

Airside Access Vehicle Pass Procedure



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AIRSIDE ACCESS VEHICLE PASS PROCEDURE CORK AIRPORT

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For most recent version please refer to the Cork Airport Website

Change Record

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28/02/2018	C. Dwyer	2.0	Updates relating to the function moving from the AMU office to Cork Security (AIC office)
17/12/2015	C. Dwyer	1.5	Updated logo and links to new cork airport website
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18/06/2014	C. Dwyer	1.2	Updated to include 1.9 Lost Stolen permit Procedure and 1.10 Vehicle permit Audits
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Reviewers

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1. Airside Access Vehicle Pass

1.1 Introduction

Only companies that are approved Airside Ground Handlers/Operators may apply for vehicle passes. Any new operators will be confirmed by the Airside Operations manager via the Ground Handling Application process.

<http://www.corkairport.com/do-business-with-us/ground-handling>

Operational Business Need Verification

Verification will be completed by ID office based on, ground handler and operational requirement. All vehicles and motorised GSE operating airside must display a valid Airside Access Vehicle Pass (AAVP)

All operators must provide a list of personnel responsible (i.e. Authorised Signatories - See [Appendix 2 Duties of an Authorised Signatory for Airside Access Vehicle Pass](#)) for the AAVP's issued to their company by Cork Airport and also ensure that fleet information is up to date and accurate. The Airside Management Unit Support officer should be notified of any changes to the fleet.

Private vehicles are not permitted airside. **Applications for privately owned or non-airside operational vehicles will not be processed.** All vehicles operating airside shall at all times display a valid, current AAVP and the vehicle must be central and essential to carrying out the owners' airside operations. Vehicle owners and operators must secure AAVPs for their vehicles in a timely manner and allow at least three days for the processing of applications (can be more in out of office hours or over weekend).

The pass must be displayed at all times, at the bottom of the windscreen where possible or in a prominent and clearly visible position on the vehicle which does not obscure the drivers view. For vehicles without windscreens, the AAVP shall be placed on the front right hand side of the vehicle in a

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prominent position which does not obscure the drivers view, readily accessible for inspection.

1.2 Airside Access Vehicle Pass Administration

The (AIC) ID office is responsible for the administration all vehicle passes during ID office hours

e-mail: idooffice.cork@daa.ie

Escalations outside of office hours to:

Sergeant on duty corksergeants@daa.ie +353 87 9369708

1.3 Information for and Duties of an Authorised Signatory

Please see:

<https://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

AMUVP-04 **Duties of an Authorised Signatory - Airside Vehicle Pass**

1.4 Functions of the AAVP

The following are the functions of the AAVP:

- To identify the vehicle and its' registered owner
- Ensures only authorised vehicles and authorised drivers approved to drive airside gain airside access at designated airside access point
- To enable Cork Airport Management to effectively control vehicles airside.

For more information on AAVPs please see the **Airside Driving Policy** which can be found below in [Appendix 1 Airside Driving Policy](#) or in the Cork Airport Aerodrome Manual:

- [C-O Control of Airside Pedestrians, Vehicles & Equipment](#)
- [Ground Handling](#)

1.5 AAVP characteristics

- Company Name
- Pass number.
- Fleet number.
- Vehicle registration number.
- Vehicle make / type.
- Fuel type / battery operated (***please note that no petrol vehicles will be granted an AAVP**)
- Licence category required to drive the vehicle.
- Pass expiry date.
- Access Type (area in which vehicle is permitted to operate)
- The AAVP is white in colour with a hologram strip across the pass number and also contains a barcode
- An AAVP is valid for a maximum of two years to the end of the AAVP cycle.

1.6 Application for New Pass

Applications for Vehicle Passes can be submitted via the online portal.

- [Vehicle Pass Online Portal](#):::::

If a new pass is required the online Airside Access Vehicle Pass Form must be completed in full by the applicant or Authorised Signatory and must be approved by the Authorised Signatory nominated by each company.

Completed forms can be submitted online to the ID office who are responsible for validating the information and processing the vehicle pass – idooffice.cork@daa.ie

If the AIC office is unavailable and you require the pass urgently, please refer to escalations above 1.2 [Airside Access Vehicle Pass Administration](#)

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Validation process:

The ID office or delegate must,

- ensure that all mandatory fields are populated correctly, and no duplicates exist
- Ensure it has been approved by an authorised signatory
- validate the operational requirement
- Check fuel type, fleet number, registration number

If not completed correctly it will be rejected and returned to the applicant for resubmission.

