

## CEM REQUEST

AUTHORISED SIGNATORY REQUEST FOR ACCESS TO CEM CONTROLLED DOORS  
ID Centre Ashdown House Perimeter Road East Gatwick RH6 0NP

<b>E-mail this form to :</b>	idcentre@gatwickairport.com		
<b>Company Name:</b>			
<b>Email Address:</b>		<b>Phone No:</b>	

**LGW Projects – Please supply the following information:-**

<b>LGW Development Manager:</b>		<b>LGW Project Manager:</b>	
<b>Project Title:</b>			

Reader No	Location	Reader No	Location

	For The following persons:	ID No:	Hotstamp No:	ESR Status (Eng only)
1				
2				
3				
4				
5				
6				
7				
8				

**Dates required: (For projects and temporary access, end dates will be required).**

<b>Start Date:</b>		<b>End Date:</b>	
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**Reason as to why the above access is required:**

**FAILURE TO PROVIDE THE ABOVE INFORMATION MAY DELAY OR PREVENT AUTHORISATION**

I confirm that the information supplied in this document is, to the best of my knowledge, correct. I understand that if the information I have given is knowingly false, then criminal proceedings may ensue. ID Passes do not confer right of access and access may be withdrawn at any time.

I confirm that staff allocated access are familiar with the current MDI relating to *ID Pass Holders Responsibilities*. I confirm that staff allocated access are aware that they are responsible for ensuring that no unauthorised persons pass through CEM controlled doors and all doors are made secure after use. Failure to do so may result in their ID card being withdrawn under the terms and conditions of issue.

**By authorising this form you have accepted responsibility for ensuring the competency and validity of the individuals requesting access. You confirm that these individuals are aware of and will fully comply with the Engineering Risk Assessment document attached. (Eng readers only)**

<b>Full Name:</b>		<b>Job Title:</b>	
<b>Pass No:</b>		<b>Date:</b>	

**FOR ID OFFICE USE ONLY**

<b>A/C Manager:</b>		<b>Sent to (depts):</b>	
<b>Date Submitted:</b>		<b>Response received:</b>	
<b>Access Details:</b>		<b>Date Actioned:</b>	

- 1.1 This form must be completed when requesting additional access for persons that currently require access to CEM access control readers at Gatwick Airport, including engineering plant rooms, switch rooms & other related areas.
- 1.2 Additional access is normally requested when:
- A project requires additional access to enable staff to fulfil their duties within the project area or its boundary.
  - Insufficient access was requested on an initial ID Pass request.
  - Additional readers have been installed.
- 1.3 **LGW Project Information**  
Contact details will be used to verify sponsorship of the request.  
Capital Project requests may be subject to an administration charge against the project.
- 1.4 **Reader Number**  
The reader number can be found on the reader display or provided by a LGW project manager when the request is project related. The format is normally numbers e.g. 0380 or 01780. Occasionally it may include a letter e.g. 02A0 or C730
- 1.5 **Location**  
Please give an accurate description of the location of the reader to assist the ID Centre team.  
e.g. "Pier 2 engineering jetty door, stand 18" or "Destination's Place 6<sup>th</sup> floor stairwell"
- 1.6 **For the following persons/ ID No:**  
Please state the persons name requiring additional access as registered on the ID system. ID No's are typically the company prefix and number e.g. ABC 1234. The hotstamp number is the seven digit number on the back of the pass. E.g. 8123456
- 1.7 **Date required**  
It is possible that the reader will only be allocated for a limited period. If the reader is allocated as part of a project, please give a realistic end project date that takes into consideration possible delays.
- 1.8 **Reason for access**  
Please state why the cardholder needs access, "as part of their duties" is insufficient. Details of their exact need for the reader is required e.g. "to access the area to maintain air conditioning equipment"
- 1.9 **What happens next?**  
Please email the completed form to [idcentre@gatwickairport.com](mailto:idcentre@gatwickairport.com)
- The details will be verified and if necessary, additional approval may checked for access requests to LGW property, Engineering and plant room doors or Restricted Zone readers.
- You will be notified by e-mail if approval has been granted or if further clarification is needed.

