

**ACSA Personal and Temporary Permit Application Form
(2 days to 2 years)**

All applicable fields must be completed in full.
Incomplete applications will be rejected

Permanent Personal Permits:	☐ 6days ☐ 7 days ☐ 2weeks ☐ 3weeks ☐ 1mth ☐ 2mths ☐ 3mths ☐ 4mth ☐ 5mths ☐ 6mths ☐ 7mths ☐ 8mths ☐ 9mths ☐ 10mths ☐ 11mths ☐ 1year ☐ 2 years
Temporary Personal Permits:	☐ 2days ☐ 3 days ☐ 4 days ☐ 5days

**SECTION 1: APPLICANT DETAILS
(BOTH PERSONAL AND TEMPORARY PERSONAL PERMITS)**

Original identity document/passport/, must be submitted to the permit office		Foreign passports must be submitted with a valid work permit, business permit and visa	
Do you currently have a permit? Yes ☐ No ☐		Department Manager	
Company		Department	
Company Tel		Company physical Address	
Surname		First Full Name	Initials
Job Title / Function		Gender	Male ☐ Female ☐
SA Citizen	Yes ☐ No ☐	ID Number (Please attach)	
Country of Origin		Passport Number (Please attach a copy)	
Employee No:-		Contact Number	
Home Address:			
Suburb		City	Postal Code
Airside Induction Training		Yes ☐ No ☐	Date of Training
(*Attach copy of Airside Induction Training Certificate)			
Do you have a criminal record	Yes ☐ No ☐	Indicate if you agree to a criminal verification by SAPS. Yes ☐ No ☐	
I acknowledge that my fingerprints will be stored on the card for access purpose I, the applicant, does agree to ad-here to all safety and security related rules and regulations imposed on all ACSA owned/managed airports as stipulated on this application form. All particular furnished by me on this form is true and correct.			
Signature of Applicant		Date of Application	
CRIMINAL RECORD VERIFICATION BY SAPS ONLY			
POSITIVE PROCESSED STAMP	SAPS DATE STAMP	CRIMINAL RECORDS	Verification Officer's Particulars
		Offence :.....	Initials:.....
		Case No:.....	Surname:.....

		Area:.....	Signature:.....
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Section : 1.1 To be completed by Drivers Only (Provide particulars of 5 vehicles driven by the applicant at given time)			
Registration No.	Make	Model	Engine No. Chase No.

Section 2: Contractors Only To be completed by Contractor Company Manager (Sample: Sample Cleaners provide cleaning services to ACSA)			
Name of Host Company for whom services are to be rendered. (ie-ACSA)	Name of Host-Department for whom services are to be rendered. (ACSA – Maintenance & Engineering)	Telephone number of Host Company Manager (ACSA Manager Contact Number)	
Name of Host Company Manager (ACSA manager name – Mr Smith)	Name of Contract Manager / Supervisor of Contract Company: (Sample Cleaners – Mr Wilson)	Contract Number:	Expiry date of Contract

Section 3: Permissions – Only Authorised Signatories may complete this section	
I / We hereby authorize the Airports Company South Africa to issue our employee named above with a Security Permit as requested. I / we undertake to return this security permit to the issuing authority when said employee either ceases to be employed by us, or thereon should not be given access to restricted area(s) at this Airport. I confirm that such access required into connection with business of this company for the period stipulated. Where does the applicant perform his primary duty? Please mark with (X) the applicable work area and Select the relevant zones required.	Apron ☐ Airside ☐ Charlie gate ☐ Super south gate ☐ North gate ☐ ATNS gate ☐ PCT gate ☐ Boarding gates Baggage area ☐ 100% Baggage Sorting area ☐ Charlie gate ☐ Baggage sorting area ☐ 100% Baggage Screening Terminal Building ☐ Restricted Inter ☐ Restricted Dom ☐ Security screening Inter ☐ Security screening dom ☐ Internal door Cargo ☐ Freight agent building ☐ Cargo Freight parking ☐ B Freight parking ☐ C Freight parking ☐ D North gate 2

Section 3: Permissions – Only Authorised Signatories may complete this section

If access required is not listed above (please motivate)			
Provide vehicle registration numbers for vehicles fitted with a transponder driven by the applicant.			
Cell phone Yes ☐ No ☐ Camera Yes ☐ No ☐ Tools Yes ☐ No ☐			
Companies or individuals requiring permission for their staff members to use cell phones, cameras tools must attach and submit a letter of motivation signed by the authorised signatory together with permit application forms to ACSA permits office, 3 working days in advance. Strictly the letter among all things must state control measures over the use of the above permissions. Unless supported by detailed require documents no permissions will be granted. (Please mark with an "X" to indicate the applicable permission(s)).			
AVOP Permit (Airside Vehicle Operator Permit)	Category: 1 ☐ 2 ☐ 3 ☐	The original AVOP Permit Application Forms as supplied and authorised by the Safety Department have to be attached. Unless supported by the required documentation & training, this permission will not be granted. Documents can be obtained from ACSA Safety Compliance.	
PARTAC License	Yes ☐ No ☐	• Kindly attach a certified copy of License.	