Once validated, Vehicle details submitted via the online form are automatically entered onto the vehicle pass database. The database is available on the daa network to authorised administrators and read only access is granted to authorised security personnel.

A unique number is attributed to each new vehicle pass.

Vehicles operating airside should be

- a) Demonstrably critical and essential for airside operations at Cork Airport by the applicant company and the applicant company must have a recurrent, primary operational requirement to drive the vehicle airside at Cork Airport.
- b) Roadworthy, fully fit for purpose and routinely serviced in compliance with manufacturer's guidelines, national regulatory requirements and DAA requirements.
- c) Is appropriately insured.
- d) Fitted with a functioning anti-collision amber beacon.

Vehicles operating airside should have:

- e) A prominent and permanently affixed fleet number with secondary logo/decal ensuring that it can be clearly identified as belonging to a particular company.
- f) An ATC radio permanently fitted (if required)**.

**All vehicles which are required to operate on the airside manoeuvring area (e.g. Airside Maintenance Vehicles) shall be equipped with a radio capable of receiving and transmitting ATC frequency 121.85

g) All vehicles must have a fire extinguisher and amber rotating beacon

1.7 Renewal of Vehicle Passes

All renewals can be completed online via the vehicle pass portal.

Once validated, the applicant **must return the old vehicle pass BEFORE** receiving the new pass unless valid reason and authorisation as to why the old pass cannot be returned prior to the new pass being issued

1.8 Expired AAVP's

Once an AAVP has expired or if access is no longer required, it must be returned to the ID office and a renewal Vehicle Pass can then be processed if required.

The expired Vehicle pass is then destroyed.

A list of Vehicle passes will be sent to the Sergeant on Duty every month showing current and expired vehicle passes, which in turn is sent to Gate 19.

1.9 Lost Vehicle Pass

Lost vehicle passes must be reported immediately either via the online portal lost passes link or to the AIC office idooffice.cork@daa.ie 021 4329 647 during AIC office hours.

If the loss of the pass is noticed outside of office hours above, it can be reported to the following

- Sergeant on duty corksergeants@daa.ie +353 87 9369708

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The AIC office (or delegate) will ensure that the pass is:

- Marked as lost on the database
- Informing Airport Duty Sergeant that the vehicle pass has been reported as lost
- Issuing a replacement vehicle pass to authorised personnel on receipt of validated form as signed by authorised signatory. Replacement vehicle pass will be a new entry in the database and will be assigned a new unique pass number.

The Sergeant on duty is in turn is responsible for informing gate 19 that the pass has been reported as lost and should it be presented at the airside access point, entry will be denied and the issue will be escalated to the Head or Deputy Head of Airport Security.

The charge for replacement of Lost/Stolen pass can be found in the Misc Charges section <http://www.corkairport.com/do-business-with-us/aviation-marketing>

If it becomes apparent that there are repeat offenders of lost vehicle passes, the AIC office will escalate the issue to the Head or Deputy Head of Airport Security for review.

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1.10 Stolen Vehicle Passes

Stolen vehicle passes must be reported immediately either via the online portal lost passes link or to the AIC office idooffice.cork@daa.ie 021 4329 647 during AIC office hours.

If the loss of the pass is noticed outside of office hours above, it can be reported to the following

- Sergeant on duty corksergeants@daa.ie +353 87 9369708

The AIC office (or delegate) is responsible for:

- Marking the Pass as stolen on the database status column
- Informing the Sergeant on duty that pass has been reported as stolen.
- Issuing a replacement pass to authorised personnel on receipt of validated online form by authorised signatory. Replacement pass will be a new entry in the database and will be assigned a new unique pass number

In the absence of the AIC office, responsibility for following procedure and escalation process lies with the sergeant on duty.

The Sergeant on duty is in turn is responsible for informing gate 19 that the pass has been reported as Stolen and should it be presented at the airside access point, entry will be denied and the issue will be escalated to the Head or Deputy Head of Airport Security.

The charge for replacement of Lost/Stolen pass can be found in the Misc Charges section <http://www.corkairport.com/do-business-with-us/aviation-marketing>

If it becomes apparent that there is an increased activity in stolen pass, the AIC office will escalate the issue to the Head or Deputy Head of Airport Security.

