



Rules for the proper use of I.D. badges

With an excerpt from Act 21/03 on Aviation Security



Overview

The following areas are defined within an airport's facilities based on their accessibility:

Public area: the area of an airport and the buildings comprising it to which the public has unrestricted access. This area includes, among others, the terminal area before the security checkpoints, the entrance to the airport, car park and industrial zone.

Access controlled area: access to this area is controlled through readers, turnstiles, security staff, etc., so that only authorised staff enter, but security controls are not carried out.

Security restricted area: any area in an airport whose access is subject to access control and security control.

In general, these areas comprise, among others, the passenger exit areas between the security control points and the aircraft, apron and baggage make-up areas.

Access to security restricted areas will be under continuous control to ensure that there is no entry by unauthorised persons and, in addition, it shall also be ensured that prohibited items are not brought into the security restricted areas or the aircraft.

The steps for both people and vehicles that make it possible to pass from a public area to a security restricted area are the security controls or security checkpoints that are indicated with the pertinent signage. Security checkpoints are equipped with human and/or technical resources such as walk-through metal detectors, trace-detection equipment,

hand-held metal detectors, X-ray inspection equipment, metal detectors for footwear, vehicle barriers and turnstiles for people.

Authorised access to the security restricted area shall be limited to:

Passengers with boarding passes. People, vehicles with valid airport authorisation, or I.D. Crews. Staff responsible for inspecting civil aviation aircraft with the pertinent I.D. card and work order.

Background checks covering at least the last five years shall be run on all staff who must have access to the security restricted area before an I.D. badge allowing unrestricted access to this area is issued. I.D. badges shall be issued only for people who have passed the background check.

I.D. badges issued that allow unrestricted access to the restricted area can be permanently withdrawn by the Airport Authority should the unsuitability of the worker for reasons of security be confirmed.

Staff members needing unrestricted access to the security restricted area

must receive regular training in civil aviation security so that they can be issued the I.D. badge that allows unrestricted access.



Valid areas

Staff I.D. badges are issued strictly for areas of the airport to which access is needed in order to carry out the activities for which they were issued.

Authorised areas are identified by colours:

- **RED:** public areas and security restricted areas located in the airside, except the trolley area and the manoeuvring area.
- **BLUE:** allows continuous presence in and access via the steps set out to areas in the airport defined as access controlled areas.
- **YELLOW:** public areas and access controlled areas (e.g., baggage reclaim areas). It also allows a continued presence in and access via the steps set out to the restricted areas located in the operations area, except the inside of the terminal building, the trolley area and the manoeuvring area.

○ **WHITE:** public areas and access controlled areas (e.g., baggage reclaim area). It allows for a continued presence and access via the steps set out to the security restricted area located inside the terminal building.

● **GREEN:** this area allows continuous presence in and access via the steps set out to all areas in the airport except the baggage trolley area and the manoeuvring area.

For airports with distinct areas within the areas defined by the colour code, cards allowing access to these areas may -in addition to the pertinent colour- have letters printed on them in black to identify the area to which access is authorised: ZI (Industrial Zone); TC (loading terminal), etc.

In order for green or yellow I.D. cards to allow a continued presence in and access to the manoeuvring area, they must have a black letter P ("pista" -tarmac-) printed on them.



When the trolley area is defined as a security restricted area, green and yellow I.D. badges must have a red strip in order to allow continuous presence in and access to this area.

Workers who must enter the security restricted area carrying prohibited items in order to carry out tasks that are essential to the operation of the airport facilities or aircraft must be authorised to do so by a red letter H on the I.D. badges along with a number and/ or letter that shall clearly state their status as authorised to carry these items into the restricted area

Granting of I.D. badges

I.D. badges are granted by the Airport Authority (or via delegation thereof) once the established requirements are met.

The Airport Authority may restrict both the use of the I.D. badges as well as the rights inherent therein under special circumstances. In these cases, it may immediately and temporarily withdraw the I.D. badge.

Rules of use

The following rules govern the proper use of personal I.D. badges.

