

AIRPORT SECURITY BRIEF FOR RESTRICTED AREA PASS (RAP) HOLDERS

You are now a part of the airport environment and the various job functions, vehicle and equipment operations. Your job may require you to work temporarily or permanently in **restricted areas** of this airport. These are areas, which are normally not accessible to the general public.

The aim of this orientation is to adequately inform employees of airport agencies/organizations on airport security procedures, which include restricted area access control measures. These measures control access to various areas of the airport and regulate how persons operate on the airport compound.

Airport security procedures require the use of Restricted Area Passes (RAP) to access restricted areas. Access to restricted areas are strictly controlled and enforced by security regulations, measures and personnel supported by the police, through the use of security systems to check, clear and monitor persons who need to access these areas. There is a Police Post at this airport.

Employment History Verification Check (EHVC)

In order to be compliant with the International Civil Aviation Organization (ICAO) Security Standards and Recommended Practices, The Jamaica Civil Aviation Authority and our approved Airport Security Program, **all** persons whose work requires them to be allowed unescorted access to security restricted areas and persons implementing security controls must be subjected to a background checks. This is also the first stage of a national security clearance by the Ministry of National Security.

This is to ensure that persons with criminal records or who are involved in illegal activities are not employed at the airport, so as to endanger the operations of the various agencies/organizations or to pose a threat to civil aviation.

The background check is the responsibility of the Concessionaire. An Employment History Verification & Criminal History Record Check form is provided to record the details. The form is to be completed and certified by a manager or supervisor authorized by your company. The form should then be submitted to MBJ Airports Security for further processing.

NB: If background check/s are not completed, temporary or permanent restricted area passes cannot be issued.

The following are some of the components of a background check form:

- a. Name verification – a positive identification of the individual is to be established.
- b. Employment history – a verification of the preceding five employment years.
- c. Criminal record check.
- d. Assessment of the individual's suitability – by the evaluation of the records and an interview conducted by a manager (of your company). The airport operator is responsible for certifying whomever your choice is to authorize these forms. These managers will be responsible for certifying that the individual employee history investigation and criminal record check forms are satisfactorily completed and investigations conducted and accepted. MBJ will only accept forms certified by these persons.

MBJ Airports Limited regulates the use of Restricted Area Passes [RAP] through a set of rules listed as 'Conditions of Issue', which are printed on the reverse of the temporary and permanent restricted area access application forms.

Signing this 'Conditions of Issue' is a requirement prior to being issued with a Restricted Area Pass. Your signature indicates your acceptance of these 'Rules/Conditions' and your consent to comply. Please make sure that you understand these rules.

Screening Procedures

In keeping with the Aviation Security objective, the most important rule is that all employees, personal belongings, luggage, equipment and vehicles must be screened before being allowed into the restricted areas. All staff must comply with the security procedures, which are enforceable under Civil Aviation Law. Failure to comply with these procedures can result in fines and/or imprisonment.

It is the responsibility of all employees to ensure that unauthorized item(s), person(s) or vehicle(s), do not get into the restricted area. You must 'Challenge' anyone present in the restricted area, who is not wearing a Restricted Area Pass, or is behaving suspiciously to check if they are cleared to access the area.

If you find any unauthorized person in the restricted area, it is your responsibility to report the matter immediately to security personnel, your supervisor/manager and/or the police.

Security Zoning

The airport is divided into various restricted areas. Access to these areas, are by use of RAP. RAP background colors indicate the area/s to which the pass holder may access in the conduct of his/her duties.

Persons who work permanently at this airport may qualify for a permanent or a temporary RAP. All applicants are required to attend a security orientation session and complete an assessment. The aim of this assessment is to confirm that you have understood aviation security or at least grasp the concept. Applicants **must** pass this assessment in order to obtain a RAP.

The 'Questionnaire' is marked using the 'Percentage' system, i.e. a mark / score of between one (1) and one hundred (100) marks. The **pass mark is 80 %**. Anyone who fails this assessment will be required to repeat the security orientation, before another assessment is administered.

Please ensure that you understand what you have been instructed during this orientation. If you are unsure of anything do not hesitate to clear this up.

Restricted Area Pass (RAP) Program

The RAP program is outlined as follows:

- a. Prior to any **new concessionaire's** involvement with the program, documented Information of the program's requirement will be given to the concessionaire.
- b. Will submit pre-requisite information as per temporary application form, necessary for processing of RAP.
- c. Applicant's Employment History Verification Check and Criminal History Record Check must be done.
- e. A temporary RAP will be issued upon completion of the security **orientation** and receipt of fingerprint clearance. Security Orientation is a mandatory pre-requisite and is held on the second and last Tuesday of every month. Appointments for the exercise are made at the Security Centre and may be done by a personal visit or by calling 876-684-1739.

