



Nominated Officer

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Nominated Officer

I am authorised to act as the Nominated Officer for the Security ID Scheme.

CAUTION Under Section 21B Subsection (1) of the Aviation and Maritime Security Act 1990, It is an offence to:- give false information either for the purpose of or in connection with an application for an identity document (pass) or in connection with the continued holding of an identity document that has already been issued. Offenders may be prosecuted and fined.

- All information given in this application is correct to the best of my knowledge and belief.
- I have read and agree to the above caution and I understand it.



Nominated Officer

Organisation Prefix

Nominated Officer Name

As the Nominated Officer, I confirm that I meet the requirements of the role listed below:

- I have full responsibility for meeting the organisation's obligations under the MAG Security ID Standard.
- I hold sufficient authority for assuring the organisation's employment screening policies and procedures to meet the MAG ID Standard requirement.
- I have an understanding of the risks associated with insiders and the importance of risk mitigation measures.
- I have the authority to require the removal of an Security ID card of any employee who is no longer considered suitable to hold an Security ID card.

As the Nominated Officer, I confirm that I have the appropriate level of authority and competence required for the role of Nominated Officer to meet the responsibilities listed below:

- To appoint and oversee the work of authorised signatories, putting the appropriate training and quality assurance systems in place in order to expose possible fraudulent, unlawful, or negligent behaviours.
- To show visible leadership on security matters ensuring that Security ID card applicants and authorised signatories are briefed properly on their responsibilities.
- To work with other senior colleagues within my organisation to ensure that all ID cards are managed responsibly and returned to the airport operator when no longer required.
- To communicate any changes in requirements relating to the issue and use of all ID cards to senior management and the need for any change in company policy or action.
- To ensure that any investigations or audits undertaken by the airport operator receive full cooperation, and any identified deficiencies or need for additional controls are addressed.
- To alert the airport operator when an Security ID card is either compromised or no longer required by an individual (and where appropriate, alerting the authorities where fraudulent or criminal activity is suspected or uncovered).
- To notify the Issuing Authority if a Security ID card holder is no longer considered suitable to hold a Security ID card.
- To notify the ID Centre in writing of changes to the Authorised Signatories when they occur.

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Name

Date

Signature



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As the Nominated Officer, I confirm that the following policies and procedures will be documented and implemented prior to the submission of any Security ID applications:

- Training Records for:
 - Authorised Signatory Training.
 - Escorts Responsibilities Training.
 - Security Training (GSAT or Directed Training).
 - Passenger Segregation Training.
 - Passenger Mode Training.
- Disciplinary Policy for:
 - Security ID card misuse.
 - Security ID card loss.
 - Breach of conditions of a Security ID card holder.
 - Causing Security or Segregation Breaches.
- Conditions of Security ID Scheme membership will require your organisation to have a processes for:
 - Record keeping of all Security ID cards issued, inc. Job Title, Access, Status and Returned.
 - Reconciliation Audits.
 - Responding to Notifications (Expired, Parked & About to Expire).
 - Storage of Security ID application documents.
 - Cancellation of Security ID cards.
 - Recovery of Security ID cards.
 - Enforcement of Security ID card holders to notify of:
 - Change of personal personal circumstance.
 - Change of personal details.
 - Being charge or convicted of a Criminal Offence.

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