
Rules for the correct use of accreditation

With excerpt from Aviation Safety Act 21/03



General Information

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The following areas are defined within the airport facilities, taking into account accessibility:

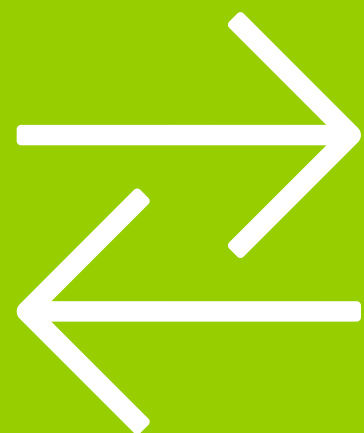
- **Public area:** the area of an airport and the buildings within it to which the general public has free access. This area will include, among others, the terminal area, before the security checkpoints, the access to the airport, the car park and the industrial area.
- **Controlled access area:** is an area where access is controlled by readers, turnstiles, security guards, etc. so that only authorised personnel have access, but no security checks are carried out.
- **Security restricted area:** is any area of an airport to which access is subject to access control and security screening. These areas generally include, but are not limited to, passenger departure areas between security checkpoints and aircraft, apron or baggage make-up areas.



General Information

Access to security restricted areas shall be controlled at all times to ensure that no unauthorised persons enter the security restricted areas and to ensure that no prohibited articles are brought into the security restricted areas or onto aircraft.

The crossings of both persons and vehicles from a public area to a security restricted area are security checks or inspection filters, which are indicated with the corresponding signage. Inspection filters are equipped with human and/or technical means, such as metal detector arches, trace detection equipment, hand-held metal detectors, X-ray inspection equipment, metal detectors for footwear, vehicle barriers or turnstiles for the passage of persons.



General Information

Authorized access to the **security restricted area** shall be limited to:

- **Passengers with a valid boarding pass.**
- **Visiting persons with a valid visiting person's card.**
- **Persons, vehicles with valid airport accreditation or authorisation.**
- **Crews.**
- **Personnel with civil aviation aeronautical inspection competencies holding the appropriate licence and warrant.**

Background checks will be carried out on, at least the last five years of all personnel required to have access to a security restricted area before the issuance of an accreditation allowing free access to the area. This check shall be carried out on a regular basis.

Accreditation can only be issued to persons who have passed the background check.

The accreditations issued giving free access to the restricted area may be definitively withdrawn by the airport authority if it is established that the worker is unsuitable, for airport security reasons, for access to the restricted area.

Personnel requiring unescorted access to the security restricted area shall undergo regular civil aviation security training in order to be accredited for unescorted access to the security restricted area.



Areas of validity

Personal accreditations are granted strictly for the areas of the airport where access is required to carry out the activities for which they have been issued.

Authorised areas are identified by colours:



- **RED:** public areas and airport offices that are not in an area to which access is controlled.
- **BLUE:** allows to remain and access through the established passages to the areas of the airport defined as controlled access areas.
- **YELLOW:** public areas and controlled access areas (e.g. baggage claim halls). In addition, it allows access to the security restricted area located in the airside, except for the interior of the terminal building, the baggage handling area and the manoeuvring area.
- **WHITE:** Public areas, offices and controlled access areas (offices, baggage reclaim, etc.). Restricted area inside the terminal building.
- **GREEN:** The entire airport except for the baggage handling area (where this is defined as a security restricted area) and manoeuvring area.

At airports where there are distinct areas within the colour-coded areas, cards allowing access to such areas may, in addition to the corresponding colour, bear letters printed in black to identify the area to which access is authorised, for example:

ZI → **industrial area**

TC → **cargo terminal**

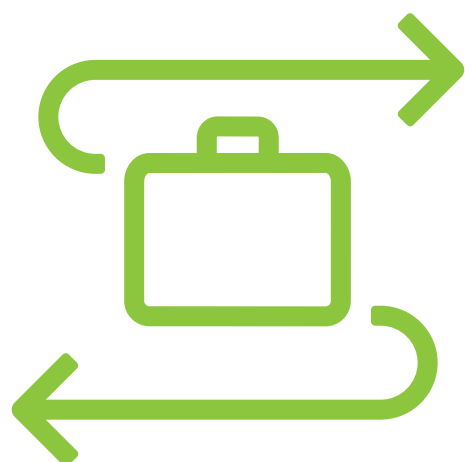
Green or yellow badges, in order to allow access to the manoeuvring area, must be printed with the letter P (pistas) in black.