Surname and initials of Person Sponsoring Application	Telephone Work:	
	Telephone Mobile:	
Signature of Authorised Person	Date:	
Permit Number of Signatory	Department :	
IMPORTANT	Your signature is validated against registered signatures carried in the system. If you are not the registered signatory for the required department, the application form will be rejected.	

READ THE ATTACHMENTS AND SIGN AT THE BOTTOM OF EACH PAGE.

IN ORDER TO OBTAIN AN ACSA SECURITY PERMIT, PROOF OF A VALID IDENTITY DOCUMENT OR VALID PASSPORT WITH WORK PERMIT WILL BE REQUIRED, THE PERMIT APPLICATION FORM AUTHORISED BY THE SPONSOR AND APPLICANTS ARE OBLIGATED TO ATTEND AIRSIDE INDUCTION COURSE AND TO BE SECURITY CLEARED.

At least any valid identity document from the following list must be produced as proof of identity.

Identity Document SA Passport Passport & Work Permit.	Temporary ID Diplomatic ID Card Temporary Passport
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- In case of a foreign passport being produced a valid VISA, permanent or temporary residential and workers permit must be attached.
- If the applicant is a holder of any temporary identity document, he/she will be issued a permit valid for the period not exceeding the validity of the temporary document produced.
- No children under sixteen years of age without identity documents will be issued permits.
- No affidavits, birth certificates or any other documents rather than the above mentioned documents will be accepted.

- Should any name changes occur the original certificate must be produced in support of the proof of identity. NB all documents must be originals or certified clear copies otherwise no photocopies will be accepted.

FALSE STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION FOR AN ACSA SECURITY PERMIT BY EITHER THE AUTHORISED SIGNATORY, THE APPLICANT OR ANYONE PROVIDING A REFERENCE FOR THE APPLICANT WILL BE COMMITTING AN OFFENCE UNDER SECTION 21B OF AVIATION SECURITY ACT 1990.

Failure by the Authorised signatory and the Applicant to complete any part of this permit application form may result in the issue of an ACSA security permit being delayed or the application being refused or both. If any advice is required about ACSA security permit application or any question relating to the permit application form, please contact the ACSA Permit Office.

RESPONSIBILITIES OF AN ACSA SECURITY PERMIT HOLDER:

1. All permanent/temporary ACSA permit applicants are obliged to be security cleared for clearance.
2. The Security Briefing must be read and understood, and applicants must attend airside safety induction course, before applying for ACSA security permit.
3. All ACSA security permits issued under ACSA management will remain the property of ACSA and must be returned upon expiry, termination of employment or when the job function no longer requires the permit holder to be in possession of a permit.
4. The permit is to be clearly displayed on outer clothing at chest height all time while the permit holder is within the restricted areas. Exemption from this rule can only be granted by the Manager Security for safety reasons, following a written request.
5. ACSA security permit is not transferable and it is only valid while the holder is on duty and carrying out company business.
6. Submit permits for inspection on request to SAPS, Airport Security Officers or any Official in charge.
7. Escort visitors and temporary permit holders assigned under their supervision whilst in the restricted areas all times.
8. Report lost and stolen permits to the SAPS or ACSA Permit Office within 24 hours

ACSA OWNED AND MANAGED AIRPORTS.

Permit Security and General Airside Regulations Briefing.

In signing for your permit you have agreed to and accepted the conditions contained in this Security Briefing. If you required to drive a vehicle onto airside, you will abide by the attached Airside Regulations. Failure to comply with ACSA's security permit and Airside Operations Regulation manual may result in your permit being withdrawn with immediate effect.

