

AOP 01 – *Airside Security*

Vehicles and personnel entering the airside area shall not, under any circumstances, be given approval to enter the manoeuvring area without permission from ATC unless they are authorised drivers under the free ranging driving scheme.

1.3 Security

It is of the utmost importance that all persons employed at the airport observe all the security rules and procedures during the course of their duties and report any suspicious object, activity or any unauthorised penetration of the Critical Part to the Security Duty Manager immediately.

Guidance relating to airport security is available via the Airport Security Programme from the Head of [Aviation Airport Security](#). Passes will be issued to based operators and crews who require frequent access to the critical part in order to undertake their legitimate business. Charges may be levied for pass issue.

Passes must be visible and worn whenever operating airside. All staff entering the CP must do so by using a recognised access point and undergo the required security screening. Persons who are airside shall, upon request, present their authorisation to security staff during patrols and spot checks.

1.4 Airside Critical Part Boundary Line – Access To/From Critical Parts

All authorised access points to/ from the Critical Part are listed below.

Aircraft may only have access to the Critical Part via the parallel taxiway and the apron entrances to the South, as may emergency vehicles RESPONDING TO AN EMERGENCY ONLY.

Name	Site Location	Operating times	Manning level (minimum)	Type
Gatehouse	Airside Access	24 hours 7 days	2 (1 male, 1 female)	Staff, vehicle, pax
CSZ	Terminal	24 hours 7 days	2 (1 male, 1 female) + 1 Supervisor.	Staff, pax
C Corridor	Terminal	Seasonal Variation	Controlled remotely via HBS Screening point.	Staff egress only
Crash Gates x 4	Perimeter Fence	Emergency Access only	Padlocked/Key controlled	Vehicle, emergency authorities, staff in emergencies
Stand 21C (Also known as Stand 24)	Re-entry point to CP from the runway	Mobile - 24 hours 7 days	1 (male or female)	Vehicle, emergency authorities, staff on essential operational duties who require re-entry to the CP

The Critical Part (CP) Boundary Line is denoted in APPENDIX 22.

To ensure compliance with EU regulations and the Single Consolidated Direction (SCD) in respect of access control procedures pertaining to the CP, all personnel who exit the airfield Critical Part at any point and for any duration, must PRE arrange with security upon re-entry in to the CP.

The re-entry point will be Stand 21 C (previously known as Stand 24) where yourself and your vehicle will be subject to search by a mobile Security Officer. Reference EU1998 Chapter 1, CD8004 Chapter 1 & SCD2018 Chapter 1.

It is encouraged that if you and your vehicle exit the CP at the Southside of the airport, with the exception of Vehicle Tugs, that all road worthy vehicles exit at Multiflight and re-enter the CP via the main access roads to the airport, and enter via the Vehicle Gatehouse. Re-entry at Stand 21C (known as Stand 24), but must be **PRE** arranged with security in advance.

To pre-arrange clearance to re-enter the CP contact must be made with the Security Team Leader on **07715630202**.

It is encouraged that maximum notice is given to Security when re-entry in to the CP is required. There will be a Mobile patrol officer available on a 24/7 basis for access to and from the CP via the runway/ taxi network.

In the event that a vehicle re-entering the CP has not been cleared by the security team, the vehicle will be halted and the Security Team Leader will be contacted immediately.

1.5 Screening Requirements

1.5.1 Staff Screening

- All staff seeking to gain access to the CP via the runway/taxi network must undergo screening
- Staff are required to present any personal belongings for screening.
- All staff **MUST REMOVE OUTER COATS** before being physically hand searched (100%) and then their coats must also be searched.
- All liquids, gels, aerosols passing through the CP re-entry point must be screened (100%). And comply with the 100ml restrictions.
- Random searches can also be conducted on staff wishing to gain entry to the runway/taxi network at the request of LBA.

1.5.2 Vehicle Search

- Apron and ID pass check (all staff and vehicles are to display current apron / ID passes as recognised by Leeds Bradford Airport).
- A full internal Check of the vehicle is required.

