



Access Policy

version 7-8-2024

Access Policy

Access Policy Eindhoven Airport N.V.

Colophon

Access Policy
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Access Policy

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| 3.2 | 2.7 | Access to Server Rooms |
| 3.2 | 3.0 | Return policy for Airport Identification Cards clarified |
| 3.2 | 6.0 | Handhavingsbeleid aangevuld met 3 maanden inactieve lhik |
| 3.2 | 4.0 | Deactivating after 3 months without use |
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| 3.2 | 3.3 | Policy visitor badges |
| 3.1 | 3.3 | Maximum number of visitors per attendant adjusted to 2 |
| 3 | 1 | Text adjustment operational requirement |
| 3 | 2.1 | Legal basis moved to annex |
| 3 | 2.3 | Incidental requirement added |
| 3 | 3.1 | Overview of different airport i.d. cards added |
| 3 | 3.1 | Mandatory e-learning added + minimum age |
| 3 | 3.2 | Mandatory e-learning added + minimum age |
| 3 | 3.3 | Minimum age added |
| 3 | D | Annex: Terms and Conditions Airport Identification Card added |
| 3 | E | Annex: Terms and Conditions Platform Card added |
| 3 | F | Fee adjustment |

Introduction

The objective of the access policy is to regulate and enforce access to the restricted areas of Eindhoven Airport in such a way that the airport operator is able to monitor (and continue to monitor) who is located in and is allowed to be in a restricted area, and why.

Access control is aimed at preventing or detecting all forms of unlawful behaviour that is directed against airport security, civil aviation and all associated facilities.

“The access policy is designed to ensure that only those with an operational requirement (contribution to primary and secondary processes) are granted access to the restricted and possibly restricted areas of Eindhoven Airport. The policy is fully compliant with all legal requirements and takes into account the access management system as the means by which access provision is facilitated.”

Having an Airport Identification Card in one's 'possession' is a condition for being granted access to the restricted areas. Applicants must be able to present a 'No Objection Statement' (VGB) in order to be eligible for an Airport Identification Card. Furthermore, it is necessary to complete a so-called 'Security Awareness Course' (e-learning) and pass the test at the end before the Airport Identification Card is issued.

This access policy explains the main principles and discusses the content of the access policy, the different types of access badges and their allocation criteria, the different types of authorisation and the enforcement policy.

The access policy is limited to the policy's broader outlines; the underlying procedures and working instructions are laid down in separate operating procedures.



Principles of the access policy

1 Legal basis

The access policy at Eindhoven Airport is founded on a legal basis and is an elaboration of international and national regulations.



A more detailed description of the legal basis can be found in Annex B.

2 Classification of areas

According to the Aviation Act Section 37b(1), Eindhoven Airport is required to divide the airport into separate areas with different security standards. See Annex B

On this basis, Eindhoven Airport has established the following classification of areas:

| Classification of areas | |
|---|--|
| Landside public area (LPA) | Publicly accessible area. Landside areas at the airport that are freely accessible to people, goods and vehicles |
| Landside restricted area (LRA)* <i>*Currently, Eindhoven Airport does not use LRAs but this description may apply to (future) policy on landside safety, public health (e.g. pandemics) or practical considerations.</i> | Restricted access area landside. Landside areas at the airport that are only accessible to authorised persons and vehicles with a valid access card and/or with an operational requirement to access this area. |
| Security restricted area (SRA) | Airside areas at the airport that are only accessible to authorised persons and vehicles with a valid access card and with an operational requirement to access this area. |
| Security restricted area – critical part (SRA_CP) | Airside areas at the airport that are only accessible after a security screening to authorised persons and vehicles holding a valid access card and with an operational requirement to access this area. |

3 Operational requirement

To maintain transparency and control over those located in restricted and restricted areas and with what necessity (motivation), the concept of 'operational requirement' applies. This means that a person has to carry out work on behalf of a company that adds value to Eindhoven Airport's operations.

4 Incidental requirement

In the case of provision of access based on incidental requirement, it is possible to consider applying an exception to the access criteria established in the case of an operational requirement. In this case, access may still be granted.

Examples of incidental requirement include:

- Corporate interest of Eindhoven Airport;
- Corporate governance;
- Educational purposes;
- Humanitarian purposes;

Access based on incidental requirement may only be granted after consent from DDAOM.

5 Passageways and access control

Access to restricted areas is obtained through a limited number of controlled passageways. After the access badge has been checked, staff and visitors are required to undergo a security check if they wish to enter a restricted area. The security check concerns: the person, any goods and possessions carried by the person, and vehicle check if applicable.

The purpose of the access control at the entry points is to prevent or detect all forms of unlawful conduct directed against civil aviation and the associated facilities.

The legal basis set out in EU Regulation 300/2008 and the Aviation Act allow security personnel to subject staff and items carried to a security inspection. These checks are not only carried out at the entry points to the restricted areas, but can also be conducted at random times and locations inside those areas.

6 Granting access

Eindhoven Airport is required (under Article 37b, paragraphs 3 and 6 of the Airport Act) to ensure that anyone who has access to a restricted area:

- Has an access badge that has been issued or is recognised by the operator and that displays which sections/zones of the restricted area the bearer is permitted to enter and, in addition:
- That he/she carries the access badge visibly when inside the restricted area.
- That he/she shall present the badge to security personnel and/or the Airport Authority for inspection upon request.
- That persons, goods carried and vehicles are subjected to security screening.
- That he/she will be denied access to these areas if he/she does not meet one of these conditions.

Once admitted to a security restricted area, persons must comply with the established rules of conduct as laid down in the 'Terms and Conditions Airport Identification Card'.

Any violations are registered and dealt with in accordance with the applicable procedures.

7 Access server room

Server rooms are classified as "protected areas," meaning that the applicable requirements and guidelines mentioned in this document apply. Access to server rooms is limited to a select group of individuals. The applicant is responsible for completing a work permit. This work permit includes a detailed explanation of the nature of the work, the materials used, and any risks associated with the execution.