SECURITY BRIEFING:

1. The purpose of security permits is to control access to and egress from airside and other restricted areas to authorised staff **ON DUTY ONLY**.
2. The obligations of ACSA security permit holders are:
 - 2.1 To safeguard the ACSA security permit at all times.
 - 2.2 To be accountable for his/her permit all times.
 - 2.3 Loss of permit must be reported within 24 hours to the SAPS and ACSA Permit Office.
 - 2.4 To support the Airport Security Programme
 - 2.5 To report all unsafe and unlawful acts to the SAPS and ACSA Security.
 - 2.6 To be searched as a condition of entry into restricted/controlled areas.
 - 2.7 All permit holders must abide by all rules and regulations of ACSA Security Permit and Airside Operations Regulations.
3. ACSA security permits are subjected to the following conditions:
 - 3.1 Permits are only valid when permit holders are effectively **ON DUTY**.
 - 3.2 Permits are **NOT TRANSFERABLE**.
 - 3.3 They are issued to authorised persons to conform identification and right of access to and from restricted/controlled areas, but access may be refused at control points by Security Officers, SAPS or any member of the Control Authority.
 - 3.4 ACSA security permits are standardised, **DO NOT AFFIX OR DAMAGE PERMITS - A FINE WILL BE INCURRED**.
4. ACSA Security Permits must be:
 - 4.1 Shown on demand to ACSA Security, SAPS, Immigration Officers, Customs Officers, or individuals who identify themselves as having responsibility for the security of the area in question e.g. airlines staff controlling departure gates.
 - 4.2 Worn visibly on outer clothing at chest height at all times especially while in the restricted/controlled areas.
 - 4.3 Presented to ACSA security for inspection when holders wishing to ingress or egress the restricted/controlled areas.
 - 4.4 Returned to your Manager/Permit Office when permits expired or with termination of service.
5. The ACSA security permits are will all times remain the property of ACSA.

6. The aim of airport security is to protect passengers, air crew, staff and members of the general public from unlawful acts. The Manager Security is responsible for coordinating the organisation of airport security.
 - 6.1. Reporting to ACSA security or Control Authorities at respective airports.
 - Breaches of access control procedures.
 - Suspicious items, firearms and other dangerous objects.
 - Unattended baggage/hand luggage, etc.
 - Anything that could construed as a safety and security risk.
7. No person at any time will have firearms or any article in shape of a firearm or explosives and any other prohibited articles without lawful authority.
8. All persons entering airside must wear reflective jackets.
9. Any questions arising from this Security Briefing should be referred to the ACSA Permit Office at respective airports.

ESCORTING REQUIREMENTS:

These notes are designed to assist you to carry out your responsibilities as an escort or as the holder of a visitor's permit. The responsibilities are part of Security Notices and are contained in the ACSA Permit Policy and should be explained to you by the authorised signatory prior to your visiting the Permit Office.

1. Individual issued with visitors permits are only allowed to be in the restricted / controlled areas when escorted by a holder of a valid permanent ACSA security permit assigned to escort the particular individuals.
2. The escort must ensure that the visitor permit is exclusively used by the person named on that permit and that no improper use of the permit is made and is not altered or defaced in any way. ACSA visitor's permit holders are only allowed to access the areas to which their escort has access.
3. The escort must ensure that the visitor permit holders wear and visibly display their permits on outer clothing at chest height all times whilst in the restricted/controlled areas.
4. The escort is accountable for controlling any visitor permit holder under his/her supervision and must ensure they are kept in sight all times whilst in the restricted/controlled areas.
5. General an escort may, at one time be responsible to a reasonable number of visitors permit holders. However when a group of visitors permit holders will remain within a controlled closed area (such as a bus) the number escorted may be increased as to the particular circumstances.
6. If a visitor's permit holder disappears or acts suspiciously the escort must immediately notify the SAPS and Airport security.
7. If a visitor permit holder required to drive a one seat vehicle, must be escorted by a vehicle driven by a permanent permit holder all times.
8. At the end of the visit, the visitor must hand the permit to the escort or return it to the authorised signatory who will in turn return it to the Permit Office.
9. ACSA Permit Office will monitor the return of visitors permits. When the authorised signatories failed to return the expired permits to ACSA Permit Office, ACSA may refuse to issue further permits if required.

Failure to abide by any of these requirements may result in the escort and the authorised signatory's permits being confiscated to allow disciplinary action to be taken and the authorised signatory rights withdrawn. Following this, a decision will be made on whether or not to return an individual's permit and authorised signatory's authorising status.

AIRSIDE REGULATIONS GENERAL

ACSA Security Permits are issued to your undertakings to comply with the ACSA Permit and Safety Policy, Operational Safety Instructions, and other Airside Instruction which may be issued from time to time. It is imperative for applicants to attend the Airside Safety Induction Training and to understand that failure to adhere to the Operations Airfield Regulations a penalty can be imposed in terms of the penalty system.