Areas of validity

When the baggage handling area is defined as a security restricted area, green and yellow accreditations, in order to allow access and to remain in this area, shall display a red stripe.

Personnel who access the baggage handling areas for operational reasons and do not handle hold baggage do not need to wear a red band on their accreditation and may remain in the area for the required time. Neither shall security staff responsible for the inspection or surveillance of hold baggage.

Workers required to enter the security restricted area carrying prohibited articles in order to carry out tasks essential to the operation of the airport facilities or aircraft shall be authorised to do so by the printing of a red letter H on the accreditation accompanied by a number(s) and/or letter(s), which shall clearly indicate their status as a worker authorised to carry such articles in the restricted area.



Granting of accreditations



The accreditations are granted by the airport authority (or by the delegation of the airport authority), once the established requirements have been met.

The airport authority may restrict the use of accreditations and the rights attached to them in special circumstances. In such cases, the accreditation may be withdrawn provisionally and immediately.



Rules for use Obligations

For the correct use of personal accreditation, the following rules must be observed:

- The accreditation is personal and non-transferable, serving as identification for the interested party, so it must be kept in a safe place to prevent it from being lost, until the expiry date printed on it.
- If for any reason it is lost, it must be reported immediately to the Airport Security Office, either by the holder or by the representative of the company that made the request.
- If any person, when starting their activity at the airport, due to forgetfulness (not loss), does not have their accreditation at that moment, they must go to the accreditation issuing office, or where the airport designates in the event that the office is closed, to obtain a provisional accreditation with a maximum validity of one day.
- It is compulsory to wear the accreditation in a clearly visible place during the entire time while the person concerned is in the authorised area.
- Personal accreditation alone does not authorise the driving of vehicles on a platform, for which it is also compulsory to have a valid PCP.
- The holder of an accreditation shall ensure that the doors through which they enter with their accreditation are locked again, preventing other persons from entering.
- Personal accreditation must be shown whenever required by law enforcement or airport security personnel. In the event of detecting that the accreditation has expired, that it does not correspond to the person carrying it or that it presents any irregularity (forged or manipulated), it may be retained as a preventive measure and handed over to the Security Office.



Rules for use

Obligations

- The holder of an accreditation authorising access to the restricted area shall only enter the restricted area through the points established by the airport authority, and shall be subject to the corresponding security check at those points.
- The accreditation, once it has expired, either due to the termination of the company's activity at the airport, the termination or modification of the contractual relationship between the company and the worker or because it has expired, must be returned to the Security Office, either by the holder or by the company representative who made the request.
- The holder of an accreditation who is in the restricted area and is carrying items permitted (or authorised) for them, but prohibited for passengers and/or other workers, shall keep them in safe custody at all times and prevent them from being accessed by other workers.
- It is mandatory to comply with the norms, rules and directives of the airport authority or to whom it is delegated.



Rules for use Prohibitions

- Entering and/or remaining in areas other than those authorised is forbidden.
- Taking photographs or recordings by any means within the airport premises, showing procedures, facilities, equipment, etc. that may compromise the security of civil aviation, unless expressly authorised by the airport authority, in the following areas: access controls, security controls, booths and border control facilities, and in critical security areas such as baggage handling areas, service roads, apron and any other area designated as sensitive by the airport authority is forbidden.
- Entering the restricted area by any means or access other than those established (e.g. by forcing emergency doors, activation of emergency buttons) is forbidden.
- Entering the security restricted area with unauthorised prohibited articles is forbidden.
- Entering the restricted area bypassing a security check is forbidden.
- Providing access to persons other than those authorised by the accreditation is forbidden, whether or not they are authorised, except in the following cases: to accompany a person whose accreditation lacks the technical means to access the areas where they are authorised to go, to provide access to a passenger holding a boarding card accepted by an airline, to provide access to crew, in accordance with approved airport procedures, or to provide access to staff with the authority of inspector in force and the corresponding warrant.