Criteria for the application of a work permit:

- The applicant must complete a 'server room work permit' and return the form at least 7 working days before the commencement of the work to it@eindhovenairport.nl

- Incorrectly or incompletely filled-out work permits will not be processed.
- Approved work permits will be signed and confirmed by the Digital & IT department.
- Work permits are valid for a maximum duration of 1 month and must be requested per assignment. The duration/validity must always be minimized and should be proportional to the nature of the work.
- A work permit can be requested for a maximum of 5 people.

If changes need to be made (e.g., change of supervisor, change of visit date), the applicant must submit a new application and cancel the previous one.

A person with authorized access must meet the following criteria:

- The person must possess an approved and valid work permit issued by the Digital & IT Department.
- The person must carry a valid identification document (driver's license, ID card, or passport) during the visit to a server room.
- The contractor/supervisor must have a valid airport identification badge issued by Eindhoven Airport.
- Visitors without a valid airport identification badge must always be accompanied by the contractor/supervisor whose name is listed on the work permit.
- Ad-hoc* access must be requested from the Digital & IT Department.
- Ad-hoc access must always be supervised by the applicant/supervisor, and a fully completed work permit must be submitted to the Digital & IT Department afterward.
- Individuals only have access to the server rooms specified in the work permit.
- Once admitted to a server room, individuals must adhere to the established conduct rules as outlined here and in the server room work permit. Violations will be recorded and handled according to applicable procedures.
- The Digital & IT Department reserves the right to reject and/or revoke a work permit at any time. Additionally, the Digital & IT Department and the Airport Operations Managers have the right to deny access to a server room, even if the work permit's validity period has already begun.

*Access without a work permit, only in exceptional cases and upon request (e.g., in case of malfunctions).

8 Access badges

The following access badges are available for access to security restricted areas:

- Permanent Eindhoven Airport Identification Card
- Permanent Eindhoven Airport Day Badge
- Eindhoven Airport Visitor Badge
- Eindhoven Airport Office Badge
- Crew Member Certificate (only if the crew member is dressed in the corresponding airline uniform)

The access badge must always be worn visibly when the person is inside the restricted area and must be shown for inspection at the request of an authorised official. If the badge holder is found

not to have authorised access to the restricted area where he/she is at the time of the check, the access badge will be confiscated and the offence dealt with in accordance with the applicable procedure.

Different authorisations can be issued for each type of access badge. The types of access badges are described in more detail in chapter 3.

9 Eligibility for obtaining access badges

The criteria for issuing access badges are shown in chapter 3.

Only organisations that provide added value within the aerodrome are eligible for an Eindhoven Airport N.V. Airport Identification Card for their staff.

Eindhoven Airport N.V. recognises that an organisation provides added value on the airport site if:

- It contributes to the primary process of Eindhoven Airport N.V., whereby a distinction is made between aircraft handling and flight handling, passenger and baggage handling as primary services, and retail and catering as added value.
- It contributes to the secondary processes (supporting processes) such as technical management, IT and facility services.

The organisation must also:

- Be registered in compliance with the applicable registration procedure;
- Have signed an agreement with Eindhoven Airport N.V. for the use of the Airport Identification Card.
- Comply with the sanctions that Eindhoven Airport N.V. may impose (such as suspending or revoking access badges) and cooperate with the registration and reporting procedures that may be introduced by Eindhoven Airport N.V. for reasons of security, order and safety with regard to personal data of persons who are employed by organisations.

In all other cases, companies that are not registered with Eindhoven Airport N.V. will not be issued an Airport Identification Card or other access badge.



Access badge types and criteria

1 Permanent Airport Identification Card

The number of people who have access to a restricted area is limited as far as possible. Only persons who regularly work in a restricted area and who fulfil the statutory and Eindhoven Airport requirements are issued a permanent Airport Identification Card.

The colour and letter coding of the Airport Identification Card indicates the areas authorised persons have access to, as shown in the overview below:

| | Restricted terminal areas | Restricted areas airside (outside) | Platform and peripheral roads | Baggage hall | Demarcated area |
|-----------|-----------------------------|------------------------------------|-------------------------------|--------------|-----------------|
| Green | ✓ | | | | |
| Blue | | ✓ | | | |
| Blue P | | ✓ | ✓ | | ✓ |
| Blue B | | ✓ | | ✓ | |
| Blue PB | | ✓ | ✓ | ✓ | ✓ |
| Orange | ✓ | ✓ | | | |
| Orange P | ✓ | ✓ | ✓ | | ✓ |
| Orange B | ✓ | ✓ | | ✓ | |
| Orange PB | ✓ | ✓ | ✓ | ✓ | ✓ |
| Orange CU | ✓ | ✓ | ✓ | ✓ | ✓ |
| B | Baggage hall | | | | |
| P | Platform + peripheral roads | | | | |
| D | Day Badge | | | | |
| CU | Control exempted | | | | |

In order to qualify for a permanent Airport Identification Card, the following requirements must be met:

- The person must complete and submit a signed and stamped application form for the Eindhoven Airport Identification Card (via the Eindhoven Airport website);
- A valid No Objection Statement (VGB) must be submitted;
- Before issuing an Airport Identification Card, it is mandatory to take the 'Security Awareness Training' (e-learning module) and it is strongly recommended to carefully read through the Safety & Security Manual;
- Before issuing an Airport Identification Card, it is mandatory to have successfully completed the Security test or the Safety & Security test at the Badge Centre;
- If the test is not passed, it may be retaken a maximum of 2 times: 1x on the same day and 1x at a new appointment. Should the employee fail for a 3rd time, the Head of Airport Operations & Security may decide on a case-by-case basis and at the employer's request whether appropriate action is possible;
- The issuance of an Airport Identification Card requires a valid identification document that provides information on the nationality or residence status of the holder. This means a passport or

- a national identity card. A driving licence will not be accepted as proof of identity in this case;
- The employee is to provide a necessary added value to the primary or secondary processes;
- The employee enters the restricted area at least once a week in order to carry out these activities. *Accounting for holiday leave, illness, training;
- The work of the person in question can in no way be performed outside the restricted area, or the work must take place at a location made available by Eindhoven Airport within the restricted area;
- A minimum age of 15 years applies to anyone seeking to obtain an Eindhoven Airport badge.

