

ACCESS POLICY

Protected and Security Restricted Areas at Amsterdam Airport Schiphol

0.1 Document details

Version history The summary below sets out the amendments made since the previous version of the 2012 Access Policy for Protected and Secured Areas at Amsterdam Airport Schiphol.

Version	Chapter	Content of previous version	Content of the amendment Current version	Date	Author
	See below	1.2	The amendments set out below were approved on 11 February 2013.	11 February 2013	
1.3	2.1.4	Regulation 185/2008	Regulation 185/2010 states that only persons who can present the following authorisations may gain access to security restricted areas:		
1.4	5.2	Vehicle Pass valid for a maximum of three years	Vehicle Pass valid for a maximum of five years	24 June 2013	
1.5	Entire document	N/A	Update following introduction of Central Security. Including: - Conditions of the Schiphol Pass apply to the Project Pass; - Conditions of the Schiphol Vehicle Pass apply to the Project Vehicle Pass and Car Day Card; - "Construction Pass" and "Construction Vehicle Pass" changed to "Project Pass" and "Project Vehicle Card"; - Background check condition added; - Name of the "Personal Security Restricted Area Pass" changed to "Schiphol Security Restricted Area Pass for Persons" and certain minor changes made to the text.	12 August 2015	

1.6	Entire document	N/A	Update following revision of Access Policy. Crisis Pass deleted; Emergency Pass conditions amended; Car Day Card and Project Vehicle Card merged into Vehicle Day Card and requirement for a second ID removed from the Project Pass.	May 2016	
1.7	Entire document	N/A	Various amendments made, including updates to the references to laws and regulations and minor changes to the text.	August 2017	M. Kuiperij
1.8	Entire document	N/A	Updated the category of companies essential for business continuity and various textual amendments made.	August 2018	M. Kuiperij
1.9	5.1.d 5.2.i	Types of Schipholpasses and authorisations Schiphol Project Pass Reference changed to the conditions of the Schiphol Project Pass	Added the physically displayed pass layout authorization H The possibility to issue a Schiphol Project Pass for the purpose of snow clearance fleet has been removed The Conditions of the Schiphol Project Pass for Persons apply to the use of the Schiphol Project Pass for Persons.	August 2019	M. Kuiperij

2.0	5.1.a	A.A.S. area specifications: Airside Demarcated Area	Airside Demarcated Area Support and Airside Demarcated Area Handling	Augustus 2020	A van Linge
	5.1.d	Black border: Landside: Secured Premised by A.A.S.	Black border: Airside: Demarcated Area Support		
	5.2i	Schiphol Projectpass	Project-specific exceptions can be made to this by Security Policy		
	5.2j	Logo vehicle	Recognizability of a vehicle		
	5.2m	Legitimatie	A driver's license will not be accepted as an ID		

The present document is a translation of a Dutch source text. Please note that in a legal sense, the Dutch source shall prevail.

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1. Introduction

Three different departments are involved in the “Access” process at Amsterdam Airport Schiphol: Security Policy (the policymakers), Corporate Security & Security Compliance (the enforcement officials) and Security Operations (the granters of access). These parties (see Figure 1) are collectively responsible for implementing and giving substance to the policy. This Access Policy provides a clear understanding of the intentions of Amsterdam Airport Schiphol with regard to the granting of access to security restricted and protected areas at the airport.

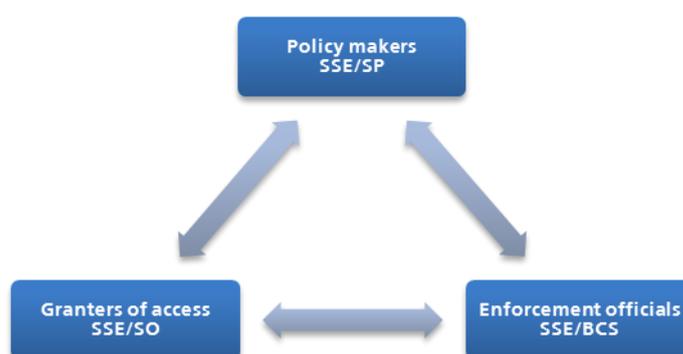


Figure 1: Involved departments to get access to Amsterdam Airport Schiphol

Before this Access Policy was drafted, the following general principle was formulated:

“The access policy is organised in such a way that only those persons with an operational need (contribution to primary and secondary processes) can gain access to security restricted areas and any protected areas at Schiphol. In this context, the definition of “operational need” takes into consideration Schiphol’s core values and corporate identity and the objectives of the Security Policy department (SP). In addition, the policy is fully compliant with all legal requirements and the Access Control System is taken into account as a means to facilitate the granting of access.”

N.V. Luchthaven Schiphol is the statutorily designated operator of Amsterdam Airport Schiphol. This means that N.V. Luchthaven Schiphol is responsible, among other matters, for carrying out security tasks at and around the airport in compliance with national and international laws and regulations. N.V. Luchthaven Schiphol has assigned these tasks to Schiphol Nederland B.V. (“SNBV” or Amsterdam Airport Schiphol). Amsterdam Airport Schiphol is ultimately responsible for ensuring the implementation of adequate security.

This responsibility and its exact interpretation and implementation are described in international laws and regulations (EU Regulations) and national laws and regulations such as the Aviation Act (*Luchtvaartwet*), the National Programme for Civil Aviation Security (NCASP) and instructions from the National Coordinator for Counterterrorism and Security (NCTV) under the responsibility of the Minister of Justice and Security. These laws and regulations impose requirements on the layout and design of the airport and the granting of access to protected areas of the airport. A summary of the relevant laws and regulations is provided in **Chapter 2**.

As a commercial company with the ambition to continue to develop into Europe’s Preferred Airport, Amsterdam Airport Schiphol seeks to provide the highest level of service possible to airlines and passengers. Many companies are involved in this process, working under significant time pressure. For these companies, and for Amsterdam Airport Schiphol, it is important to be able to work efficiently and

safely. Furthermore, Amsterdam Airport Schiphol has a number of core values which underpin its operations as an organisation. These have been translated into three general principles, which the Access Policy was built around. These three general principles form the basis and provide a rationale for the choices made in the Access Policy, and are described in **Chapter 3**.

