

Known Suppliers Application Form



Please complete all sections.

Airport Supplier Name:	Company Name:	
Company Address:	VAT number	or Company Registration Number:

In the event that a known supplier has multiple locations they all must be listed.
(Please complete a separate sheet if necessary with the required information below in full)

Full Address:	Contact Name (24HR):
Contact Details (for each such person):	
Landline:	Mobile
Email Address	

Person Responsible For Security Within The Company.

Full Name:
Contact Address:
Landline:
Mobile:
Email Address:
Please include details of security training undertaken (please include name of training agency):
Please supply copies of training certificates or awards if any:
If no formal security training has been undertaken, please indicate how expert security advice has been/is being provided to your company in relation to the known supplier's security requirements:

Airport Customer Details

Known Suppliers Application Form



(Please provide details regarding your supplies to the airport for verification purposes)

Name of On-Site Customer/s:

Contact Name:

Address:

Landline:

Mobile Number:

Email Address:

Delivery of Airport Supplies:

Nature of Goods to be Supplied:

Please list the frequency with which you deliver to the airport: Daily

Security Requirements

How many people in your company have access to the airport supplies per EC regulation 185/2010?

How many people in your company will be implementing the security controls for airport supplies?

Please append a list signed by your company secretary confirming the security training received by each such individual in relation to the airport supplies requirements in EC regulation 185/2010:

Security Procedures

In the event of a breach of security at your premises, please include in your application the documented procedure you will follow to alert the airport of the security breach.

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Known Suppliers Security Arrangements

Please outline the security arrangements in place at your premises - both in relation to the premises themselves and to the airport supplies that may be contained within the premises. In particular outline the following:

Alarm Monitoring:

Access Control Procedures:

Security measures applied to airport supplies:

How are supplies secured in transit?

Additional supporting information:

Change In Status Notification

Please outline the process whereby DAA will be informed in the event that you cease trading:

Please confirm that you will inform DAA directly if you are unlikely to deliver supplies to the airport within the next six months:

On completion of this application form, please email it directly to knownsuppliers@daa.ie or alternatively you can post it into the following address: Chief Airport Police Officer, Level 5, Dublin Airport, Ireland. Please ensure that all necessary supporting documentation is supplied.

For any queries regarding your application, please e-mail knownsuppliers@daa.ie.

Signed: _____ Date: _____

Position within company: _____

Office Use only Date Received: _____ Reference Number: _____