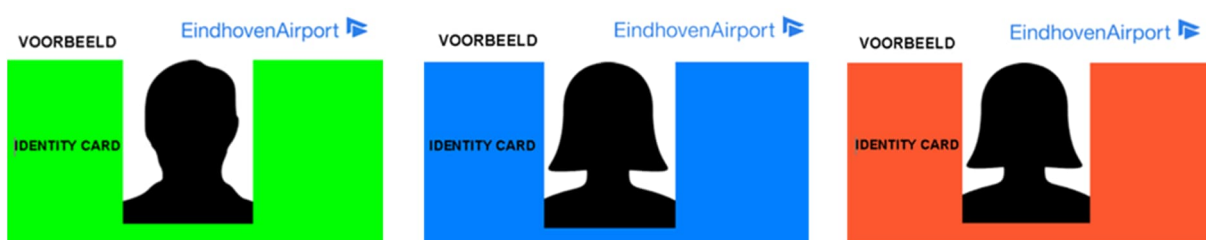
The validity period of the Airport Identification Card depends on the nature and duration of the employment or contract and is a maximum of 5 years, after which the badge can be renewed.

If an airport identification card has not been used for 3 months, it will be deactivated. A request to reactivate the airport identification card can be submitted by email to badgecenter@eindhovenairport.nl. The Badge Center will reactivate the airport identification card within 5 working days. It is not possible to reactivate the airport identification card on an ad-hoc basis.

!! If, by operation of law, it appears that the No Objection Statement (VGB) is withdrawn due to any circumstances revealed through the background investigation, the Airport Identification Card is to be surrendered to the Badge Centre immediately.

When employment is terminated, the employer must notify badgecenter@eindhovenairport.nl within 48 hours. The airport identification card must be returned as soon as possible after the end of employment. Airport identification cards that are not returned within 1 month will be charged at the current applicable rate.

Sample Airport Identification Cards:



2 Eindhoven Airport Day Badge

The Eindhoven Airport Day Badge is issued to staff who work for a company that is recognised by Eindhoven Airport and must meet the following criteria:

- The person must complete and submit a signed and stamped application form for the Eindhoven Airport Identification Card (via the Eindhoven Airport website).
- A valid No Objection Statement (VGB) must be presented.
- Before issuing an Airport Identification Card, it is mandatory to take the 'Security Awareness Training' (e-learning module) and it is strongly recommended to carefully read through the Safety & Security Manual.
- Before issuing an Airport Identification Card, it is mandatory to have successfully completed the Security test or the Safety & Security test at the Badge Centre;

- If the test is not passed, it may be retaken a maximum of 2 times: 1x on the same day and 1x at a new appointment. Should the employee fail for a 3rd time, the Head of Airport Operations & Security may decide on a case-by-case basis and at the employer's request whether appropriate action can be taken.
- The issuance of an Airport Identification Card requires a valid identification document that provides information on the nationality or residence status of the holder. This means a passport or a national identity card. A driving licence will not be accepted as proof of identity in this case;
- The employee is to provide a necessary added value to the primary or secondary processes;
- The employee is to enter the restricted area less than once a week but not more than 10 times per calendar quarter for the purpose of performing these activities.
- The work of the employee in question can in no way be performed outside the restricted area, or the work must take place at a location made available by Eindhoven Airport within the restricted area.
- A minimum age of 15 years applies to anyone seeking to obtain an Eindhoven Airport badge.

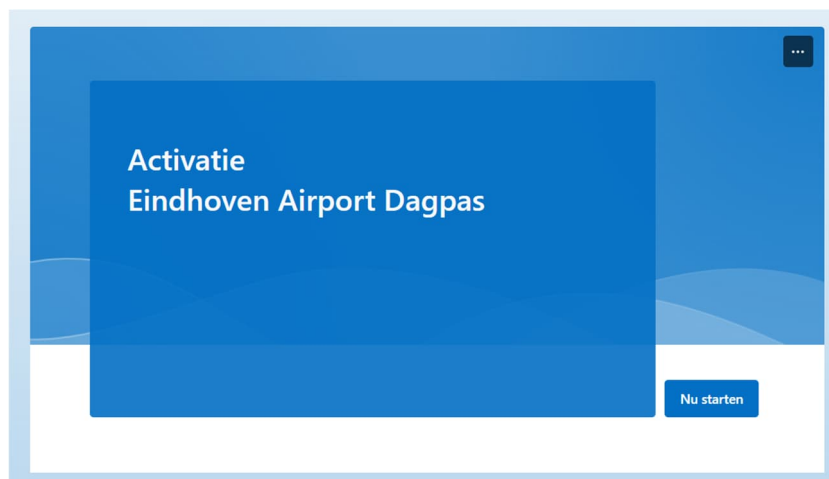
The validity period of the Airport Identification Card depends on the nature and duration of the employment or contract and is a maximum of 5 years, after which the badge can be renewed.

!! If, by operation of law, it appears that the No Objection Statement (VGB) is withdrawn due to any circumstances uncovered through the background investigation, the Airport Identification Card is to be surrendered to the Badge Centre immediately.

Activation of Eindhoven Airport Day Badge

- A request for activation of a Day Badge must be submitted at least 24 hours prior to commencement of the work before 12.00 noon;
- Activation of a Day Badge requires approval of the authorised signatory;
- Activation of a Day Badge can only be requested through the online application form;

The form for activation of the Day Badge can be found on the Eindhoven Airport website on the Badge Centre page. [Activation of Eindhoven Airport Day Badge \(office.com\)](https://office.com)



The authorised signatory is responsible for filling in the correct details for the activation of the Day Badge.

Providing incorrect, false or misleading details may result in refusal of access to the restricted areas. Should it be necessary to make any changes (e.g. change of date), the authorised person must submit a new activation application.

When employment is terminated, the employer must notify badgecenter@eindhovenairport.nl within 48 hours. The airport identification card must be returned as soon as possible after the end of employment. Airport identification cards that are not returned within 1 month will be charged at the current applicable rate.