The Access Policy was drafted in light of the laws and regulations and these general principles. It contains conditions for the granting of access based on operational need. These are the criteria a company must meet to gain access to security restricted and protected areas at Amsterdam Airport Schiphol. The criteria are described in **Chapter 4**.

Based on the legal requirements (Ch. 2), general principles (Ch. 3) and access policy (Ch. 4), Amsterdam Airport Schiphol has given operational substance to this Access Policy in two domains: design and conditions. Paragraph 5.1 examines the design of tools such as the zone layout, Access Control System, Schiphol Passes and authorisations. As part of the Security Policy department, the Engineering & Systems Management (ESM) department is responsible for the design, management and installation of entryways at Amsterdam Airport Schiphol. Section 5.2 describes the final conditions imposed on gaining access to security restricted and protected areas at Amsterdam Airport Schiphol. It sets out the criteria for a company to become registered, along with its associated persons and/or vehicles. The conditions for all available access passes are listed in **Chapter 5**.

This Access Policy provides a rationale for the policy choices applied to the Schiphol Admission Regulations (RTS) and Conditions. The policy choices in the Access Policy and the conditions in the Pass Conditions are laid down in the Schiphol Regulations. Based on the Schiphol Regulations, the Company Security & Security Compliance department enforces compliance with the Access Policy and the Pass Conditions. Figure 2 provides an overview of the various documents relevant to the granting of access.

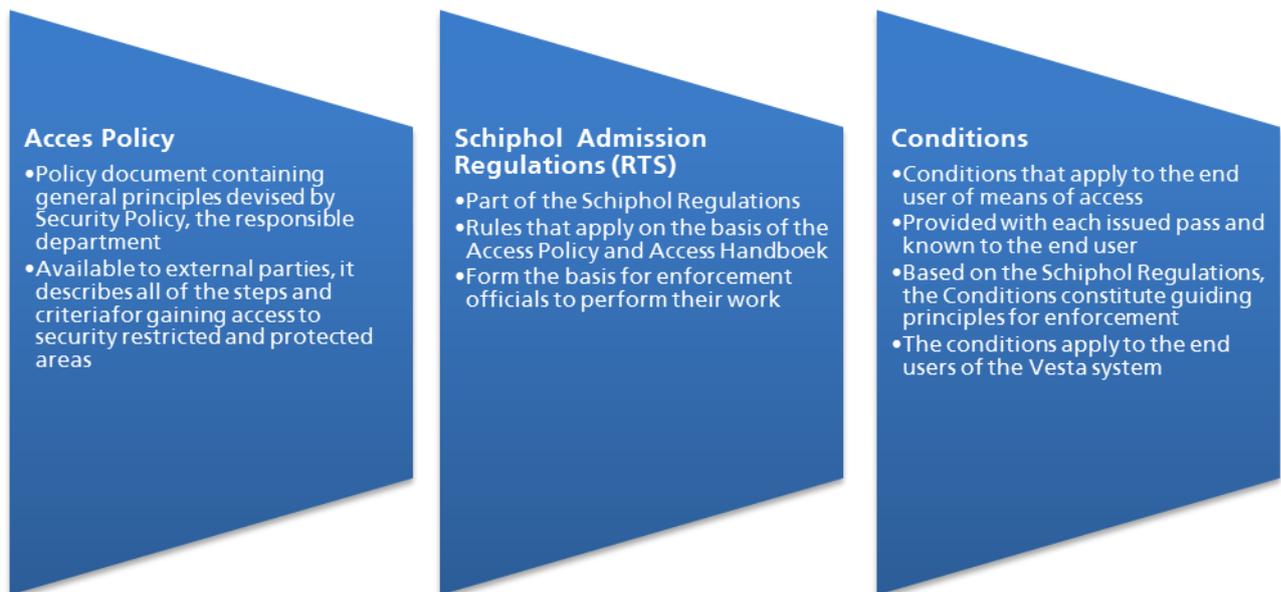


Figure 2: Overview of the different relevant documents

2. Background and summary of relevant laws and regulations

2.1. Background

Since 11 September 2001, laws and regulations in the area of civil aviation security in Europe have been centrally controlled through regulations and decisions of the European Commission. In accordance with international agreements, these regulations were drafted in compliance with ICAO (International Civil Aviation Organisation) Annex 17.

Figure 3 sets out the legal framework and describes the chain of authority. All regulations of the European Commission are binding for and must be adhered to by Member States. However, Member States may draw up and apply additional rules. In the Netherlands, this is done in the area of civil aviation security by the National Coordinator for Counterterrorism and Security (NCTV), under the responsibility of the Minister of Security and Justice. EU Regulation (EC) 300/2008 imposes common basic standards on all EU Member States in the area of civil aviation security against acts of unlawful interference; it also sets specific rules regarding access. The National Programme for Civil Aviation Security (NCASP) sets specific rules for civil aviation security, partly based on Regulation (EC) 300/2008. In addition to the EU regulations and the National Programme for Civil Aviation Security, the Aviation Act imposes additional requirements on the layout of airport grounds and the access policy. Finally, the Dutch Labour law (*Arbeidsomstandighedenwet en Arbeidstijdenwet*) imposes requirements on the performance of work (incl. a minimum age).