The details of the RAP program are as follows:

- a. Most concessionaires permanent Restricted Area Passes will be valid for a period of **two years**, whilst some concessionaires are issued with one year permanent RAPs. Permanent passes **expire on the pass holder's birthday**. All expired RAPs **must** be returned before a replacement is reissued. Employers must submit a pass request letter on the company's letterhead for renewals of their staff permanent passes.

- b. All concessionaires persons/employees required to work, for a duration exceeding **two days** up to **six months**, will be issued with a temporary Restricted Area Pass. However, the standard period of issue for a temporary RAP is three **months**. A temporary RAP application form must be completed.
- c. Expired temporary RAP **must** be returned before a replacement is reissued.
- d. All persons/employees working for a period of **one day** will be issued with a one day RAP. Persons (new) requiring a one day Restricted Area Pass will apply by company letter or temporary application form.

New applicants must show proof of identity by using any valid company or government issued ID. All new applicants for RAP must present a valid picture ID of any of the following type, to verify identity before the RAP can be processed:

- I. Drivers Licence.
 - II. National Electoral ID
 - III. JCF/JSCF/JDF
[Jamaica Constabulary Force; Jamaica Special Constabulary Force; Jamaica Defense Force].
 - IV. Passport
 - V. Any Authorized Company Picture ID
 - VI. Photograph certified by a 'Justice Of The Peace'.
- e. Concessionaires are to ensure that all pass holders who have not completed the Airport Employment History Verification Check and Criminal History Records Check (finger print) are **escorted at all times** while in restricted areas. In such instances, concessionaires must provide escort(s) from the staff complement, who have been security cleared.
 - f. New applications and renewals for all passes must be submitted five (5) days prior to the effective date in order to be authorized for issuance.
 - g. Concessionaires are required to submit specimen signatures of staff that are designated signing authority on concessionaire's behalf. This is submitted on an authorizing signature(s) form (supplied by us), which is kept on our file. Authorizing signature(s) affixed to any document on their company's behalf will be compared with specimens of their authorizing signatures. Application forms/letters endorsed with any other signature

besides the designated concessionaires signing authority will **not** be accepted. You add as many persons as you like.

- h. If the pass holder wishes to renew the RAP a day or two earlier than the expiry date and the original RAP cannot be produced, the pass holder will not be issued with the new RAP until the expiry date of the previous RAP has passed.

On submission of the necessary forms, a RAP database is established for each applicant which includes capturing and storing their photograph. From this database the RAPs are issued.

The cost of processing Restricted Area Passes will be recovered from the concessionaire to be charged according to:

- a. Duration.
- b. The amount of RAP required.
- c. Replacement of Damaged/Lost RAP.

Unless or otherwise instructed by the employer, the employee shall stand the cost for RAP replacement charges.

Management and control of RAP use will be enhanced by:

- a. Levying penalties on individuals in breach of restricted area access control regulations, by suspension or cancellation of their RAP.
- b. Individuals, who accommodate or ignore RAP regulations breaches within their operational jurisdiction, without taking immediate action and reporting the offence, are penalized by suspension or cancellation of their RAP.
- c. Penalties will be levied against concessionaires whose employees are in breach of RAP Control measures.
- d. Employees/Concessionaires can appeal penalties through the following process:
 - i. Decision reviewed by MBJ Airports Limited Security Manager
 - ii. If warranted the matter may be referred and reviewed by MBJ Airports Limited Chief Operations Officer and/or The Jamaica Civil Aviation Authority.

The following are MBJ Airports Limited Restricted Area Pass [RAP] 'Conditions of Issue' which are administered by the Airport Operator and amended from time to time:

I, the undersigned, certify that I have read, understood and will comply with the MBJ Airports Limited 'Conditions of Issue' laid out as follows:

1. I understand that the Restricted Area Pass (RAP) and/or key issued to me is the property of MBJ Airports Limited. I will present the RAP and/or key for inspection or surrender immediately upon demand to a duly authorized representative of the Airport Operator, Police Officers and members of the Airport Security Staff.
2. I understand that the RAP and/or key issued to me is only valid while I am on duty or in the performance of functions directly duty related. I will not use the RAP and/or key to access restricted areas for personal reasons.
3. I will use the RAP and/or key issued to me to enter only those restricted areas to which I require access during the performance of my duties or functions directly work related. The Airport, Security and Government Officials reserve the right to confirm my duties in the restricted area.
4. I will not knowingly or willingly assist an unauthorized person(s) to access the restricted areas of the aerodrome.
5. I will not use the RAP and/or key issued to me, to bypass passenger screening, where as an intended passenger on an commercial aircraft, I would be subject to such screening and payment of the airport improvement fee.
6. I will acknowledge the instructions relating to security issues given by a duly authorized Representative of the Airport including Police Officers and members of the Airport Security Staff.
7. I will ensure the RAP issued to me is visible at all times while in the restricted area. It must be worn on the outer clothing on the right or left side of the chest or on the outer left or right upper arm when the chest location interferes with my ability to work.
8. It is my responsibility to safeguard the RAP issued to me and I will report a lost or stolen pass to the Access Control Office immediately.
9. I will return the RAP and/or key issued to me to the Access Control Office immediately upon any change in the circumstances under which it was issued, e.g. termination of employment, change of duties or restricted area access requirements.
10. I acknowledge that I am subject to the Jamaican Security Regulations which may apply.
11. I am subject to the requirements of the Airport Restricted Area Access Clearance Program including the requirements for escort or other security controls.
12. I will comply with all rules and regulations as laid down in accordance with the issuance of the Airside/Landside Traffic Directives.

13. I am subject to any fees associated with the administration of the RAP Program.
14. Any false declaration(s) made on my RAP Application, my National Security Clearance Application or my Employee History Background Check form, will void my application for a RAP.
15. MBJ Airports Limited reserves the right to withdraw the RAP at the Airport Operators discretion.

The Conditions of issue are printed on the back of our **Permanent** and **Temporary** Restricted Area Pass forms. The signature block below the 'Conditions of Issue', **must** be signed by the RAP applicant.

**THE FOLLOWING IS THE RESTRICTED AREA ACCESS CLEARANCE PROGRAM ZONE CHART
BY COLOR & LETTER CODE**

COLORS	RESTRICTED AREAS	ZONES
1. ORANGE	ARRIVALS / DEPARTURE TERMINALS	ENTIRE ARRIVAL / DEPARTURE TERMINALS.
2. YELLOW	APRON	AIRCRAFT APRON, HANGAR & CARGO WAREHOUSES.
3. GREEN	APRON, ARRIVAL & DEPARTURE TERMINALS	AIRCRAFT APRON, ARRIVAL / DEPARTURE TERMINALS.
4. PINK	DOMESTIC TERMINAL	DOMESTIC TERMINAL APRON.
5. RED	<u>ALL AREAS</u>	ALL AREAS INTERNATIONAL & DOMESTIC TERMINAL.
CONTROLLED AREAS		
6. BLUE	ARRIVALS TERMINAL	GROUND TRANSPORTATION HALL & COMMERCIAL VEHICLE PARK.
7. BLUE WITH WHITE STRIPE	ARRIVALS TERMINAL	COMMERCIAL VEHICLE PARK.
8. PURPLE	MAINTENANCE AREAS	MAINTENANCE WORKSHOPS & OTHER CONCESSIONAIRES OFFICES IN RAP ZONE.
9. TURQUOISE	CONSTRUCTION SITE & WORK AREAS	AREA UNDER CUNSTRUCTION WITHIN DESIGNATED RESTRICTED AREAS.

LETTER CODE	PURPOSE OR AREA / ZONE ACCESS
10. 'D'	PERMIT TO DRIVE ON RUNWAY / TAXIWAY.
11. 'DA'	PERMIT TO DRIVE ON APRON ONLY.
12. 'LDA'	LEARNER PERMIT.

13. 'T' TEMPORARY RAP HOLDER.
14. 'C' CONDITIONALLY ISSUED RAP, AWAITING NATIONAL SECURITY CLEARANCE.
15. 'B' QUALIFIED TO OPERATE JET BRIDGE.
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NB: all passes for airside access requires successful completion of FOD/SMS course. You may contact MBJ Operations or visit our web site (http://www.mbjairport.com/English/general_info.aspx) for further details.