**Important: Please read for Engineering CEM Access**

**Supplementary Notes for Engineering CEM System.**

- 2.0 Please bear in mind that as well as providing security to engineering areas the system also provides a method of informing Engineering Service Control Centre of your presence in these areas, therefore it is important that ALL members of the working team swipe their card to enter **and** leave.
- Please ensure doors are CLOSED behind you. Alarms will be generated by doors left open and they will need to be investigated. The last person recorded as swiping through a door causing an alarm may be held responsible for alarms and their continued access rights may be revoked.
- Plantroom Doors are fitted with emergency escape push bars. These are to enable exit in emergency situations ONLY. They are not designed for routinely operating the door to exit. Details are stored of all persons who swipe to enter a plantroom. The system retains this information and will only show persons leaving the plantroom if an exit swipe is used. Therefore, if the emergency push bar is used the system will a) indicate that persons are still in the plantroom after they have left and b) provide information of the inappropriate use of the emergency push bar in contravention of the rules for CEM/MAID use. This information will be used to monitor correct use of the system. Any contravention will be investigated and may result in loss of access privileges.
- 2.1 The Risk Assessment attached is a generic risk assessment covering most (but not all) risks which have been identified within Engineering Locations. The Authorised Signatory or Sponsor must ensure that all persons named on the access request are made aware of the risks covered in the Risk Assessment and that they take appropriate actions (i.e. wear PPE

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- Designed as a guide for personnel, either Direct Employed or Contracted, this chart should help them recognise the dangers when visiting or working within Plant Rooms and to help them understand the approved methods or control measures required to reduce or eliminate the inherent risks these particular types of rooms present.

