

# Security Awareness Direction for Temporary Visitors, Temporary Employment and Escorts / Sponsor's

Version - 19/10/2020

In accordance with DfT / CAA directions any person who escorts a Temporary ID card holder of any type must have received Escort Training. You are only permitted to be an escort if you have received 'Escorts Training' within the last 5 years.

When acting as an escort for a Temporary Security ID card holder at a MAG Airport you are accepting responsibility for:

1. Ensuring that your Temporary Security ID card holder;
  - a. Is escorted at all times within the Critical Part of the Security Restricted Area. In line of sight & at a close vicinity which allows you to intercede with their actions as appropriate.
  - b. Is only escorted to those parts of the Critical Part that are either commercially or operationally necessary.
  - c. Presents their ID card & their identity documents for scrutiny by a member of Airport Security at all security posts.
  - d. Wear & clearly display their Temporary Security ID card at chest level or shoulder height at all times.
  - e. Keeps their ID used on issue of the Temporary Security ID card with them & be prepared to present it for inspection when required.
  - f. If required to drive a single seated vehicle, the escort must, for the whole time, accompany them in a second vehicle.
  - g. Returns their Temporary Security ID card to the ID Centre when the visit is completed. If the Temporary Security ID card is not returned within the set time period, you contact the ID Centre.
2. Temporary Security ID cards may only be used by the person named on that Temporary Security ID card.
3. Advising your Temporary Security ID card holder that they may only take essential items including 'Tools of the Trade' into the Critical Part, any other bags/items should be stored securely by the escort.
4. The Temporary Security ID card holder is the personal responsibility of the Escort at all times until the Temporary Security ID card is returned. If the Temporary Security ID card holder disappears, or acts suspiciously in any way, you must immediately notify the nearest Security or Police Officer.
5. When exiting the Critical Part where a swipe is required & the Temporary Security ID card holder cannot swipe for egress, it is the responsibility of the escort to swipe their ID card to enable each Temporary Security ID card holder to exit, before exiting themselves. All Temporary Security ID card holders must exit the Critical Part before their escort.
6. Penalties will be incurred by both you & your employer should any of the above regulations not be adhered to, including the possibility of prosecution. Organisations are required to take disciplinary action against any escort for failure to comply with any requirement detailed in this document.
7. Escort ratios  
Temporary Visitor 1-7 days Security ID card is a maximum of 1:6  
Temporary Employment 1-60 days Security ID card is a maximum of 1:3

## Important:

If your Temporary Security ID card holder is to be escorted by another Security ID card holder, please ensure they are given a copy of these regulations.

For further information, please contact your ID Centre.

