



# **SSR INTERNATIONAL AIRPORT**

Access Control - Security Procedures  
For  
Works within the Security Restricted Area

**Table of Contents**

1. Introduction.....	3
2. Requirement.....	3
3. Authority to Conduct Inspection / Search.....	3
4. Airport Security Requirements.....	3
5. Access Permit.....	3-5
B.6 Background Checks	
6. Payment to DCA for Access Permit.....	6
7. Contractors .....	6-8
A. SRA	
B. Airside	
8. Contractor's Compliance Guidelines.....	9-12
9. Liaison Officer and Movements of Contractor.....	12
10. Briefings and Awareness induction.....	13
11. Regulations Compliance, Breaches and Penalties.....	13-15
12. Contact Persons.....	15
13. Appendices.....	16-20
Appendix A AML – Application and Declaration Form	
Appendix B Control over tools of trade accessing the Security Restricted Area	

## **1. INTRODUCTION**

In accordance to provision 8 of the Civil Aviation Security Regulations 2019, AML is responsible for the security, access control measures and procedures in the Security Restricted Area (SRA) of the SSR International Airport.

## **2. REQUIREMENTS**

This guideline has been introduced in order to ensure that the Airport properties, security zones and safety of the staff and passengers at the SSR International Airport are not compromised at any time, including during construction or other works. There are several legal requirements for working at the Airport and these, along with AML specific requirements are to ensure compliance are set out in this document and should be complied with by contractors/agencies as the basis of the security requirements for access on Airside and SRA. This guideline covers the current, basic minimum security requirements only and may be adapted, added to, adjusted and modified to better meet the exact purpose of any project or works that is being undertaken. They will also need to be implemented in conjunction with any other requirements that AML may require for any particular project.

## **3. AUTHORITY TO CONDUCT INSPECTION/SEARCH**

The Security Services Department which ensures that contractors/agencies who intend to carry out works within the SRA at the Airport complies with the procedures spelt out in this document. Therefore, the Security Services Department will carry out and complete all inspections required to inspect and search all items presented at access points as well as on the site of work.

## **4. AIRPORT SECURITY REQUIREMENTS**

Contractors/agencies must observe all rules and regulations and must comply with all instructions of AML's duly authorized officers while on the Airport. Contractors are responsible for the strict control of all their agents, employees and subcontractors whether they are on the Airside Security and SRA Zones or on the Landside Security Zone and must ensure their compliance with the provisions requirements relating to Safety and Security at the Airport.

## **5. ASICS/ACCESS PERMIT**

Any person/vehicle seeking access to Airside and SRAs whether require an ASIC (Aviation Security Identification Card) or a VIC (Visitor Identification Card also known as a provisional pass). This is issued by the DCA (Department of Civil Aviation). Therefore, there may be 2 types of request for access permit which is sub-divided below: -

- A. *Short Term Access Permit*
- B. *Long Term Access Permit*

*A. Short Term Access Permit*

Depending on the nature and duration of work, contractors may request for short term access permit which may last from one day to three days. On request of same a provisional pass is issued to them where they will be under the escort of a permanent ASIC holder at all times from the Organisation requiring their services

A.1 The mode of application for same may be through an email and the attached excel sheet to AML or the Organisation concerned where the following information would be included –

- Surname of personnel
- Other name of Personnel
- ID no. of personnel
- Passport no. for expat
- Valid work permit for expat
- Residential address
- Contact no. of personnel
- Vehicle number if required
- Nature of the work
- Duration
- Areas where access is required

Upon successful assessment AML Security & Facilitation Department will then recommend onwards to the DCA for processing and issuance of a provisional permit.

Note that provisional passes will not be issued by the DCA unless the N.I.C (National Identity Card) by the applicant. The provisional pass holder should always be in possession of his N.I.C whenever moving around in SRAs and should be presented on request to any authorized staff doing checks. The contractors, its employees, agents and subcontractors should properly display at all times their provisional badges when inside SRAs. Moreover, these provisional passes should be returned to the DCA permit office on expiry of same. Expats should be in possession of a valid work permit from the Ministry of Labour and shown upon demand.