Type	Hazards	Risk/Harm	Existing Control Measures		Action	Auditing/ Health
<b>Lift Motor Rooms</b> (Electromechanical and/or Hydraulic power systems)	1. Entanglement	Amputation, Crushing, Death	Plant Room Inspections, Guarding, Warning Information, Training, Competent/Authorised Persons Only, Change Control, PPE, First Aid Kit, and Electrical Interlock on Access doors (limited to Ashdown House).	Report all Faults or hazards to either the Engineering Fault line on Ext 1111, your Contracting Manager or to the relevant Facility Manager as applicable.		Competent Persons Register, Training Records, Recording PPE issue
	2. COSHH	Death, Burns, ingestion, fumes, inhalation, eye damage, dermatitis.	Plant Room Inspections, PPE, COSHH training, Warning Information/Data Sheets, Competent /Authorised Persons Only, Eye Wash Station, First Aid Kit.			
	3. Fire	Burns, Multiple Deaths, Smoke inhalation.	Plant Room Inspections, Fire Detection Systems, Training, Fire Fighting Equipment, PPE, Alarm Systems, Emergency Lighting, Floor Marking, Signage, First Aid Kits			
	4. Slips, Trips, Falls	Skeletal or Muscular injuries, impact injuries, Death, concussion.	Plant Room Inspections, Training, PPE, Personal Awareness, Cleaning Regime, Housekeeping, Competent/Authorised Persons Only, First Aid Kit.			
	5. Electricity	Electric Shock, Explosion, Fire, Death, Heart Failure/seizure,	Plant Room Inspections, Insulation, Electrical Inspection and Test, BAA Electrical Safety Rules, Competent/Authorised Persons Only, PPE, Rubber Insulation Mats, Warning Notices, Interlocks.			
	6. Noise	Hearing Damage/Tinnitus/Deafness.	Plant Room Inspections, Competent/Authorised Persons Only, PPE, Noise Surveys, Warning Notices, Plant Maintenance.			
	7. Environment	Temperature Stress/Collapse, Poor Ventilation, Dust, Poor Light Levels.	Plant Room Inspections, PPE, Cleaning Regime, Authorised/Competent Persons Only, Eye Wash Station.			
	8. Public/staff interference.	Access by unauthorised persons, Death or significant injury.	Enclosed and locked areas, Warning Notices.			
	9. Multiple Contractor or Staff Working	Confused Work environment, Increased Potential for Accidents.	Managed/Controlled Access to area through Controlled Issuing of Keys, Authorised/Competent Persons Only. Do Not Enter Area if Uncontrolled Risks Evident.			
	10. Lone Working	Inability to Raise Alarm if injured, Death.	Controlled Issue of Access Keys, Authorised/Competent Person Only, Plant Room Telephone, Avoid Lone Working If At All Practicable.			
	11. Stored Energy	Liquid or Mechanical Energy Release, Impact Injuries, Burns, Crushing, Amputation, Inhalation, Eye Injuries, Dermatitis.	Plant Room Inspections, PPE, Warning Notices, Authorised/Competent Persons, First Aid and Eye Wash Station.			
<b>Electrical Switch Rooms</b> (Low Voltage Switch or Distribution Rooms)	1. Electricity (including stored energy)	Electric Shock, Explosion, Fire, Death, Heart Failure/seizure,	Plant Room Inspections, Insulation, Electrical Inspection and Test, BAA Electrical Safety Rules, Competent/Authorised Persons Only, PPE, Rubber Insulation Mats, Warning Notices, Interlocks.	Report all Faults or hazards to either the Engineering Fault line on Ext 1111, your Contracting Manager or to the relevant Facility Manager as applicable.		Competent Persons Register, Training Records, Recording PPE i
	2. Fire	Burns, Multiple Deaths, Smoke inhalation	Plant Room Inspections, Fire Detection Systems, Training, Fire Fighting Equipment, PPE, Alarm Systems, Emergency Lighting, Floor Marking, Signage, First Aid Kits			
	3. Environment.	Temperature Stress/Collapse, Poor Ventilation, Dust, Poor Light Levels.	Plant Room Inspections, PPE, Cleaning Regime, Authorised/Competent Persons Only, Eye Wash Station.			
	4. Slips, Trips, Falls	Skeletal or Muscular injuries, impact injuries, Death, concussion.	Plant Room Inspections, Training, PPE, Personal Awareness, Cleaning Regime, Housekeeping, Competent/Authorised Persons Only, First Aid Kit.			
	5. Lone Working	Inability to Raise Alarm if injured, Death.	Controlled Issue of Access Keys, Authorised/Competent Person Only, Plant Room Telephone, Avoid Lone Working If At All Practicable.			
	6. Multiple Contractor or Staff Working	Confused Work environment, Increased Potential for Accidents.	Managed/Controlled Access to area through Controlled Issuing of Keys, Authorised/Competent Persons Only. Do Not Enter Area if Uncontrolled Risks Evident.			
	8. Public/staff interference.	Access by unauthorised persons, Death or significant injury.	Enclosed and locked areas, Warning Notices.			
	9. COSHH	Death, Burns, ingestion, fumes, inhalation, eye damage, dermatitis, carcinogenic PCB's.	Plant Room Inspections, PPE, COSHH training, Warning Information/Data Sheets, Competent /Authorised Persons Only, Eye Wash Station, First Aid Kit.			
	<b>HVAC Plant Rooms</b> (Plant covered under Pressure Equipment Directive, Hot Water Systems, Chilled Water Systems and Air Handling Plant.	1. Entanglement	Amputation, Crushing, Death			
2. COSHH		Death, Burns, ingestion, fumes, inhalation, eye damage, dermatitis.	Plant Room Inspections, PPE, COSHH training, Warning Information/Data Sheets, Competent /Authorised Persons Only, Eye Wash Station, First Aid Kit.			
3. Fire		Burns, Multiple Deaths, Smoke inhalation.	Plant Room Inspections, Fire Detection Systems, Training, Fire Fighting Equipment, PPE, Alarm Systems, Emergency Lighting, Floor Marking, Signage, First Aid Kits			
4. Slips, Trips, Falls		Skeletal or Muscular injuries, impact injuries, Death, concussion.	Plant Room Inspections, Training, PPE, Personal Awareness, Cleaning Regime, Housekeeping, Competent/Authorised Persons Only, First Aid Kit.			
5. Electricity		Electric Shock, Explosion, Fire, Death, Heart Failure/seizure,	Plant Room Inspections, Insulation, Electrical Inspection and Test, BAA Electrical Safety Rules, Competent/Authorised Persons Only, PPE, Rubber Insulation Mats, Warning Notices, Interlocks.			
6. Noise		Hearing Damage/Tinnitus/Deafness.	Plant Room Inspections, Competent/Authorised Persons Only, PPE, Noise Surveys, Warning Notices, Plant Maintenance.			
7. Environment		Temperature Stress/Collapse, Poor Ventilation, Dust, Poor Light Levels.	Plant Room Inspections, PPE, Cleaning Regime, Authorised/Competent Persons Only, Eye Wash Station.			
8. Public/staff interference.		Access by unauthorised persons, Death or significant injury.	Enclosed and locked areas, Warning Notices.			
9. Multiple Contractor or Staff Working		Confused Work environment, Increased Potential for Accidents.	Managed/Controlled Access to area through Controlled Issuing of Keys, Authorised/Competent Persons Only. Do Not Enter Area if Uncontrolled Risks Evident.			
10. Lone Working		Inability to Raise Alarm if injured, Death.	Controlled Issue of Access Keys, Authorised/Competent Person Only, Plant Room Telephone, Avoid Lone Working If At All Practicable.			
11. Stored Energy		Sudden Explosive Release, Death, Severe Burns, Impact Injuries, Eye Injuries.	Pressure Release devices (Safety Valve and Burst Disc's), Equipment Inspections, Pressure Vessel Register, Plant Room Inspections, PPE, Warning Notices, Authorised/Competent Persons, First Aid and Eye Wash Station.			