



## **Issue and return of access badges**

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## **Colophon**

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# Issue and return of access badges

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## Types of access badge and issue criteria

Eindhoven Airport N.V. has the following access badges to gain access to security restricted areas:

- Airport identification card
- Eindhoven Airport day badge
- Eindhoven Airport visitor badge
- Crew Member Certificate

### Airport identification card

The airport identification card is issued to staff who work for a company that is recognised by Eindhoven Airport and must meet the following criteria:

submit a completed, signed and stamped application form for an airport identification card

- produce a valid identity document (a driving licence is **not** accepted as a valid proof of identity for the issue of visitor badges)
- submit a 'No Objection Statement' (*Verklaring van Geen Bezwaar* or VGB)
- the official concerned provides a necessary added value to the primary or secondary process
- the official in question enters the restricted area at least once a week
- the official's work activities can in no way be performed outside the restricted area, or the work must take place at a location inside the restricted area that Eindhoven Airport has made available.

To obtain an airport identification card, the person must attend a 'Security Awareness Programme', which is concluded with a knowledge test. The person needs to pass the test before the badge can be issued.

The validity period of the airport identification card depends on the nature and duration of the official's employment and can be a maximum of 5 years (or for the period that the 'no objection statement' is valid), after which it may be renewed.

### Permanent Eindhoven Airport day badge

The Eindhoven Airport day badge is issued to staff who work for a company that is recognised by Eindhoven Airport and must meet the following criteria:

- submit a completed, signed and stamped application form for an airport identification card/day badge
- produce a valid identity document (a driving licence is **not** accepted as a valid proof of identity for the issue of visitor passes)
- submit a 'No Objection Statement' (*Verklaring van Geen Bezwaar* or VGB)
- the official concerned provides a necessary added value to the primary or secondary process
- the person in question enters the restricted area less than once a week
- the official's work activities can in no way be performed outside the restricted area, or the work must take place at a location inside the restricted area that Eindhoven Airport has made available.

To obtain an Eindhoven Airport day badge, the person must attend a 'Security Awareness Programme' and do the concluding knowledge test. The person needs to pass the test before the badge can be issued.

The validity period of the Eindhoven Airport day badge is a maximum of 5 years (or for the period that the 'no objection statement' is valid), and is only activated on the day that the work is carried out. The day badge can be renewed after 5 years.

### **Eindhoven Airport visitor badge**

The Eindhoven Airport visitor badge is issued to persons who, for business or humanitarian reasons and accompanied by an authorised official, wish to enter the restricted area. The following criteria apply:

- the visitor badge must be applied for at least one day before the visit (before 12 noon).
- the visitor application may only be submitted by a person authorised by Eindhoven Airport.
- the escorting official must be employed by a company based at Eindhoven Airport and have an airport identification card.
- the visitor must identify him/herself by means of a valid identity document (a driving licence is accepted)
- the visitor must be accompanied by an authorised person at all times. The name of the escort must be stated on the visitor badge.

The Eindhoven Airport visitor badge has a maximum validity period of 18 hours. The Eindhoven Airport visitor badge must be collected from or printed at a badge issuing point.

Furthermore, issuing Eindhoven Airport visitor badges must be kept to a minimum and the use of such access badges must be accounted for to the Ministry of Security and Justice / National Coordinator for Counterterrorism and Security (NCTV) and the General Intelligence and Security Service (AIVD).

### **Crew Member Certificate**

Airline crews can make use of the so-called 'crew member certificate' to gain access to security restricted areas.

This certificate is an identity document issued by the airline that employs the crew and is recognised as a valid proof of access by Eindhoven Airport.

Airline crews may only use the designated (crew) areas for transit to and from restricted areas and must at all times be dressed in the official uniform of the airline company stated on the badge. Security checks will also be carried out on crews to ensure there is no (unauthorised) possession of so-called prohibited articles or company products.