*B. Long Term Access Permit*

There are works which last for long periods due to their nature and in order to reduce the time lost by staff for calling at the DCA Permit Office everyday so as to be issued a pass, therefore contractors are requested to apply for permanent/long term access permit. The methodology for same is as follows: -

B.1 The request should be addressed to the Head of Security & Facilitation (HSF) through the AML / ATOL Project Manager substantiated by the following: -

- Application letter for access permit related to the project
- The duly filled DCA form 292 and excel sheet for applicants
- AML – Application and Declaration Form – Appendix A

- Copy of the contractor registration certificate
- List of personnel and vehicles to be mobilized for the works
- Areas to which access is required
- Nature of activities
- The expected duration
- Clear certificate of character in respect of all contractor staff dated not more than one year.

B.2 The HSF may request for further information from the contractor if deemed necessary in addition to the above B.1

B.3 Request for access facilities by subcontractors will not be directly accepted. Same should be channeled by the main Contractor of the project work.

The mode of application for long term access permit is as follows: -

B.4 Referring to B.1 all request should be addressed as such giving seven-day advance notice for administrative process.

B.5 The request should be submitted together with attached DCA Form 292 duly completed , copy of the contractor registration certificate and certificate of Character from the Office of Director of Public Prosecutions (DPP) or a valid work permit from Ministry concerned for foreign citizenship. Duly filled Excel sheet to be sent through mail when application is made.

B.6 Background checks – At the time permanent ASIC request is sent to AML Security, Contractors must ensure that a clear Certificate of Character from the Office of Director of Public Prosecutions (DPP) dated not more than one year of applicants are readily available. Failing to provide such documents, no permanent ASIC will be issued.

B.7 Vehicle Access Permit – Contractors working inside the Airside and SRA and requesting for a Vehicle Access Pass, must ensure that the following information are being provided for issuance of a Vehicular pass:

- Vehicle registration number
- Copy of Vehicle horse power
- For contract bus – Copy of MVL
- Valid Airside worthiness certificate issued by AML Airfield Department

B.8 After successful assessment of the request and related documents, AML Security and Facilitation department will then recommend onwards to DCA for issuance of an ASIC/Vehicle permanent pass in favour of the applicant.

B.9 Referring to B.6, with respect to a certificate of Character showing a conviction, the applicant may be recommended for a permanent ASIC subject to an assessment of the nature of offence committed.

B.10 Once the contractor's personnel and vehicles have been issued permanent permit, the contractor shall have to set up a return methodology of Access Permits. These access permits should be returned progressively to AML Security & Facilitation Department prior completion of the project or upon completion phase.

B.11 Last minute requests for access facilities to replace personnel or/ plant/ vehicle mobilized on site of work, will be assessed prior to being entertained.

B.12 Note that upon cessation of employment or resignation of an employee, the contractor should immediately notify the Security Services Department for arrangement to issue a stop list. The access permit must be surrendered by the employee and same will be returned to DCA by AML .

Usually contractors issue their own ID Badges bearing the company name, company logo, authorized signature and the employees name on same. It is recommended that contractors request their employees, agents and subcontractors to also have it conspicuously displayed on their person.

## **6. PAYMENT OF DCA ACCESS PERMIT**

Contractors are informed that in respect of ASIC, AML Security & Facilitation Department only recommends for access facilities and issuance of access permit is done by DCA, subject to payment of charges/fees as applicable, , which should be borne by the Contractor.