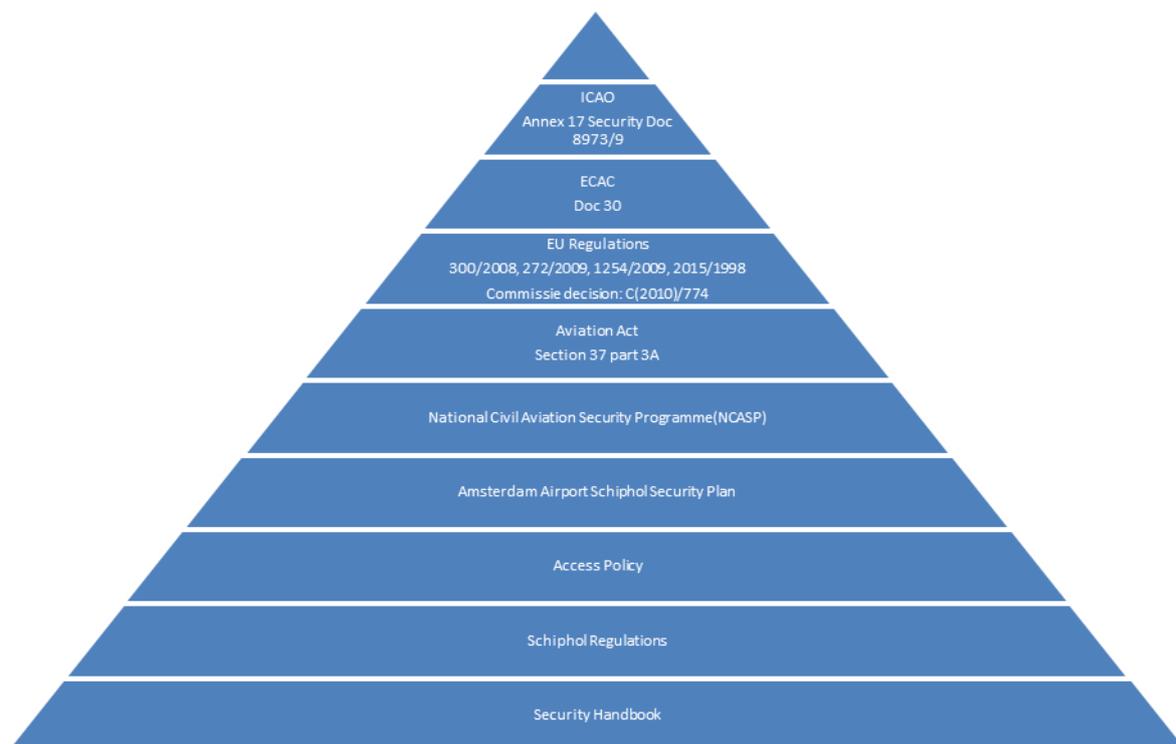


Figure 3: Legal framework of laws and regulations

2.2. Summary

The above laws and regulations can be summarised in a number of conditions that are determinative for the Amsterdam Airport Schiphol Access Policy. These conditions are:

1. Regulation (EC) 300/2008 imposes specific requirements on the layout of an airport:
 - Landside;
 - Airside;
 - Security restricted areas; and
 - Critical parts of security restricted areas.
2. Regulation (EC) 300/2008 imposes specific requirements on access control at airports:
 - Access to airside shall be restricted to prevent unauthorised persons and vehicles from entering these areas;
 - Access to security restricted areas shall be controlled to ensure that no unauthorised persons or vehicles enter these areas;
 - Persons and vehicles may be granted access to airside and to security restricted areas only if they fulfil the required security conditions; and
 - All people, including flight crew members, shall have successfully completed a background check before either a crew identification card or an airport identification card authorising unescorted access to security restricted areas is issued to them.
3. Regulation (EC) 272/2009 complements Regulation (EC) 300/2008; among other matters, it imposes specific requirements on access to security restricted areas and airside:
 - Access to airside and to security restricted areas may only be authorised if persons and vehicles have a legitimate reason to be there; and
 - In order to be granted access to airside a person shall carry an authorisation; and
 - Only vehicles in which a Vehicle Pass is displayed in a clearly visible location may be granted access to airside and/or to security restricted areas.
4. Regulation (EU) 2015/1998 states that in order to be granted access to security restricted areas a person shall present one of the following authorisations:
 - a valid boarding card or equivalent document;
 - a valid crew identification card;
 - a valid airport identification card;
 - a valid national appropriate authority identification card; or
 - a valid compliance authority identification card recognised by the national appropriate authority.

- For vehicles, this regulation ((EU) 2015/1998) states that: in order to be granted access to airside or to security restricted areas, a vehicle shall display a vehicle pass;
- A Vehicle Pass may be issued only where an operational need has been established;
- A Vehicle Pass shall be specific to the specific vehicle; and
- An electronic vehicle pass shall be fixed to the vehicle in a manner which ensures that it is non-transferable.

Conditions are also imposed on escorted access, namely:

- Exceptionally, a person may be exempted from the obligation to undergo a background check and hold a personal airport identification card if that person is escorted at all times while in a security restricted area;
- An escort must:
 - hold a valid identification card;
 - be authorised to act as an escort in security restricted areas;
 - have the escorted person or persons in direct line of sight at all times; and
 - reasonably ensure that no security breach is committed by the person or persons being escorted.

5. The Aviation Act imposes specific requirements on the layout of the airport grounds:
The operator of an airport must identify those parts of the airport which:

- a) may be entered by members of the public only if the persons in question hold a valid travel ticket or a person-specific card issued for that purpose;
- b) are not accessible to the public;
- c) are accessible only to a limited category of persons working at the airport;
- d) are accessible to the public.

6. The Aviation Act imposes specific requirements with regard to the tasks of the operator of Amsterdam Airport Schiphol:

The operator of an airport must ensure that:

- a) Anyone who has access to any of the parts of the airport referred to in 5(b) or (c) above holds an authorisation provided or recognised by the airport operator which clearly identifies the parts of the airport to which the holder has access;
- b) Anyone present in any of the parts of the airport referred to in 5(b) or (c) above is required to visibly wear an authorisation as described in 6(a);
- c) Anyone present in any of the parts of the airport referred to in 5(a) above is required to carry an authorisation as described in 6(a) or a valid travel ticket or a person-specific card issued for that purpose, and present it for inspection at any time upon request by a member of the security staff; and
- d) Vehicles used in the parts of the airport described in 5(b) and (c) above are provided with an authorisation issued by the airport operator and affixed in a clearly visible location, and which clearly identifies the parts of the airport which the vehicle is permitted to access.

7. The Aviation Act imposes specific requirements with regard to the tasks of the operator of Amsterdam Airport Schiphol:
- The airport operator must block off from each other the parts of the airport grounds referred to in 5(b) and (c) above in such a way that they can only be accessed at a limited number of points, monitored by security staff or otherwise, after the authorisation is checked. The parts of the airport referred to in 5(c) above, which are accessible only to distinct categories of staff, must be identified as distinct areas;
 - Anyone who is present in or is seeking to access, at the points described in the above list, any of the parts of the airport referred to in 5(b) or (c), must tolerate a search by the airport operator of their clothing, objects they are carrying, or the vehicle they are driving; and
 - The airport operator must ensure that persons who do not meet the criteria described in 6(b) or (c) above, or in the list immediately above (in point 7), are denied further access to the parts of the airport referred to in the first paragraph.

