

AUTHORISED SIGNATORY RESPONSIBILITIES

Overall Responsibilities

The authorised signatory performs a critical role. The function of an authorised signatory is to sponsor applications for an airside pass having satisfied themselves that the applicant has a legitimate need for access to security restricted areas, and is a suitable person having successfully completed an enhanced background check.

Obligations

The authorised signatory is responsible for:

- Ensuring that the enhanced background check conducted on an applicant is done to a satisfactory standard.
- Sponsoring and submitting a pass application only after being satisfied that the person is a suitable person to hold an airside pass.
- Establishing a person's legitimate need for airside access and providing an indication for the appropriate access level to the Airport Pass Office.
- Alerting the Airport Operator of any signs or suspicion of fraudulent activity.
- Co-operating with any requests for information from the Airport Operator in relation to pass applicants and existing airside pass holders and with any investigations or audits undertaken by the Airport Operator.
- Ensuring the Sponsoring company is responsible for payment of any costs incurred in the issue of ID Passes as advertised on the Newcastle Airport website.

Declaration:

I, (PRINT NAME),
employed by (PRINT COMPANY NAME)
understand and accept the above responsibilities associated with the role of Authorised Signatory.

Signed..... Dated

Authorised Signatory Guidance Notes on Enhanced Background Checks

In order for an Authorised Signatory to be initially set up on IDGateway, an application must be completed and a full 5 year enhanced background check completed.

It is important that the Authorised Signatory is satisfied with the suitability of an applicant before an airside pass application is submitted. The following guidelines will assist in ensuring compliance with the regulations, however should any specific queries arise, the pass office will be able to elaborate.

The following enhanced background checks and training must be completed before an application is submitted:

PHOTO ID

For British Nationals: a valid full passport or British photo-card driving licence only.

For all other nationalities: A full passport, plus original Home Office documentation confirming the right to work in the UK.

PROOF OF ADDRESS

Proof of address must be uploaded on all applications. This can either be a driving licence, bank/utility statement (issued within last 3 months) or the CRC where it has been sent to the applicants home address.

Accreditation Check

An accreditation check must be applied for once all identity checks have been completed. You will need to contact the pass office to have permission to apply set up.

Criminal Records Check

The CRC is valid for 26 weeks from the date of issue. There are no exceptions to this rule.

Working Abroad

Overseas criminal record information must be obtained for all countries where an applicant has been resident in the preceding five years. This must be issued within 10 weeks prior to leaving that country, or any time after leaving providing there is evidence the applicant has not returned. Residence is defined as continuous for 26 weeks or more.

GSAT

GSAT should be completed within 10 weeks of applying for the pass. There are no exceptions to this rule. This must include modules 1-5.

Fire Training

Fire Training should be completed within 10 weeks before applying for the pass. The only exception to this rule is when applying for an initial pass, when a 30 day grace period will be given. If after the 30 days, the fire training has not been completed, then the pass will be parked and will not be unparked until completed.

5 Year Background Check

The Authorised Signatory must verify that the personal history declared by the applicant is genuine and that the applicant is not concealing something from their history that might pose a threat to aviation security.

In order to fulfil this requirement, references for the applicant's last 5 years must be gathered, and at least 10% must be verified by the sponsor to ensure their validity. Any gap over 28 days in employment must be covered by a Gap Reference and evidence gathered to support what the applicant was doing during the period. Evidence does not need to be uploaded to ID Gateway, but must be retained by the sponsor.

References can be supplied on a sponsor's own developed reference request form, however exact employment dates must be provided ie DD/MM/YYYY plus a company stamp/letterhead /compliment slip/business card attached or returned from a company email address (the email trail must be uploaded with the reference). The form must be dated and signed by the referee. Proof must be uploaded from the sponsor requesting and receiving all references.

Employment Reference

Employment references can be supplied either on company letterhead or by company email. Emailed references must also have an auto signature from the person completing the reference showing the person's name, company, job title and telephone number. Emails from a personal email account are not acceptable.

References must be dated and signed by the referee, must include exact employment dates ie DD/MM/YYYY, be addressed to the sponsor and dated in line with documentation. The most recent reference must be dated within 28 days of the applicant's start date. Generic references addressed 'To whom it may concern' will not be accepted. All references must be addressed to the sponsor and the full email trail submitted to the pass office.

Referencing for a company which has ceased trading

The HMRC alleviation can be used for any company that has ceased trading, or where you cannot obtain a reference. This must be accompanied by the completed security interview.

Self-Employment

Should an applicant have been self-employed for any period of time during the 5 year work history, a letter from their Accountant confirming the dates should be obtained.

If an Accountant's letter is not possible, then self-assessment documentation will be required. This will need to be accompanied by a Gap reference and supporting evidence provided. This must be verified by the sponsor.

Unemployed (Claiming Benefits)

Where an applicant has been unemployed and claiming benefits for more than 28 days, proof of the claim for the full period must be uploaded in one of the following forms: HMRC statement, a Job Seekers Allowance letter or screen shots from the applicant's Universal Credit account along with the Benefit Claim Verification Security Interview Form.

Unemployed (Not Claiming Benefits) or Gap in Employment Reference

The definition of a gap is a break in employment/education of over 28 days when the applicant has not been claiming benefits. If benefits have been claimed then please refer to the guidance above: Unemployed (Claiming Benefits). Regular academic summer holidays of more than 28 days (educational gaps) should generally be disregarded, however any gap in excess of 85 days may not be considered as a regular academic holiday. For the educational gap rule to apply, the applicant must remain in permanent education and be at school, college or university.

Gap references should be provided by a non-family member (this includes partners or persons co-habiting) who have known the applicant for a minimum of 5 years and should include the referee's signature, telephone number, full postal address, how long the referee has known the applicant and how the applicant is known to the referee. The referee must advise what the applicant was doing during the period in question, and the sponsor must collect evidence to prove what the referee has advised is correct. Evidence does not need to be uploaded to ID Gateway, but must be retained by the sponsor. The gap referee must have had face to face contact with the applicant at least every 28 days, and note how this contact took place, ie social activities, hobbies, etc. This must be confirmed by the sponsor in the verification notes.

The sponsor must satisfy themselves that evidence collected from the applicant supports the information contained within the gap reference. The sponsor must interview the applicant to question them regarding their whereabouts during the gap period and how they were funding themselves until they are satisfied that the gap is legitimate and notes of this interview must be kept with the gap reference. The interview notes must be signed and dated by the interviewer. The pass office will not require copies of this information however this should be kept on the sponsoring company's personnel files.

100% of gap references should be verified by the sponsor.

Volunteering Reference

If the applicant has volunteered, then a reference must be obtained from the charity with whom they were volunteering. If this is not possible then a Gap reference must be obtained and verified by the sponsor. Evidence must be provided.

Fraudulent References

If a reference is thought to be fraudulent then it is within the rights of Pass Office staff to reject such a document.