

違規使用機場通行證之處罰方案

Penalty Scheme for Violations of Rules on Airport Access Card

機場通行證(包括長期通行證和臨時通行證)

Airport Access Card (including Permernant Access card and Temporary Access card)

機場通行證持證人如有下列違規使用通行證的情況，其相應罰則如下： If AIRPORT ACCESS CARDHOLDER VIOLATES the use of access card in the following circumstances, penalty shall be applied accordingly as below:		
項目 Item	違規性質 Nature of Violation	罰則 Penalty
1.	<p>擔任臨時通行證的引領人時，長期通行證持證人沒有履行其責任：</p> <ul style="list-style-type: none"> ● 全程陪同/監督臨時通行證持證人，讓其單獨在保安限制區或空側內活動 ● 確保臨時通行證的資料正確和有效如：姓名、組織、身分證明文件後五碼、有效期、通行區域和簽註 ● 確保每張臨時通行證最多只能有五個引領人，而引領人的姓名只能寫在通行證背後的空白橫線 <p>As an Escort of Temporary Access Cardholder, fails to fulfill his/ her responsibilities namely:</p> <ul style="list-style-type: none"> ● continuously accompany/supervise the Temporary Access Cardholder, and leaving him/her alone in the Security Restricted Area or Airside ● to ensure the correctness and validity of the information on Temporary Access Card namely: Name, Organization, ID last 5 digits/letters, Validity, Access Areas and Endorsement ● to ensure that a maximum of only 5 Escorts are allowed per Card and that the Escort names are written only on the available blank lined spaces provided on rear of card 	<p>暫停使用 機場通行證 3 日 Suspension of using Airport Access Card for 3 days</p>
2.	<p>持證人自身或協助他人進出與其通行證所授權的通行範圍不相符 The Cardholder him/herself or assisting other Cardholder to access into Security Restricted Area or Airside that are exceeding the entitlement of access right</p>	<p>暫停使用 機場通行證 5 日 Suspension of using Airport Access Card for 5 days</p>
3.	<p>使用長期通行證開啟保安限制區或空側的門時，為防範未經授權人員進出，應在使用完畢後確認門已關妥，如不關門遭查獲和/或導致尾隨等保安漏洞或事件者，將視嚴重程度而定處罰 After opening the door in Security Restricted Area or Airside, in order to prevent the unauthorized personnel from accessing, the Permanent Access Cardholder shall confirm that the door is properly closed after use. Those who are discovered without closing the door properly and lead to security breaches or incidents such as tailgating, penalty will be applied according to the severity</p>	<p>暫停使用 機場通行證 3 至 15 日 Suspension of using Airport Access Card for 3 to 15 days</p>
4.	<p>持證人在安檢員的驗證過程中表現得不合作 The Cardholder refused to cooperate with Security personnel during the card verification process</p>	<p>即時收回和/或中止使用 機場通行證， 直至另行通知 Immediately withdraw and/or discontinue its use until further notice</p>
5.	<p>使用他人的機場通行證或允許他人使用其機場通行證 Use of Airport Access Card belonging to another person or allow anyone else to use yours</p>	
6.	<p>使用虛假、偽造的機場通行證，或刻意竄改機場通行證資料 Use of a counterfeit Airport Access Card or deliberately tampering with the information of the Card</p>	
7.	<p>使用已過期、暫停、取消或已報失的機場通行證，將視其嚴重程度進行處罰 Use of Airport Access Card that is expired, or has been suspended, cancelled or reported lost, penalty shall be applied according to severity range</p>	

8.	於非執行職務時使用機場通行證進出保安限制區或空側 Use of Airport Access Card to access Security Restricted Area or Airside while the Access Cardholder is not performing duties	
9.	持證人沒有在以下情況向發證實體退回通行證： <ul style="list-style-type: none"> • 發證實體要求； • 持證人與保薦機構的合同或合作關係終止時； • 進入通行證允許進入的區域的需求出現變動時； • 通行證有效期屆滿時； Airport Access Card shall be returned to the Card Issuing Authority under the following circumstances: <ul style="list-style-type: none"> • Requested by Card Issuing Authority; • Termination of the contractual or cooperative relationship with the sponsoring organization; • Changes in the demand of the entitlement of access right; • The validity of the Airport Access Card expires; 	可臨時或永久 收回機場通行證 May temporary or permanent withdraw the Airport Access Card
10.	在保安限制區或空側行走或逗留時，沒有時刻以可見的方式展示通行證 Failure to display Access Card in a visible way at all times when accessing or staying inside Security Restricted Area or Airside	

備註 1: 違反機場保安方案中附錄 3 的機場通行證使用規則或上表未有涵蓋的違規行為，會由機場總監根據具體情況進行評估和定論予以處罰。

備註 2: 如上述違規情況涉及刑事上之違法行為，有關機場通行證持證人須承擔相關刑事責任。

備註 3: 倘機場通行證持證人於違規後再次違反相同規則，該次罰則將加倍處罰 (如適用時)。

備註 4: 累計相同違規次數每年 1 月 1 日起重新計算。

Remark 1: Other violations that are not included in this table or violations in the Appendix 3, Rules for the use of Access Cards of Airport Security Programme shall be evaluated and defined by the Airport Director on a case-by-case basis.

Remark 2: If the above violations involve criminal offenses, relevant criminal liabilities shall be borne by the concerned Airport Access Cardholder.

Remark 3: If the Airport Access Cardholder violates the above same rules again, the penalty will be doubled (if applicable).

Remark 4: Cumulative of the repeat violations will be recalculated on 1 January every year.