Rules for use Prohibitions

- Access to the security restricted area using airport accreditation when off duty is prohibited. Where a worker has an accreditation authorising him to be in the area where passengers may be present (green or white), he may be in that area even if he is not on duty, except in circumstances where the airport authority prohibits it for security reasons.
- Use of the accreditation once it has expired is forbidden.
- It is forbidden to leave the accreditation with another person, regardless of whether or not that person uses it.
- The use of accreditation other than your own is prohibited under any circumstances.
- Personal accreditation may not be used for purposes other than those for which it was issued, in particular as authorisation to circulate on the platform.
- Altering or falsifying the accreditation is prohibited.
- If any person, when starting their activity at the airport, due to forgetting or losing their accreditation, does not have it at that time, using any action to gain access to the restricted area without being duly accredited is forbidden.



Non-compliance with the rules of use

- Failure to comply with the rules of use or misuse of personal accreditations and/or vehicle access authorisations will lead to their withdrawal, without prejudice to impose the appropriate administrative sanction in accordance with current legislation.
- Failure to comply with the airport's operational rules and, in particular, infringements committed due to non-compliance with the Apron Safety Regulations (where applicable) will result in the withdrawal of accreditation in accordance with the terms set out in the aforementioned Regulations.
- If an employee, who as a result of their work duties have more than one personal accreditation, commits a breach of the rules of use or misuses any of them, resulting in the withdrawal of any of them, all of their personal accreditations shall be withdrawn.



Non-compliance with the rules of use

The airport authority shall have the power to withdraw personal accreditation for non-compliance with the rules of use or for misuse of accreditation, under the following terms:

- A Personal accreditation may be withdrawn from between one to seven days for:**
- Leaving a door open when access has been gained through it using accreditation.
 - Using one's own accreditation to provide access to another authorised person.
 - Using another person's accreditation to gain access even if authorised.
 - Use of accreditations that have expired within less than fifteen days.
- Not wearing their accreditation clearly visible, provided it is worn elsewhere.
 - Using the accreditation while off duty.
 - Showing up at the airport more than three times in a single month without accreditation.



Non-compliance with the rules of use

B The accreditation may be withdrawn from between seven and thirty days for:

- Using one's own accreditation to provide access to another person who is not authorised.
- Leaving access to a security restricted area open.
- Entering the restricted area bypassing a security checkpoint.
- Accessing the security restricted area with unauthorised prohibited articles.
- Entering the restricted area using accesses or means other than those established (such as forcing emergency doors, activating emergency buttons, etc.).
- Object to pass the security measures put in place (by coercing the security

personnel with threats, insults, aggressions...).

- Refusing to show accreditation to security personnel.
- Using accreditations that have expired a fortnight or more ago.
- Using someone else's accreditation.
- Using the accreditation in areas other than those for which it is authorised.
- Taking a photograph or video recording, or any other image display, static or dynamic, in an unauthorised area without the corresponding authorisation.
- An employee's accreditation will be withdrawn for between seven to thirty days the second time an employee proceeds according to paragraph **A** of this point.



Non-compliance with the rules of use

Ⓒ **Accreditation may be withdrawn from between thirty days until its definitive withdrawal for repeated non-compliance with the rules of use or misuse in the following terms:**

- For taking more than one unauthorised photograph, video recording or other forms of images, whether static or dynamic, in an unauthorised area.
- Failure to comply with the orders, rules and directives of the airport authority or to whom it is delegated.
- An employee's accreditation shall be withdrawn for between thirty to ninety days the second time an employee proceeds under paragraph **B** of this point.

- The airport authority may withdraw the accreditation from between thirty days to its final withdrawal the third time an employee proceeds according to paragraphs **A** and **B** of this point.
- The airport authority may withdraw the accreditation from between thirty days until its final withdrawal if it is found that it has been tampered with or falsified.



Security is everybody's business

If you detect any unaccredited person in the security restricted areas or any other irregular situation that causes you doubt or arouses suspicion, please report it to the Airport Security Office.