OBLIGATIONS

- > The I.D. badge is personal and non-transferable, and serves as identification of the party concerned and therefore this latter must safeguard it to prevent it from becoming lost until the expiry date printed on it.
- > Should it become lost for any reason, it is compulsory to notify the Airport Security Office at once; this may be done by either the holder or by the representative of the company that applied for it.
- > Should someone come to work at the airport without the I.D. badge due to forgetting (not losing) it, he or she shall go to the I.D. Issuance Office -or wherever the airport designates, should the office be closed - to pick up a temporary I.D. badge valid for no more than one day.
- > It is compulsory to wear the I.D. badge in a highly visible place during the

entire time the party concerned is in the authorised area.

- > The I.D. badge does not, per se, authorise driving vehicles on the apron; this requires also having a current Airside Driving Permit.
- > I.D. badge holders must ensure that the areas they enter with their I.D. badges are then re-closed to prevent others from entering.
- > Personal I.D. badges must be shown whenever so requested by airport security forces or security staff. Should the I.D. badge be found to be expired, to not match the person carrying it or to have some type of unusual feature (forgery or tampering), they may hold it for preventive purposes and turn it over to the Security Office.
- > Holders of I.D. badges that authorise entry to a restricted area shall access that area only through the points established by the Airport Authority and submit to the pertinent security control at that point.
- > Once an I.D. badge has expired -whether due to the company no

longer working at the airport, the end or modification of the employment contract between company and worker or because the expiry date printed on it has passed- it must be returned to the Security Office, either by the holder or by the representative of the company that applied for it.

- > I.D. badge holders in the restricted area carrying items that they are permitted (or authorised for), but which are prohibited for passengers and/or other workers, must safeguard them at all times and prevent these latter from having access to them.

> It is compulsory to comply with the orders, rules and guidelines of the Airport Authority or the delegate thereof.





PROHIBITIONS

- > Access to and/or continuous presence in areas other than those authorised is prohibited.
 - > Taking photographs or video recordings by any means inside the airport complex, and broadcasting them on social or any other media, that show procedures, facilities, equipment or the like that might compromise the security of civil aviation in the following areas is prohibited without the express consent of the Airport Authority: access controls, security checkpoints, customs checkpoints and critical security areas such as the trolley area, service roads, airside and any other area designated as sensitive by the Airport Authority.
 - > It is prohibited to enter the restricted area using means or accesses other than those established (such as forcing emergency doors or pushing emergency buttons).
 - > It is prohibited to enter the security restricted area with unauthorised prohibited items.
 - > It is prohibited to enter the restricted area avoiding a security control.
 - > It is prohibited to facilitate access to people other than those authorised by the I.D. badge, regardless of whether they are authorised, except in the following cases: to accompany someone whose I.D. badge lacks the technical means to access areas where he or she is authorised to go; to facilitate access to a passenger with a boarding pass accepted by a company; to facilitate access by crews in accordance with the approved procedure in the airport; or to facilitate access to staff responsible for inspecting civil aviation aircraft when they have a current Inspector's I.D. and work order.
- > It is prohibited to enter the security restricted area using the airport I.D. badge when not on duty. When a worker has an I.D. badge that authorises him or her to be in the area where there may be passengers (green or white), the worker may be in this area even when not on duty, except in circumstances in which the Airport Authority prohibits it for reasons of security.
 - > It is prohibited to use the I.D. badge after its expiry.
 - > It is prohibited to lend the I.D. badge to someone else, regardless of whether he or she uses it or not.
 - > It is prohibited under any circumstances to use any I.D. badge other than one's own.
 - > It is prohibited to use a personal I.D. badge for purposes other than those it was issued for, more specifically, as authorisation to drive on the apron.
 - > It is prohibited to alter or counterfeit the I.D. badge.
 - > Should someone come to work at the airport without the I.D. badge due to forgetting or losing it, it is prohibited to do anything to try to enter the restricted area without having the pertinent I.D. badge.





Breach of the rules of use

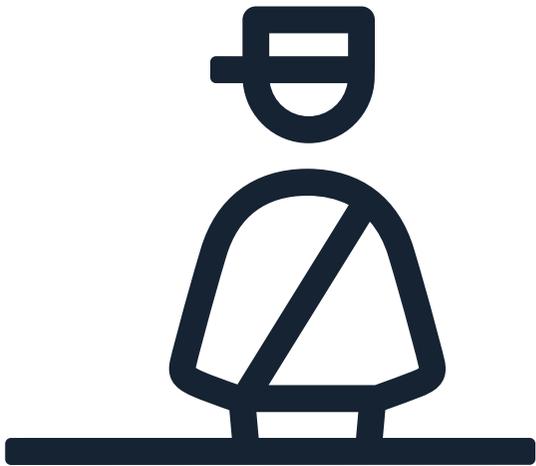
A breach of the rules of use or the misuse of personal I.D. badges and/or vehicular access authorisations shall entail the withdrawal thereof without prejudice to any administrative penalty applied in accordance with current legislation.

