



# CLAYTON J.LLOYD INTERNATIONAL AIRPORT

CJLIA/SEC/FR/010

Permanent Restricted Access Pass Application Form

## PERMANENT RESTRICTED ACCESS PASS (PRAP) APPLICATION FORM

**ALL FIELDS IN THIS APPLICATION ARE MANDATORY**

### **SECTION 1: PERSONAL INFORMATION: (To be completed by applicant)**

First Name:	
Middle Name(s):	
SURNAME/FAMILY NAME (block letters):	
Previous names – Maiden name, other names you are known as, or have used:	
Contact Number:	Email:
Gender:     M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth: ___/___/____ (DD-MM-YYYY)
Home Address:	
Previous Addresses: (only fill out if you have lived at the above address less than 5 years)	
Country of Citizenship:	Town of Birth:
Country of Birth:	Immigration Status:

### **EMPLOYED BY**

Business/Company Name:
Position:

**FOREIGN NATIONALS** :( copy of passport and visa (if applicable) must be provided with application form)

Visa/Work Permit Number:	Expiry Date: ___/___/____ (DD-MM-YYYY)	
Passport Number:	Issuing Country:	Expiry Date: ___/___/____ (DD-MM-YYYY)



# CLAYTON J.LLOYD INTERNATIONAL AIRPORT

CJLIA/SEC/FR/010

Permanent Restricted Access Pass Application Form

## SECTION 2: EMPLOYMENT HISTORY INFORMATION

Employment period must cover previous 5 years without gaps (if applicable) with the most recent listed first.

	Date from: __/__/____ (DD-MM-YYYY)	Date to: __/__/____ (DD-MM-YYYY)
Your Position:		
Business/Company Name:		
Business/Company Address & Contact Details: Address:		
Telephone Number:	Daytime Telephone Number:	
Email Address:	Fax Number:	

	Date from: __/__/____ (DD-MM-YYYY)	Date to: __/__/____ (DD-MM-YYYY)
Your Position:		
Business/Company Name:		
Business/Company Address & Contact Details: Address:		
Telephone Number:	Daytime Telephone Number:	
Email Address:	Fax Number:	

	Date from: __/__/____ (DD-MM-YYYY)	Date to: __/__/____ (DD-MM-YYYY)
Your Position:		
Business/Company Name:		
Business/Company Address & Contact Details: Address:		
Telephone Number:	Daytime Telephone Number:	
Email Address:	Fax Number:	

	Date from: __/__/____ (DD-MM-YYYY)	Date to: __/__/____ (DD-MM-YYYY)
Your Position:		
Business/Company Name:		
Business/Company Address & Contact Details: Address:		
Telephone Number:	Daytime Telephone Number:	
Email Address:	Fax Number:	



# CLAYTON J.LLOYD INTERNATIONAL AIRPORT

CJLIA/SEC/FR/010

Permanent Restricted Access Pass Application Form

## Section 3. TO BE COMPLETED BY THE EMPLOYER ON BEHALF OF APPLICANT

### Aviation Security Training:

I understand that the mandatory General Security Awareness Training (GSAT) and the Airside Awareness Safety Training (AAST) Programme must be successfully completed by the applicant and this training must be conducted by the Clayton J Lloyd International Airport (CJLIA) Security Department prior to the issue of their Permanent Restricted Access Pass (PRAP).

I \_\_\_\_\_ of \_\_\_\_\_  
(Authorised Signatory) (Company Name)

Confirm that the applicant and employer details are correct and confirm that the applicant named in section 1 has an operational need for frequent access to all or part of one or more restricted areas at the CJLIA and request that the Permanent Restricted Access Pass be issued to applicant. I undertake to notify the CJLIA Security Department of any changes to the applicant’s particulars, including any criminal convictions of the applicant or criminal changes brought against the applicant, and to ensure the return of the (PRAP) when there is no longer an operational need for it or if it has been cancelled or suspended.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD-MM-YYYY)

## Section 4 OFFICIAL USE ONLY

Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD-MM-YYYY)

Application:  APPROVED for a period of \_\_\_\_\_ Months / Years  
 NOT APPROVED

Reason for Non-approval:  Failure to provide all of the required data as per Application Form  
 Failure to Declare Prior Criminal Record  
 Holds a Current Criminal Record  
 Prior Abuse of Access Pass  
 Prior Unsafe Activity within the Aerodrome  
 Other Disqualifying Offences listed in the OTAR 178 or any offence, the circumstances of which involved dishonest or suspicious actions on the part of the applicant

Type of Pass:  Permanent Restricted Access Pass (PRAP) for the Clayton J Lloyd International Airport (CJLIA).