## **7. CONTRACTORS**

This section is intended to include basic requirements for works on the Airside and Security Restricted Area (SRA) subdivided in SRA Contractor and Airside Contractor: -

### **A. SRA CONTRACTOR**

As per the Civil Aviation Security Regulations 2008, airside means the movement area of an airport, adjacent terrain and buildings or portions thereof to which access is controlled and restricted. Therefore, any person/vehicle seeking access to the airside will have to abide as per the security requirements implemented by the Airport Operator which is the AML which include access permits already mentioned in the document and other requirements which is spelt out below: -

#### **7. A.1 Access points**

Contractors are informed that to access the SRAs there are two access points the SCP02 and the SCP04 Control Posts. Therefore, contractors, its employees, agents and subcontractors and vehicles bearing valid ASICS will have to access through these two posts where they will have to undergo the following security requirements and strictly comply with them-

- **Screening** – All their belongings including bags, mobile phones, cap, safety shoes and any other metal and alloy on their person should be divested and screened by the Security Officers
- **Search on alarm** – On accessing through the Walk Through Metal Detector and on activation of same, they should undergo a body search
- **Vehicles Search** – All contractors' vehicles accessing the airside will be searched by the Security Officer
- **Tools of Trade** – A list of tools of trade and liquids substances to be used for the purpose of works will have to be submitted by the contractor to the Security Department which will be cross checked at entrance and exit as annexed in Appendix B

#### 7. A. 2 Escort

All contractors after having gone through the screening procedures will be escorted from the Security Guard posts to their site of work by AML Airfield Department complying with the Airside Security Procedures about which they will be briefed by the AML Airfield Department.

The contractor's personnel and vehicle access routes, movement areas and timing for access to site of work will be jointly established and formalized in consultation with all concerned by the project works. It is the contractor's responsibility to ensure that its personnel and vehicles are restricted to designated security sub-zones as applicable to the works, and agreed time slots for movement to and from are respected. Loitering outside agreed security sub-zones will be strictly prohibited.

#### 7. A. 3 Access to SRAs through non-operational gates

It is brought to the attention of contractors that as per *The Provision of Civil Aviation Security Regulation 2008, which regulates that Airport Police is responsible for control access to primary security sub zone of the SRA of the Airport, as such access facilities will be granted upon valid passes*, therefore, the temporary manning of any dedicated gate or non-operational gate interfacing landside and airside should be under the supervision of Airport Police. The gate will be operated on a pre-arranged time slot by Airport Police. Payment of a fee of extra duty per hour as applicable will be directly invoiced to the contractor by Airport Police.

#### 7. A. 4 Security Fences

The Integrity of the Airside security fence is of paramount aviation security importance. Contractors must comply with any standards and requirements established by AML for the Airside security fence. This includes the following: -

- AML's prior approval is required if additional openings in, or temporary re-alignment of, the Airside security fence is required to facilitate the execution of the airside works
- All openings in permanent or temporary fencing, including gates, must be controlled at all times to ensure that unauthorized persons are not able to access the airside.
- Unless otherwise agreed to by AML, the airside security fence must be restored to a condition commensurate with the current airside fence standard on completion of the airside works.
- Where a temporary gate has been installed at the site of work, the contractor shall provide a security guard who will control the access thereat to the contractor, employees, agents and subcontractors and vehicles mandated for the project works.
- During the working hours at the site of work the gate should always be kept closed and under control of the Security Guard thereat.

**B. AIRSIDE CONTRACTOR**

Airside is that part of the Airport which is farthest from the airside where at a certain part the General Public has unrestricted access and also that part where access is controlled by the Airport Police and to have access an ASIC or access permit as well as an escort to the site of work is required.

Therefore, the areas from Airport Police Control up to the Security Checkpoints are considered to be the Airside and the work to be performed under this Section shall consist of all work and all measures to be employed to maintain the efficient and orderly movement of airport landside traffic in the area of construction.

So the following will have to be complied with prior to starting the works: -

- The contractor shall provide, install and maintain temporary traffic control devices, furnish flaggers and perform all work required to conform to the provisions of this section.
- The contractor shall make provisions to show the location of signs, lights, markings, delineators, special lighting, guardrails, barricades, flagger stations, temporary pavements and other temporary devices and work required to control traffic at each work sequence area.
- Before commencing any work in any area the contractor shall install temporary traffic control devices, stations at the work site, and he shall obtain the approval of AML prior to start any work that affects in any way, the existing traffic flow. The on-site layout shall consist of a mockup of covered signs and staked or marked locations of all proposed temporary traffic control devices. After approval of the mockup, the contractor shall implement the revised traffic movement by installation of the approved temporary traffic control devices, flaggers, and other equipments.