A breach of airport operation rules and, more specifically, violations committed by breaching the Apron Security Regulations (when applicable) shall entail the withdrawal of the I.D. badge under the terms set out in these Regulations.

Should a worker in possession of more than one personal I.D. badge due to his or her job commit a violation of the rules of use, or misuses one of them in a way that gives rise to one of them being withdrawn, all the worker's I.D. badges shall be withdrawn.

The Airport Authority shall have the power to withdraw personal I.D. badges due to the breach of the rules of use or the misuse thereof, under the following terms:

- a) A personal I.D. badge may be withdrawn for one to seven days due to:
 - > Leaving a door open when access was effected through it using the I.D. badge.
 - > Using one's own I.D. badge to facilitate access to another person who is authorised.
 - > Using the I.D. badge of another person for access when authorised.
 - > Using I.D. badges that expired less than 15 days earlier.
 - > Not wearing the I.D. badge clearly visible, whenever worn somewhere else.
 - > Using the I.D. badge when not on duty.
 - > Appearing at the airport without the I.D. badge more than three times in one month.
- b) A personal I.D. badge may be withdrawn for seven to thirty days due to:
 - > Using one's own I.D. badge to facilitate access to another person who is not authorised.
 - > Leaving open an access to a security restricted area.
 - > Entering the restricted area by avoiding a security control.
 - > Entering the security restricted area with unauthorised prohibited items.
 - > Entering the restricted area using means or accesses other than those established (such as forcing emergency doors or pushing emergency buttons).
 - > Refusing to pass through the security measures established (coercing security staff with threats, insults or aggressive behaviours, etc.)
 - > Refusing to show one's personal I.D. badge to security staff.
 - > Using I.D. badges that expired 15 days or more earlier.
 - > Using someone else's I.D. badge autorizado.
 - > Using the I.D. badge in areas other than those it is authorised for.



> Taking photographs or video recordings -or any other type of image, whether moving or still- in an unauthorised area without having the pertinent authorisation.

> The second time an employee acts according to section a) of this point, his or her I.D. badge shall be withdrawn from seven to thirty days.

c) A personal I.D. badge may be withdrawn from thirty days to a permanent withdrawal for repeated breaches of the rules of use or misuse under the following terms:

> For taking photographs or video recordings -or any other type of image, whether moving or still- in an unauthorised area without authorisation.

> For breaching the orders, rules and guidelines of the Airport Authority or the delegate thereof.

> The second time an employee acts according to section b) of this point, his or her I.D. badge shall be withdrawn from thirty to ninety days.

> The Airport Authority may withdraw the I.D. badge from thirty days to its permanent withdrawal the third time an employee acts according to sections a) and b) of this point.

> The Airport Authority may withdraw the I.D. badge from thirty days to its permanent withdrawal when it is found that it has been tampered with or counterfeited.



Security is everyone's job

If you detect a person without an I.D. badge in the restricted security areas or other irregular situation that raises suspicion, please notify the Airport Security Office.



Excerpt from Law 21/2003, of 7 July, on aviation security: obligations binding upon anyone whose actions may affect aviation security.

TITLE IV. Obligations for security reasons

Article 32. Those subject to the obligations for security reasons.

The following people are subject to fulfilling the obligations for security reasons set out in this title.

- > Aviation personnel.
- > Flight schools, aviation training schools and flying clubs.
- > Entities engaged in the design, production and maintenance of aircraft and aviation.
- > Aircraft operators.
- > Air carriers and aerial works companies.
- > Air navigation services providers.
- > Agents and suppliers of airport services.
- > Managers of airports, airfields and other airport facilities.
- > Passengers and other users of the services.
- > Entities collaborating in matters of aviation inspection.

Article 33. General obligations.

