



The ID Centre at Heathrow


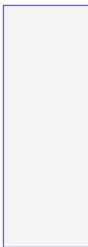
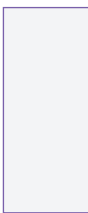
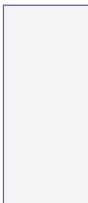
Escorting temporary Employment and / or Visitor pass holders

This is a *Read and Sign* briefing.

Its aim is to ensure that permanent Airside ID pass holders understand their responsibilities for escorting temporary Employment and / or Visitor pass holders.

By the end of the briefing colleagues will understand:

- ▶ the principles of escorting an Employment / Visitor pass holder
- ▶ the maximum ratios for escorting Employment / Visitor pass holder
- ▶ how to escort an Employment / Visitor pass holder

Item	Briefing Point	Read
1	<p>What type of temporary passes are there?</p> <p>At Heathrow Airport there are two types of temporary passes:</p> <ul style="list-style-type: none">▶ Visitor pass – these are used for one off or infrequent visitors, such as those attending familiarisation tours, or to carry out a specialist undertaking such as emergency repairs▶ Employment pass – These are used for short term and temporary assignments; such as providing training or service over a number of weeks, the provision of a temporary uplift in staff, or whilst waiting for a permanent Airside ID pass. <p>These are paper passes which are securely issued to the Authorised Signatory, who is responsible for ensuring you have a full colour copy of the pass front and back for the escort duty. The passes are scannable at security access posts and spot checks are also carried out frequently by Heathrow Security whilst temporary pass holders are in the restricted zones.</p>	 
2	<p>At Heathrow Airport who can escort a temporary Employment and/or Visitor pass holder?</p> <p>Temporary passes are only valid when the pass holder is being escorted by a permanent Airside ID pass holder who has completed the appropriate Escort training. The Escort must already have access to the zones to be visited.</p> <p>The Escort may be someone who works for the sponsor company, this is the organisation that has raised the temporary pass, or it may be someone from a host company, such as a service partner. In any instance the Escort must hold a Heathrow Airport permanent Airside ID pass.</p> <p>For temporary Employment passes the Escort must bear the same ID prefix listed on the pass, but for temporary Visitor pass holders, specific Escorts are named on the pass.</p>	
3	<p>What are the escort ratios?</p> <p>One trained permanent Airside ID pass holder can escort:</p> <ul style="list-style-type: none">▶ up to a maximum of 3 temporary Employment pass holders OR▶ up to a maximum of 6 temporary Visitor pass holders OR▶ a maximum of 3 combination pass holders – temporary Employment and temporary Visitor pass holders. <p>The ratio will be displayed on each temporary pass.</p>	

4 What are the 10 points of responsibility of an Escort?

1. You can only Escort if you hold an active permanent Airside ID Pass and are on official Company duty.
2. You are responsible for presenting the temporary pass holder at the Security access point.
3. You must ensure that the temporary pass holder has the appropriate identity documents with them at all times. These must match those recorded against the temporary pass.
4. You must ensure that the temporary pass holder has your name, contact details and is aware of what to do in an emergency, in case you get separated. Likewise, you must ensure you have contact details for every temporary pass holder that you are escorting. Lost or stolen passes must be reported immediately to Heathrow Security and the Authorised Signatory.
5. You are responsible for the safety and security of the temporary pass holder under your supervision. They must always be in your 'line of sight' whilst in the Airport's restricted areas. In case of toilet breaks, the Escort must wait at the toilet entrance.
6. Remember your permanent Airside ID pass gives you zonal access to the area you need for your job. Only take temporary pass holder to areas needed for their visit.
7. If the temporary pass holder cannot be escorted by the same person for the duration of the visit, you are responsible for ensuring that the Escort you hand over to is aware of their 10 points of responsibility.
8. Report to Heathrow Security any suspicious behaviour of the temporary pass holder (e.g. asking probing questions about the Airport, wanting to take photographs that are not relevant to their visit, requesting to go to other areas).
9. Ensuring that the temporary pass holder leaves the Airport's restricted zone through a Security access point. Remember that the temporary pass holder is still under your supervision until they physically leave the restricted zone.
10. When the visit has finished you must remove the temporary pass and either return it to the Authorised Signatory or if pre-agreed, destroy it securely (shred).

These responsibilities go hand in hand with your responsibilities as a Heathrow Airport Permanent Airside ID pass holder. Further details of which can be obtained from the ID Centre, from your Authorised Signatory or scanning this link:

If as an Escort you are unable to fulfil these points, then you must advise the Authorised Signatory immediately and refrain from carrying out escort duties.

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5 What are the 10 points of responsibility of a temporary pass holder?

1. Anyone holding a temporary ID Pass must also carry one of the following forms of secondary identification and present this to the Security Officer on entry to and at any time upon request whilst inside security restricted zones – this must be the same document used in their application:
 - ▶ For British nationals: A valid full passport or British photo-card driving licence.
 - ▶ For EU / EEA and Swiss nationals: A valid full passport or National Identity Card.
 - ▶ For all other nationalities: A valid full passport PLUS original Home Office document confirming right to work in the United Kingdom (such as visa / entry clearance), or a Biometric Residence Permit for Foreign Nationals issued by the Home Office that holds biographic data and biometric information and shows their immigration status and entitlements while resident in the UK.
2. Temporary ID Pass holders will only be permitted into the pre-agreed areas of the Critical Part of the Security Restricted Area when escorted by a person holding a Heathrow issued permanent Airside ID Pass.
3. Whilst airside, they must remain in the line of sight of their Escort at all times.
4. They must safeguard their temporary pass and account for its use always.
5. Report any lost or stolen temporary pass immediately upon discovery to their Escort who will inform Heathrow Security and the Authorised Signatory.
6. Not take any photo / video or digital media footage of the security operation or other elements not relevant to their visit.
7. Not allow other people to 'tailgate' them.
8. Not prop doors or gates open at any time.
9. Report any defective doors, gates or locks immediately to their Escort, who will report them to Heathrow Security.
10. Look out for and report any signs of suspicious behaviour to their Escort who will report it to Heathrow Security.

Some useful reminders of the 10 points of responsibility of a temporary pass holder are printed on the temporary pass.

Read and Sign Declaration to acknowledge completion and understand of this briefing

Name of Escort (As it appears on your ID Pass)	Job Title (As it appears on your ID Pass)	ID Pass Number Including Company Prefix
Signature	Contact Number and E-mail address	Date briefing completed
Name of Authorised Signatory	Company Name, Contact Number and E-mail address	