

TRANSITION TO NEW TEMPORARY VISITOR AND EMPLOYMENT ID PASSES

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TRANSITION TO NEW TEMPORARY VISITOR AND EMPLOYMENT ID PASSES

The Department for Transport have announced that changes to the temporary ID pass system will come into effect on 1st October 2019. The MAG ID Standard has now been updated to reflect these changes and I would like to take this opportunity to give you an overview of these.

Appendix A gives a detailed overview of the new passes, but these will be as follows:

- 1 – 7 day temporary visitor passes
- 1-60 day temporary employment passes

Appendix B answers some frequently asked questions relating to these changes.

There are several new requirements, including changes to the escort ratios for these passes, and I recommend that all authorised signatories familiarise themselves with these and assess the impact for their business.

We will be running briefing sessions during September for those who would like further information. These will be held in the terminal boardroom on the following dates:

Tuesday 24th September 10:00, 11:30, 13:00 & 14:30
Thursday 26th September 19:00 & 20:00
Friday 27th September 10:00, 11:30, 13:00 & 14:30

These briefing sessions will be 'drop in' style, no booking is required.

Further communications will be issued prior to 1st October as a reminder of the upcoming changes, however if you have any queries in the interim please contact the ID Centre Manager nigel.gilbert@eastmidlandsairport.com

APPENDIX A – NEW TEMPORARY PASS SYSTEM

Summary of Changes

The current 1-5 and 6-60-day visitor/temporary pass process will be replaced with a Temporary Visitors ID Pass and a Temporary Employment ID Pass.

Both types of pass will only be issued for the appropriate length of time needed to complete the visit/work. The new ID Passes are linked to the person and not the organisation. If an employee moves to a different organisation at the same airport the paperwork and any Temporary IDs issued during that year transfers with them*

* A year always refers to a rolling 12-month period

Final application dates for issuing old style Temporary ID Passes

All current Temporary ID Passes issued up to and including Monday 30th September will not be affected and will remain valid until the expiry date applied upon issue.

The last day for applications and issue of the old style 1 to 5 Temporary ID Passes will be Monday 30th September.

The last day of issue of the current 6 – 60 Temporary ID Passes will be Friday 27th September

- Applications for a 6-60 Temporary ID Pass must be submitted to the ID Centre prior to 16:30 on Tuesday 24th September.
- Any 6 – 60 Temporary ID Pass applications applied for but not issued prior to 16:30 on Friday 27th September will be cancelled and a new application for a Temporary Employment Security ID Pass must be submitted. The cancelled application will still be charged for at the submission rate.

The last day for applications and issue of any Temporary ID Passes from Out of Gauge will be 09:00 on Monday 30th September.

New Temporary Visitor ID Passes

Temporary Visitor ID Passes are to be used for “one off” or infrequent visitors such as, but not limited to, engineering and maintenance work, work experience, school parties, absence cover or training visits.

Application Forms for a Temporary Visitor ID Passes (TV 1-7 ID Application) will be accepted at the EMA ID Centre from Tuesday 1st October.

- All Applications for New Temporary Visitor ID Passes will be Processed and Authorised by the ID Centre only
- Anyone requiring more than 5 visitor passes simultaneously must give the ID Centre 24 hours’ notice to ensure that these can be processed without delay
- A Temporary Visitors Pass will be issued for the duration requested up to a maximum of 7 days
- A person may only be issued Temporary Visitor Passes for a maximum of 14 days in any rolling 12-month period; This could be two 7 day passes or 14 one day passes or combinations thereof
- There must be a gap of at least three clear days between Temporary Visitors Passes
- The Temporary Visitor ID Pass is linked to the person and not the organisation. If an employee moves to, or visits, a different organisation at the same airport the paperwork and any Temporary Visitor ID Passes issued during that year transfers with them

Temporary Visitor Pass Application Forms can be signed for by any full EMA pass holder. **The maximum number of passes to be escorted by 1 full pass holder is 6**, and these must remain in line of sight at all times.

New Temporary Employment ID Passes

Temporary Employment ID Passes are for those providing training or services over a number of weeks (including contractors and regional managers), seasonal employees or those waiting for a permanent EMA ID Pass.

Application Forms for New Temporary Employment ID Passes (TE 1-60 ID Application) will be accepted at the EMA ID Centre from **Monday 30th September**.

