

**Information for and Duties of An Authorised Signatory
for Airside Access Vehicle Passes**

**Duties of an Authorised Signatory
for
Airside Access Vehicle Passes**



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Contents	Page
Document Control III	
1. Duties of an Authorised Signatory for Airside Access Vehicle Passes at Cork Airport.....	4
1.1 Introduction	4
1.2 Duties and Responsibilities.....	4
1.3 Vehicle Pass Audits	6
Appendix 1: Authorised Signatory Duties Acceptance Sheet	7

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Document Control

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*A vertical line along the margin indicates the location of the amendment on the relevant page.

Reviewers

Name	Location/Department
Ray Shanahan	Cork Airport Security
Mick Delaney	Deputy Head of Security
Ken Roberts	Head Airport Security
Leigh O'Donovan	AIC Office
Sinead Hurley	AIC Office

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[Return to Table of Contents](#)

AUTHORISED SIGNATORY DUTIES ACCEPTANCE SHEET VEHICLE PASSES CORK AIRPORT

1. Duties of an Authorised Signatory for Airside Access Vehicle Passes at Cork Airport

1.1 Introduction

The duty of an Authorised Signatory for Airside Access Vehicle Passes is to authorise Airport Access Vehicle Pass Applications, ensuring that they comply with this policy.

1.2 Duties and Responsibilities

1.2.1 The authorised Signatory is a nominated representative of their company with whom the AIC Office will consult on matters relating to Airside Access Vehicle Pass issues.

1.2.2 The Authorised Signatory is responsible for informing Cork Airport of any changes to company details (e.g. if company changes name) or any changes to personnel responsible for Airside Vehicles and Passes

1.2.3 An appropriate application form is required for all new application and all amendments to existing passes. This is an online form, please see link below to log in.

- [Vehicle Pass Log in Page](#)

1.2.4 The authorised signatory should check all sections of the Online application form before authorising it to ensure that;

- (a) All details have been filled out in full and have been checked
- (b) All details of the vehicle are correct (vehicle registration, fleet number etc)
- (c) Operational requirement for access level and area of access is clearly identified

1.2.5 The Pass remains the property of Cork Airport Authority and must be surrendered when requested

1.2.6 The Authorised Signatory is responsible for ensuring that all passes are returned to the AIC Office for cancellation immediately if a vehicle is taken out of service or scrapped.

1.2.7 The authorised signatory is also responsible for ensuring that all passes are returned to the AIC Office for cancellation in the event that the company ceases to trade or

AUTHORISED SIGNATORY DUTIES ACCEPTANCE SHEET VEHICLE PASSES CORK AIRPORT

operate at Cork Airport. In this instance, the AIC office must be notified immediately in order for a Stop to be put on the use of such passes.

- 1.2.8 The Authorised Signatory must ensure that the loss or theft of an Airport Access Vehicle Pass is reported immediately to AIC Office

Lost or Stolen passes must be reported immediately to: AIC Office Cork Airport

Phone number: +353 (0) 21 432 9647

Email: idooffice.cork@daa.ie

If it is noticed outside of the office hours above that a pass has been lost or stolen, it can be reported to the following:

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

All reports of lost or stolen passes must be followed up by completion of the online Lost/Stolen/damaged AAVP Form which must be submitted to the AIC Office.

The form is available online and the link to log on can be found on the cork airport website. All authorised signatories will have a username and password to log in.

- [Vehicle Pass Log in Page](#)

The Pass Administrator is responsible for:

- Ensuring the database is updated with pass status (lost/stolen)
- Informing Airport Duty Sergeant that pass has been reported as lost/stolen
- Issuing a replacement pass to authorised personnel on receipt of validated online notification that the pass has been lost/stolen. Collection of replacements will need to be signed by authorised signatory. Replacement pass will be a new entry in the database and will be assigned a new unique pass number.

Gate 19 and the Sergeants will be notified by e-mail of the lost/stolen pass and should it be presented at the airside access point, entry will be denied and the pass will be confiscated. The issue will be escalated to head or deputy head of airport security.

AUTHORISED SIGNATORY DUTIES ACCEPTANCE SHEET

VEHICLE PASSES CORK AIRPORT

The charge for replacement of Lost/Stolen passes 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 passes, the Pass Administrator will escalate the issue to the Head of Airport Security for review.

- 1.2.9 All vehicles operating airside must display a valid Airside Access Vehicle Pass (AAVP)

It is the responsibility of the Authorised Signatory to provide a list of personnel responsible for the AAVP's issued to their company by Cork Airport and also ensure that fleet information is up to date and accurate.

The AIC Office should be notified of any changes to the fleet.

- 1.2.10 Authorised Signatory is responsible for ensuring that expired passes are returned to the AIC office once expired. Passes will not be renewed unless the old expired pass is returned.
- 1.2.11 All Authorised Signatories must make themselves familiar with any procedures and documentation relating to Vehicle Passes as outlined on the Cork Airport Website.

1.3 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.

**AUTHORISED SIGNATORY DUTIES ACCEPTANCE SHEET
VEHICLE PASSES CORK AIRPORT**

Appendix 1: Authorised Signatory Duties Acceptance Sheet

Please return to:



AIC Office
Terminal Building
Cork Airport

I agree to comply with the conditions and duties of an Authorised Signatory for Airside Vehicle Passes as outlined in the 'AMUVP-04 Duties of an Authorised Signatory for Airside Vehicle Passes' document that I have received.

Name (Print): _____

Company: _____

Signature: _____

Date: _____

Please provide an e-Mail address to which we may send information relating to Authorised Signatories:

Please note that person(s) acting as an Authorised Signatory are required to return this completed form to the AIC office at the address above or by e-mail to idooffice.cork@daa.ie

Persons who fail to return the completed form shall have their name removed from the list of Authorised Signatories.