**Extract from Law 21/2003 of 7 July 2003
on Aviation Safety: obligations incumbent
on any person whose actions may affect
aviation safety**

Instrument IV. Security obligations

**Article 32: Subject to
security obligations.**

The following persons and organisations
are subject to compliance with the security
obligations set out in this instrument:

- Aeronautical personnel.
- Flying schools and aeronautical training centres and aeroclubs.
- Entities engaged in the design, production and maintenance of aircraft and aeronautical products.
- Air operators.
- Airlines and aerial work companies.
- Air navigation service providers.
- Agents and providers of airport services.
- Managers of airports, aerodromes and other airport facilities.
- Passengers and other users of aeronautical services.
- Collaborating entities in aeronautical inspection.



Instrument IV. Security obligations

Article 33: General obligations.

All persons and organisations listed in the previous article are subject to the following obligations:

- 1st To comply with due diligence with the safety standards, rules, measures and conditions required for each aeronautical activity or operation.
- 2nd To comply with orders, instructions and directives issued by the aviation authorities in the exercise of their functions.
- 3rd To collaborate and facilitate the successful completion of aeronautical investigation and inspection activities.
- 4th To give adequate compliance to the legal duties to inform the aeronautical authorities and the competent bodies in civil aviation matters.
- 5th To provide passengers and other users of the aeronautical services with the

instructions and guidelines on safety of civil aviation activities and operations.

- 6th To properly maintain books, notebooks, manuals, certificates, records and any other legally required documentation.
- 7th To comply with the duties of communication to the competent bodies in civil aviation matters and, in particular, promote the registration and cancellation procedures provided for in the regulations governing the Aircraft Registration Register.
- 8th To only carry out the civil aviation activities for which they are authorised and designated and comply with the conditions established in the regulations governing them and the limitations and obligations determined in the certificate of entitlement for their performance.



Article 33: General obligations.

- 9th To maintain aircraft, facilities, systems and equipment used in civil aviation activities in accordance with the provisions of the applicable regulations and refrain from acts that hinder or alter their normal operation.
- 10th To ensure continuity in the provision of services that are considered essential.
- 11th To take out and maintain in force the legally required aviation insurance and to provide the deposits, bonds and other guarantees required.
- 12th To take appropriate measures to ensure the safety of passengers and other users of aeronautical services, with special attention to persons with disabilities, the elderly and children.
- 13th To carry out the functions or activities for which they are responsible with respect for the rights of users, avoiding any form of discrimination on the grounds of birth, race, gender, religion, opinion or any other personal or social condition.



Instrument IV.

Security obligations

Article 37: Specific obligations of air carriers and aerial work companies.

In addition to those set out in the preceding article, the following obligations apply to companies engaged in commercial air transport and companies performing aerial work:

- 1st To have the valid and effective rights, certificates, licences or authorisations required for the activity they intend to carry out.
- 2nd To comply with conditions, exceptions and limitations imposed in licences or authorisations or rules regulating the provision of commercial air transport services and the performance of aerial work.
- 3th To ensure continuity in the provision of these services with the required level of security.
- 4th To comply with the legally established duties for the training of its personnel in civil aviation and aviation safety.

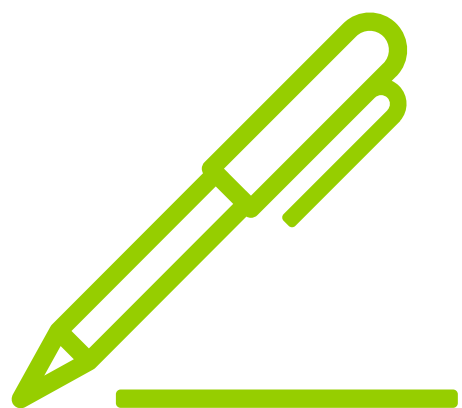


Instrument IV. Security obligations

Article 38: Specific obligations for civil air navigation service providers.

Those who have been authorised and designated as air navigation service providers are subject to the following obligations:

- 1st To comply with the conditions and requirements for their authorisation and designation.
- 2nd To ensure continuity of service provision with the required level of security.
- 3th To properly maintain air navigation system equipment and facilities, avoiding their deterioration or any degradation of their performance.
- 4th To comply with the legally established duties for the training of its personnel in civil aviation and aviation safety.



Instrument IV. Security obligations

Article 39: Specific obligations of airport agents and service providers.