3 Eindhoven Airport Visitor Badge

There are also access badges for visitors. A photograph is not displayed on the badge, only specific personal details. These badges must always be worn visibly, just like the Airport Identification Cards. Anyone with a Visitor Badge must always be personally accompanied by a staff member with a permanent Airport Identification Card. Visitors have access to the same areas as the person accompanying them.

Criteria for applying for a Visitor Badge:

- A visitor request must be submitted at least 24 hours prior to the visit before 12.00 noon;
- Applications for a Visitor Badge may only be made by an authorised signatory;
- A Visitor Badge may only be requested through the online visitor system;
- A visitor pass will not be issued under any circumstances for:
 - Work that is pre-planned or structural in nature;
 - Individuals who are awaiting a VGB screening;
 - To bridge the waiting time for an appointment at the Badge Center (even if the employee already possesses a valid VGB).

The applicant is responsible for filling in the correct details for the visit.

Providing incorrect, false or misleading details may result in refusal of access to the restricted areas. Should it be necessary to make any changes (e.g. change of escort, change of visit date), the authorised person must submit a new application.

Visitors must meet the following criteria:

- The escort must be employed by a company registered at Eindhoven Airport and have a permanent Airport Identification Card.
- Visitors or escorts must have a valid QR code as proof that the visit request has been approved by Airport Operations.
- It is compulsory for visitors to identify themselves by means of a valid identity document. (A driving licence is accepted as valid proof of identity for the issue of Visitor Badges).
- The visitor is to be accompanied at all times by the escort whose name is printed on the Visitor Badge;
- The Eindhoven Airport Visitor Badge is valid up to 18 hours and an application must be submitted for each working day;
- A minimum age of 15 years applies to anyone seeking to obtain a Visitor Badge;

!! A holder of an Airport Identification Card may accompany a maximum of 2 people at the same time*

**Based on incidental requirement, there may be a temporary deviation from the maximum number of visitors that can be escorted. For example, in the case of guided tours. A request for a temporary deviation is to be requested at least 5 working days prior to the visit via security@eindhovenairport.nl.*

The Eindhoven Airport Visitor Badge must be collected from the issuing desk (main entry gate or information desk) on the day of the visit. Issuing Visitor Badges should be kept to a minimum. Every use of Visitor Badges at Eindhoven Airport must be reported to the Ministry of Security and Justice, Dutch Counter Terrorism Unit (NCTV) and the General Intelligence and Security Service (AIVD).

4 Eindhoven Airport Office Badge

The Eindhoven Airport Office Badge is issued to persons who, due to work purposes, wish to gain access to the offices on the 1st floor of the terminal (restricted area) under the supervision of an EANV employee via a personnel entrance.

These badges must always be worn visibly, just like the Airport Identification Cards. The visitor will then have access to the offices of EANV (e.g. control room and meeting rooms) as well as the route leading to them.

5 Crew Member Certificate

In order for airline crews to have access to restricted areas, they can make use of the so-called 'crew member certificate'. This is an identity document issued by the airline that employs them and is recognised by Eindhoven Airport as a valid access document. It is to be worn visibly.

Crews may only use the designated access points for passage to and from restricted areas and must be dressed in the uniform of the airline concerned. Crew members will also be screened and any goods they carry with them may be subjected to a security inspection.

6 Eindhoven Airport Identification Card strictly personal

The Airport Identification Card is a strictly personal access badge. Only the person stated on the Airport Identification Card may be granted access with this badge.

!! Never lend your Airport Identification Card to another person.

!! Do not give access to persons who do not have a valid access badge with them.

!! Do not use the Airport Identification Card outside of working hours or for private purposes, for instance to pick up friends or family at the gate.

Employers should ensure that their employees have an Airport Identification Card for the areas in which they have to carry out work.

In case of inappropriate use of the Airport Identification Card, it may be confiscated and blocked immediately without stating the reason for doing so.

!! The DDAOM is allowed to deviate from the rules above (ad hoc requests).

Other EA badges (other than access badges)

1. Staff Badges

Base crew members may use a Staff Badge. This is a badge used in conjunction with a Crew Member Certificate

The Staff Badge allows some doors in the terminal to be opened to enable users to walk to and from the crew room. The badge can be considered a key card.

- The Staff Badge is not an Airport Identification Card
- The Staff Badge is not specific to a person, it does not contain any personal data.
- The colour of the badge is white
- The logo of the respective company must be shown on it.
- The word STAFF must be printed on it.
- The Staff Badge has a serial number

Staff Badges may be requested by authorised signatories of an airline. The airline itself is responsible for keeping a proper record for the purpose of issuing Staff Badges to its employees. Staff Badges remain the property of Eindhoven Airport and must be returned to Eindhoven Airport's Badge Centre at the end of the agreed usage agreement.

2. Supplier Badges

Suppliers may use a Supplier Badge. This is a badge used to open supplier doors. These doors are not located in the restricted areas of Eindhoven Airport.

- The badge can be considered a key card.
- The Supplier Badge is not an Airport Identification Card
- The Supplier Badge is not specific to a person, it does not contain any personal data.
- The colour of the badge is white
- The logo of the respective company is shown on it.
- It must have the word SUPPLIER (LEVERANCIER) on it
- The badge has a serial number

Supplier Badges may be requested by the authorised signatories of the company that employs the supplier. This company itself is responsible for keeping a proper record for the purpose of issuing Supplier Badges to its employees.

Supplier Badges remain the property of Eindhoven Airport and must be returned to Eindhoven Airport's Badge Centre at the end of the agreed usage agreement.

3. White Eindhoven Airport Badge (incl. photo)

Employees of companies working outside of the secure areas may be eligible for a white Eindhoven Airport Badge. This badge allows them to open doors to their working areas and serves as proof that they are working at the airport.

- The white Eindhoven Airport Badge is not an Airport Identification Card;
- The white Eindhoven Airport Badge is person-specific, it has a photo of the badge holder and contains personal data;
- The logo of the respective company is shown on it;
- The white Eindhoven Airport Badge has a serial number;

White Eindhoven Airport Badges may be requested by the authorised signatories of the company that employs the employee.