## CLAYTON J. LLOYD INTERNATIONAL AIRPORT

CJLIA/SEC/FR/010

Permanent Restricted Access Pass Application Form

### **APPLICATION FINALISED:**

Pass Issue Number: \_\_\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_\_\_(DD-MM-YYYY)

Person Authorizing: \_\_\_\_\_ (Please Print Name)

Position & Department: \_\_\_\_\_/\_\_\_\_\_

### **Section 5**

### **CONDITIONS OF USE**

**All PRAP holders MUST BE briefed verbally prior to the Permanent Restricted Access Pass being issued.**

**Your responsibilities as a Permanent Restricted Access Pass (PRAP) holder include:**

- Safeguarding your PRAP and accounting for its lawful use at all times.
- Reporting your PRAP loss immediately to the Clayton J Lloyd International Airport (CJLIA) Security Department.
- Submitting to the search of yourself and items you are carrying when entering or leaving a security restricted area and restricted areas.
- Wearing the PRAP pass on outer clothing on the front of the body at chest or shoulder height at all times when on duty at the CJLIA. Failure to wear the PRAP in this manner will result in it being confiscated and you being escorted from the security restricted area.
- If you are supervising the holder of an Escorted Visitor Pass (EVP), escorting the EVP holder at all times in accordance with the regulations.
- Using only the valid PRAP issued to you to gain access to a Security Restricted Area or Restricted Area of the (CJLIA).
- Notifying the CJLIA Security Department of the details of any offence of which you are charged or convicted within 7 days of the charge or conviction.
- Never allowing anyone else to use your PRAP.
- Presenting your PRAP to access control staff for inspection and validation whenever access is sought to a security restricted area or restricted area of the CJLIA.
- Showing your PRAP upon demand to security officer when requested
- Returning your PRAP within 7 days to the CJLIA Security Department when the validity has expired, employment is terminated or if the PRAP is cancelled or suspended.
- Not to knowingly or willfully alter or tamper with the (PRAP) in any manner whatsoever.
- Ensuring that you only access areas you are authorised to enter.
- Keeping items taken into the security restricted area and restricted area to a minimum and ensure you comply with the prohibited items rules.
- Only using your PRAP to enter the security restricted area and restricted area when you are on duty.

**It is to be noted that:**

- The PRAP is valid for a maximum of 1 or 2 years and must be kept in a secure location when not in use.
- The PRAP remains the property of the airport at all times
- Unauthorised retention or refusal to return the PRAP will be considered as theft and prosecution sought for all offenders



# CLAYTON J.LLOYD INTERNATIONAL AIRPORT

CJLIA/SEC/FR/010

Permanent Restricted Access Pass Application Form

## Section 6: Conditions of Use Cont'd

**All PRAP holders are required to sign this form prior to their Permanent Restricted Access Pass being issued.**

By completing and signing this application form, the applicant represents that he or she has the authority of his or her employer to enter into this contract on behalf of both himself or herself and his or her employer, and that the applicant, as well as his or her employer, has agreed to be bound by the above conditions of issue and be responsible for any breaches of the conditions of issue by the holder of the (PRAP).

### RECEIPT

I \_\_\_\_\_ acknowledge receipt of Clayton J Lloyd International Airport Permanent Restricted Access Pass, Issue No. \_\_\_\_\_ which remains the property of the Clayton J. Lloyd International Airport and is on loan to me only whilst I am employed in my current capacity. I agree to notify the Clayton J Lloyd International Airport Security Department of any changes to my personal particulars. I understand my Permanent Restricted Access Pass is to be returned to the Clayton J Lloyd International Airport Security Department immediately on expiry, cancellation, suspension or if no longer required.

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_(DD-MM-YYYY)

Issuing Officer: \_\_\_\_\_ Position: \_\_\_\_\_