3. General Principles of the Access Policy

In addition to being a safe airport that complies with the laws and regulations, Amsterdam Airport Schiphol is also a commercial company with the ambition to continue to develop into Europe's Preferred Airport. Providing the highest level of service possible to airlines and passengers is one of the most important steps to achieving this goal. There are many companies operating at the airport, which all make their own specific contribution to the overall aircraft and passenger handling process. This handling process generally takes place under significant time pressure and runs day and night. Providing the highest level of service is possible only when the necessary products are provided and support processes carried out in an efficient and effective manner. The Access Policy is designed to facilitate this process.

In drafting the Access Policy, it was important to combine the requirements of safety with accessibility for visitors and employees as well as operational efficiency. Taking into consideration the five themes of Amsterdam Airport Schiphol (Top Connectivity, Excellent Visit Value, Competitive Marketplace, Development of the Group and Sustainable & Safe Performance) and the three Cs of the Security Policy department (Compliant, Cost-Competitive & Customer-Centred), three general principles were defined on which this Access Policy should be based. Figure 4 provides a schematic overview of the three general principles related to these three Cs.

The general principles on which the Access Policy is based are:

1. Security & Safety
2. Hospitality
3. Efficiency

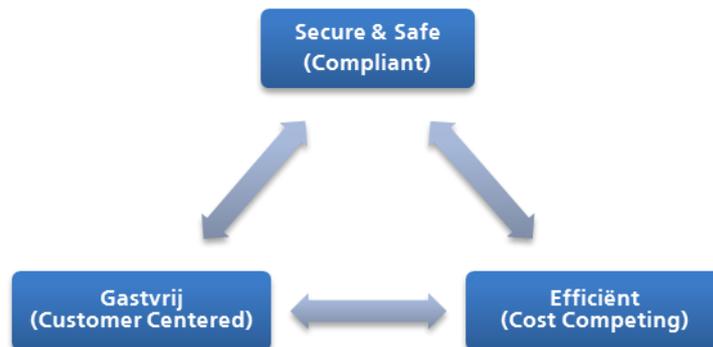


Figure 4: General Principles of the Access Policy

Ad.1 Security & Safety

One of the objectives of the Security Policy is to ensure **compliance** with the applicable national and international laws and regulations. Under EU Regulation (EC) 272/2009, Amsterdam Airport Schiphol is required to ensure that access to airside and to security restricted areas is granted only to persons and vehicles have a legitimate reason to be there *and* hold a valid authorisation.

Before entering the critical parts of security restricted areas (areas with the highest security status), every person (including the objects they are carrying), all airport supplies and all vehicles must undergo security screening. Restricting the number of passageways to the critical parts will increase the overall level of security of Amsterdam Airport Schiphol.

Some areas of Amsterdam Airport Schiphol are subject to higher risks and to occupational safety laws and regulations. These include the baggage areas, the apron, the perimeter road and the airfield. For safety considerations, it is important that the airport restricts access to these areas and ensures it is

readily understood who may be present in a protected area and for what purpose (reason). This primarily applies to visitors and other persons who do not work in these areas on a daily basis.

Ad.2 Hospitality

Hospitality is one of the core values of Amsterdam Airport Schiphol and one of the three general principles of this Access Policy. Amsterdam Airport Schiphol aims to be an open, welcoming (**customer-centred**) airport, both for its passengers and for its customers and stakeholders. The challenge that arises from this aim is to remain compliant with all legal requirements while drafting the Access Policy in such a way that Amsterdam Airport Schiphol is accessible to its stakeholders (e.g. visitors, staff, local residents and customers).

Ad.3 Efficiency

To keep costs manageable (**cost-competitive**) and disrupt operations as little as possible, it is important that the Access Policy be organised efficiently. This includes efficient organisation of the processes for granting access, but also preventing operations from being unnecessarily hampered by granting unnecessary access.

An additional benefit is that when everyone knows who is where and airport access is restricted to those providing added value, crisis response times will be faster.

4. Access Policy

Based on all of the legal requirements and the three general principles (Safety & Security, Hospitality and Efficiency), Security Policy, the responsible department of Amsterdam Airport Schiphol, has drafted an Access Policy to determine whether or not access should be granted to security restricted and protected areas.

To keep an overview and control of who may be present and for what purpose (reason) in security restricted and protected areas, and thus comply with the Security & Safety principle, the concept of “operational need” applies. This means that a person must be performing work on behalf of a company that provides added value to the business operations of Amsterdam Airport Schiphol. This added value may vary from the actual handling of an aircraft to providing support services such as ICT and facilities services.

Questions such as: “What is the added value of a company at Amsterdam Airport Schiphol?” will be dealt with in section 4.1.

In addition to operational need, Amsterdam Airport Schiphol retains the option of granting access to companies and/or persons on the basis of occasional desirability. This means that on a very occasional basis *and* with the approval of the Director of Safety, Security & Environment, an exemption from the “operational need” rule may be granted (**section 4.2**). To apply for a Schiphol Pass, a company requires permission from its client. However, there are a number of categories of companies which, for operational reasons, do not require permission and can apply for Schiphol Passes independently (**Paragraph 4.3**).

4.1. Operational need

Eligibility for a “Schiphol Pass for Persons” with one or more access authorisations for security restricted and/or protected areas is limited to those who create added value (have an operational need).

“Operational need” includes the following categories:

- Primary processes; and
- Secondary processes.

Ad.1 Primary processes

Primary processes at Amsterdam Airport Schiphol are those processes that relate directly to the handling of aircraft and flights. This includes companies such as airlines, handling agents and security companies. Air Traffic Control the Netherlands (LVNL) and Amsterdam Airport Schiphol itself also deliver some of these primary processes.

Ad.2 Secondary processes

Secondary processes are those which support primary processes. Secondary processes are directly related to the primary process and ensure the long-term continuity of service delivery or passenger comfort. They include support processes such as operational and technical management, ICT and facilities services. Processes that are of commercial importance to Amsterdam Airport Schiphol, such as catering and retail, are also secondary processes.

4.2. Occasional desirability

When granting access on the basis of occasional desirability, there is a careful consideration of whether, in view of the social importance of the matter in hand, an exception should be made to the prescribed criteria of operational need. Access can then be granted. A number of categories have been identified under which access may be granted on the basis of occasional desirability.

