



IDENTIFICATION AND ACCESS CONTROL OFFICE DIRECTIVE

Title: ID Badge Holder Responsibilities

Ref No: IACOD/ACA:01/23

Issue Date: 15/11/2023

It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

Introduction:

This directive sets out the responsibilities of an Airports Authority of Trinidad and Tobago Airport Identification Badge Holder and the appropriate action to be taken in support of the Airport Security Programme, in relation to Access and Identification Badge irregularities and acts of vandalism carried out by employees at Piarco and ANR Robinson International Airports. The purpose of the actions set out below is to prevent abuse of the Identification Badge (ID) and Access Control system, which would reduce its effectiveness in preventing unauthorised, or unsuitable, entry into the Restricted, Controlled, and Landside Areas of Piarco and ANR Robinson International Airports.

The ID Badge remains the property of Airports Authority of Trinidad and Tobago who retain the right to withdraw or suspend the ID badge of any person who fails to meet the terms and conditions relating to the issue and holding of an ID badge or is the subject of information received that deems them unsuitable for access to the Restricted, Controlled or Landside areas of Piarco and ANR Robinson International Airports.

All ID badge must be returned to the Identification and Access Control Office on expiry or when the ID badge Holder no longer has a legitimate Operational need for requiring access to the relevant areas of the Airport. Failure to return ID badges could result in an administration charge being made to the company who sponsored the ID badge.

To knowingly give fraudulent or intentionally false statement in connection with an application for an ID Badge by the authorised signatory or ID badge Holder or anyone providing a reference for the ID Badge, is an offence under the Civil Aviation [(No. 8) Aviation Security] Regulations, 2004 Sec. 32 (a) and can lead to prosecution.

Programme:

This directive is effective immediately

Operational Impacts:

Displaying of Identification Badges

It is a requirement to display your ID Badge at all times whilst on duty at Piarco and ANR Robinson International Airports. Additionally, Airports Authority of Trinidad and Tobago requires all ID badge holders, landside, airside and escorted, to display their ID badge whilst in all areas of Piarco and ANR Robinson International Airports. This includes restricted, controlled areas, landside areas.

ID Badges should be displayed in one of the following ways:

- Permanent ID Badges and Temporary Escorted ID Badges
- Attached to clothing using the clip provided on the ID Badge holder above waist height

- Around the neck, using the chain and holder provided, or a lanyard.
- In the clear plastic pocket of the Armband style ID badge holder
- In the clear plastic pocket provided on some uniform garments

Security Control Staff on Duty

Access to the Restricted and Controlled Areas of Piarco and ANR Robinson Airport is strictly controlled. The ID Badge, of any person requesting access will be verified by AATT airport security staff or its' agents by means of an electronic ID badge reader and/or visual scrutiny. The holder of an ID Badge is liable at anytime, anywhere within the boundaries of Piarco and ANR Robinson International Airports, to be challenged, questioned and asked to prove their identity by AATT security staff.

Threats, verbal abuse or acts of violence to AATT security staff or any of its agents whilst carrying out their duties, will not be tolerated and will result in disciplinary action.

It is an offence under Section 21e of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to intentionally obstruct security staff when carrying out their duties.

Your ID Badge must be shown on demand to, and could be confiscated by:

- AATT security staff
- Trinidad and Tobago Police Service

All ID badges that are confiscated must be returned to the Identification and Access Control Office who, in consultation with the Deputy General Manager Security, will consider the removal, retention or return of the ID Badge and ascertain if any further action is required.

Acts of Vandalism

Any person found to be responsible for tampering with, propping open, or causing vandalism to Security doors, door furniture, vehicle barriers or other AATT property used to control access to the restricted / controlled areas of Piarco and ANR Robinson International Airport will be issued with a **Caution Notice** and have their ID Badge removed.

The responsibilities of an Airport ID Badge holder are:

- Contribute to airport security by reporting any breaches of access, or the presence of any prohibited, unattended or dangerous article, that is on the Airport without lawful authority
- ID Badge holders must report anything suspicious to security staff or the AATT security staff
- Report the loss of an ID Badge immediately to airport security & their company authorised signatory
- Not to intentionally damage, deface or misuse an ID Badge
- Safeguard their ID Badge and account for its use
- Lost / stolen ID Badges must be reported immediately to the Identification and Access Control Office
- Ensure that the details on their ID Badge are correct and that the photograph reflects their current appearance and job title reflects their current role
- Security ID badges are only valid in respect of the person to whom they are issued, they are not transferable
- Security ID badges must only be used when on duty on behalf of the sponsoring company they were issued by and must not be used for work with another company.
- Before a full ID badge holder conducts escorting duties they must have read and signed the appropriate briefing note to ensure they comply with the various responsibilities of escorting a temporary ID badge holder. This includes ensuring that the escorted badge holder remains in the line of sight and is escorted at all times

- Escorting duties can be carried out by any permanent ID badge holder who has received the relevant briefing (read and sign note)

Tailgating

- ID badge holders must ensure that they do not allow any person or vehicle to **'tailgate'** (enter through a door or barrier that you have opened with your ID Badge). Failure to adhere to these rules will result in disciplinary action.

Criminal Charges and Convictions

- Within 14 days of any conviction for a disqualifying offence ID Badge holders must notify their employer and the Identification and Access Control Office of the conviction.

Security Procedures

Caution Notices

Persons found to be in contravention of any security procedures or any Airports Authority of Trinidad and Tobago notices relating to identification badges or airport security will be issued with a security caution notice.

The recipient of a security caution notice will be subject to disciplinary action which could lead to the withdrawal or suspension of their identification badge. In all instances of a caution notice being issued the ID badge authoriser will receive, from the Identification and Access Control Office, written details of the incident and details of the subsequent action that must be taken. A full report from the ID badge holders company authorised signatory will be required detailing all relevant information.

To ensure that caution notices are managed in a timely manner the sponsoring company should reply to the incident details within one week of receiving the notice, if this is not possible please advise the Identification and Access Control Office. On receipt of the detailed report the Identification and Access Control Office will make a decision within two weeks as to whether the ID badge will be reinstated, the sponsoring company will be notified accordingly.

ID Badge Re-Issue Notifications

All ID badge replacements must be signed for by the company authorised signatory. Failure to attend the Identification and Access Control Office within the required time period will result in the ID Badge becoming invalid for airport use.

ID Badge holders agree to comply with Airports Authority of Trinidad and Tobago security Instructions and Notices.

An ID Badge does not confer right of access. It remains the property of Airports Authority of Trinidad and Tobago and it is the sponsoring companies' responsibility return the ID Badge to the Identification and Access Control Office upon demand or upon cessation of the company or of an individual's employment.

Further Information:

Further information may be obtained from Identification and Access Control Office.



Bryan Salina

Access Control Administrator