**AVSEC Form-001C**

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| **PEMIT NUMBER:** |

**VISITORS PERMIT APPLICATION FORM**

**(Valid for 1 Day only)**

**All applicable fields must be completed in full.**

**Incomplete applications will be rejected**

**Indicate Airport:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Visitors Permits:**   1 Day Only in exceptional cases (requires approval by APM)  3 days

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| **SECTION 1: APPLICANT DETAILS**  **(BOTH PERSONAL AND TEMPORARY PERSONAL PERMITS)** | | | | | | | | | | |
| **Original identity document/passport/, must be submitted to the permit office** | | | | | **Foreign passports must be submitted with a valid work permit,**  **business permit and visa** | | | | | |
| Do you currently have a permit? Yes  No | | | | | **Head of Department** | |  | | | |
| **Company** |  | | | | **Department** | |  | | | |
| **Company Tel** |  | | | | **Company physical**  **Address** | |  | | | |
| **Surname** |  | | | | **First Full Name** | |  | | Initials |  |
| **Job Title / Function** | | |  | | **Gender** | | Male  Female | | | |
| **NAM Citizen** | Yes  No | | | | **ID Number**  **(Please attach a certified copy)** | |  | | | |
| **Country of Origin** |  | | | | **Passport Number**  **(Please attach a certified copy)** | |  | | | |
| **Employee No:** |  | | | | **Contact Number** | |  | | | |
| **Home Address**: | |  | | | | | | | | |
| **Suburb** |  | | | **City** | |  | **Postal Code** |  | | |

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| **Section 2: Consent by The Applicant** | | | |
| I the applicant agree to comply and abide with all safety and security related rules and regulations on NAC owned/managed airport as stipulated on this application form, NAC Policy and Procedures, Civil Aviation Act No 6 and confirm that all information provided by me on this form is true and correct. | | | |
| **Signature of Applicant** |  | **Date of Application** |  |

| **SECTION 3**  **3.1: PERMISSIONS – ONLY AUTHORISED SIGNATORIES MAY COMPLETE THIS SECTION** | | |
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| Companies requiring permission for their staff members to operate a vehicle or ground servicing equipment on the Airside must complete the following section. | | |
| Airside Vehicle Operator Authorisation | Category:  A  M  N/A | A: Apron, Cargo and Service Roads  M: Manoeuvring Area |
| Radiotelephony License  (Applicable for Manoeuvring Area) | Yes  No  N/A | * Kindly attach a certified copy of Radiotelephony License if any |
| Valid Driver’s License | Yes  No  N/A | * Kindly attach a certified copy of Driver’s License. |

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| **Section 3.2: Provide particulars of vehicles/equipment to be operated by the applicant) (Attach additional information if more than 4 vehicles/equipment)** | | | | | |
| **Registration No.** | **Make** | **Model** | **Engine No.** | **Chassis/Vin No.** | **UHF Radio (Yes/No/N/A)** |
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| **Section 4: Permissions – only Authorised Signatories may complete this section** | | |
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| I / We hereby authorize the Namibia Airports Company to issue our employee named above with a Security Permit as requested. I / we undertake **to return this security permit** to the issuing authority when said employee either ceases to be employed by us, or thereon should not be given access to restricted area(s) at this Airport. I confirm that such access required into connection with business of this company for the period stipulated. | | |
| Where does the applicant perform his or her primary duty? Please mark with (X) the applicable work area and Select the relevant zones required. | | Apron and BMA  Departure Hall  Cargo  Arrivals Hall  Landside Areas T1-T3  Fire and Rescue  ATC |
| All Areas Except  Manoeuvring areas | Airside  Arrivals and Departure Hall  Perimeter Fence  Staff Entrance  Baggage Make Up Area  Cargo and Flamingo | |
| All areas | Baggage Area  Departure Hall  Arrivals Hall  Baggage Handling System  Taxiways  Perimeter Fence  Arrival Hall  Departure Hall  Emergency Personnel | |
| Departure Hall  Arrival Hall | Retail Facilities etc. | |
| Apron  Arrivals and  Departure Hall | Arrival Hall  Departure Hall  Main Server Room  Retail Facilities  Airline offices  Transfer facility  Baggage Reclaim outside | |
| Cargo | Terminal 3/Cargo Airside Areas | |
| Landside | Terminal 1 and Terminal 2 (Check-In, Car Rentals, Restaurant etc.),  Terminal 3/Cargo Landside Area Areas | |
| If access required is not listed above (please motivate) |  | |
| Reason for Permit Application (not “work”) |  | |
| Cell phone Yes  No  Camera Yes  No  Tools Yes  No    Companies requiring permission for their staff members to use **cell phones, cameras tools must attach and submit a letter of motivation signed by the authorised signatory together with permit application forms to NAC permits office 3 days in advance.** Strictly the letter among all things must state control measures over the use of the above permissions. Unless supported by detailed require documents no permissions will be granted. (Please mark with an “X” to indicate the applicable permission(s). | | |