- The revised traffic movement shall be observed and layout altered as necessary to achieve the efficient and orderly flow of traffic through the proposed construction area. Only after the layout has been so tested and approved will the contractor be permitted to commence construction work in the area.

## **8. CONTRACTOR'S COMPLIANCE GUIDELINES**

The contractor is deemed to read, understand and comply with the requirements listed below where applicable either on Airside or Landside –

### **8.1 Construction Site**

- The construction site shall be demarcated by a fencing/hoarding with an access gate
- The fencing/hoarding shall be fitted with appropriate attachment at the bottom and with three levels of barbed wires on top
- The contractor shall take all steps to minimize dust and noise emission
- Security and informative signage shall be displayed by the contractor around the fencing/hoarding
- The access gate to the construction site shall be fitted with a contractor padlock towards ensuring control of entry/exit by a security guard deployed by the contractor with a gatepost made available to him where required
- A daily record of all access/exit shall be kept and a copy of which shall be submitted to AML Security for reference purposes
- Unhindered access shall be granted to AML Security/ARFFS for inspection or intervention during an emergency
- The approved hoarding/fencing shall be maintained throughout duration of the works and access shall be ensured solely through the dedicated access gate
- A clear strip of 3 metres from any segment of the security fencing/hoarding interfacing the construction site shall be maintained at all times
- Any segment of the airside security fencing interfacing the construction site shall be hoarded with green netting to prevent viewing of airside
- The contractor shall ensure that no work is carried out or structures built adjacent to the security fencing gates, which may jeopardize the security of the airport, without prior permission from the AML HSF
- Provision shall be made for lighting at the site of work overnight
- For airside works, the contractor shall seek approval from AML/DCA for a controlled access and execution of works under the supervision and instructions from AML Airfield Department. All necessary safety requirements as directed by DCA/AML will be strictly adhered to by the contractor

## 8.2 General Requirements

- The implementation of the project will cause no disruption to Airport Operations
- Works at night during in the period from last and to first aircraft movement
- Works during day hours, subject to approval and work requirements
- Due to unforeseen operational, security or technical reasons, AML reserves the right to interrupt the works for a duration not exceeding 24hours
- Due to incompliance with any of the requirements, AML reserves the right to suspend the works until the notice to commence
- Any deviation from the approved program, is mandatory to notify AML for approval prior to proceed with the deviation
- Storage of materials, tools and equipment on site is subjected to the approval of AML
- To ensure continual functioning of the Airport, the contractor shall comply with regulations governing aircraft and passenger movements and airport operations throughout the construction period
- The contractor shall at regular interval remove surplus spoil, debris, waste, unwanted materials and wind –transported debris at the site of work and the roads to and from the site of works will be also be cleaned so as not create hazards or nuisance to accumulate in traffic areas.
- The contractor shall immediately cease works when so instructed by AML and even at short notice due to VVIP movements or any unforeseen events.
- The contractor shall vacate the working site in case of an emergency as may be instructed by AML
- The contractor shall also abide to all conditions pertaining to various cyclone classes in force and comply with all conditions as per AML's cyclone procedures.
- The site of work shall be dismantled and cleared of all debris at time of completion

## 8.3 Contractor's Responsibility

- The contractor is fully responsible of the security of all processes and construction methods
- The contractor should that works are undertaken by sufficient and qualified staff
- The contractor shall ensure the safety and security of the staff authorized to be present on site
- The contractor shall ensure the safety and security of the site and its installations
- The contractor shall supply and maintain the necessary tools and equipments, protections and other items required or specified by AML and same should be inside the works demarcated area
- It is mandatory to wear fluorescent jackets, hard hats, and safety shoes at all time while on the construction site