## Application procedure for companies

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Prior to the first badge application, a company must be registered with Eindhoven Airport NV as an 'approved company' with regard to applications for access badges. To this end, the company signs an agreement with Eindhoven Airport for the use of airport identification cards;

- The employer must complete an 'employer registration form' (which can be downloaded on [www.eindhovenairport.com/security](http://www.eindhovenairport.com/security)) and return the form no later than 7 working days before the first badge application is submitted to the Badge Centre of Eindhoven Airport. On the registration form, the employer indicates a maximum of two signatories within the company who are authorised to sign applications for Eindhoven Airport access badges. The employer also states on the registration form who is the principal at Eindhoven Airport for the work to be carried out;
- After the employer has returned the completed registration form, the Badge Centre will determine, in consultation with the employer and the principal (if any) at Eindhoven Airport, which access authorisations will be granted to the employees of the company;
- It is the responsibility of the employer to inform the Badge Centre in writing of any changes in the company data. If the company data is not up to date, Eindhoven Airport NV will not issue new badges.

### **Who applies for access badges?**

This is the task of the employer of the future badge holder registered with Eindhoven Airport.

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## Application procedure for badges

### **Security Screening Act (*Wet Veiligheidsonderzoeken*)**

#### **The Dutch Security Screening Act (*Wet Veiligheidsonderzoeken* - hereinafter *WVO*) applies**

to persons requesting access to restricted areas of Eindhoven Airport. The *WVO* stipulates that prospective employees must undergo a comprehensive security screening prior to their actual employment. The security screening is conducted by the Security Screening Agency of the Royal Netherlands Marechaussee, Schiphol district,

#### **The following documents are required when applying for an airport identification card:**

- An original, fully and correctly filled in application form for an airport identification card without corrective markings (including correction fluids, etc). The application must be signed by your employer's authorised signatory (possibly also by the operationally responsible principal).
- A valid passport/identity card (no driving licence).
- If you will be working in the security restricted area of the airport, you will need a No Objection Statement (*Verklaring van Geen Bezwaar* - *VGB*). Ask your employer if this is the case for you.

### **No Objection Statement (*Verklaring van Geen Bezwaar* - *VGB*)**

You can apply for a *VGB* on the AIVD website, using the 'Civil Aviation Security Screening' form that can be downloaded from the 'Digital Security Screening Forms' section.

You need to hand in the completed form, together with a copy of your passport and your partner's if applicable, to your employer. Your employer is then responsible for submitting the registration of your application. The results of the security screening will be sent to you no later than 8 weeks after submission.

Security screenings for persons with non-Dutch nationality and/or persons who have been registered in the Netherlands for less than 5 years may take longer. We advise you to take this into account. For questions regarding civil aviation security clearance, please contact the Security Screening Team of the Royal Netherlands Marechaussee on working days between 8.00 and 10.00 a.m. on +31 (0)88-9511815.

#### **In case you already have a *VGB*, please check to ensure the following points are valid:**

- Your *VGB* was issued no more than four years ago;
- Your *VGB* contains the name of the employer your badge application is for;

If your *VGB* does not meet the above criteria, you will need to apply for a new *VGB*.

Once you have all the above documents, you can make an appointment online with the Badge Centre of Eindhoven Airport.

***You need bring the documents with you to the appointment, otherwise the staff will not be able to assist you.***

## Badge Centre appointments

Badge applicants are required to make appointments online with the Badge Centre of Eindhoven Airport. The following documents should be taken along to the appointment:

- The completed airport identification card application form,
- The original 'No Objection Statement' (the VGB copy received by the employee)
- A valid identity document (**driving licences are not accepted**).

During the appointment at the Badge Centre, the badge applicant must successfully complete a Security Awareness test before being issued with a permanent airport identification card.

In order to prepare yourself as well as possible for the Security Awareness test, you can go through the security awareness programme's self-tutorial. The 'security awareness' training programme has been made compulsory by the European Union for all persons working in the security restricted areas of airports.

We also recommend reading the Safety & Security manual. Finally, you can read through the test questions as an exercise. These are the questions you can expect on the Security Awareness test. The test questions are available on [www.eindhovenairport.com/security](http://www.eindhovenairport.com/security). Some pages require you to enter a password. Use code 5657 to do this.

**Employers are responsible for instructing their own employees. If there are employees who do not speak Dutch, it is up to the employer to make the necessary provisions.**

### You need to apply for a new airport identification card if:

- Your airport identification card has expired.
- You have a new position or your current job description changes.\*
- You have a new employer or principal.
- Your day badge needs to be converted into a permanent badge (at the request of your employer).

## Application procedure for Eindhoven Airport day badge

To apply for an Eindhoven Airport day badge, follow the same application procedure as for a permanent airport identification card. The day badge is deactivated by default and is only activated for the day or days when work has to be carried out in the security restricted area.

