

**Information for and Duties of An Authorised Signatory
for Airside Access Vehicle Permits**

**Duties of an Authorised Signatory
for
Airside Vehicle Permits**



Owner:	Caroline Dwyer
Creation Date:	19/02/2015
Last Updated:	20/01/2016
Version:	v1.3
Document No:	AMUVP-04

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Document Control

Change Record

Date Revised	Author	Version	Change Reference/Remarks
20/01/2016	C. Dwyer	v1.3	Update to website Links for new Cork Airport Website
02/07/2015	C. Dwyer	v1.2	Updated Logo to new cork airport logo
11/03/2015	C. Dwyer	v1.1	Updated Contact details 1.2.9 and appended Acceptance Sheet
06/03/2015	C. Dwyer	v1.0	Released
19/02/2015	C. Dwyer	Draft	Document Created

*A vertical line along the margin indicates the location of the amendment on the relevant page.

Reviewers

Name	Location/Department
Eibhlin Mc Grath	Airside Management Unit
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Check Out Record

Check out Date	Checked out To:	Check in Date	Checked in by
26/02/2015	Mick Delaney	06/03/2015	Caroline Dwyer
11/03/2015	Caroline Dwyer	11/03/2015	Caroline Dwyer
20/01/2016	Caroline Dwyer	20/01/2016	Caroline Dwyer

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Information for and Duties of An Authorised Signatory for Airside Access Vehicle Permits

1. Duties of an Authorised Signatory for Airside Access Vehicle Permits at Cork Airport

1.1 Introduction

The duty of an Authorised Signatory for Airside Access Vehicle Permits is to authorise Airport Access Vehicle Permit Applications, ensuring that they comply with this policy.

1.2 Duties and Responsibilities

1.2.1 The authorised Signatory is a nominated representative of their company with whom the Airside Management Unit will consult on matters relating to Airside Access Vehicle Permit issues.

1.2.2 The Authorised Signatory is responsible for informing Cork Airport of any changes to company details (e.g. if company changes name) or any changes to personnel responsible for Airside Vehicles and Permits

1.2.3 An appropriate application form is required for all new application and all amendments to existing permits. This form can be found on the cork airport website:
<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

1.2.4 Blank applications must never be pre-signed by an Authorised Signatory

1.2.5 The authorised signatory should check all sections of the application form before authorising it to ensure that;

- (a) The form is fully filled out correctly
- (b) All details of the vehicle are correct (vehicle registration, fleet number etc)
- (c) Operational requirement for access level and area of access is clearly identified
- (d) The writing on the form is legible.

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- 1.2.6 The Permit remains the property of Cork Airport Authority and must be surrendered when requested
- 1.2.7 The Authorised Signatory is responsible for ensuring that all permits are returned to the Airside Management Unit for cancellation immediately if a vehicle is taken out of service or scrapped.
- 1.2.8 The authorised signatory is also responsible for ensuring that all permits are returned to the Airside Management Unit for cancellation in the event that the company ceases to trade or operate at Cork Airport. In this instance the Airside Management Unit must be notified immediately in order for a Stop to be put on the use of such permits.
- 1.2.9 The Authorised Signatory must ensure that the loss or theft of an Airport Access Vehicle Permit is reported immediately to the Airside Management Unit.

Lost or Stolen permits must be reported immediately to the AMU Support Officer
(Mon-Fri 09:00 – 17:00)

Tel: +353 21 4329792

e-mail: caroline.dwyer@daa.ie

If it is noticed outside of the office hours above that a permit has been lost or stolen, it can be reported to the following

- a) AMU Office

Nathan Wall - Airside Safety Lead

T: +353 21 4329650 (etn: 3650) **M:** +353 87 1432948 e-mail:

Nathan.wall@daa.ie

Vincent Hart - AMU Officer

T: +353 21 4329760 (3760) e-mail: Vincent.hart@daa.ie

or

amucork@daa.ie +353 21 4329760 or +353 21 4329671

- b) **Escalations outside of office hours to:**

Sergeant on duty corksergeants@daa.ie +353 87 9369708

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All reports of lost or stolen permits must be followed up by completion of the Lost/Stolen AAVP Form which must be submitted to the AMU Support Officer

This form is available on the cork airport website:

<http://www.corkairport.com/do-business-with-us/airside-access-vehicle-permits-for-cork-airport>

The AMU Support officer is responsible for:

- Marking the Permit as lost on the database status column
- Informing Airport Duty Sergeant that permit has been reported as lost
- Issuing a replacement permit to authorised personnel on receipt of validated form as signed by authorised signatory. Replacement permit will be a new entry in the database and will be assigned a new unique permit number.

The Sergeant on duty is in turn is responsible for informing gate 19 that the permit has been reported as lost and should it be presented at the airside access point, entry will be denied and the issue will be escalated to head or deputy head of airport security.

The charge for replacement of Lost/Stolen permits can be found in the Misc Charges section <http://www.corkairport.com/do-business-with-us/aviation-marketing>

If it becomes apparent that there are repeat offenders of lost permits, the AMU Support Officer will escalate the issue to the Airside Operations Manager for review.

1.2.10 All vehicles operating airside must display a valid Airside Access Vehicle Permit (AAVP)

It is the responsibility of the Authorised Signatory to provide a list of personnel responsible for the AAVP's issued to their company by Cork Airport and also ensure that fleet information is up to date and accurate.

The Airside Management Unit Support officer should be notified of any changes to the fleet.

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- 1.2.11 Authorised Signatory is responsible for ensuring that expired permits are returned to the AMU office once expired. Permits will not be renewed unless the old expired permit is returned.
- 1.2.12 All Authorised Signatories must make themselves familiar with any procedures and documentation relating to Vehicle Permits as outlined on the Cork Airport Website.

1.3 Vehicle Permit Audits

Vehicle Permit audits will be carried out twice a year (end of April and September)

A file will be sent to each authorised signatory outlining the company's current and expired permits. Authorised signatories are responsible for reviewing this list and validating the data. They are required to return a signed declaration confirming that all details are correct and up to date. Any changes or discrepancies must be highlighted and replacement permits sought if required.

An AMU officer will be assigned to each company to conduct the audit. They are responsible for contacting the Authorised Signatory to set up an appointment to review all of their vehicles operating airside.

AUTHORISED SIGNATORY DUTIES ACCEPTANCE SHEET VEHICLE PERMITS CORK AIRPORT

Appendix 1: Authorised Signatory Duties Acceptance Sheet

Please return to:



Airside Management Unit
Old Terminal
Cork Airport

I agree to comply with the conditions and duties of an Authorised Signatory for Airside Vehicle Permits as outlined in the 'AMUVP-04 Duties of an Authorised Signatory for Airside Vehicle Permits' document that I have received.

Name (Print): _____

Company: _____

Signature: _____

Date: _____

Please provide an e-Mail address to which we may send information relating to Authorised Signatories:

Please note that person(s) acting as an Authorised Signatory are required to return this completed form to the Airside Management Unit at the address above or by e-mail to Caroline.dwyer@daa.ie or eibhlin.mcgrath@daa.ie

Persons who fail to return the completed form shall have their name removed from the list of Authorised Signatories.