- Fire extinguisher to be kept available during whole work period
- A first aid box should always be available on site
- The contractor shall ensure that the implementation of the project will cause no disruption to Airport Operations
- The contractor shall ensure that cranes operate within the limits of the construction site without encroaching on the airside
- The contractor shall vacate the working site in case of an emergency as may be instructed by AML personnel
- The contractor shall abide to all conditions pertaining to various cyclone classes in force and comply with all the conditions as per AML's cyclone procedures
- The contractor shall ensure that in addition to Airport Access Permit, employees should always be in possession of their respective NIC or Company ID Badges or any legal photograph bearing Identity card
- No tools to be left unattended and to inform AML immediately in the event of any loss and the contractor shall ensure that all tools to be kept in a locked tool box where only authorized staff have access
- No prohibited and dangerous items/goods (prohibited by law) shall be carried into the SRAs
- The contractor shall ensure that all his employees, agents, subcontractors wear his company uniform bearing the company name and logo conspicuously displayed
- Collaborate with AML Security/ARFFS personnel in exercise of their duties and facilitate control to AML Security/Fire Officers during their patrol and inspections on site

#### **8.4 Security Obligations of Contractor**

- The contractor will comply to the provisions of the Civil Aviation(Security) Regulations 2008 and procedures for contractors working in Airport Security Zones
- The contractor shall be responsible for all security aspects linked to their activities and for ensuring a strict security control during the works
- The contractor shall submit clear 'Certificates of Character' for each staff who will be involved in the works in order to reduce the risks of recruiting staff who are likely to present a security concern
- The contractor shall develop a personnel security risk assessment and implement security measures in a way that is proportionate to the risk, for instance, to minimize the likelihood of existing employees becoming insider threat
- The contractor's employees, agents, subcontractors shall wear company uniform/overall with a distinct company logo, and company ID Badges for ease of identification
- The contractor shall ensure that its personnel do not loiter beyond their site of work
- The contractor shall ensure that its personnel do not eat or smoke on the site of work
- The contractor shall inform all its personnel that filming and photographing inside the Airport is prohibited

- The contractor shall immediately report any abnormality to AML for follow up and remedial actions
- The contractor shall ensure that all its employees comply with all the security requirements laid down by AML throughout the duration of works
- Any misbehavior by the contractor personnel shall be promptly dealt with by putting the latter off site immediately
- The contractor shall ensure that no dangerous items/objects are left over on the airside which may endanger the safety of vehicles and aircrafts

## **9. LIASON OFFICER AND MOVEMENT OF CONTRACTORS**

The contractor shall delegate personnel as Site-coordinator who should be the Site Manager/ Engineer/ Project Manager or as decided by the contractor and will be responsible for liaison with AML Security & Facilitation Department on security related issues throughout the entire project work.

The Security & Facilitation Department will delegate a Security Staff to act as Security Works Compliance Officer (SWCO) to facilitate and ensures security compliance throughout the entire work project.

Therefore the Security Works Compliance Officer will be responsible for the following: -

- Monitor the movements to and from the construction site and for coordination with AML Security and control all accessing and exiting persons/vehicles at the entrance of the construction site access gate
- Escort the contractor's employees to and from the construction site during the period of the works through dedicated and authorized checkpoints
- Inspect the tools of trade brought in the SRAs against the list provided by the contractor to AML Security and ensure that all tools of trade are removed from there after works
- Authorize access/exit after clearance obtained from AML and Airport Police.

## **10. BRIEFINGS AND AWARENESS INDUCTION**

Prior to start work at the Airport, it is mandatory that all contractors, employees, agents and subcontractors to follow security briefings or security awareness inductions. This will depend on the work duration.

### **10.1 Short Term works**

Security briefings will be conducted with the contractor and his personnel to draw the attention to relevant provisions of the Civil Aviation (Security) Regulations 2010 and related security compliance.

### **10.2 Long Term Works**

Security Awareness will be conducted by AML delegated staff where they will be explained the importance of aviation security, access control, ASICs, screening, airside safety procedures and emergency procedures where they will have to fully understand and adhere to all the provisions of the Civil Aviation (Security) Regulations 2010 and the security requirements.