The following extract is for your guidance Keep it with for reference and if in doubt, seek advice from your Supervisor, Manager or Authorised Signatory.

1. Smoking: Smoking in the airside areas and vehicles is TOTALLY PROHIBITED, smoke in designated areas only.
2. Apron: Apron means the part of the aerodrome provided for the parking of aircraft. A double white line marks the boundary between apron and taxiways.
3. Maneuvering Area: Maneuvering areas comprises of the runways and taxiways including the apron cul-de-sac taxi-lanes.
4. Surface Paint Markings: Yellow markings are for the guidance of aircrafts. White markings are for the control of vehicles and equipment as follows:



- a. A white boundary line along the sides of two adjacent aircraft stands delineates the inter stand clearway. Equipment or unattended vehicles **MUST NOT** be parked within these lines.
- b. A continuous white line indicates the boundary between the apron areas and the taxiways. Apart from aircrafts tugs engaged in push back operations, vehicles are not permitted to cross or overhang these double white lines, except when using a designated vehicle crossing. This does not apply to authorised vehicles which are in radio contact with Air Traffic Control.
5. Pedestrians: Pedestrians are not allowed to enter the manoeuvring area at any point, including designated vehicle crossing and reflective jackets must be worn at all times (please refer to the relevant OSI).
6. Accidents: All airside accidents must be reported to the airport security control room and they will inform the Safety Department, Airport Fire Services SAPS and other relevant parties.
7. Hazards: Anything construed as hazardous must be reported immediately to the control room.

DRIVING IN AIRSIDE AREAS:

All drivers must undergo AVOP training prior driving vehicles on airside.

Ingress or Egress Airside:

When vehicle drivers seek to gain access the airside through the perimeter gates they must stop their vehicles between the boom gates, step out off the vehicle and proceed into the guard room through the AMD (Arch Metal Detector), and place their possession through the x-ray machine, present their permits for inspection, enable the security officer to finish searching the vehicle and then the vehicle driver sign the vehicle control sheet.

Airside Roads:

Airside roads are marked roadways for the movement of vehicles and equipment between aircraft stands and point to point in the airside. Vehicles should not be driven across aircraft stands as a route, even when stands are empty. Vehicles may only enter a stand to service a parked aircraft or to service the stand itself. Vehicle should use airside roads for moving about the airport.

Controlled Crossings:

These are approved routes, used in day time and good visibility, to cross an operational taxiway to outer aircraft parking stands. The movement of vehicles is controlled by recognised strobing lights there are additional rules and restrictions which apply, are detailed in the Safety Regulations manual.

Uncontrolled Crossing:

These are approved routes across an operational taxiway, designed to facilitate the movement of designated service vehicle. Drivers using uncontrolled crossing must stop at stop lines and communicate with Air Traffic Control to ensure that no aircraft is approaching, including the towed aircraft before proceeding across the taxiway whilst remaining the marked route.

Vehicles MUST NOT be:

1. Driven on the manoeuvring area (MARKRD BY DOUBLE WHITE LINES). Except specifically authorised vehicles which are in radio contact with the Air Traffic Control.
2. Moved across an aircraft stand whilst aircraft are being positioned, preparing to leave the stand, when aircraft engines are running, or when anti-collision lights are on.
3. Parked unattended on apron, other than in marked equipment areas or parking bays.
4. Driven from stand to stand at the rear of the stands, unless the nature of the vehicle or its task precludes the use of the airside roads.
5. Driven over speed limits.
6. Manoeuvred on apron or airside roads in reverse gear, except when engaged on push back or aircraft servicing.
7. Driven on airside roads in darkness without parking lights and rear lights illuminated. If headlights are used they must be DIPPED. The strobing light must be visible at all times even on uncontrolled crossings at night and in poor visibility.

Driver MUST:

1. Not tow more than four baggage dollies and must ensure that a safe speed is maintained.
2. Not leave engines running on unattended vehicles.
3. Comply with any directives or instructions given by Safety Department.
4. Be careful when approaching overhead structures and ensure that their vehicles can pass under safely.
5. Report all traffic incidents to ACSA security control room.



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6. Park only in the designated parking areas and ensure that the vehicle is properly secured.
7. Ensure that baggage/cargo loads being transported are secure.
8. Obey all road signs and diversions.
9. Give way to maneuvering aircrafts, aircrafts under tow and aircrafts flicking its anti-collisions beacons may indicate that aircraft engines are running or push back is about to commence at all times.
10. Always keep left when approaching vehicles on airside roads

NAME IN PRINT: _____

SIGNATURE: _____