White Eindhoven Airport Badges remain the property of Eindhoven Airport and must be returned to the Eindhoven Airport Badge Centre at the end of the agreed usage agreement.



Platform Cards for vehicles

1 Eindhoven Airport Permanent Platform Card

A Platform Card is an access badge for vehicles which only grants rights to the respective vehicle. The Platform Card is for permanent use and is valid for a maximum of 1 year. The driver and all occupants must be in possession of a valid access badge if they wish to access SRA-CP.

A company's authorised signatory may request a Platform Card on business days and is to do so at least 48 hours before first use.

Request via email at: operations@eindhovenairport.nl

The application must clearly state:

- Company name
- Principal
- Registration number
- Intended location (logistics centre, apron, DAR, airside)
- Requirement

!! A permanent Platform Card serves as an access badge for entering the location listed on the card. A Platform Card does not automatically grant the right to (long-term) parking at the relevant location.

2 Eindhoven Airport Temporary Platform Card

Use of the Temporary Platform Card is intended for vehicles that need to access SRA-CP independently at short notice and for a short period of time. The Temporary Platform Card may only be used for a period of up to 24 hours and must be applied for per working day.

The authorised signatory or principal of a company may request a Temporary Platform Card and is to do so at least 24 hours before first use.

Request via email at: operations@eindhovenairport.nl

The application must clearly state:

- Company name
- Principal
- Registration number
- Intended location (logistics centre, apron, DAR, airside)
- Requirement

!! A Temporary Platform Card serves as an access badge for entering the location listed on the card. A Platform Card does not automatically grant the right to (long-term) parking at the relevant location.



Application and application procedures

1. Application procedure for companies

Prior to applying for a badge for the first time, a company is to register with Eindhoven Airport NV as a 'recognised company' with regard to the application of access badges. To this end, the company is to sign an agreement with Eindhoven Airport pertaining to the use of Airport Identification Cards;

- The employer is to complete an 'employer registration form' (which can be downloaded from www.eindhovenairport.com/security) and must return the form at least 7 working days before requesting the first badge from the Badge Centre at Eindhoven Airport. On the registration form, the employer is to provide up to 2 authorised representatives, who are authorised within the company to sign applications for Eindhoven Airport access badges as authorised representatives. Also, the employer is to specify on the registration form who the principal at Eindhoven Airport is for the work to be carried out;
- Upon receipt of the registration form returned by the employer, the Badge Centre, in consultation with the employer and the principal (if any), at Eindhoven Airport is to determine which access authorisations will be granted to employees of the company;
- It is the responsibility of the employer to inform the Badge Centre in writing of any changes in the company data. If the company data is not up to date, Eindhoven Airport NV will not issue new badges.

!! It is the responsibility of the employer of the future Airport Identification Card holder registered with Eindhoven Airport to apply for the correct Airport Identification Card

2. Security Screening Act (WVO)

The Security Screening Act (hereinafter: WVO) applies to anyone requesting access to restricted areas of Eindhoven Airport. The WVO stipulates that prospective employees must undergo a comprehensive security screening prior to their actual employment. The security screening is conducted by the Security Screening Agency of the Royal Netherlands Marechaussee, Schiphol district.

3. No Objection Statement (*Verklaring van Geen Bezwaar* - VGB)

You can apply for a VGB on the AIVD website, using the 'Civil Aviation Security Screening' form that can be downloaded from the 'Digital Security Screening Forms' section.

You need to hand in the completed form, together with a copy of your passport and your partner's (if applicable), to your employer. Your employer is then responsible for submitting the registration of your application. The results of the security screening will be sent to you no later than 8 weeks after.

Non-Dutch nationality or lived temporarily outside of the Netherlands?

Security screenings for persons of non-Dutch nationality and/or persons who have been registered in the Netherlands for less than 5 years may take more time to process. We advise you to take this into account. For questions regarding civil aviation security clearance, please contact the Security Screening Team of the Royal Netherlands Marechaussee on working days between 8.00 a.m. and 10.00 a.m. on +31 (0)88-9511815.

In case you already have a VGB, please check to ensure the following points are valid:

- Your VGB was issued no more than four years ago;
- Your VGB contains the name of the employer your badge application is for;

If your VGB does not meet the above criteria, you will need to apply for a new VGB.

Once you have all the above documents, you can make an appointment online with the Badge Centre of Eindhoven Airport.

You need bring the documents with you to the appointment, otherwise the staff will not be able to assist you.



Enforcement policy

Proper compliance with and enforcement of the rules and procedures in relation to obtaining and using the Airport Identification Card is an essential condition for ensuring responsible business operations at Eindhoven Airport.

Promoting proper compliance is achieved, among other things, by closely monitoring the use and possible misuse of the Airport Identification Card within security restricted areas. Furthermore, a strict sanctions policy is applied towards both the badge holder and his or her employer in the event of a violation.

The most important rules to be observed:

With regard to the badge holder:

In the event of loss or theft* of the Airport Identification Card, failure to return the badge at the end of employment or contract period, or in case of visible mechanical damage to the badge so that it no longer functions, the costs of replacing the badge will be charged to the badge holder or his/her employer.

A repeat occurrence of the above within a specified period will lead to sanctions, such as temporarily suspending the issuance of an Airport Identification Card. In case of a third repeat within one year, the Airport Identification Card will not be issued to the employee in question for an indefinite period.

**Loss or theft should be reported to the Royal Netherlands Marechaussee*

The holder of an Airport Identification Card is obliged to report any lost or misplaced card immediately to the Operations Department (AOM/AOO on duty).

If the Airport Identification Card is not worn according to requirements and/or used outside the set rules, the initial sanction is an official warning. In the event of a repeat violation within a specified period of time, use of the Airport Identification Card will be temporarily or permanently suspended (the latter in the event of a third violation within one year). This will depend on the number of times a violation is detected and will be assessed by Eindhoven Airport's sanctioning committee.

Misuse in the form of transferring the Airport Identification Card to a third person will always result in the (temporary) surrender of the Airport Identification Card and reimbursement of the costs incurred, as well as a monetary penalty.

