

Annex 8 – Rules for the use of Access Cards

Rules for the use of Access Cards

1. Cardholders cannot use the Access Card to access, cross or circulate in any Restricted or Controlled Area, while not performing effective duty activities;
2. Cardholders only have access and can stay in Restricted and Controlled Areas according to the access level displayed in the card. Such level of access is represented by the background color of the card being the access to the Restricted Area 6 authorized by the inclusion on the card of the endorsement "B" additionally to any background color except the green and grey colors;
3. The access level referred in the previous paragraph may be partially limited through the "level of access" given on the "need to go" basis in conformity with the required job activities to be conducted;
4. (reserved)
5. The access to the Restricted Area 1 is only authorized to holders of the card granting access to such area, provided that the access of the vehicle they are driving or they are being transported in is authorized by the Control Tower with which it is compulsory to be in permanent contact by radio during the stay in the referred area;
6. Card holders shall display their cards to security staff at the security check points and/or whenever requested in a way that the card can be easily and clearly verified and conciliated with concerned holder;
7. Card holders shall display their cards to the card readers of the access control system with view to the verification of the right of access and concerning record in the system and/or display the card to the Security Staff at the Security Checking Points at the entry and exit of any Restricted or Controlled Area in such a way that allows its correct, immediate and easy reading for conciliation with concerned holder;
8. Access Cards of any type shall be displayed by their holders on the access and during the stay inside Restricted and Controlled areas, in a clear and visible way and in its correct reading position on the upper side of the chest, by means of an adequate device;
9. Cardholders that due to their job activity need to frequently cross the limit between two different Restricted Areas under control of Security Staff, only need to display the access card to the readers on the first and last crossing;
10. Considering the kind of activity carried out at the aircraft parking areas, maintenance areas and luggage and/or cargo processing areas, the staff performing the activity in these areas is authorized to use other system to display the card, namely by means of a transparent bag incorporated in the uniform or other, as such as an arm band. In any case it is always required the visible and clear display of the card;
11. Card holders shall observe the service instructions issued by the Police Authorities and Airport Security Company staff concerning the access and circulation inside Restricted and Controlled Areas. Card holders should be aware that it is unlawful for any person at the airport to have a restricted article without lawful authority and a legitimate reason to do so;
12. Card holders shall follow any written service instruction issued by the Airport Director or delegated person concerning the behavior and activities to develop inside Restricted and Controlled Areas;
13. The holders of Temporary Access Cards shall be escorted by holder(s) of Permanent Access Cards from the applicant entity or delegated entity, by the Airport Public Relations staff in the scope of the services they provide, or in specific cases by Airport Security Company staff in compliance with the approved accessing conditions for the issuance of the cards;
14. (Reserved)

15. When escorting, the escort shall ensure that:
 - 15.1 When the temporary access card is no longer needed for use or its validity expired, the card must be immediately collected from the cardholder and returned to the airport security company;
 - 15.2 Temporary access card is used by the only person who has been issued the card, and shall not be inappropriately used, altered or damaged;
 - 15.3 When inside the restricted and control area of the airport, the escort shall always stay with the temporary cardholder. The temporary cardholder must not be left unattended under no circumstances;
 - 15.4 The temporary cardholder can only stay in the same area as the authorized area of the escort;
 - 15.5 Pass holders wear and clearly display their passes at all times.

If the abovementioned requirements are violated, the escort's permanent access card may be suspended or revoked.

16. The groups of persons entitled with the Visitor Sticker, shall also be escorted by Airport Security Company staff regardless of being accompanied by any other entity's staff;
17. Due to its characteristics Visitor Stickers are not collected or returned after use;
18. Card holders cannot lend or in any other way, allow the use of their cards by other person;
19. Under no circumstances card holders can modify or change the data included in the Access Card;
20. Cardholders that have significantly changed their facial appearance (change on the beard/hair cut style, wearing of glasses etc.) are compelled to apply, through the concerned Responsible Entity that requested the card, the second issuance of the card with an updated photo;
21. Holders of access cards shall ensure conditions of utilization that avoid possible damages or loss;
22. Cardholders shall immediately communicate to the Public Security Police, Airport Director and to the entity that applied for the card, any loss of the card;
23. Card holders shall immediately return the card to the responsible entity that requested its issuance in the following situations:
 - Expired validity date;
 - The card has been suspended or cancelled;
 - The card holder terminated its contract with the responsible entity employer;
 - The card is damaged;
 - Or whenever access to Restricted and Controlled Areas is no longer required;
24. Access Cards are property of the Airport Direction, as such shall be returned by the Responsible Entity to the entity that authorized the issuance of the card;
25. Non accomplishment of these rules may result in the suspension or cancellation of the card by decision of the Airport Director.