1.5.3 Procedure for the search of Fire Vehicles

- All occupants of the vehicle are to disembark.
- The driver of the vehicle is to open all appropriate compartments on the Fire vehicle which are to be searched.
- An inventory list of all equipment held onboard the fire vehicle must be made available to the searching officer.
- Where, during screening, the vehicle is required to respond to an operational request, the screening must be stopped immediately.

1.5.4 Procedure for the search of Tug Vehicles when towing an aircraft (Without aircraft the vehicle search procedure above is to be followed)

- Tug Operator to inform Security Team Leader in advance prior to search being required.
- Tug to park at stand where security staff must be waiting.
- Any occupants other than the driver are to disembark.
- A full security check is required in the presence of the driver.
- Once the checks have been concluded on the vehicle the driver must stand clear and prepare to be body searched.
- Any contamination of the vehicle by person/s that has not been searched will result in the vehicle search being deemed void.

1.5.5 Engineering & Runway Works

The above procedure applies with the exception of Critical unplanned runway maintenance/scheduled maintenance when reduced CP procedure is followed.

1.5.6 Exemptions

Any Emergency Order call-out or Domestic Emergency are exempt from re-entry screening. AOU re-ponding to safety critical incidents are also exempt from re-entry screening (please refer to SOP).

Procedures for Snow clearing and De-icing Operations remain as detailed in the LBA Snow Plan. Any staff not following the above will be subject to investigation and access rights in to the CP will be revoked.

1.6 Critical Part/Airside Foot Patrol

At the start of each foot patrol the Security officer must contact the ATC and AOU to inform them that they are conducting a perimeter patrol on foot. Security Officers must contact ATC when they reach the section of fence adjacent to the yellow 14 IRVR transmissometers (look like two cameras pointing at each other). They must radio the tower and ask for permission to proceed along the fence line towards the ILS Critical Area and over the bridge. The officer **MUST NOT** proceed any further without ATC clearance. Due to aircraft movements there may be a delay before clearance is given and only when there is a safe window in these aircraft movements will permission be given to proceed. ATC should be contacted by radio to say they have vacated the ILS Critical Area once they are following the line of the perimeter fence on the other side of the bridge.

ATC should be contacted again before crossing the bridge on the north side of the airfield (entering the clear and graded area) and notified when over the bridge. When in the ILS Critical Areas or Clear and Graded Area, patrolling operatives must not veer away from the fence line (straying further into the sensitive areas), linger within these sensitive areas without further communication with ATC, forget to notify ATC when vacated these sensitive areas or return to them once vacated. No foot patrols will commence while the airfield is in LVP's. If LVP'S are introduced during a foot patrol then the officers should remain where they are and wait to be collected by AOU who will take them to stand 24.

