

All companies are to ensure that they have a system in place to notify the ID Centre to suspend any Security ID card.

Security ID cards are required to be suspended immediately on cessation of employment, if the ID holder's reason to access the Critical Part of the Security Restricted Area has been removed or if the ID holder is subject to any disciplinary investigation where they have been suspended from duties.

Security ID Card Holder	ID N°	Org. Prefix
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Name

Was this Security ID card registered for use at any other UK airport?  No  Yes (list Airports)

Employment Terminated   
  No Longer Required   
  Suspended pending investigation

Is the suspension in relation to either the misuse of the Security ID card or a Security Incident in relation to the Security or Integrity of the Airport, that would need to be reported to a member of the MAG Compliance Team.

Yes     No

Suspend Immediately?  Yes  No\*    \* If No please provide suspension date

Suspension Date

Any further details

Authorised Signatory

I request the above named Security ID card holder to be suspended from the access Control System for the reasons detailed above.

**Note** ID cards suspended due to 'Termination of Employment', 'No Longer Required' must be returned to the ID Centre as soon as possible using a form 'Misc 1 - Returned Security ID' ID cards suspended due to 'Pending Investigation' (and may be required to be re-activated) must be returned to the ID Centre as soon as possible with a copy of this form. The Security ID card will be securely stored pending the outcome of the investigation. The Result of the investigated must be supplied and if reactivation is required, the individual will be need to attend the ID Centre with their Identity documentation and a completed 'Misc 4 - Reactivation' form.

Name	Signature
Date	
Organisation	

**ID Centre Use Only**

ID Received	Intls
<input type="checkbox"/> Yes <input type="checkbox"/> No	
AC2000 Updated	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Airports Notified	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Signature	
Date	