Misuse of the Airport Identification Card for criminal purposes, such as smuggling goods or people, will at all times result in the permanent confiscation of the Airport Identification Card. Eindhoven Airport NV reports all criminal offences to the Royal Netherlands Marechaussee.

With regard to the employer:

If incorrect information is supplied on the application form for an Airport Identification Card, whether deliberately or otherwise, the Airport Identification Card concerned will not be issued. If this fact is repeated within a specified period, no more Airport Identification Cards will be issued to employees of the employer in question. After a third repetition of the above within a year, Eindhoven Airport reserves the right not to issue any Airport Identification Cards at all to employees of the employer in question.

The employer is expected to provide adequate information with regard to the employee and employment details of all persons who have been issued with an Airport Identification Card. Failure to do so will result in sanctions that may vary from limiting the period of validity of the Airport Identification Card to blocking any Airport Identification Cards that have already been issued to employees of that employer.

To ensure airport security, all airport identification cards that have not been used for a period of 3 months will be deactivated. This measure is necessary to prevent unauthorized access and to enhance overall airport security.

!! This measure does not apply to permanent day passes. These day passes are deactivated by default and are only activated upon request. A day pass can be identified by the capital letter D on the front of the airport identification card.

What does this mean for a company/organization?

- Automatic Deactivation: Airport identification cards that have not been used for 3 months will be automatically deactivated. Employees will no longer have access to secure areas at the airport.
- Reactivation: To reactivate a deactivated card, a request must be submitted to the Badge Center. The airport identification card will then be activated within 5 working days. It will also be checked whether the card is still used for the purpose for which it was issued. It is not possible to reactivate airport identification cards on an ad-hoc basis.
- Notification of Absence: If your staff will be absent for an extended period (e.g., due to illness, leave, or other reasons), you can notify this in advance. By reporting absences, the card of the affected employee can be exempted from deactivation.
- Termination of Employment: If an employee leaves the company, this must be reported within 48 hours to Badgecenter@eindhovenairport.nl.

It is mandatory to return the airport identification card as soon as possible. Cards that are not returned within 1 month will be charged at the current applicable rate. The rate can be found at the bottom of this access policy.

After an employee's departure has been reported and the airport identification card has been returned, the employee's details will be removed from the access system. As an employer, it is mandatory to deregister the employee with the AIVD. Information on this can be found at: [Veiligheidsonderzoeken voor de burgerluchtvaart | Veiligheidsonderzoek | AIVD](#)

A. Annex: Glossary

Airside

The area of Eindhoven Airport that is used for taxiing, towing, parking and handling aircraft, passengers and cargo.

AOM: Airport Operations Manager

This person is responsible for the day-to-day operations at Eindhoven Airport.

AOO: Airport Operations Officer

This person supports the AOM in carrying out the day-to-day operations at Eindhoven Airport.

Authorisation

Authority level assigned to an access badge to gain entry to demarcated rooms and areas, the passages or access points of which are connected to the access control system.

Baggage handling

This is the sub-process of aircraft handling, aimed at loading and unloading hold baggage of passengers, between the aircraft on the platform and the arrival or departure point located inside the airport.

Restricted area

The part of Eindhoven Airport that is not accessible to all persons. For example: clean areas, baggage handling areas and plant rooms.

Head of Airport Operations & Security (HAOS)

The official appointed by Eindhoven Airport whose responsibilities include overseeing the issue and use of Airport Identification Cards, and who is also authorised to take measures when misuse of the Airport Identification Card is detected or incorrect information is provided in order to obtain an Airport Identification Card.

Airport Identification Cards

An access badge that is issued by the airport operator giving authorised persons access to the designated security restricted areas at Eindhoven Airport.

Passenger handling

This is the sub-process of aircraft handling, aimed at the smooth arrival and departure of passengers, between the aircraft on the platform and the arrival or departure point located inside the airport.

Primary processes

These are the processes that give the airport its reason for existence. Primary airside processes that have been defined are: Aircraft and flight handling. Passenger and baggage handling is defined as landside primary processes.

Secondary processes

Secondary processes are directly related to the primary process. They guarantee the continuity of services in the longer term or make the passengers' airport experience more pleasant and/or commercially interesting.

Technical aircraft handling

These are the sub-processes of aircraft handling, aimed at preparing the aircraft for the next flight.

Terminal

The passenger building of Eindhoven Airport with, among other things, the arrival and departure hall, lounge, restaurants and baggage area.

Access badge

An ID card that gives its holder authorised access to specific security restricted areas, the access points of which are connected to the automated access control system.

Access control system

Automated system to ensure the security of restricted areas at Eindhoven Airport.

Badge Centre Eindhoven Airport

Department at Eindhoven Airport responsible for managing the access control system for the issue and return of Airport Identification Cards.

Aircraft handling

This is the total set of procedures relating to the aircraft when parked, between placing and taking away the aircraft chocks.

Flight handling

This is the total set of procedures relating to the approaching aircraft up to and including the moment the chocks are placed, and the departing aircraft from the moment the chocks are removed.

Employer

Company that carries out activities in the restricted area.

Employee

Employees whose employer has applied for Airport Identification Cards to carry out work within the Eindhoven Airport restricted area.

B. Annex: Summary of Relevant Legislation

The laws and regulations from Ch. 2 mentioned can be summarised in a number of preconditions:

1. Regulation (EC) 300/2008 lays down specific requirements for classification of an airport:
 - Landside; and
 - Airside; and
 - Security restricted areas; and
 - Critical parts of security restricted areas.

2. Regulation (EC) 300/2008 lays down specific requirements for airport access control
 - Airside access is restricted to prevent unauthorised persons and vehicles from entering these areas, and;
 - Access to security restricted areas shall be controlled to ensure that no unauthorised persons and vehicles enter these areas, and;
 - Persons and vehicles will only be allowed access to airside and security restricted areas if they meet the required security conditions, and;
 - Persons, including aircraft crew members, must have successfully completed a background check before being issued a crew identity card or an Airport Identification Card that grants unescorted access to security restricted areas.