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| Permit Number of Signatory |  | Department: |  |
| Name and Signature |  | | |
| Authorised Persons Signatory |  | Date: |  |
| **IMPORTANT** | **Your signature is validated against registered signatures carried in the system.** If you are not the registered signatory for the required department, the application form will be **rejected.** | | |

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| **5. FOR PERMIT OFFICE USE ONLY** |

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| **REVIEWED BY:** |  | | | Date Received | |  |
| **APPROVED OR NOT APPROVE** | Approved |  | | Not Approved | |  |
| **STATE REASON IF APPLICATION IS REJECTED** |  | | | | | |
| **ARISIDE DRVING APPROVAL** | Approved  Not Approved | | | | | |
| If Approved specify: | | A | | M | |
| **APPROVED BY:** |  | | | | **Date Approved:** | |
| **SIGNATURE FOR APPROVAL** |  | | | |
| **ISSUED BY:** |  | | | | **Date Issued:** | |
| **SIGNATURE OF THE ISSUING OFFICER** |  | | | |

**READ THE NEXT PAGE AND SIGN AT THE BOTTOM OF EACH PAGE**

IN ORDER TO OBTAIN AN NAC SECURITY PERMIT, PROOF OF A VALID IDENTITY DOCUMENT OR VALID PASSPORT WITH WORK PERMIT WILL BE REQUIRED, THE PERMIT APPLICATION FORM AUTHORISED BY THE SPONSOR AND APPLICANTS ARE OBLIGATED TO ATTEND AIRSIDE INDUCTION COURSE AND TO BE SECURITY CLEARED.

**2. RESPONSIBILITIES OF AN NAC**

**SECURITY PERMIT HOLDER:**

1. All permanent/temporary NAC permit applicants are obliged to be security cleared for clearance.
2. The Security Briefing must be read and understood, and applicants must attend airside safety induction course. Applicants will also be required to view Security Briefing Videos before NAC security permit is finally issued.
3. All NAC security permits issued under NAC management will remain the property of NAC and must be returned upon expiry, termination of employment or when the job function no longer requires a permit.
4. The permit is to be clearly displayed on outer clothing at chest height all time while the permit holder is within the restricted areas. Exemption from this rule can only be granted by the Manager Security for safety reasons, following a written request.
5. NAC security permit is not transferable and it is only valid while the holder is on duty and carrying out company business.
6. Submit permits for inspection on request to NAMPOL, Airport Security Officers or any Official in charge.
7. Escort visitors permit holders assigned under their supervision whilst in the restricted areas.
8. Report lost and stolen permits to the NAMPOL or NAC Permit Office within 24 hours

**1. Documents Required**

Any valid identity document from the following list:

* Identity Document
* Namibia issued Passport
* Foreign Passport & Work Permit.
* In case of a foreign passport being produced a valid VISA, permanent or temporary residential and workers permit must be attached
* If the applicant is a holder of any temporary identity document, he/she will be issued a permit valid for the period not exceeding the validity of the temporary document produced.
* No children under sixteen years of age without identity documents will be issued permits.
* No affidavits, birth certificates or any other documents rather than the above mentioned documents will be accepted.
* Should any name changes occur the original certificate must be produced in support of the proof of identity

**NB** all documents must be certified

**Failure by the Authorized signatory and the Applicant to complete any part of this permit application form may result in the issue of an NAC security permit being delayed or the application being refused or both. If any advice is required about NAC security permit application or any question relating to the permit application form, please contact the NAC Permit Office.**

**3. Permits Security Briefing and General Airside Safety and Security Regulations.**

**3.1 Security Briefing**:

1. The purpose of security permits is to control access to and egress from airside and other restricted zones/controlled areas to authorized staff ON DUTY.

2. The obligations of NAC security permit holders are:

* To safeguard the NAC security permit at all times.
* To be accountable for his/her permit all times.
* Loss of permit must be reported within 24 hours to the NAMPOL and NAC Permit Office.
* To support the Airport Security Programme
* To report all unsafe and unlawful acts to the NAMPOL and NAC Security.
* To be searched as a condition of entry into restricted/controlled areas.
* All permit holders must abide by all rules and regulations of NAC Security Permit and Airside Operations Regulations.