Therefore it is mandatory that all contractors ensure that all his personnel undergo the security briefings and security awareness where applicable. A fee is charged by AML for the Security Awareness and same will have to be borne by the Contractor.

## **11. REGULATIONS COMPLIANCE, BREACHES AND PENALTIES**

Prior to starting works the contractor will have to endorse a security agreement for project works and long term maintenance or renovation works where the contractor shall be liable and accountable for its employees, agents, subcontractors and vehicles, who without due care and attention or whatsoever mean, commit any offences within the SRAs.

Contractors should note that the SRAs, the Landside Area and the Airport Terminal are under constant camera surveillance, where movement of persons and vehicles are recorded. The HSS reserves the right to produce images and photographs to judicial authorities upon requests made to produce as evidence purposes in case of any breach of Security, regulations, or any other offences committed.

The provisions of the Civil Aviation (Security) Regulations 15, 17 and 19 are quoted below for ease of reference as applicable and the attention of the Contractor is drawn that non compliance to the provision of Civil Aviation (Security) Regulation as, by its employees / vehicles within the Security Restricted area, shall be liable to prosecutions:-

### **11.1 Access Control – Regulation 15**

(1) Subject to regulation 16, no person shall be given access to, or enter, or remain inside a security restricted area or vulnerable point unless –

- (a) he conspicuously displays a valid aviation security identification card for unescorted access, on the outer garment, at chest-level, during the time of stay inside the security restricted area or vulnerable point;
- (b) he is a bona fide passenger or crew member whose presence in a sub-zone of the security restricted area or vulnerable point is necessary; or
- (c) he has been otherwise permitted by the Authority and is accompanied by the holder of a valid aviation security identification card for the security restricted area or vulnerable point, as the case may be.

(2) Any person who contravenes this regulation shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding twelve months.

Note: Above (2) (b) & (c) are not applicable to the contractor.

#### 11.2 Vehicular Controls – Regulation 17

(1). No person in charge of a vehicle shall drive, or otherwise bring the vehicle into a security restricted area or vulnerable point unless that person is in possession of a valid aviation security identification card in respect of that vehicle or, in the absence of an aviation security identification card, access in the security restricted area or vulnerable point, as the case may be, has been permitted by the Authority.

(2). Any person who contravenes paragraph (1) shall commit an offence and shall on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding twelve months.

#### 11.3 Issue of Directives

(1) The Authority may issue a directive, not inconsistent with these regulations, relating to the security of any aircraft, airport or vulnerable point in Mauritius and any person to whom the directive is issued shall comply with it.

(2) Any directive issued by the Authority under paragraph (1) to an airport operator, service provider, mail and cargo handling agency, aircraft owner and operator, air traveler and a member of the public, concerning aviation security, may relate to –

- a) the administrative arrangements for granting access into any part of the security restricted area;
- b) the conduct of persons and presence or movement of vehicles and animals, within any security restricted area;
- c) the nature of security measures and procedures applicable to persons seeking entry into the security restricted area or vulnerable point with the intent to board a departing aircraft or for any other purpose, and their baggage or other property, whether intended for carriage by air or not;
- d) the nature of security measures and procedures applicable to any vehicle, movable property, machinery, goods, packages, entering and moving within any security restricted area or vulnerable point, whether consigned for transportation by air or brought into the area in relation to any other authorized purpose.

(3) Any person who, without reasonable excuse or justification, fails to comply with a directive issued under paragraph (1) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 10,000 rupees and to imprisonment for a term not exceeding 2 years.