1.11 Withdrawn Vehicle Passes

Responsibility: Airport Police/ Sergeants

Airport Police have the authority to withdraw a vehicle pass, if it is found that the vehicle does not comply with the following:

Vehicles operating airside should be

- a) Demonstrably critical and essential for airside operations at Cork Airport by the applicant company and the applicant company must have a recurrent, primary operational requirement to drive the vehicle airside at Cork Airport.
- b) Roadworthy, fully fit for purpose and routinely serviced in compliance with manufacturer's guidelines, national regulatory requirements and DAA requirements.
- c) Is appropriately insured.
- d) Fitted with a functioning anti-collision amber beacon.

Vehicles operating airside should have:

- e) A prominent and permanently affixed fleet number with secondary logo/decal ensuring that it can be clearly identified as belonging to a particular company.
- f) An ATC radio permanently fitted (if required)**.

**All vehicles which are required to operate on the airside manoeuvring area (e.g. maintenance) shall be equipped with a radio capable of receiving and transmitting ATC Ground frequency 121.85 Mhz and Tower Frequency 119.3 Mhz

A pass also can be withdrawn if the vehicle is:

1. Damaged
2. Tampered with in any way
3. Or if the pass is expired

If a vehicle pass is withdrawn, it is the responsibility of the Airport Police to inform the AIC office that the pass has been withdrawn and the reasons as to why it has been withdrawn.

It is the responsibility of the AIC office (or delegate) to update the database accordingly and mark the pass status as withdrawn

1.12 Cancelled Pass - Company withdrawal or cessation of operation at Cork Airport

In the event that a company ceases to trade or to have business at Cork Airport, all vehicle pass must be returned to the Airside Management Unit for cancellation.

It is the responsibility of the Company Authorised Signatory to inform the AIC office/ Head or Deputy Head of Airport Security that the company has ceased operations at the airport and to ensure that all current vehicle passes are returned to the AIC office.

It is the responsibility of the AIC office to provide the company with a list of current passes and to request that they be returned.

Once returned, the AIC office will update the Vehicle Pass Database and mark those returned as cancelled.

The AIC office must also inform the Sergeant on duty, who in turn must inform Gate 19

1.13 Vehicle Pass Audits

Vehicle Pass audits may be carried out periodically by Cork Airport Security.

Authorised signatories are responsible for reviewing and validating the vehicle data submitted. Any changes or discrepancies must be highlighted and replacement passes sought if required.

- Check that all vehicles airside are included on the list

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- Each pass matches the vehicle that it is attached to
- Vehicle information is correct (registration, company, pass number etc)
- Note any vehicles that have been removed from Cork Airport
- Note any vehicle that does not have a valid vehicle pass

The audit findings must be submitted to the AIC office who in turn will update the database accordingly

1.14 Internal Database Audit

Once per quarter the AIC office will complete an internal audit of the current database to ensure data validity. This audit will be one of the following

1. Quality Checks – audits as outlined in 1.13 above
2. Check for duplications – i.e. for current pass, no two registrations should be the same/repeated

Any anomalies or errors highlighted in any of the above audits should be rectified immediately and any issues reported to sergeant on duty who in turn will inform gate 19.

1.15 Reporting

Any issues with passes should be reported to the AIC office.

Any issues reported to the Safety Office by Airport Police or Fire Officers in relation to vehicle passes must be reported to the AIC office for escalation.

1.16 Gate 19/Sergeants

Sergeants and Head and Deputy Head of Security have access to the online database (read only).

1.17 Cost

Cost of vehicle passes are available from the Cork Airport web page: [Cork Airport Miscellaneous Fees and Charges](#)

1.18 Escorted Passes Procedure

Escorting of vehicles airside

From time to time, for operational reasons, it is necessary for non-airport-based vehicles to enter airside. Vehicles requiring such access and not displaying an AAVP, shall only be allowed airside under escort. These escorts fall into two categories, Airport Police escorts and commercial escorts.