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| 3. NAC security permits are subjected to the following conditions:   * Permits are only valid when permit holders are effectively ON DUTY. * Permits are NOT TRANSFERRABLE. * They are issued to authorize persons to conform identification and right of access to and from restricted/controlled areas, but access may be refused at control points by Security Officers, NAMPOL or any member of the Control Authority. * NAC security permits are standardized, DO NOT AFFIX OR DAMAGE PERMITS - A FINE WILL BE INCURRED.   4. NAC Security Permits must be:   * Shown on demand to NAC Security, NAMPOL, Immigration Officers, Customs Officers, or individuals who identify themselves as having responsibility for the security of the area in question e.g. airlines staff controlling departure gates. * Worn visibly on outer clothing at chest height at all times especially while in the restricted/ controlled areas. * Presented to NAC security for inspection when holders wishing to ingress or egress the restricted/controlled areas. * Returned to your Manager/Permit Office when permits expired or with termination of service.   5. The NAC security permits are will all times remain the property of NAC.  6. The aim of airport security is to protect passengers, air crew, staff and members of the general public from unlawful acts.  7. The Manager Security is responsible for coordinating the organization of airport security.  8. Reporting to NAC security or Control Authorities at respective airport.   * Breaches of access control procedures. * Suspicious items, firearms and other dangerous objects. * Unattended baggage/hand luggage, etc. * Anything that could construed as a safety and security risk.   9. No person at any time will have firearms or any article in shape of a firearm or explosives and any other prohibited articles without lawful authority on landside or airside areas of the airport.  10. All persons entering airside must wear reflective jackets.  11. Any questions arising from this Security Briefing should be referred to the NAC Permit Office at HKIA. |

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| **4. Escorting Requirements**  These notes are designed to assist you to carry out your responsibilities as an escort or as the holder of a visitor’s permit. The responsibilities are part of Security Notices and are contained in the NAC Permit Policy and should be explained to you by the authorized signatory prior to your visit to the Permit Office.   * Individual issued with visitor’s permits are only allowed to be in the restricted / controlled areas when escorted by a holder of a valid permanent NAC security permit assigned to escort the individuals. * The escort must ensure that the visitor permit is exclusively used by the person named on that permit and that no improper use of the permit is made and is not altered or defaced in any way. NAC visitor’s permit holders are only allowed to access the areas to which their escort have access. * The escort must ensure that the visitor permit holders wear and visibly display their permits on outer clothing at chest height all times whilst in the restricted/controlled areas. * The escort is accountable for controlling any visitor permit holder under his/her supervision and must ensure they are kept in sight all times whilst in the restricted/controlled areas. * Generally, an escort may, at one time be responsible to a reasonable number of visitors permit holders. However, when a group of visitors permit holders will remain within a controlled closed area (such as a bus) the number escorted may be increased as to the circumstances. * If a visitor’s permit holder disappears or acts suspiciously, the escort must immediately notify the NAMPOL and Airport security. * If a visitor permit holder required to drive a one seat vehicle, the escort must all times accompany visitor’s permit holder. * At the end of the visit, the visitor must hand the permit to the escort and return it to the authorized signatory who will in turn return it to the Permit Office. * NAC Permit Office will monitor the return of visitor’s permits. When the authorized signatories failed to return the expired permits to NAC Permit Office, NAC may refuse to issue further permits if required.   **Failure to abide by any of these requirements may result in the escort and the authorized signatory’s permits being confiscated to allow disciplinary action to be taken and the authorized signatory powers withdrawn. Following this, a decision will be made on whether to return an individual’s permit and authorized signatory’s authorizing status.** |