3. Regulation (EC) 272/2009 supplements regulation (EC) 300/2008; among other things, it sets out specific requirements for access to security restricted areas and airside areas:
 - Access to airside and security restricted areas shall only be granted to persons and vehicles that have a valid reason to be there, and;
 - Only persons in possession of an access badge can be granted access to airside and/or security restricted areas, and;
 - Only vehicles in which a vehicle badge is present in a clearly visible place are to be granted access to airside and/or security restricted areas.

4. Regulation (EU) 2015/1998 states that only persons who can present the following access badges will be allowed access to security restricted areas:
 - A valid boarding pass or equivalent document, or;
 - A valid crew identity card, or;
 - A valid Airport Identification Card, or;
 - A valid identity card issued by the national competent authority, or;
 - A valid identity card for the body responsible for enforcement recognised by the national competent authority.

For vehicles, this regulation ((EU) 2015/1998) states, inter alia, that: Only vehicles in which a vehicle badge is present in a clearly visible place are granted access to airside and/or security restricted areas, and;

- A vehicle badge may be issued only when there is an operational requirement, and;
- A vehicle badge applies only to a specific vehicle, and;
- Electronic vehicle badges must be attached to the vehicle in such a way that it cannot be attached to another vehicle.

There are also conditions for assisted access, which are as follows:

A person may be exempted on an exceptional basis from a background screening and from holding a personal Airport Identification Card insofar as that person is always accompanied when in security restricted areas;

An escort must:

- Be a holder of a valid identity card, and;
- Be authorised to act as an escort in security restricted areas, and;
- Supervise the accompanied persons at all times, and;
- Reasonably ensure that accompanied persons do not commit any security breaches.

5. The Aviation Act has specific requirements for the layout of the airport site:

The operator of Eindhoven Airport designates areas:

- a) which the public may only enter if in possession of a valid flight ticket or badge issued for that purpose;
- b) which are not accessible to the public;
- c) which are only accessible to a limited category of persons working at the aerodrome;
- d) which are open to the public.

6. The Aviation Act sets specific requirements regarding the tasks of the operator of Eindhoven Airport:

The operator of Eindhoven Airport must ensure:

- a) that any person that has access to any of the areas referred to in paragraph 5(b) and (c) above holds an access badge issued or recognised by them, which also clearly shows to which areas the bearer has been granted access, and;
- b) that any person who is located in any of the areas referred to in paragraph 5(b) and (c) above shall be obliged to visibly wear the access badge referred to in paragraph 6(a); and;
- c) that anyone who is located in one of the areas referred to in paragraph 5(a) above is required to carry the access badge referred to in paragraph 6(a) or a valid flight ticket or a person-specific card issued for that purpose and to make it available for inspection at any time if requested to do so by a member of the security staff; and;
- d) that vehicles used on the parts referred to in paragraph 5(b) and (c) above are equipped with an access badge issued by the aerodrome operator which is prominently displayed and clearly indicates the areas to which the vehicle has access.

7. The Aviation Act sets specific requirements regarding the tasks of the operator of Eindhoven Airport:

- The aerodrome operator shall demarcate the areas of the aerodrome referred to in paragraph 5(b) and (c) above from each other in such a way that they are only accessible at a limited number of locations that are monitored by security personnel or otherwise after verification of an access badge. The areas referred to in paragraph 5(c) above that are only accessible to specific categories of personnel are hereby designated as distinctive areas, and;
- Any person seeking access to or who is located in one of the areas referred to in paragraph 5(b) and (c) above at the places specified in the list described above shall agree to any examination performed by the aerodrome operator of his or her clothing, of items being carried or of the vehicle being used, and;
- The aerodrome operator shall ensure that persons who do not comply with point 6(b) and (c) described above, or the items listed immediately above (point 7), are denied further access to the areas of the aerodrome referred to in the first paragraph.

C. Annex: Organisation, Tasks, Responsibilities

Security company

The security company appointed by the operator that is responsible for implementing access control and security screening when granting access from unrestricted to restricted areas.

Principal

The principal (the company registered at Eindhoven Airport on whose instructions work is carried out) must be involved in the access application procedure and approve or reject all applications. This ensures that the registration of a (new) company is always known to the responsible principal within Eindhoven Airport.

The principals also ensure that the security requirements that the requesting company needs to meet are included in the relevant (concession) agreement.

Airport Operations

The Airport Operations department, and in particular the Airport Operations Manager, is responsible for order and safety on the airport grounds and, within this context, supervises compliance with the access policy.

Head of Airport Operations & Security (HAOS)

The HAOS bears responsibility, under the final responsibility of the COO, for establishing and monitoring the operational concept with regard to area security. This comprises the integral security of restricted areas and includes:

- Determining the functional requirements that access points, passageways, demarcated areas and the access management system need to meet from a security point of view, taking into account existing national and international guidelines and regulations;
- Determining the quality level that access control and security screening must meet, taking into account existing national and international guidelines and regulations;
- Determining the categories of staff that have access to security restricted areas;
- The daily implementation of the access policy and, if necessary, the interpretation of this policy.

D. Annex: Terms and Conditions Airport Identification Card

Terms and Conditions Airport Identification Card
Centre

Conditions governing holders of an Airport Identification Card

The rules governing the presence of persons on the grounds of Eindhoven Airport are based on current aviation legislation.