Airport Police escorts

The Airport Police shall always escort vehicles for the following:

- CAT II Operations
- Diplomatic agencies.
- Fire, rescue and medical services.
- Training of personnel from state agencies.
- Prison service.
- Military.
- Garda Siochana.
- VIPs
- Security Vans

Arrangements for these escorts shall be made directly with the Airport Police Officer at ext. 3673 or Duty Sergeant at ext. 3777. Arrangements shall be made to have the escort carried out at the earliest possible time, but there may be occasions when such escorts are delayed due to other operational requirements. It is therefore essential that as much notice as possible be given to the Airport Police to ensure that the escort is carried out at the time required. The Airport Police shall levy a charge for these escorts. **Current charges can be found via this link** [Cork Airport Miscellaneous Fees and Charges](#)

Commercial escorts

Comprise of vehicles from the following categories:

- Contractors.
- Deliveries.
- Airlines.
- Maintenance of vehicles – pick up or delivery.

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- General Aviation

Airside companies shall be permitted to carry out their own airside escorts. These shall be known as host companies. Commercial vehicles being escorted shall display a Temporary Airside Access Vehicle Pass (TAAVP) issued from the Sergeants office.

1.19 Temporary Airside Access Vehicle Pass

If a company operating at Cork Airport needs to bring a new or replacement vehicle airside at Cork Airport for a period of less than a month the Sergeant on duty will issue a temporary vehicle pass.

If the vehicle will be required for more than a month, a Permanent Airside Access Vehicle Pass must be obtained. A Permanent Airside Access Vehicle Pass Form should be submitted online to the AIC office as outlined in 1.6 above [Application for New Pass](#)

If, **due to exceptional circumstances**, it is deemed necessary to bring a new or replacement vehicle airside before a Permanent Airside Access Vehicle Pass has been obtained, the Duty Sergeant may issue a Temporary Airside Access Vehicle Pass. These passes will be stored by and issued from the Sergeants office.

A Temporary Airside Access Vehicle Pass will contain:

1	Vehicle registration number
2	Vehicle make / type
3	Fleet number
4	Licence category required to drive the vehicle
5	Company name
6	Pass expiry date
7	Approved by – signature
8	Access Area

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At the ramp exit point a post box has been put in place on the left hand side between the 2 exit gates affixed to the porta cabin. The Temporary Airside Access Vehicle Pass must be placed in the post box before exiting from airside.

1.20 Escorted Airside Access Vehicle Pass

Escorted Airside Access Vehicle Passes can be issued from the Cork Airport ID office during ID office hours of operation and the Airport Police temporary ID office outside of those times. An Escorted Vehicle Airside Pass will only be issued where an operational need has been established. Operational need will be ascertained by the ID office/Airport Police Officer when the Escorted Airside Access Vehicle Pass is requested. In the Escorted Airside Access Vehicle Pass book there are 3 copies of each individual pass. These copies are colour coded white, yellow and pink.

1	White	To be given to the driver of the escorted vehicle and to be displayed prominently in the vehicle at all times while airside
2	Yellow	To be given to the driver of the escorted vehicle who will in turn give this copy to the search officer at the ramp entry point for inspection and retention
3	Pink	The pink copy remains in the book for recording purposes

At the ramp exit point a post box has been put in place on the left hand side between the 2 exit gates affixed to the porta cabin. The white copy that was in the escorted vehicle must be placed in the post box before exiting from airside. If vehicle occupants are in possession of temporary ID cards they can also be deposited in the post box.

An Escorted Airside Access Vehicle Pass must:

1	Display the date and time of issue
2	Be specific to the vehicle
3	Show the destination which the vehicle is being escorted to
4	Contain a description of the goods being delivered (where applicable)
5	Contain the name of the escort driver and details of the escort vehicle
6	Be displayed clearly when the vehicle is airside

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An escort driver shall:

1	Hold a valid Cork Airport identification card and airside driving pass
2	Have the escorted person or persons in direct line of sight at all times
3	Reasonably ensure that no security breach is committed by the person or persons being escorted

An Escorted Airside Access Vehicle Pass must be returned to the issuing entity:

1	Upon request of the Airport Police
2	When the vehicle is no longer to be used for access to airside
3	Upon expiry of the pass

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Appendix 1 Airside Driving Policy

The airside Driving Policy can be accessed via the Cork Airport Website

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-pass-for-cork-airport>

Document AMUVP-03 Airside Driving Policy

<http://www.corkairport.com/docs/default-source/airside-access-documents/airside-driving-policyb2d7fca3dfce62c28b4cff000075dce4.pdf?sfvrsn=0>

Appendix 2 Duties of an Authorised Signatory for Airside Access Vehicle Pass

All authorised signatories must complete familiarisation training and complete form AMUVP-05 Acceptance Sheet