Airport agents and airport service providers have the following obligations:

- 1st To have a valid and effective legal instrument to provide airport services at airports of general interest.
- 2nd To comply with and maintain the conditions set out in the instrument referred to in the previous section.
- 3th To respect the safety, security, use and operational rules of the airport where they provide services.
- 4th To ensure the provision of services with the required level of security.
- 5th To comply with the legally established duties for the training of its personnel in civil aviation and aviation safety.



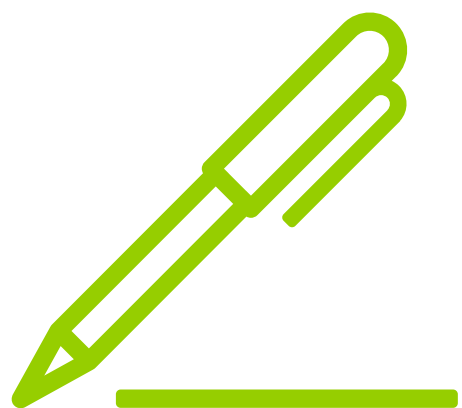
Instrument IV.

Security obligations

Article 40: Obligations of managers of airports, aerodromes and other airport facilities.

Natural and legal persons entrusted with the management of airports, aerodromes and other airport facilities are obliged to:

- 1st To ensure the continued safe and secure use of the airport, aerodrome or airport facility they manage.
- 2nd To comply with the safety conditions required in relation to the design, construction, use and operation of the airport, aerodrome or airport facility they manage.
- 3th Have a civil protection emergency plan in coordination with the plans approved by the competent bodies in this area.
- 4th To comply with the legally established duties for the training of its personnel in civil aviation and aviation safety.



Instrument V. Infringements and penalties

Chapter I. Infringements

Article 43: Concept and types of infringements.

- ① Administrative offences in the field of civil aviation are those acts or omissions which are defined as such in this Act.
- ② The administrative offences typified in this law may be minor, serious and very serious, in accordance with what is established in the following articles.
Penalties may only be imposed on natural or legal persons who are responsible for the acts constituting the infringement, even for simple non-compliance.



Instrument V. Infringements and penalties

Chapter I. Infringements

Article 44: Infringements of civil aviation security.

① Failure to comply with the obligations established in Instrument IV of this Act by the parties subject to them in each case shall constitute a minor infringement, unless it constitutes an infringement of those typified in the following articles in this chapter, or if any special circumstance of those provided for in the following sections of this article occurs, which qualifies it as a serious or very serious infringement.

② Failure to comply with the obligations laid down in Instrument IV of this law shall constitute a serious infringement when any of the following qualifying circumstances apply:

- A serious aviation incident has been caused.
- There have been serious injuries to persons, in accordance with the provisions of the Penal Code, or which result in sick leave for a period of more than seven days or incapacity to work.
- Damage has been caused to property and rights which, valued individually for each of the parties concerned, amount to between 5,000 and 15,000 euros.
- Unjustified delays of more than four hours have been caused in the provision of aeronautical services.



Article 44: Infringements of civil aviation security.

- ③ Failure to comply with the obligations established in Instrument IV of this law shall constitute a very serious infringement when any of the following qualifying circumstances apply:
 - An aircraft accident has been caused.
 - The death of a person has been caused.
 - Damage has been caused to goods and rights which, valued individually for each of the affected parties, amount to more than 15,000 euros.
 - The unjustified suspension of the provision of aeronautical services has been caused.



Instrument V. Infringements and penalties

Chapter I. Infringements

Article 48: Infringements in relation to the operation and use of airports.

① The following constitutes a minor administrative infringement in relation to the operation and use of airports of general interest:

→ Any reckless act or omission in the performance of activities, operations and manoeuvres in the service area, which has not caused significant damage or impairment, but which has endangered works, facilities, equipment, goods, containers and means of air or ground transport located in that area or the airport activities carried out there.

② The following constitute serious administrative infringements in relation to the operation and use of airports of general interest:

→ Culpable acts or omissions causing damage or impairment to works, facilities, equipment, goods, containers and means of transport located in the service area or to airport activities carried out there.