These categories are:

- Amsterdam Airport Schiphol business strategy;
- Corporate governance;
- Educational purposes;
- Humanitarian grounds.

Access based on any of these categories may be granted only with the prior approval of the Director of Safety, Security & Environment¹.

4.3. Companies essential for business continuity

Companies require permission from their client for each pass application. However, there are certain companies performing primary or secondary processes for which it is essential, from a business continuity point of view, to fast-track the Schiphol Pass application process without needing to request permission from the client for each pass. To make this possible for these companies, the category of “companies essential for business continuity” was introduced. Companies in this category may register persons and vehicles and apply for the associated passes without involving their client. At a minimum, this category includes:

- Airlines;
- Amsterdam Airport Schiphol;
- Certain cleaning companies;
- Certain Government agencies;
- Certain Main Contractors;
- Certain Security companies;
- Concession holders;
- Handling agents.

All companies not considered by Amsterdam Airport Schiphol to be essential for business continuity must seek permission from their client for every individual application.

¹ This authority has been delegated to the A/SSE/SP department.

5. Giving operational substance to the Access Policy

In giving operational substance to the Access Policy, Amsterdam Airport Schiphol differentiates between two domains: design and conditions. “Design” describes the layout of the airport grounds and the means of access including the Access Control System and the Schiphol Pass for Persons (5.1). The “Conditions” describe the process for obtaining a Schiphol Pass for Persons, including the steps the applicant must go through and the associated conditions (5.2).

5.1. Design

This part of the policy provides a layout for the various areas of Amsterdam Airport Schiphol (5.1. a). In many cases, access to these various areas is restricted to those who have an operational need to be there. Staff access to these areas is regulated through the Access Control System (5.1. b), combined with the Schiphol Pass for Persons and/or Vehicle Pass (5.1. d and 5.1. e). Crew members can also use a crew identification card (Crew ID) to enable them to access areas which are off-limits to passengers (5.1. f).

5.1. a Airport layout (protected and secured areas)

According to Section 37b(1) of the Aviation Act, the operator is required to identify areas which:

- a) May be entered by members of the public only if the persons in question hold a valid travel ticket or a person-specific card issued for that purpose;
- b) Are not accessible to the public;
- c) Are accessible only to a limited category of persons working at the airport;
- d) Are accessible to the public.

Based on the above, Amsterdam Airport Schiphol has organised its various areas as follows:

Airside (protected areas)

- o Security Restricted Area – Critical Part (“SRA-CP”);
- o Non-Security Restricted Area (“Non-SRA”);
- o Demarcated Area Support;
- o Demarcated Area Handling.

Landside (security restricted areas)

- o Secured Premises by Amsterdam Airport Schiphol;
- o Secured Premises by sector parties²;
- o Public area.

5.1. b Access Control System (responsibilities within Amsterdam Airport Schiphol)

Access to security restricted and protected areas is regulated through the Access Control System, using controlled entryways in combination with a valid airport identification card (Schiphol Pass for Persons) in accordance with the requirements specified in the Annex to EU Regulation (EC) 300/2008, Clause 4(1.2). In addition, passengers who hold a valid access pass (travel ticket) and crew using their Crew ID can gain access to certain parts of the security restricted and protected areas. Vehicle access to protected areas also occurs through controlled entryways in combination with a valid Vehicle Pass.

The Schiphol Pass for Persons and the Vehicle Pass were developed in accordance with requirements set as part of the NCASP. The Engineering & Systems Management (ESM) department is responsible for the design, installation and maintenance of the Access Control System, including the Schiphol Passes. Security Policy (SP) is the operational manager of the pass layout and the various authorisations. This means that SP specifies what the layout of the Schiphol Pass must be in order to be compliant with current laws and

² Secured Premises by sector parties are security restricted areas of other parties in the sector. In this case, responsibility for access control does not fall to Amsterdam Airport Schiphol as it does for Secured Premises by Amsterdam Airport Schiphol. An example of this type of area is the KLM crew centre.

regulations. SP is also responsible for new authorisations. The Schiphol Pass is the property of ESM and must be surrendered to the Badge Centre if the operational need ceases to exist.

The Corporate Security & Security Compliance department of Amsterdam Airport Schiphol monitors compliance with the rules. The Corporate Security & Security Compliance department is also responsible for the sanctions procedure in the event of misuse of or failure to surrender an access pass. This applies to all Schiphol Passes as described in 5.1(d).

5.1. c Responsibilities of other parties

In accordance with current laws and regulations, the other parties whose employees or third parties hold Schiphol Passes or Vehicle Passes also have certain responsibilities. The obligations that apply to these other parties are described as such in Appendix 1 to the Schiphol Regulations: Schiphol Admission Regulations (RTS). The term "Other Party" is also defined in that document.

5.1. d Types of Schiphol Passes and authorisations (pass layout)

The Schiphol Pass for Persons is personal, contains a Mifare chip on which biometric (iris) data is stored, bears a clear passport photo, and bestows rights exclusively on the person named on the pass. Through various authorisations, possibly in combination with personal verification through iris recognition, the Schiphol Pass for Persons gives access to the various areas. Authorisations are granted on the basis of operational need and in consultation with the relevant account manager, the Area & Access Control department and the area managers. Some authorisations for protected areas are physically displayed on the pass layout using letters and colour codes. In addition to these authorisations that determine the layout of the pass, there are also authorisations that do not determine layout. Table 1 and Table 2 provide an overview of the various pass layouts and areas for which various groups of people are authorised.

Colour	Landside Secured Premises by AAS	Landside Secured Premises by SP (crew centre only)	Airside NON-SRA	Airside SRA-CP
White	X	X	-	-
Grey	X	X	-	-
Green	X	X	X	X (only inside the terminal)
Blue	x	X	x	X (only outside the terminal (perimeter roads))
Orange	X	X	X	X (both inside and outside the terminal (perimeter roads)). The Visitor Pass and Emergency Pass give access to the same areas as the escort.