- Applicants are required to show evidence that a UK CRC check has been applied for prior to issue
- A person is only permitted **ONE** Temporary Employment ID Pass for a maximum of 60 days in any rolling calendar year
- Temporary Employment ID Passes will be issued in two parts, if a valid original UK CRC is not available at the time of issue:

Part I: A person requiring access must provide, when the application is made, evidence that a UK CRC has been applied for. The required proof should not be more than 21 days old. This may be online proof or a paper copy of the application together with a proof of posting receipt. A Temporary Employment ID Pass will be issued for days 1 – 14, of the 60 days available.

Part II: A person requiring access for a further 15 – 60 days must provide an original UK CRC before this pass can be re validated up to day 60. The UK CRC certificate must have been issued within 10 weeks of the date from which Part II of the Temporary Employment Pass will be valid from. This pass is one block of days and cannot be broken down to extend the life of the pass

- If a UK CRC is available at the point of the initial issue of a Temporary Employment ID Pass, the full 60 days allocation will be issued

Temporary Employment Pass Application Forms (TE 1-60 ID Application) must be signed by an authorised signatory.

The maximum number of passes to be escorted by 1 full pass holder is 3, and these must remain in line of sight at all times.

Application Forms for Temporary Visitor ID Passes (TV 1 – 7 ID Application) and Temporary Employment ID Passes (TE 1-60 ID Application) can be found at <https://www.eastmidlandsairport.com/about-us/operational-documents/id-documents/> from 28th September 2019.

APPENDIX B - FAQ's

Q. If I'm applying for a Temp Employment Pass why is the Pass issued in 2 parts?

A. The 2-part ID issue is to allow time to acquire a DBS (CRC) certificate. The Application Form requires proof that a UK CRC has been applied for to allow the issue of days 1 -14 of the Temp ID. Once the CRC certificate is presented with the TE 3 Application Form, days 15 – 60 of the Temp ID can then be issued.

Q. Can I apply for the full 60 days of a Temporary Employment ID Pass?

A. Yes, if a valid DBS (CRC) certificate is available at the point of initial application and within 10 weeks of issue at the point of the ID being issued. The Authorised Signatory should apply for the full 60 days by indicating MAX in the ID Validity Section on page 1 and completing the CRC certificate details on page 3 of the Temporary Employment Application Form.

Q. Can I ask the ID Centre if someone has previously held a Temp Employment ID Pass at EMA?

A. No, EMA ID Pass history should be established during your interview process with the applicant. This information is then entered on the Temporary Employment ID Pass Application Form, if appropriate.

Q. Can I use a foreign CRC for a Temp Employment Pass if the applicant has lived abroad during the last 6 months?

A. No, the regulations require an original UK CRC to be presented at the time of issue that is within 10 weeks of the date of issue.

Q. What should I do if someone has been issued a Temp Employment ID Pass and decides to leave our business?

A. The Authorised Signatory should inform the ID Centre as soon as possible and return the Temp Employment ID Pass as soon as practicable.

Q. Can someone that has left our business having only used 20 of the 60 days available on a Temp Employment ID Pass have their Temp ID Pass reinstated if they return?

A. No, any unused days are lost. Only 1 Temp Employment Pass can be issued in a rolling 12-month period.

Q. I have contractors that come in for Planned Preventative Maintenance (PPM) every month, they would normally only require access for 12 days per year. However, if we find a problem with the machinery that requires them to be airside more than the standard 12 days per year how would we get them airside?

A. They would have to comply with the 14 days per rolling 12 months rule if using Temporary Visitor ID Passes or they should apply for a Full Airside ID Pass to ensure they gain access as required. The option of a 1-60 Temporary Employment Pass could be utilised, dependant on previous usage, only one 1-60 Temporary Employment Pass can be issued in a rolling 12-month period.

Q. With new starters in March/April can we use a Temporary Visitor Pass if the UK CRC application is delayed for any reason?

A. No, if airside access is required for employment purposes, only Temp Employment ID Passes can be issued.

Q. If I apply for a 7-day Temporary Visitor Pass and only need it for 4 days, can I then return it and use the 3 unused days later?

A. No, the number of days requested on the Temporary Visitor Application Form will be taken from the rolling 12 month maximum of 14 days regardless of the number of days the pass is used for or if it is returned before the requested number of days.

Q. I was recently charged £150:00 for not returning a Temporary Pass, will the same charges apply to the new passes?

A. Yes, all ID Passes are required to be returned to the ID Centre immediately they are no longer required or at expiry to avoid a Non Return Charge of £150.00. The ID Centre reception door has a post box to facilitate 24/7/365 returns.

END.

Originator:

ID Centre Manager

Confirmed by:

Compliance Manager –
Operations and Safety