## **12. CONTACT PERSONS**

## Security Procedures Annex F

Contractors are hereby informed that below is the list of the contact persons they will have to be in communication with: -

<b>ORGANISATION</b>	<b>FUNCTION</b>	<b>CONTACT PERSON</b>	<b>CONTACT NUMBER</b>
AML	Permit & Administration Officer	M. A. Zaid Luchmun	52532898
AML	Security Duty Officer	On duty Officer	52594071
AML	Security Works Compliance Officer	As delegated by AML	To be notified

## 13. APPENDICES

## Appendix A

**AML SECURITY****Aviation Security Identification Card (ASIC) – Applicant and Employer Declaration Form***(Applicable to AML sponsored companies & contractors only)***SECTION 1 – DECLARATION OF THE APPLICANT**

APPLICANT FULL NAME: .....

JOB TITLE: .....Activity/ Nature of Work:.....

	Tick to Confirm
The information given in connection with this application for Aviation Security Identification Card (ASIC) on the official DCA form 292/person is complete and accurate	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that any misrepresentation of facts provided in the DCA form 292 is an offence and liable for any disciplinary or legal action as applicable against me	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare, I am a citizen of Mauritius and have produced a certificate of character from Director of Public Prosecutions Office	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare, I am a non-citizen of Mauritius and have produced an Occupational Work Permit issued by the Ministry concerned or copy of my visa to stay / work in Mauritius.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have provided proof of identity to my employer and proof of my eligibility to work in Mauritius. I understand that I must present the same identity documents whenever required or ask for, to the Airport Operator (AML) / Permit Office of Department of Civil Aviation	Yes <input type="checkbox"/> No <input type="checkbox"/>
I give my authorisation for approaches to be made to my former employers, education establishment, Government agencies and personal references for verification of the information provided, if deemed to be necessary by employment company	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare that I have no disqualifying criminal convictions in Mauritius and other than any outside Mauritius at the time of my application for the Aviation Security Identification Card (ASIC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I declare that I will notify my employer / Airport Operator and or the authority within 14 days of any new criminal offences that would disqualify me from holding the Aviation Security Identification Card (ASIC)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I have completed the Aviation Security Awareness Training or that I have attended an equivalent Aviation Security briefing by employer / or the Airport Operator	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>As applicable:</b> I am a contractor engaged to carry out works: Project, Civil, Long Term Maintenance, Consultancy or any Other Long Term Work within the security restricted area of the Airport.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>As applicable:</b> I am a Main/ Awarded Contractor and I have deployed sub-contractors for the awarded /project work within the Security Restricted area of the Airport for which I shall be accountable and liable for any non-compliance to the rules and procedures of the Airport.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that failure to comply with airport by-laws, airport instructions, notices and security notices may result in disciplinary action against me or company / organisation sponsoring this application or the withdrawal of my access pass	Yes <input type="checkbox"/> No <input type="checkbox"/>



## Security Procedures Annex F

I agree to undergo security search as a condition of entry into the restricted areas	Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree to abide to the briefing for recipient of aviation security identification cards for access to security restricted areas as per appendix A of ASD 04 of 2008 of Department of Civil Aviation, the date I shall be issued the permanent access permit	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Note:</b> I declare that the above information, document and statement produced are true and correct. I am aware that in case I have supplied any false information / document, I am liable to prosecution and the Access Pass/ Aviation Security Identification Card may be cancelled by the sponsored Company / Organisation / Airport of Mauritius Co Ltd			
<b>Applicant Signature:</b>	.....	<b>Date:</b>	
<b>Signature of Interviewer on behalf of Applicant</b>	.....	<b>Date:</b>	
<b>Name</b>	.....		

### Section: 2 - DECLARATION OF THE EMPLOYER'S AUTHORISED SIGNATORY

FULL NAME OF OFFICER:.....

STATUS: .....

