

STAFF AND VEHICLE PROCESSING AT CRITICAL PART ENTRY POINTS

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STAFF AND VEHICLE PROCESSING AT CRITICAL PART ENTRY POINTS

Following a number of reports of staff presenting themselves for processing at Critical Part Entry points still wearing items of clothing that must be removed and prepared for screening, all staff are reminded of the following:

Outer garments – this includes any item that can be zipped or button fastened; such as coats, Hi Viz coats, jackets, suit jackets, cardigans and bodywarmers. These items must be removed prior to being processed.

Headwear – all headwear including hats, scarves, snoods and neck warmers must be removed, with the exception of religious headwear which is subject to an appropriate security check.

Gloves – must be removed.

Footwear – all boots, heels, wellington boots and toe protected footwear must be removed prior to being processed, along with any other footwear at the request of the Security Officer.

We would like to take this time to remind those of you who drive airside, to ensure your vehicles are free from excessive items, and all liquids (unless where the appropriate tools of the trade pass is held) are removed and discarded of prior to entering the airlock.

The Security Officer has the authority to request items are removed, and any requests must be adhered to.

END.

Originator: -	Compliance Manager Security	Confirmed By: -	Head of Compliance and Business Resilience
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