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| **5. Airside Safety Regulations General**  The following extract is for your guidance, keep it with for reference and if in doubt, seek advice from your Supervisor, Manager or authorized Signatory.   * **Smoking:** Smoking in the airside areas and vehicles is TOTALLY PROHIBITED, smoke in designated areas only. * **Apron:** Apron means the part of the aerodrome provided for the parking of aircraft. A double white line marks the boundary between apron and taxiways. * **Maneuvering Area:** Maneuvering areas comprises of the runways and taxiways including the apron cul-de-sac taxi-lanes. * **Surface Paint Markings:** Yellow markings are for the guidance of aircrafts. White markings are for the control of vehicles and equipment as follows: * A white boundary line along the sides of two adjacent aircraft stands delineates the inter stand clearway. Equipment or unattended vehicles MUST NOT be parked within these lines. * A continuous white line indicates the boundary between the apron areas and the taxiways. Apart from aircrafts tugs engaged in push back operations, vehicles are not permitted to cross or overhang these double white lines, except when using a designated vehicle crossing. This does not apply to authorized vehicles which are in radio contact with Air Traffic Control. * **Pedestrians:** Pedestrians are not allowed to enter the maneuvering area at any point, including designated vehicle crossing and reflective jackets must be always worn. * **Accidents:** All airside accidents must be reported to the airport security control room, and they will inform the Safety Department, Airport Fire Services, NAMPOL and other relevant parties. * **Hazards:** Anything construed as hazardous must be reported immediately to the apron safety control room. |

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| **6. Driving In Airside Areas:**  All drivers must be in possession of a current airside driving license if required to drive unaccompanied on airside areas  **6.1 Ingress or Egress Airside:**  When vehicle drivers seek to gain access the airside through Gate 4 they must stop their vehicles between the boom gates, step out of the vehicle and put items in their possession into the baskets provided by security personnel, present their vehicle and personal permits for inspection, enable the security officer to finish searching the vehicle and then the vehicle driver sign the vehicle control  **6.2 Airside Roads :( safety check it out)**  Airside roads are marked roadways for the movement of vehicles and equipment between aircraft stands and point to point in the airside. Vehicles should not be driven across aircraft stands as a route, even when stands are empty. Vehicles may only enter a stand to service a parked aircraft or to service Vehicle should use airside roads for moving about the airport.  **6.3 Controlled Crossings: (safety check it out)**  These are approved routes, used in daytime and good visibility, to cross an operational taxiway to outer aircraft parking stands. The movement of vehicles is controlled by recognized strobing lights there are additional rules and restrictions which apply, are detailed in the Safety Regulations manual.  **6.4 Uncontrolled Crossing (safety check it out)**  These are approved routes across an operational taxiway, designed to facilitate the movement of designated service vehicle. Drivers using uncontrolled crossing must stop at stop lines and communicate with Air Traffic Control to ensure that no aircraft is approaching, including the towed aircraft before proceeding across the taxiway whilst remaining the marked routes |

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**6.5 Vehicles MUST NOT be: (safety check it out)**

* Driven on the maneuverings area (MARKED BY DOUBLE WHITE LINES). Except specifically authorized vehicles which are in radio contact with the Air Traffic Control.
* Moved across an aircraft stand whilst aircraft are being positioned, preparing to leave the stand, when aircraft engines are running, or when anti-collision lights are on.
* Parked unattended on apron, other than in marked equipment areas or parking bays.
* Driven from stand to stand at the rear of the stands, unless the nature of the vehicle or its task precludes the use of the airside roads.
* Driven over speed limits.
* Maneuvered on apron or airside roads in reverse gear, except when engaged on push back or aircraft servicing.
* Driven on airside roads in darkness without parking lights and rear lights illuminated. If headlights are used, they must be DIPPED. The strobing light must be always visible even on uncontrolled crossings at night and in poor visibility.

**Driver MUST:**

* Not tow more than four baggage dollies and must ensure that a safe speed is maintained.
* Not leave engines running on unattended vehicles.
* Comply with any directives or instructions given by Safety Department.
* Be careful when approaching overhead structures and ensure that their vehicles can pass under safely.
* Report all traffic incidents to NAC security control room.
* Park only in the designated parking areas and ensure that the vehicle is properly secured.
* Ensure that baggage/cargo loads being transported are secure.
* Obey all road signs and diversions.
* Give way to maneuvering aircrafts, aircrafts under tow and aircrafts flicking its anti-collisions beacons may indicate that aircraft engines are running or push back is always about to commerce.
* Always keep left when approaching vehicles on airside roads

**This part shall be signed by the Applicants and witness by the Authorized Signatory**

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| **APPLICANTS**  **NAME IN PRINT** |  | **APPLICANTS SIGNATURE:** |
| **DATE OF SIGNATURE** |  |

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| **WITNESS**  **NAME IN PRINT** |  | **WITNESS SIGNATURE:** |
| **DATE OF SIGNATURE** |  |

**Kindly take note:** All Permit Payments for both vehicles and persons will only be captured and issued after proof of payment has been presented to the Aiport’s Permit Office once it has been approved.

**See the Approved Permit Manual**