Glossary of Airport Definitions

Airport Staff	- The employees and associates of operators who conduct business / work at the Sangster International Airport.
The Pass/Permit	- That document which bears the picture, description and security information of persons allowed to access a restricted area.
The Vehicle Permit	- That document which allows a vehicle to access a restricted area.
A Restricted Area	- An area legally designated by MBJ Airports Limited, as one with which the movement of people, vehicles, cargo and luggage is controlled.
Screening	- The application of technical or other means which are intended to identify and/or detect dangerous devices.
Aircraft Maintenance area	- All the ground space and facilities provided for aircraft maintenance.
Aircraft Stand	- A designated area on an apron intended to be used for parking an aircraft.
Airside	- The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.
Airside Waiting Area	- Space between the departures concourse and airside exits from the passenger building.
Appropriate Authority For Security	- The authority designated by a State within its administration to be responsible for the development, implementation and maintenance of the national civil aviation security program.
Apron	- A defined area on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail, fuelling, parking or maintenance.
Apron Passenger Vehicle	- Any vehicle used to convey passengers between aircraft and passenger buildings.
Baggage	- Personal property of passengers or crew carried on aircraft by agreement with the operator.
Baggage Container	- A receptacle in which baggage is loaded for conveyance in aircraft.
Baggage Sorting Area	- Space in which departure baggage is sorted into flight loads.
Baggage Storage Area	- Space in which checked/hold baggage is stored pending transport to aircraft and space in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of.
Bomb Alert	- A status of alert, put in place by competent authorities

	to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities.
Bomb Threat	- A communicated threat, anonymous or otherwise, which suggest, or infers whether true or false that the safety of an aircraft in flight or on the ground, or any airport or civil aviation facility or any person may be in danger from an explosive or other item or device.
Cargo	- Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.
Cargo Area	- All the ground space and facilities provided for cargo handlings.
Dangerous Goods	- Articles or substances which are capable of posing significant risk to health, safety or property when transported by air.
Departures Concourse	- The space between the check in positions and the airside waiting area.
General Aviation	- All civil aviation operations other than scheduled air services and non-scheduled air transport operations for termination or hire.
Inadmissible Person	- A person who is or will be refused admission to a state by its authorities.
Integrated/Consolidated Cargo	- A consignment of multi-packages which has been originated by more than one person each of whom has made an agreement for carriage by air with another person other than a scheduled carrier.
Interline Baggage	- Baggage of passengers subject to transfer from the aircraft of one operator to the aircraft of another operator in the course of the passengers journey.
Known Shipper	- An agent, freight forwarder or any other entity who conducts business with an operator and provides security controls that are accepted by the appropriate authority in respect of cargo, courier and express parcels of mail.
Landside	- That area of an airport and buildings to which the non-traveling public has free access.
Movement Area	- That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron.
Off-Airport Processing Facilities	- A passenger or cargo transport link terminal at an urban population center at which processing facilities are provided.
Operator	- A person, organization or enterprise engaged in or offering to engage in an aircraft operation.
Passenger Gangway / Holding Bridge	- A mechanically operated, adjustable ramp to provide direct passenger access between aircraft and buildings or vehicles.
Pier	- A corridor at, above or below ground level to connect aircraft stands to a passenger building.
Sabotage	- An act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.

Security	- A combination of measures and human and material resources intended to safeguard international civil aviation against acts of unlawful interference.
Security Control	- A means by which the introduction of weapons, explosives or articles likely to be utilized to commit an act of unlawful interference can be prevented.
Security Equipment	- Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.
Security Program	- Measures adopted to safeguard international civil aviation against acts of unlawful interference.
Security Restricted Area	- Those areas of an airport building or facility into which access is restricted or controlled for security and safety purposes.
Small Arms	- A general description applied to all hand-held firearms.
Sterile Area	- That area between any passenger inspection/screening station and aircraft into which access is strictly controlled.
Transfer Passengers	- Passengers (with their baggage) making direct connections between two different flights.
Transit Passengers	- Passengers departing from an airport on the same flight as that on which they arrived.
Unaccompanied Baggage	- Baggage which is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.
Unclaimed Baggage	- Baggage which arrives at an airport and is not picked up or claimed by a passenger.
Unidentified Baggage	- Baggage at an airport with or without a baggage tag which is not picked up by or identified with a passenger.
Vulnerable Point	- Any facility on or connected with an airport, which if damaged or destroyed would seriously impair the functioning of the airport.

We hope this has been of much benefit to your understanding and appreciation of the security process at this airport. We appreciate you taking the time out to understand our regulations, guidelines and processes. In thanking you, we look forward to a productive and fulfilling relationship between our companies and exhort your continued support as we strive to transform Sangster International Airport into a world class 'gateway'.

Contact Information

Telephone/Fax

MBJ Airports Limited.....	952-2712/3133/3124/940-6591
MBJ Security Dept.....	684-1739/979-2379
MBJ Security Manager.....	878-2493 (c)
MBJ Security Coordinator 1.....	878-3005 (c)
MBJ Operations.....	684-1744/952-7366
MBJ Emergency Response.....	952-2211/940-4381
Police Post.....	952-2241
Port security Corp.....	979-1120/979-1120