

# Responsibilities of an ID Pass Holder

RES/AGS/18

## Displaying of ID Passes

All ID Pass Holder's including Temporary ID Pass Holders must display their ID Pass at all times whilst on duty or when entering the Critical Part of the Security Restricted Area (CPSRA) or Airside Area.

Temporary ID Pass Holders must be under escort by a Full ID Pass Holder at all times.

## Security Control

All ID Pass Holders including Temporary ID Pass holders may at any time to be challenged within the boundaries of Southampton Airport, questioned or asked to prove their identity by Southampton Airport Security or any Control Authority. Temporary ID Pass holders must at all times carry the original identification document used in support of their ID Pass.

ID passes must be shown on demand and may be confiscated by Southampton Airport Security, Control Authorities, person's responsible for Health & Safety or personnel tasked with the securing of an area within the boundaries of Southampton Airport.

Confiscated passes will be returned to the Southampton Airport ID Centre for further consideration by the Compliance Manager. This may result in the permanent removal of the ID Pass.

Threats, verbal abuse or acts of violence directed at Southampton Airport Security staff or any of its agents whilst they are carrying out their duties will not be tolerated and may result in Police intervention.

Any person found to be responsible for acts of vandalism at Southampton Airport or contravening Airport Byelaws will have their ID pass removed and may be subject to prosecution.

## Unauthorised Access

Under no circumstances should any ID Pass Holder including Temporary ID Pass Holders seek access to the CPSRA or Airside Area when not on duty. ID Pass Holders must not seek to gain access without their ID Pass.

All ID Pass Holders must be aware that when travelling as passengers they are only permitted to enter or exit the CPSRA via the approved passenger routes. Staff must not wear their ID Pass when travelling.

## Security Responsibilities

All ID Pass Holders Responsibilities

- To contribute to Airport Security by reporting any breaches of access, unattended, prohibited or dangerous articles and/or anything suspicious to Southampton Airport Security staff or the Police
- To report the loss of an ID Pass immediately to the sponsoring company and Southampton Airport Security
- To safeguard their ID Pass and account for its use
- Not to intentionally damage, deface or misuse their ID Pass
- To ensure that the ID Pass details are correct and the photograph reflects their current appearance

## Criminal Charges and Convictions

Within 14 days of any conviction for a disqualifying offence ID Pass Holders must notify their employer or sponsor of the conviction. Failure to do so will be a disciplinary offence and will be dealt with in accordance with the employing/sponsoring company's disciplinary procedures.

Please note that should an ID Pass holder lose, misuse, deface or fail to wear their ID card as required they may be subject to disciplinary action under the pass holder's terms of employment.

The ID Pass remains the property of Southampton Airport and must be returned to the ID Centre upon demand or cessation of employment, failure to return the Full id Pass will result in a charge being applied to the sponsoring company.

Temporary ID Passes when no longer required or expired must immediately be removed by the sponsoring company and securely destroyed.

Any queries regarding the above please refer to the ID Pass Application Standard, which can be viewed on our website [www.southamptonairport.com](http://www.southamptonairport.com)