



Information For And Duties Of An Authorised Signatory

General Information:

The Access & Identification Centre (AIC) is located at the Information Desk in the Main Terminal and is responsible for the issue of identification permits on behalf of Cork Airport Authority.

The hours the AIC are open are posted out on e-mail monthly and they can be contacted as follows:

Phone 021- 4329647 / idooffice.cork@daa.ie

Outside of normal opening hours no permit issue is available.

To ensure that Authorised Signatories are familiar with Airport Layout, operations etc, it is recommended that they should be employed at Cork Airport for a period of 12 months prior to their nomination.

Duties of the Authorised Signatory:

The duty of an Authorised Signatory is to authorise Airport Permit applications ensuring that they comply with this policy.

- 1.1.1 The Authorised Signatory is a nominated representative of their Company with whom the Access & Identification Centre will consult on matters relating to Airport Permit issues.
- 1.2 An appropriate application form is required for all new applications and all amendments to existing Permits. These forms are available at the AIC.
- 1.3 Blank applications must never be pre-signed by an Authorised Signatory.
- 1.4 The authorised signatory should check all sections of the application form before authorising it to ensure that;
 - (a) The form is fully filled out.
 - (b) Minimum access level required to allow the applicant complete their work function is applied for.

(c) The writing on the form is legible and not in pencil.

- 1.5 The Authorised Signatory should check the identity of the person sufficiently to satisfy himself that the applicant is who he purports to be. The applicant is required to produce suitable identification, such as Passport or Driving Licence at the time of permit issue
- 1.6 The Authorised Signatory must sign a statement confirming that the Employer has carried out a minimum five year background check, (including previous experience and identity) as required by the National Civil Aviation Security Programme 2014.
- 1.7 I confirm that the mandatory aviation security training, as outlined in the NCASP Chapter 23, has been completed -form ID-7 completed
- 1.8 The Permit remains the property of daa/Cork Airport Authority and must be surrendered on demand. The Authorised Signatory is responsible for ensuring that all permits are returned to the Access & Identification Centre for cancellation immediately a person ceases to be employed by them or ceases to have business at Cork Airport. It is also the responsibility of the Authorising Signatory for ensuring that all permits are returned to the Access & Identification Centre for cancellation in the event that the company ceases to trade or to have business at Cork Airport. The Access & Identification Centre must be notified immediately in order for a stop to be put on the use of such permits.
- 1.9 The loss or theft of an Airport Permit must be reported verbally to the Access & Identification Centre at Telephone 021 4329647 or 3647 immediately such loss or theft is known. Written notification of the standard form must be made within three days.
The Authorised signatory should take immediate steps to investigate the loss / theft and to take appropriate disciplinary action against the holder where appropriate.
If the Permit is subsequently found, the holder should advise the Access & Identification Centre. Where a replacement Permit has been issued the Permit recorded as lost / stolen must be returned to the issuing office immediately.
Permit holders are prohibited from holding more than one Permit at any one time.

- 1.11 The applicant is required to produce positive proof of identity at the Access & Identification Centre at the time of Permit issue. Acceptable documents are: driving licence, passport or other state issued photo ID and original Birth Certificate.
- 1.10 Cork Airport Authority reserve the right to remove one or more persons from the register of Authorised Signatories where they no longer satisfy the issuing authority that it is reliable and reputable or where;
 - 1.10.1 An application for an ID permit has been approved without proper care being taken by the Authorised Signatory to ensure that the person is suitable to work in restricted areas.
 - 1.10.2 The Authorised Signatory has not exercised due care in ensuring that persons visiting or working for the Authorised Signatory who are holders of an Escorted Day Pass are at all times escorted by holders of Access Permits.
 - 1.10.3 The Authorised Signatory has not exercised due care in ensuring that permits issued are recovered when the permit holder no longer has a legitimate reason to enter the restricted areas. Permits retrieved should be returned to the Access & Identification Centre without delay.
- 1.11 An Authorised Signatory cannot request the issue of their own Permit.
- 1.12 The issue of any Airport Permit does not confer an Automatic right of entry.
- 1.13 Cork Airport Authority reserves the right to vary or cancel this policy at any time. It will however remain our intention to make full written notification of any changes as soon as it is practicable to do so.

The purpose of this document is to outline to you, the Authorised Signatory, your duties as an Authorised Signatory.

If you have any queries or require any assistance with any matter relating to your role as an Authorised Signatory, please contact the AIC Administrator at the above numbers.

ID Audits

ID audits are normally carried out on a bi-monthly basis and require all the entries to be checked thoroughly; particularly any ones that are highlighted.

Bi -Monthly audits are sent out to companies with queries re ID cards that are not used for some time, etc.

Failure to respond to the ID audit or associated audit queries results in:

- IDs with queries being automatically deactivated
- and the possibility of other random deactivations

Deactivated IDs require our official reactivation form to be completed by the authorised signatory, handed into the ID office which will be forwarded then for reactivation.

ID cards are not used for some time, i.e. in past 3 months are automatically deactivated unless we are advised of reason

Please note that in order to ensure audits are fully checked we include a fictitious entry from time to time