

## Gatwick Airport Directive

Title: Notification update of changes to Temporary Passes		Ref No: GAD/F:43/19
Issue Date: 20/08/2019	Effective Date: 01/10/2019	Expiry Date: 01/10/2021
<p><b>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</b></p>		
<b>Introduction:</b>		
<p>The UK Governments Aviation Security Strategy includes a determined effort to get ahead of the threats to aviation, including what is termed the "insider threat". Part of this strategy includes a review of airport passes; their allocation, control and management. Further to GAN/F:40/19 and in line with DfT legislation the following changes will be made to temporary passes.</p>		
<b>Programme:</b>		
<p>From 01 Oct 2019 there will be two types of temporary pass; Visitor and Employment. The broad conditions of which are as follows:</p>		
<b>Visitor</b>		
<ul style="list-style-type: none"> <li>• New escort ratio of 1:6</li> <li>• New validity - 1 to 7 days</li> <li>• New maximum allocation - 14 days in rolling 12 months.</li> </ul>		
<b>Employment</b>		
<ul style="list-style-type: none"> <li>• New escort ratio 1:3</li> <li>• New validity 1 to 14 days. Evidence of Criminal Record Check (CRC) application to be submitted with pass application. A further 15-60 days requires a valid CRC certificate dated within 10 weeks of date of pass application</li> </ul>		
<b>Operational Impacts:</b>		
<p>The purpose of this communication is to provide adequate advance notice to all company Authorised Signatories and associated stakeholders. Please also be advised that the DfT are actively considering further robust controls and requirements for the issue of a temporary passes. Therefore all parties need to consider their future reliance on, use of, control and management of temporary passes.</p>		
<b>Further Information:</b>		
<p>The ID Centre will provide further detail to all Authorised Signatories and relevant parties.</p>		
<b>Signatory</b>		
<p>Allison Hunter  <b><u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u></b></p>		
<b>Consultation:</b>		
<p>Has consultation on this Directive taken place? Yes - Consultation record held by author</p>		
<b>Distribution:</b>		
<p>FULL</p>		