A. General

- 1) The Airport Identification Card is personal and may never be transferred to a third party and only grants rights to the person named on it (the card holder).
- 2) Card holders must never leave their Airport Identification Card unattended.
- 3) The Airport Identification Card is issued in connection with the need to enter the restricted and/or secured areas/zones/spaces in order to perform work. The Airport Identification Card remains the property of Eindhoven Airport N.V. (hereinafter: EANV) and may only be used in the context of the activities for which it was issued.
- 4) Airport Identification Cards are issued at the Badge Centre of EANV. The Badge Centre works by appointment only. Appointments made shall be cancelled no later than 24 hours in advance. Administrative fees will be charged for appointments cancelled later and/or not kept (no-show fee). The no-show fee will also be charged in the event of the required and/or correctly completed documents not being produced during the appointment, resulting in an Airport Identification Card not being issued.
- 5) Movements to and from restricted and/or secured areas are only allowed using passageways designated by EANV.
- 6) Any loss of or damage to the Airport Identification Card must be reported immediately to the Airport Operations Manager at +31(0)40 2919823. If the missing card is found, this must also be reported immediately to the Airport Operations Manager.
- 7) If the Airport Identification Card is replaced for one of the following reasons, the card holder or his/her current or former employer will be charged an administrative fee of € 75.00:
 - loss,
 - damage
 - failure to return the card after completion of work
 - replacement within 2 years of issue of the Eindhoven Airport badge. For example, due to a change of position or duties.
- 8) On termination of employment, the card holder must immediately return the Airport Identification Card to the Badge Centre. When the card is returned, a receipt will be issued to the card holder if he or she so desires.
- 9) When the conditions under which the Airport Identification Card was issued are no longer met, the Airport Identification Card will lose its validity and must be returned to the Badge Centre immediately.
- 10) Card holders must properly comply with all other rules and instructions at Eindhoven Airport with regard to good order, safety and security, including but not limited to traffic and parking order.
- 11) In the event of any actions in contravention of these conditions or the provisions of the "Access Policy", the Airport Identification Card and/or (access) authorisation may be blocked with immediate effect, without stating the reason for doing so, and the holder of the Airport Identification Card may be denied further access to the restricted (and/or secured) areas/zones/spaces. Any consequences arising from this will be borne by the holder of the Airport Identification Card and/or his or her employer.
- 12) At the first request of an inspecting officer of EANV, or officers working for a security or other firm designated for this purpose by EANV, or officers working for Dutch Customs or the Royal Netherlands Marechaussee with jurisdiction at Eindhoven Airport, the Airport Identification Card must be presented for inspection.
- 13) Instructions given by the officers referred to in point 11 must be strictly followed.
- 14) Holders of the Airport Identification Card are liable for any damage or loss caused to Eindhoven Airport N.V. or its property in connection with the use of the Airport Identification Card. Holders of the Airport Identification Card indemnify Eindhoven Airport N.V. against any claims lodged by third parties against Eindhoven Airport N.V. relating to damage or loss caused by the card holder.
- 15) The Airport Identification Card must be used and returned in its original condition. It is not permitted to put stickers etc. on the Airport Identification Card.

- 16) All costs that EANV incurs in order to exercise and retain its rights in respect of the use, such as judicial and extra-judicial collection costs, will be for the account of the holder of the Airport Identification Card and/or his or her employer.
- 17) EANV expressly excludes any liability for damage, loss or injuries arising from the use of the Airport Identification Card.

B. Restricted area

- 1) The Airport Identification Card and/or (access) authorisation may also be withdrawn should the results of security screening conducted by the government give cause to do so.
- 2) The Airport Identification Card must be visibly worn at all times, and in such a manner that the photograph is visible.
- 3) Unless otherwise authorised, the holder of the Airport Identification Card shall at all times be prohibited from entering those areas where security or health checks are performed.
- 4) At the request of the persons appointed for this purpose by or on behalf of EANV, the holder of the Airport Identification Card must allow his or her clothing, goods that he or she has brought onto the premises and any vehicle that he or she uses to be inspected.

C. Use for parking facilities

- 1) Holders of an Airport Identification Card with parking authorisation must park their motor vehicle in the staff car park(s) designated by Eindhoven Airport and entirely within the parking spaces intended for that purpose and marked as such.
- 2) Eindhoven Airport N.V. explicitly excludes all liability for damage, theft, loss and the like to/of/from the vehicle parked or to be parked.
- 3) In the event of failure to comply with the provisions under C, including the provisions under point A. General, number 9 of these conditions, the motor vehicle may, at the discretion of Eindhoven Airport N.V., be moved and impounded or a wheel clamp may be attached to it. The related costs will be charged to the holder of the Airport Identification Card in accordance with the rate applicable at the time.

E. Annex: Terms and Conditions Platform Card



Terms and Conditions Platform Card
Badge Centre

Conditions governing holders of a Platform Card

The rules governing the presence of persons on the grounds of Eindhoven Airport are based on current aviation legislation.

- 1) The Platform Card is vehicle-specific, may never be transferred to third parties and grants rights exclusively to the respective vehicle.
- 2) The Platform Card is to be visibly present in or on the relevant vehicle at all times when entering and located in restricted areas.
- 3) The Platform Card is issued in connection with the need to enter the restricted areas in order to perform work. The driver is to be aware of the applicable rules regarding the platform.
- 4) The Platform Card may only be used in the context of the activities for which it has been issued.
- 5) The Platform Card shows which areas the vehicle has been granted access to.
- 6) Movements to and from restricted areas are only allowed using passageways designated by EANV.
- 7) When the conditions under which the Platform Card was issued are no longer met, the Platform Card will lose its validity and must be returned to the main entry gate of EANV.
- 8) Instructions provided by an EANV inspecting officer or officers employed by an EANV designated security company must be followed at all times.
- 9) The Platform Card and/or (access) authorisation may be withdrawn should the results of a screening conducted by the government give cause to do so.
- 10) The Platform Card will only be issued to persons presenting a valid Airport Identification Card and working for an employer/principal whose authorised signatory has applied for the Platform Card for the relevant vehicle.
- 11) It is not allowed to recreate or copy the Platform Card.
- 12) If the EANV Security department has reasonable doubt about meeting the aforementioned conditions, the application shall be rejected.
- 13) EANV always has the right to reject a Platform Card application without giving a reason.
- 14) The Platform Card is for permanent use and is valid for a maximum of 1 year.
- 15) The driver and all occupants must be in possession of a valid access badge if they wish to access SRA-CP.
- 16) A violation can be handled by the Airport Operations department or in a session of the sanctioning committee set up by EANV

F. Annex: Price List

| As of 01/01/2024 | |
|---|--------|
| Airport Identification Cards | €0 |
| Replacement of Airport Identification Card within 2 years | €97.50 |
| Unreturned Airport Identification Cards | €97.50 |
| No-show fee | €26.00 |
| Platform Cards | €19.50 |
| Replacement of Platform Card within 1 year | €39.00 |