I request that the applicant be given airside / Security Restricted Area access as indicated in the DCA Form 292/person. (attached)			
I confirmed that the applicant is required airside / Security Restricted Area to carry out duties for, or on behalf of our company, organisation, or that the applicant has been to visit the airport for a specific purpose and is sponsored by our company or organisation.			
Signature		Date:	

### Section 3 - Airport Operator /Airports of Mauritius Co Ltd (For Official Use only)

Document Produced ( tick to confirm)			
Application Letter		Certificate of Character / or Application Receipt	
DCA form 292/ Person and or Vehicle		Occupational Work Permit	
National Identity Card ( Copy)		Visa (Copy)	
Passport (Copy)		Others Document (if any)	

<b>Checked By:</b> Name of Authorised Signatory	Approved (Tick)		Recommended (tick)	
Signature:	Date:			

*Note: In substantiated cases, AML will not require the above interview as refer to section 1 of the declaration form be conducted with an applicant, subjected to approval of AML Management.*

## Appendix B



### CONTROL OVER TOOLS OF TRADE ACCESSING THE SECURITY RESTRICTED AREA - <Form Reference>

*This form is designed for the control of all contractors/agencies tools of trade accessing the Secondary SRA for temporary use (duration of their specific job). To be filled by ASO on duty at Security Checkpoint Point, verified by PASO/SDO and filed in SDO Custody.*

Date		Time		Watch / Misc	Shift	A	B	C	D	SDO	
ASOs on Duty				PASO Informed				AOCCO Informed			
Entry Checkpoint						Expected Exit Checkpoint					
Coordination Done with Expected Exit Checkpoint		YES	NO	Time				ASO			
If Exit Checkpoint is different from entry, copy of filled in Tools Of Trade to be sent to respective exit Checkpoint										YES	NO

Details of Staff carrying Tools Of Trade				
Agency			Name of Representative	
Rep / Agency Contact Detail			Email	
<i>Agency need to have at least two copies of a list of tools of trade in printed copy with their logo or seal. Inventory list need to be submitted to Security Staff At Security Checkpoint for control and records.</i>				
Provision List of Tools of Trade (Should be attached to this form)	YES	NO	IF NO, Rep need to draft a list and submit to the Security Officer for verification and authorisation	

ASIC Details		ASIC Type (Tick accordingly)		Permanent	Temporary
ASIC Holder Name	ASIC Number	Issued On		Expired On	
<i>If there is more than five persons entering, their names should be inserted on the verso of this form or a list of all persons should be submitted to the security together with the ASIC details therein</i>					
Escort Required	YES	NO	Escorted By	Agency	

<b>Purpose of Entry</b>		<b>Site Location of Work</b>	
<b>Duration of Work</b>			
<b>Type of Job</b>	Welding Work / Non-Welding Work	<b>Work Permit No</b>	<b>Issued By and On</b>
<b>RFFS Hot Work Certificate Ref.</b> <i>(Mandatory for all welding / fire hazard works)</i>			<b>Issued By and On</b>

Tools of Trade Counterchecked Upon Completion of work				
<b>Time of Exit</b>				<b>From Site of Work at location</b>
<b>Counterchecked no of staff exiting with no of staff who was allowed access</b>	Yes	No	<b>Remarks</b>	
<b>Counterchecked quantity of Tools Of Trade with items which were allowed</b>	Yes	No	<b>Remarks</b>	
<b>Escorted by ( If applicable)</b>				<b>Agency</b>

ASIC Details			ASIC Type	Permanent	Temporary
ASIC Holder Name	ASIC Number	Issued On	Expired On		

**List of Tools of Trade**

*(If the Agency does not have a printed copy of the list of tools of trade) – In to apply an effective security controls and prevent any hindrances (Delay/Collate Tools) to the Contractor/Agency, we encourage the latter to come with a printed list of tools of trade.)*

Tools of Trade Description	Qty	Tools of Trade Description	Qty


I, _____, Representative of _____ Agency, _____, declared having submitted a list of tools of trade to the security and accepted to be controlled and abide by all security rules in place at the airport, prior entering the Sterile Area or any other Specific Area in the Airport as it deems necessary.			
Name		Signature	

Contractors are encouraged to report any observations, give feedbacks, report unattended or suspicious behavior on the following Hotlines –

**SEE SOMETHING, SAY SOMETHING**

**HOTLINE:**  
**CCO Security - 603 8065**  
**AML Sec Ops Room - 6038426 , 603 6180 /90**  
**SDO - 5259 4071**