All people and organisations listed in the preceding article are subject to the following obligations to:

1. Comply with the security-related regulations, rules, measures and conditions required in each aviation operation or activity with due diligence.
2. Follow the orders, instructions and guidelines adopted by the aviation authorities in the performance of his or her duties.
3. Collaborate on and facilitate a good outcome for aviation inspection and investigation activities.
4. Comply with statutory duties of providing information to aviation authorities and bodies with jurisdiction in matters of civil aviation.
5. Provide passengers and other users of aviation services with instructions and guidelines on security-related civil aviation activities and operations.
6. Properly maintain any books, notebooks, manuals, certificates, records and any other documentation required by law.
7. Comply with the duties of communicating with the bodies with jurisdiction in civil aviation matters and, more specifically, promote the procedures of registration and de-registration set out in the regulations governing the Aircraft Register.

Excerpt from Law 21/2003 of 7 July on aviation security

8. Carry out only the civil aviation activities for which it is authorised and designated and comply with the conditions set out in the regulations governing them and whatever limitations and obligations are defined in the title that allows these to be carried out.
9. Maintain the aircraft, facilities, systems and equipment used in civil aviation activities in accordance with the provisions in the applicable regulations and refrain from carrying out acts that hinder or alter normal functioning.
10. Ensure continuity in the provision of services that are considered essential.
11. Take out and maintain in effect any aviation insurance policies required by law, and establish deposits, bonds and other guarantees.
12. Take the proper steps to ensure the security of passengers and other users of aviation services, with special attention to people with disabilities, seniors and children.
13. Perform the functions or carry out the activities for which they are responsible with respect for the rights of users, preventing any kind of discrimination based on birth, race, gender, religion, opinion or any other personal or social background or status.

Article 37. Specific obligations of air carriers and aerial works companies.

In addition to those set out in the preceding article, companies engaging in commercial air transport and companies performing aerial works have the following obligations to:

1. Have valid and effective rights, certificates, licences or authorisations required for whatever activity they intend to carry out.
2. Comply with the conditions, exceptions and limitations imposed on the licences or authorisations or in the regulations governing the provision of commercial air transport services and the performance of aerial works.
3. Ensure the continuity of the provision of these services at the level of security required.

4. Comply with statutory duties related to staff training in matters of operational and civil aviation security.

Article 38. Specific obligations of civil providers of air navigation services.

Those that have been authorised and designated as providers of air navigation services providers are subject to the following obligations to:

1. Comply with the conditions and requirements for authorisation and designation.
3. Ensure the continuity of the provision of the services at the level of security required.
3. Properly maintain air navigation system equipment and facilities and prevent the deterioration or impairment of their performance.
4. Comply with the statutory duties related to staff training in matters of operational and civil aviation security.

Article 39. Specific obligations of airport services agents and providers.

Airport services agents and providers have the following obligations to:

1. To have a valid and effective legal instrument for providing airport services in airports of general interest.
2. Comply with and maintain the conditions set out in the title referred to in the previous section.
3. Comply with security, use and operation regulations of the airport in which they are providing services.
4. Ensure the provision of the services at the required level of security.
5. Comply with the statutory duties related to staff training in matters of operational and civil aviation security.

Excerpt from Law
21/2003 of 7 July on
aviation security

Article 40. Obligations of the administrators of airports, airfields and other airport facilities.

Natural and legal persons responsible for managing airports, airfields and other airport facilities are obligated to:

1. Ensure the continuity of the use of the airport, airfield or airport facility they are managing under appropriate security conditions.
2. Comply with the conditions of security required in relation to the design, construction, use and operation of whatever airport, airfield or airport facility they manage.
3. Have an emergency plan for civil protection in coordination with the plans approved by bodies with jurisdiction in the matter.
4. Comply with statutory duties related to staff training in matters of operational and civil aviation security.

TITLE V. Offences and penalties

CHAPTER I. Offences

Article 43. Concept and types of offences.

1. Actions or omissions classified as such in this law are administrative offences related to civil aviation.
2. The administrative offences classified in this law may be minor, serious and very serious, in accordance with that set out in the following articles. Only natural or legal persons determined to be liable for the acts constituting the offence may be penalised, even for simple non-compliance.

Article 44. Offences against civil aviation security.