To activate the day badge, the employer needs to send the completed and signed 'Application airport identification card' form by e-mail to [operations@eindhovenairport.nl](mailto:operations@eindhovenairport.nl) before 11.30 am on the day before the work is scheduled to be carried out. It is important to also state the required date of badge activation.

As the badge is equipped with a chip, it is automatically deactivated remotely when the requested activation period ends. The user does not have to return the badge after use.

The day badge can be activated (for the same person) a maximum of 10 times per calendar quarter. If the badge holder needs to access the restricted areas more than 10 times per calendar quarter, a permanent badge must be requested for this employee.

The day badge remains in the possession of the badge holder until the end validity date on the badge.

The holder of a day badge is not permitted to accompany visitors. Visitors may only be accompanied by holders of a permanent airport identification card.

It is not possible to apply for a day badge if an application procedure for a permanent badge is already in progress for the employee concerned.

### **Application procedure for Eindhoven Airport visitor badge**

The Eindhoven Airport visitor badge is issued to persons who, for business or humanitarian reasons and escorted by an authorised official, wish to enter the restricted area. The official must be employed by a company based at Eindhoven Airport and must have a permanent airport identification card. An escort may accompany a maximum of 5 visitors at one time.

Visitor badges must be applied for on the Traction Guest website.

Persons authorised by Eindhoven Airport to apply for visitor badges will receive personal login details.

The applicant is responsible for filling in the correct details for the visit.

Providing incorrect, false or misleading details may result in refusal of access to the restricted areas. Should it be necessary to make any changes (e.g. change of escort, change of visit date), the authorised person must submit a new application.

It is not allowed to apply for a visitor badge if a procedure for the 'No Objection Statement' (VGB) for the person concerned has not yet been finalised.

### **Return of airport identification card or Eindhoven Airport (day) badges**

The holder of the badge must hand in the airport identification card at the Badge Centre of Eindhoven Airport immediately at the end of the last working day. A receipt will be issued to the badge holder on surrender, if desired. The last working day includes the following meanings: expired end date, employment conflict, suspension, suspicion of misuse of the airport identification card, or standard termination of the employment contract including any remaining leave that is used.

When the conditions under which the airport identification card was issued are no longer met, the airport identification card loses its validity and must immediately be returned to the Badge Centre of Eindhoven Airport.

### **Replacement of Eindhoven Airport (day) badges**

Loss of or damage to the airport identification card must be reported at once to the Badge Centre or, if outside office hours, to Eindhoven Airport Operations. If the missing badge is found, this must also be reported immediately to the Badge Centre.

When the airport identification card is replaced because of one of the following reasons, the badge holder or his/her (former) employer will be charged an administrative fee of € 75:

- loss,
- damage
- failure to return the badge after completion of work
- replacement within 2 years of issue of the airport identification card. For example, due to a change in position or task, but also due to incorrect information supplied on the application form.

The document 'Issue and return of access badges' remains fully applicable to (the use of) the replacement airport identification card.

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# Enforcement

## Access Policy and Enforcement

The access policy of Eindhoven Airport NV is based on, among other things, Article 37 of the Aviation Act and on international and national regulations, such as those included in Annex 17 of ICAO and EU Regulations 2320/622.

In accordance with these regulations, Eindhoven Airport NV has designated so-called security restricted areas to which the access policy applies. Access to these restricted areas is gained through a limited number of controlled entry points. Access control is aimed at preventing or detecting all forms of unlawful behaviour directed against airport security, civil aviation and the associated facilities.

An access control system in combination with airport identification card is used to grant or deny access to employees at Eindhoven Airport.

Eindhoven Airport NV is obliged to adhere to this policy by the national government and other stakeholders. Access to specific areas must be 'functionally necessary'. This means that a person has to carry out work on behalf of a company that adds value to the primary or secondary processes within the areas mentioned. Only then will an airport identification card with one or more access authorisations be issued.

Proper compliance with the rules and procedures is an essential condition for realising responsible and safe operational management at Eindhoven Airport.

Proper compliance with rules and procedures will be encouraged and achieved through more stringent checks on the use and misuse of the airport identification card, carried out by the bodies designated for this purpose. Furthermore, in the event of a violation, a strict sanctions policy will be applied to both the badge holder and his employer.

This enforcement policy is set out in the 'Access Policy'.