→ Failure to comply with the personal identification rules for those performing duties in the service area.

→ Failure to comply with established accounting rules in relation to the management of airport facilities and systems and the provision of airport services.

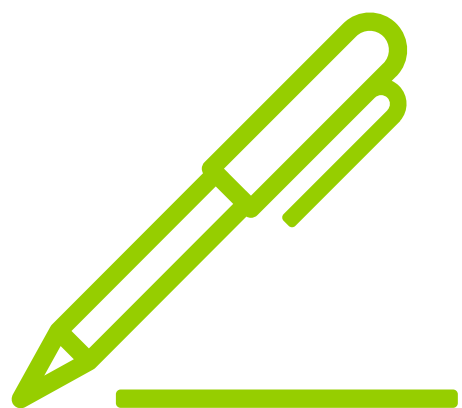


Article 48: Infringements in relation to the operation and use of airports.

③ The following constitute very serious administrative infringements in relation to the operation and use of airports of general interest:

- Malicious acts or omissions causing damage or impairment to works, facilities, equipment, goods, containers and means of transport located in the service area or to airport activities carried out there.
- Unauthorised access to airside and restricted areas of airports.

④ In any case, the carrying out of works, facilities or activities not permitted by reason of the aeronautical easements established at any airport or aerodrome constitutes a very serious administrative offence.



Instrument V. Infringements and penalties

Article 51: Recidivism.

Recidivism in the commission of infringements classified as serious in section 2 of article 44, in accordance with the provisions of BOE (Official State Gazette) no. 162 Tuesday 8 July 2003 26383 article 131.3.c) of Law 30/1992, of 26 November, on the Legal Regime of the Public Administrations and Common Administrative Procedure, converts those infringements into very serious infringements.



Instrument V. Infringements and penalties

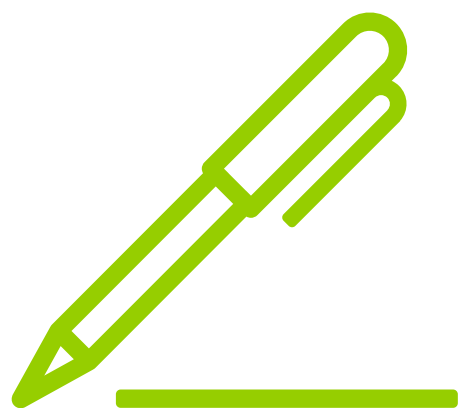
Article 52: Persons responsible for infringements.

- ① Administrative liability for the infringements regulated in this law shall correspond:
 - In the case of infringements of civil aviation security, to the natural or legal persons subject to compliance with the obligation infringed.
 - For offences in connection with air transport and aerial work, the persons who have committed them, the holders of the operating licence, permit or authorisation or the operators of the aircraft.
 - For offences relating to the transport of dangerous goods or goods subject to special rules by air, the operator of the aircraft, the consignor of the goods, the groundhandling agent and the freight forwarder.
- For offences relating to air traffic noise, to the air carrier, operator or the pilot in command of the aircraft with which the offence has been committed.
- For offences relating to the operation and use of airports, to the persons committing the offence or to those authorised to provide services and to manage airport infrastructures.
- For infringements in relation to the coordination of airports and the use of slots, to air carriers, aeronautical staff or other natural or legal persons with responsibilities for the allocation and management of slots.
- In breaches of the duty to cooperate with the authorities and bodies of the General State Administration with powers in civil aviation matters, the natural or legal person who commits the breach.



Article 52: Persons responsible for infringements.

- ② Where the same offence is attributable to several persons and it is not possible to determine the degree of participation of each of them, they shall be jointly and severally liable.
- ③ The fact that the persons who have committed the infringements are members of temporary joint ventures, economic interest groupings or communities of property without legal personality shall not exempt them from liability.



Instrument V. Infringements and penalties

Chapter II. Sanctions and other measures

Article 55: Sanctions.

The offences set out in **chapter I** of this Instrument shall be punishable as follows:

- Minor infringements with a warning or fine of 60 to 45,000 euros.
- Serious infringements with a fine of 45,001 to 90,000 euros.
- Very serious infringements with a fine of 90,001 to 225,000 euros.



Thank you