Table 1: Physical colour-coded authorisations for the Schiphol Pass for Persons

Letter:	Authorisation area
B	Airside Baggage Basement
P	Airside Apron
A	People with this authorisation are exempt from security screening
H	People with this authorisation are designated by SNBV as a veryfinig SNBV official
Black border	Airside: Demarcated Area Support (Schiphol-East Business Park ONLY)

Table 2: Physical authorisations using letters and colour code for the Schiphol Pass for Persons

5.1. e Schiphol Pass and Vehicle Pass

The Schiphol Pass for Persons comes in a number of different forms; the policy contains the conditions for acquiring each type of pass (see section 5.2). The following passes are designated by Amsterdam Airport Schiphol as valid access passes for persons:

1. Schiphol Pass for Persons;
2. Schiphol Day Pass for Persons;
3. Schiphol Visitor Pass for Persons;
4. Schiphol Emergency Pass;
5. Schiphol Project Pass for Persons;
6. Parking Pass;
7. Non-personal Pass;
8. Schiphol security restricted area pass for persons;
9. Carpool Pass.

Like the Schiphol Pass for Persons, the Vehicle Pass comes in a number of different forms, and is granted only if the specified conditions are met. The following passes are designated by Amsterdam Airport Schiphol as valid access passes for vehicles:

1. Schiphol Vehicle Pass;
2. Schiphol Vehicle Day Pass;
3. Schiphol Vehicle Day Card.

As well as the Schiphol Passes listed above, there are certain specific passes which are not named in this document for security reasons.

As well as being used as a means of granting access to security restricted and protected areas, the Schiphol Pass can also be used for ancillary activities, such as local access control and “follow me” printing. However, granting access to protected areas remains the primary function of the Schiphol Pass.

5.1. f Crew identity card (Crew ID)

Airline crew can gain access to security restricted and protected areas using a crew identification card (“Crew Identification Card” or “Crew ID”). The Crew ID gives access only to parts of the airport where public access is restricted³, the apron around the aircraft and the flight crew centre.

5.2. Conditions

The conditions for gaining access are described based on the process for obtaining a Schiphol Pass for Persons.

The first step in this process is **registering a company** with Amsterdam Airport Schiphol. A company/organisation may register if it provides operational added value (**5.2. a**). After registration, the company/organisation has the option of registering its staff and submitting an application to obtain a Schiphol Pass for Persons, Schiphol Vehicle Pass, Schiphol Project Pass for Persons or another pass.

Depending on the role of the company, there are specific procedures for **registering persons** (**5.2. b**).

The Schiphol Pass for Persons with access to protected areas is issued only on successful completion by the relevant government agencies of the appropriate background check for the role (**5.2.c**).

For those who wish to access security restricted and protected areas on ten or fewer days per calendar quarter, a **Schiphol Day Pass** for Persons is available (**5.2.d**).

³ The parts of the airport where public access is restricted are the protected areas accessible to passengers in possession of a valid travel ticket.

As well as the ordinary Schiphol Pass for Persons, individuals may gain access to security restricted and protected areas of Amsterdam Airport Schiphol using a **Schiphol Visitor Pass** for Persons. In accordance with current laws and regulations, such persons are exempted from the obligation to undergo a background check. However, they are subject to other obligations. Accordingly, these persons are only admitted under strict conditions **(5.2.e)**.

Large groups of visitors are granted access to security restricted and protected areas only when strictly necessary (operational need). However, this rule may be derogated from based on occasional desirability. For these **"tours and events"**, special conditions apply **(5.2.f)**.

For urgent cases, such as emergency repairs, there is the possibility of issuing a Schiphol Emergency Pass. This pass is granted only in extreme emergencies, under the responsibility of the Security Operations department. Strict conditions apply to the issuing of the **Schiphol Emergency Pass (5.2.g)**.

Crew can gain access to security restricted and protected areas using their **Crew ID**. This type of access pass can only be used by crew members as a valid means of access under certain conditions **(5.2.h)**.

For project work, in many cases it is not operationally feasible to issue Schiphol Passes. To grant access to security restricted and/or protected areas for work such as runway maintenance or major renovation projects, a **Schiphol Project Pass** for Persons may be issued **(5.2.i)**.

Once they are registered, companies can also apply for Schiphol **Vehicle Passes**, if there is an operational need for them **(5.2.j)**.

If a vehicle needs access to protected areas for operational reasons for up to ten days per calendar quarter, a Schiphol **Vehicle Day Pass** may be issued **(5.2.k)**.

In the event of incidents, urgent visits or construction work where it is not operationally possible for Schiphol to issue vehicle passes, a Schiphol Vehicle Day Card may be requested **(5.2.l)**.

After registration of the company, registration of a person and the granting of one or more passes and authorisations, finally there are **conditions** for whether or not access will be granted to staff entrances, checkpoints and staff filters. These conditions are controlled and enforced by security companies, among other parties **(5.2.m)**.

5.2. a Registration of companies

If a company meets the "operational need" criteria, it may register with Amsterdam Airport Schiphol. This registration is required before a company can apply for Schiphol Passes. Registration is done by the Area & Access Control department, which assesses whether the company meets all of the requirements.

5.2. b Registration of individuals for the Schiphol Pass for Persons and Schiphol Day Pass for Persons

The Schiphol Pass for Persons is issued to staff employed by a company registered with Amsterdam Airport Schiphol.

A Schiphol Pass for Persons is issued exclusively for the duration of the operationally necessary activities to be performed by the person concerned. The Schiphol Pass for Persons may never be used for private purposes. The period of validity of the Schiphol Pass for Persons depends on the nature and duration of the employment of the person concerned and will be no more than five years. To obtain a Schiphol Pass, the individual concerned must be at least 15 years old.

In accordance with current regulations, the Schiphol Pass for Persons or specific authorisations may be blocked (manually or automatically) if they have not been used for a significant period of time. This period is currently fixed at two months.

Permanent escort authority (PBGB) may be revoked if it has not been used for more than a year. Persons and roles may be exempted by the SP Policy Manager from automatic blocking of the Schiphol Pass for Persons or revocation of the PBGB.

The Conditions of the Schiphol Pass for Persons apply to the use of the Schiphol Pass for Persons.

5.2. c Background check

Airside SRA-CPs are airside areas to which access is restricted for security reasons. Access control for Airside SRA-CPs is primarily aimed at checking possession of the correct authorisations for these areas in combination with personal identification (iris recognition). A distinctive feature which sets Airside SRA-CPs apart from other areas is that staff are authorised to work there unescorted only if they have undergone a specific background check appropriate for their role and/or authorisations. It goes without saying that the background check must be clean.

