue NON SRA	£90.00
Blue SRA	£90.00
Lost or Stolen	£35.00
Amendment	£35.00
Reactivation	£16.50

Authorised Signatory

In order to register your organisation with the airport for sponsoring of Airport ID Passes, please contact:

Security ID Unit
Glasgow Prestwick Airport Ltd
Aviation House
Prestwick
KA9 2PL

Tel: 01292 511043
securityidunit@glasgowprestwick.com

The Senior Executive of an Undertaking which has legitimate reason for their employees to carry out the Undertaking's business must first apply in writing for registration to the Security Manager (SM) at the address shown above.

The Security Manager will take the necessary steps to ensure the Undertaking is bona-fide and the application is genuine. This may involve a visit to the Undertaking by a member of the Airport's Management or security staff.

Should the SM approve an application, the Senior Executive of the Undertaking will be informed of the responsibilities they will be accepting and the procedures to be followed.

The Senior Executive of the Undertaking accepted as the sponsor of Security Pass holders is required to complete the Registration of Undertakings form, available from the Security ID Unit or by emailing:

securityidunit@glasgowprestwick.com

At the discretion of the Senior Executive, in addition to himself, a maximum of one additional Authorising Officer may be granted this responsibility on behalf of the Undertaking to apply for the issue of Security Passes. The Senior Executive of the Undertaking must immediately inform the Security Manager when an Authorising Officer ceases to hold "Issuing Authority". The cost of Security Passes will be borne by the Undertaking.

An Undertaking's Authorising Officer must be fully aware of and accept responsibility for applying and enforcing all conditions of issue and control of security passes. Failure to comply with these requirements may result in the withdrawal of security passes held by the Undertaking.

It is a GPA requirement that Officers from Undertakings authorised to sign applications for Airport Security Restricted Areas and Airside Security Passes must:

- Complete an application form
- Attach copies of proof of identity
- Attach a written five year work history, including any periods of unemployment
- Be fully aware of the relevant contents of EC Regulation EC300/2008, Section 21B (1) (a) of the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990 and of the associated penalty at Section 21B (5).

Conditions of Use

Security Pass holders agree to comply in every respect with GPA Byelaws and Directives issued as required. All pass holders (except YELLOW and BLACK) must be in possession of a valid current certificate showing attendance on DfT approved General Security Awareness Training (GSAT) Course.

GPA provides this training to its entire staff and are available to provide this to external pass applicants on request.

In order to ensure that Security Pass holders are fully aware of their responsibilities, extracts from this section will be issued to applicants in the form of Security Briefing Notes. Applicants are required to sign that he/she understands the conditions of use of a pass. This acknowledgement will be retained in the Airport ID Unit.

It is the responsibility of pass holders to present their security pass and themselves in such a way that they can be readily scrutinised and verified each time they enter a Security Control Point.

The security pass must be displayed in a clearly visible position at chest height whenever the holder enters or is present in any restricted or airside area unless it has been previously agreed by the Security Manager that it would be dangerous, impracticable or otherwise undesirable for the holder to do so; however in this event, the identity pass must be displayed as soon as possible. Failure to present the security pass in an acceptable manner will result in access being denied.

Persons and baggage carried by persons, vehicles and their contents will be subject to search when entering, exiting or whilst within a Security Restricted Area or Airside Area. Refusal to be searched may result in the withdrawal of the Security Pass.

Security Pass holders are reminded that they are liable at anytime, anywhere within the boundaries of Glasgow Prestwick Airport to be challenged, questioned and asked to prove their identity to Police Officers/National Crime Agency, Employees of GPA, Officers of the Border Force.

If a Security Pass is not used for 60 days (120 days for passes issued to Prestwick Flight Centre and Prestwick Flying Club) or more it will be parked on the system and will only be reissued if required on written

request to the Security Department. The request must include a completed application form and covering letter. GPA reserves the right to charge an administration fee for re-activation of parked passes.

Security Passes remain the property of GPA and the Company retains the right to withdraw Security Passes at any time.

An information leaflet entitled "Security Briefing for Pass Holders" (ref SECBRF) is available from the Security ID Unit.

Lost ID Pass Procedure

In the event of a Security Pass, Visitor's Security Pass or Temporary Security Pass being stolen, the holder is required to immediately notify his Authorising Officer, the Police and the Security Manager. The Authorising Officer must notify GPA Security of the loss. The holder must complete and forward a Notification of Lost or stolen Security Pass form available from

securityidunit@glasgowprestwick.com

The loss of a Security Pass will incur a replacement fee which is payable by the pass holder. Should an individual lose by any means, more than one Security Pass, GPA retains the right to refuse to issue further Security Passes to that individual.

Return of Security Passes

Security passes which are no longer required must be returned to GPA Security Pass Office via the Authorising Officer:

- Upon cessation of employment or business at Glasgow Prestwick Airport.
- Upon expiry of the Security Pass
- Upon request by GPA
- Upon termination of employment
- Upon change of employer
- Upon change of need to have access for an area for which a pass has been issued
- Upon withdrawal of the card

It is the responsibility of the Authorising Officer for an Undertaking to advise the GPA Pass Office of any of the above conditions or situations where it may be prudent to withdraw a card (during disciplinary process). Failure to return a security pass within five working days may render the Undertaking liable to a fine of up to £1000 and their authority withdrawn.

Further Information

For further information please contact::

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