1. A breach of the obligations established in Title IV of this law by subjects, depending on each case, that are subject thereto shall be a minor offence, except when constituting an offence classified in the following articles of this chapter, or in special circumstances other than those provided for in the following section of this article classifying it as a serious or very serious offence.
2. A breach of the obligations set out in Title IV of this law shall constitute a serious offence when any of the following qualifying circumstances exist:
 - a) A serious aviation incident was caused.
 - b) Serious injuries to people, as set out in the Penal Code, or that cause absence from work for a term of greater than seven days, or inability to work.
 - c) Damages have been caused to property and rights that, assessed individually for each of the subjects affected, total an amount between 5,000 and 15,000 euros.
 - d) Unjustified delays of more than four hours were caused in the provision of aviation services.
3. A breach of the obligations set out in Title IV of this law shall constitute a very serious offence when any of the following qualifying circumstances exist:
 - a) An aviation accident was caused.
 - b) The death of a person was caused.
 - c) Damages have been caused to property and rights that, assessed individually for each of the subjects affected, total an amount greater than 15,000 euros.
 - d) The unjustified suspension of the provision of aviation services was caused.

Excerpt from Law
21/2003 of 7 July on
aviation security

Article 48. Offences in relation to airport use and operation.

1. The following constitutes a minor administrative offence in relation to the use and operation of airports of general interest:
Any imprudent or action or omission when performing activities, operations and manoeuvres in the service area that did not cause significant damage or impairment, but did jeopardise works, facilities, equipment, goods, containers and means of air or ground transport located in this area or the aviation activities carried out therein.
2. The following constitutes serious administrative offences in relation to the use and operation of airports of general interest:
 1. Negligent or imprudent acts or omissions that cause damage or impairment to the works, facilities, equipment, goods, containers and means of transport located in the service area or to the aviation activities carried out therein.
 2. A breach of the regulations on personal identification of those performing functions in the service area.
 3. A breach of the accounting rules set out in relation to the management of facilities and systems and the provision of airport services.
3. The following constitutes very serious administrative offences in relation to the use and operation of airports of general interest:
 1. Intentional acts or omissions that cause damage or impairment to the works, facilities, equipment, goods, containers and means of transport located in the service area or to the aviation activities carried out therein.
 2. Unauthorised access to airports' restricted areas and to operations area.
4. In any event, effecting works, facilities or activities not permitted due to established aviation easements in any airport or airfield constitutes a very serious administrative offence.

Article 51. Recidivism.

The repeat of an offence of those classified as serious in section 2 of Article 44, determined in accordance with Official Spanish Gazette No. 162 of Tuesday 8 July 2003 26383 Article 131.3. c) of Law 30/1992 of 26 November on the Legal Regime of Public and Common Administrative Procedure converts these offences into very serious offences.

Article 52. Liability for offences.

1. Administrative liability for offences governed under this law shall be assumed as follows:
 - a) For offences against civil aviation security: by the natural or legal persons subject to compliance with the obligation breached.
 - b) For offences related to air transport and aerial works: by the persons who committed them, by the holders of the operating licence, permit or authorisation, or by the aircrafts' operators.
 - c) For offences related to hazardous goods or those subject to special regulations in the air: by the operator of the aircraft, the consignor of the goods, the ground assistance services agent and the cargo broker.
 - d) For offences related to the discipline of air traffic in matters of noise: the air carrier, operator, owner-operator, or pilot-in-command of the aircraft the offence was committed with.
 - e) For offences related to the operation and use of airports: by the persons who commit the offence or those authorised to provide services and manage airport infrastructure.
 - f) For offences related to the coordination of airports and use of time slots: by air carriers, aviation personnel or other natural or legal persons with responsibilities of allocating and managing time slots.
 - g) For breaches related to the duty to cooperate with the central state administration authorities and bodies with jurisdiction in matters of civil aviation: by the natural or legal person who commits the offence.

Excerpt from Law
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2. When a single offence is attributable to several persons and it is not possible to determine each one's degree of participation, they shall be jointly and severally liable.
3. The fact that the persons that committed the offences belong to temporary ventures, economic interest groups or jointly-owned entities without legal personality shall not exempt them from liability.

CHAPTER II Penalties and other measures

Article 55. Penalties.

1. The offences set out in Chapter I of this title shall be penalised as follows:
 - a) Minor offences shall be penalised with a warning or fine of 60 to 45,000 euros.
 - b) Serious offences shall be penalised with a fine of 45,001 to 90,000 euros.
 - c) Very serious offences shall be penalised with a fine of 90,001 to 225,000 euros.

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