If the Certificate of No Objection (VGB) is to be revoked, whether automatically due to the result of the background check or due to any other circumstances, the Schiphol Pass for Persons must immediately be surrendered to the Badge Centre.

5.2. d Conditions of the Schiphol Day Pass for Persons

Use of the Schiphol Day Pass for Persons is intended for those who need to perform independent work at the airport for a short period. Such persons must follow the same registration process as for an application for the Schiphol Pass for Persons.

For safety reasons, the Schiphol Day Pass for Persons cannot be used to gain access to the apron (airside) or Schiphol-East Business Park. Depending on the layout, access may be granted to the perimeter roads and/or terminal building.

5.2. e Conditions of the Schiphol Visitor Pass for Persons

The Schiphol Visitor Pass for Persons is issued to people with an operational need to enter a security restricted or protected area, and who will do so under the escort of a Schiphol Pass holder authorised for that purpose.

The Badge Centre department of Amsterdam Airport Schiphol assesses applications for the Schiphol Visitor Pass for Persons.

An application for a Schiphol Visitor Pass for Persons may be submitted only on working days by an authorised signatory of the company of the Schiphol Pass holder who will be escorting the visitor. Sufficient justification must be provided in support of the application. At least the functional necessity must be justified. If the application is submitted between 7 am and 4.30 pm on the same day as that on which the Visitor Pass for Persons is required, then, depending on the justification, the application is guaranteed to be approved. The Schiphol Visitor Pass for Persons has a maximum period of validity of one day (24 hours) and a separate pass must be requested for each working day. The pass must be returned by the escort immediately after the end of the work, and no later than 24 hours after it was issued.

If the Schiphol Pass holder has Permanent Escort Authority (PBGB), the Schiphol Visitor Pass for Persons can be collected by the Schiphol Pass holder and the visitor directly from the issuing point and the Schiphol Visitor Pass for Persons does not have to be requested in advance.

To be eligible for a Schiphol Visitor Pass for Persons, the person concerned must be at least 15 years old. "Sufficient justification" means that the operational need of the visit (the "why" (reason for the visit

(the “what”)) and the location where the visit will take place (the “where”) must be clear from the justification.

5.2. f Conditions for tours and events

Access to security restricted and protected areas is limited to the minimum necessary. This also applies to requests for tours and events in critical areas. However, this rule may be derogated from based on occasional desirability. Requests for tours and events are handled by the Amsterdam Airport Schiphol Corporate Affairs department. In collaboration with the Director of Safety, Security & Environment, the request is examined to determine whether it meets the criteria and whether it could cause an increased security risk.

5.2. g Conditions of the Schiphol Emergency Pass

The Schiphol Emergency Pass is issued under strict conditions. The holder must be escorted at all times by a Schiphol Pass holder authorised for this emergency situation. The issuance of Schiphol Emergency Passes is kept to a minimum.

5.2. h Conditions for the Crew ID

Airline crew members use a Crew ID to gain access to Airside Non-SRAs and Airside SRA-CPs. This is a proof of identity issued by the relevant airline. Crew members who wish to gain access via the designated entryways or the regular passenger entryways to Airside SRA-CPs may do so only using a valid Crew ID. They must be wearing the uniform of the relevant airline or possess a Deadheaded crew⁴ travel ticket or individual travel order, or be listed on the General Declaration. Like anyone else wishing to access a SRA-CP, every crew member will be subject to security screening.

5.2. i Schiphol Project Pass for Persons

The Schiphol Project Pass for Persons is granted to people who wish to enter a construction site in order to perform work there, under the escort of a Schiphol Pass holder authorised for that purpose, through an ad hoc construction entrance or through a checkpoint, staff entrance or staff filter to airside.

Access to security restricted and protected areas is through a limited number of controlled entryways. Access control is based on people identifying themselves at an entryway using their Schiphol Project Pass for Persons. In case of doubt, access control will be performed in combination with a valid proof of identity by a member of the security staff authorised for that purpose.

The Schiphol Project Pass for Persons will be issued to the same person no more than four times in five years, and will be valid for a maximum of three months in each case. Project-specific exceptions can be made to this by Security Policy

The Conditions of the Schiphol Project Pass for Persons apply to the use of the Schiphol Project Pass for Persons.

5.2. j Schiphol Vehicle Pass

A Schiphol Vehicle Pass is an authorisation for vehicles and bestows rights exclusively on the vehicle in question. The Schiphol Vehicle Pass is for permanent use and is valid for a maximum of five years. The driver and all passengers must hold valid authorisations if they wish to gain access to Airside SRA-CP. In addition to the requirement that a vehicle must be provided with a valid vehicle pass, there are also requirements regarding the recognizability of vehicles. All vehicles must have a permanent company logo of at least 30 cm by 50 cm or at least 1500 cm². Exceptions of the minimum size of this permanent

⁴ “Deadheaded Crew (DHC)” refers to anyone on board an aircraft who is not part of the aircrew but is or will be performing work with regard to the occupants or cargo of the flight in question, the return flight or the aircraft.

company logo can be made by Security Policy. An employer with an operational need can apply for a Schiphol Vehicle Pass on working days, and must do so at least 24 hours before the first intended use of the pass. The Schiphol Vehicle Pass is issued exclusively for the duration of the operationally necessary activities.

5.2. k Schiphol Vehicle Day Pass

Use of the Schiphol Vehicle Day Pass is intended for vehicles that, in the short term and for a short period, require independent access to Airside SRA-CP. The pass can only be used for a period of up to 24 hours and must be requested for each working day. The Schiphol Vehicle Day Pass may be requested if access is required for no more than ten days per calendar quarter. The driver must be in possession of a Schiphol Pass for Persons with the proper authorisations.

5.2. l Schiphol Vehicle Day Card

The Schiphol Vehicle Day Card is issued at vehicle checkpoints to persons who wish to enter Airside SRA-CP or a construction site with their vehicle on the grounds of operational need. Persons in possession of a valid and correct Schiphol Pass do not require an escort. Persons who are not in possession of a personal Schiphol Pass must be escorted by a Schiphol Pass holder with permanent or one-off escort authority. In the latter case, the holder of the Vehicle Day Card must remain with the Schiphol Pass holder with escort authority at all times. The escort is entirely responsible for his/her visitor(s). The Vehicle Day Card is valid for a period of 24 hours. The other criteria are listed on the back of the Schiphol Vehicle Day Card.

