

PROCEDURES FOR APPLICATION OF ACCESS PERMIT FOR THE SECURITY RESTRICTED AREA OF SSR INTERNATIONAL AIRPORT.

The procedures below outline the process for application of Access Permit which is regulated, for obtaining Aviation Security Identification Card (ASIC) and Temporary ASIC (Visitor)

A.1. Application Procedures.

A.2. All requests for Permanent Access permit should be addressed to Head of respective Department at AML, or delegated Manager.

A.3. Requests for Permanent Access Permit should be made through official letter signed by the employer authority, that is Head of the Organisation or Delegated officer, applying for Access permit(s).

A.4. List of the delegated officers authorised by the employer to sign request and correspondences should be submitted to the AML Head of respective Department. Note the officer should be of a rank of Manager or as delegated by the Head of organisation; as example, an officer from Human Resource or Administration Section of the Organisation. Specimen signatures of authorised Officers should be submitted to AML for ensuring bona-fide.

A.5. Short term requests (Temporary ASIC) for urgent instances which are for the purpose of repair / maintenance / servicing /delivery etc..., should be addressed through mail to concerned AML Department and copy to AML Permit & Administration Officer and Security Duty Officer. Such requests should be made with twenty four hours advance notice. Depending upon the urgency of the work, last minute request may be exceptionally entertained. Note the mail should be addressed by the officers at above A.4.

A.6. There are certain short term requests at above A.5., which after assessment may not be acceded to, after prior consultation with ~~other~~ concerned AML department(s) due to the nature of work/ activities- which may disrupt airport operations or may cause inconveniences to passengers / airport users.

A.7. Last minute request for arrangement of access facilities for newly recruited personnel will not be entertained, seven days advance notice should be provided for administrative process.

A.8. Request for auditing, inventory work and consultancy visit should be prior arranged giving with advance seven days' notice.

A.9. AML Security Section facilitates requests for access permit based upon approval and validation of concerned Department of AML and recommends access facilities to security sub zones by virtue of the nature of activities.

B. 1. Application Requirements.

B.2. Request for long term or permanent access permit should be addressed to AML (refer to part A.2.), giving seven-day advance notice for the administrative process within AML.

B.2. Request for long term or permanent access permit should be accompanied by DCA Form 292 duly completed formalities and certificate of character from the office of Director of Public Prosecutions.

B.4. After successful assessment of the request and related documents, AML security section will then recommend onwards to Department of Civil Aviation for issuance of permanent ASIC in favour of the applicant.

B.6. Loss of Access Permit should be reported to Police and the certificate of loss should be produced to AML Security for arrangement of duplicate.

Cost of Aviation Security Identification Card (regulation 12)		
1.	Electronic card	500 each
2.	Non-electronic card for staff	300 each
3.	Duplicate electronic card	500 each
4.	Duplicate non-electronic card	300 each
5.	Vehicle pass	300 each
6.	Duplicate vehicle pass	300 each

Validity of the above cards/passes: Two (2) years.

Note:

Together with the ASIC, presentation of the following documents is compulsory for access purposes;

(a) original National Identity Card

(b) original COVID-19 Vaccination Card or

(c) a negative PCR Test result of not more than 7 days from the date of issue