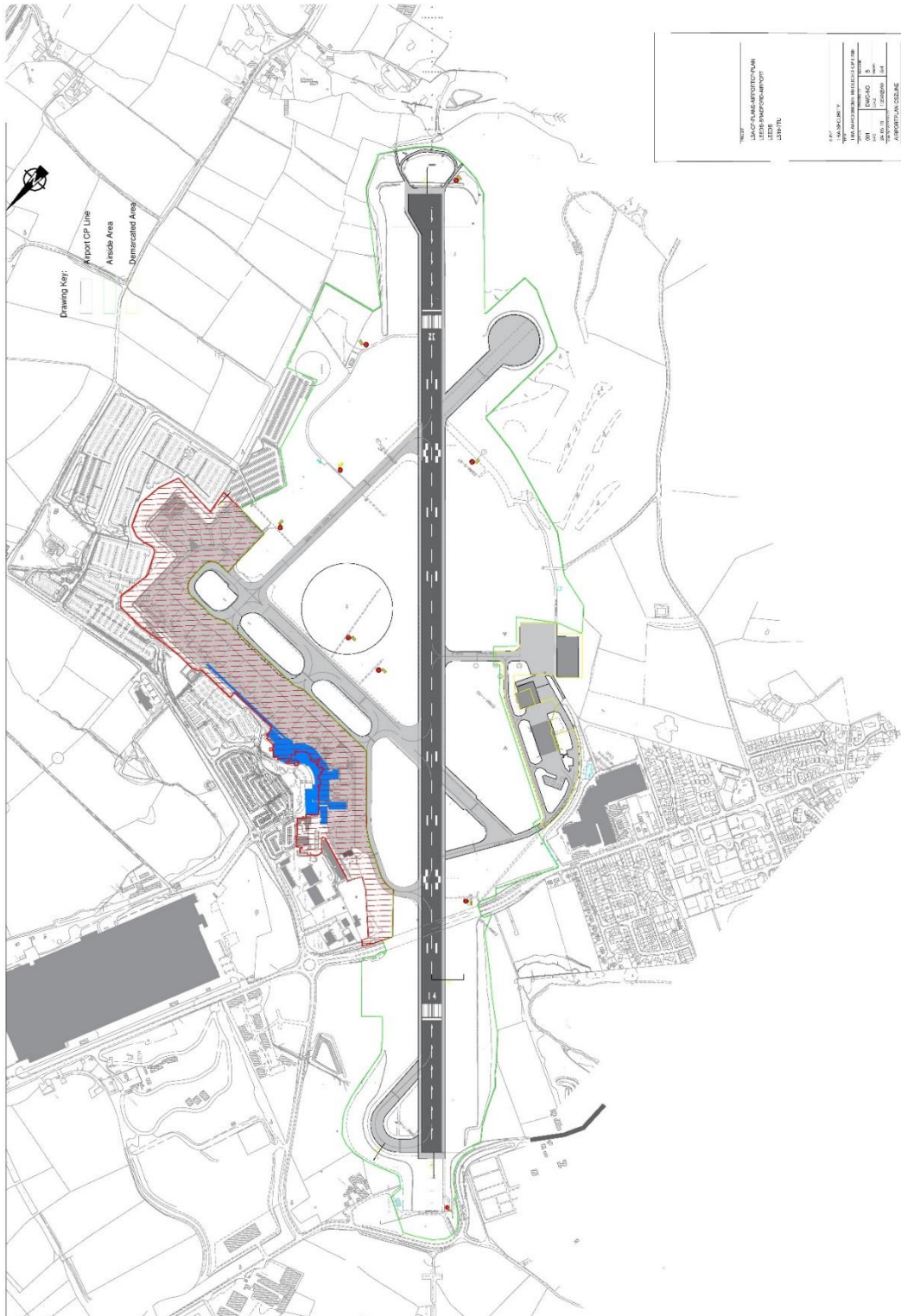
Security Officers are only allowed to complete foot patrols in the appropriate foot ware provided, wearing yellow hi-vis jacket / tabard and carrying an airfield map with the ILS Critical Areas and Clear and Graded Area marked up.

1.7 Control of Access

Information relating to the control of access to the aerodrome and its CP and operational areas, including the location of notice boards can be found in the LBA Airport Security Programme. For Stand 21C access is via Delta or November taxiway through N3. It is encouraged that if you are east side of the airfield e.g. Fire ground/Holding point Juliet then this location is used to re-enter the CP.

For Stand 1 access is via A2. It is encouraged that if you are positioned at Multiflight via Foxtrot taxiway then you cross the runway and vacate via A2 to re-enter the CP. In the event that a vehicle re-entering the CP has not been cleared by the security team, the vehicle will be halted and the Security Duty Manager will be contacted immediately. In the event of critical runway maintenance and scheduled runway maintenance there will be a temporary reduction in CP to CAT III holding points & Alpha 2 on the north side. Please refer to Image 2 which outlines the reduced Critical Part line. All personnel who exit the reduced Critical Part at any point and for any duration, must PRE arrange with security upon re-entry in to the CP and the above procedure for re-entry points is to be followed

1.8 APPENDIX 22 – Critical Part



1.10 APPENDIX 24 – Critical Part Reduction Procedure