If a visitor is being escorted by a Schiphol Pass holder with one-off escort authority, an application for escort authority must be submitted in advance with the agreement of the authorised signatory.

The Conditions of the Schiphol Vehicle Pass apply to the use of the Schiphol Vehicle Day Card.

5.2. m Conditions that determine whether access can be granted

Based on the applicable laws and regulations and internal policy, a number of conditions must be met by anyone who wishes to gain access to security restricted and protected areas. "Schiphol Pass for Persons" is used to refer to all authorisations issued by Amsterdam Airport Schiphol. The conditions are as follows:

- The Schiphol Pass for Persons is the property of Amsterdam Airport Schiphol and must always be returned on request.
- A valid ID that provides information about the holder's nationality or residence status is required to issue an airport ID card. This is a passport or a national identity card. A driver's license will not be accepted as an ID in this case.
- Anyone present in parts of the airport that are not accessible to the public and/or in parts that are accessible only to a limited category of people working at the airport, is required to visibly wear a Schiphol Pass for Persons and/or a Crew ID. For vehicles, the Vehicle Pass or Vehicle Card must be visibly affixed.
- Pursuant to Section 37b(3)(c) of the Aviation Act, crew and staff are required at all times to present their Schiphol Pass for Persons and/or Crew ID for inspection by security staff when entering security restricted and protected areas.
- The holder of a Schiphol Pass for Persons is required at all times to follow the instructions of the security staff or other authorised persons.
- The holder of a Schiphol Pass for Persons is required at all times to undergo security screening when entering Airside SRA-CP.
- The holder of a Schiphol Pass for Persons with authorisation for tools is required at all times to report this before going through Security Control.
- The user must comply with the conditions that they signed to indicate agreement. These conditions are provided to the pass holder when the pass is issued.
- The user must comply with the Schiphol Regulations.

If the pass holder fails to comply with any of these conditions, the security staff or other authorised persons may deny the pass holder access to the security restricted and protected areas and the Schiphol

Pass may be blocked and/or seized. If this occurs, the Security Operations department will be informed and will take action on behalf of Amsterdam Airport Schiphol.

6. Appendices

I List of declarations in accordance with EU Regulation (EC) 300/2008

Clause Definitions	3	<p>For the purposes of this Regulation:</p> <ol style="list-style-type: none">1. “Civil Aviation” means any air operation carried out by civil aircraft, excluding operations carried out by State aircraft referred to in Article 3 of the Chicago Convention on International Civil Aviation;2. “Aviation Security” means the combination of measures and human and material resources intended to safeguard civil aviation against acts of unlawful interference that jeopardise the security of civil aviation;3. “Operator” means a person, organisation or enterprise engaged, or offering to engage, in an air transport operation. In accordance with Aviation Law (Wet luchtvaart) article 8.1b, 1 the operator means N.V. luchthaven Schiphol;4. “Air Carrier” means an air transport undertaking holding a valid operating licence or equivalent;5. “Community Air Carrier” means an air carrier with a valid operating licence granted by a Member State in accordance with the provisions of Council Regulation (EEC) No. 2407/92 of 23 July 1992 on licensing of air carriers (1);6. “Entity” means a person, organisation or enterprise, other than an operator;7. “Prohibited Articles” means weapons, explosives or other dangerous devices, articles or substances that may be used to commit an act of unlawful interference that jeopardises the security of civil aviation;8. “Security Screening” means the application of technical or other means which are intended to identify and/or detect prohibited articles;9. “Security Control” means the application of means by which the introduction of prohibited articles may be prevented;10. “Access Control” means the application of means by which the entry of unauthorised persons or unauthorised vehicles, or both, may be prevented;11. “Airside” means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is restricted;12. “Landside” means those parts of an airport, adjacent terrain and buildings or portions thereof that are not airside; access to this area may be restricted;13. “Security Restricted Area” means that area of airside where, in addition to access being restricted, other aviation security standards are applied;14. “Demarcated Area” means an area that is separated by means of access control either from security restricted areas, or, if the demarcated area itself is a security restricted area, from other security restricted areas of an airport;15. “Background Check” means a registered check of a person’s identity, including any criminal history, as part of the assessment of that person’s eligibility for unescorted access to
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security restricted areas;

16. **“Transfer Passengers, Baggage, Cargo or Mail”** means passengers, baggage, cargo or mail departing on an aircraft other than that on which they arrived;

17. **“Transit Passengers, Baggage, Cargo or Mail”** means passengers, baggage, cargo or mail departing on the same aircraft on which they arrived;

18. **“Potentially Disruptive Passenger”** means a passenger who is either a deportee, a person deemed to be inadmissible for immigration reasons or a person in lawful custody;

19. **“Cabin Baggage”** means baggage intended for carriage in the cabin of an aircraft;

20. **“Hold Baggage”** means baggage intended for carriage in the hold of an aircraft;

21. **“Accompanied Hold Baggage”** means baggage, carried in the hold of an aircraft, which has been checked in for a flight by a passenger travelling on that same flight;

22. **“Air Carrier Mail”** means mail whose origin and destination are both an air carrier;

23. **“Air Carrier Materials”** means materials either whose origin and destination are both an air carrier or that are used by an air carrier;

24. **“Mail”** means dispatches of correspondence and other items, other than air carrier mail, tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union;

25. **“Cargo”** means any property intended for carriage on an aircraft other than baggage, air carrier mail and air carrier materials and in-flight supplies;

26. **“Regulated Agent”** means an air carrier, agent, freight forwarder or any other entity who ensures security controls in respect of cargo or mail;

27. **“Known Consignor”** means a consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow carriage of cargo or mail on any aircraft;

28. **“Account Consignor”** means a consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow carriage of that cargo in any cargo aircraft or mail in any mail aircraft;

29. **“Aircraft Security Check”** means an inspection of those parts of the interior of the aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering prohibited articles;

30. **“Aircraft Security Search”** means an inspection of the interior and accessible exterior of the aircraft in order to detect prohibited articles and unlawful interferences that jeopardise the security of the aircraft;

31. **“In-Flight Security Officer”** means a person who is employed by a Member State to travel on an aircraft of the air carrier licensed by it with the purpose of protecting that aircraft and its occupants against acts of unlawful interference.
