# AVIATION SECURITY DIRECTIVE

<table>
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<tr>
<th>EXT REFERENCE</th>
<th>DISTRIBUTION:</th>
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<tr>
<td>DEPT REF: CAV/CASU/1/1</td>
<td>AS PER DISTRIBUTION LIST</td>
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<td>Directive No: ASD02/01</td>
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<td>Issue Date: 17 Sep 2002</td>
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VALIDITY: UFN

This AVIATION SECURITY DIRECTIVE supersedes AIRPORT CIRCULAR2001/01 CAV/SEC/1 dated 11 September2001

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**Subject: Application for renewal and issue of Airport Passes**

## 1.0 Issue of Circular

1.1 This circular is issued pursuant to provisions of section 11 of the Civil Aviation (Security) Regulations 2002 for guidance and necessary action to be taken in respect of the renewal and issue of permanent/special airport passes for individuals and vehicles.

1.2 All passes giving access to any part of the restricted areas of Sir Seewoosagur Ramgoolam International Airport are issued by the Director of Civil Aviation.

1.3 The pass system comprises three categories of passes clearly distinguishable from each other:

   (a) permanent pass - without escort, valid for a maximum period of one year
   (b) special pass - with escort, valid for a maximum period of 31 days.
   (c) temporary pass - with escort, valid for a maximum period of 3 days

1.4 The identity documents issued to Mauritius air crew will be used to admit access to airside areas of Mauritius airports in order to fulfill their authorised duties.

1.5 In substantiated cases of urgent works and repairs when prior notice cannot be given, temporary passes will be granted as and when required and the requesting organisation will have to nominate responsible officers to escort the visitors inside the sterile area and visitors will be subjected to thorough security screening.

1.6 During aircraft emergencies, when the airport or part of it has to be closed depending on the circumstances, aircraft operations should be resumed only when circumstances permit aircraft to operate safely without interfering with rescue activities and the airport movement area has been secured.
1.7 Programme for renewal of permanent airport passes 2002/2003

<table>
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<tr>
<th>ORGANISATION</th>
<th>CLOSING DATE FOR SUBMISSION OF APPLICATIONS</th>
<th>CALENDAR FOR ISSUE OF PASSES</th>
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<tbody>
<tr>
<td>Non Governmental (except airlines)</td>
<td>October 2002</td>
<td>November 2002</td>
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<td>Airlines</td>
<td>November 2002</td>
<td>December 2002</td>
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<td>Governmental</td>
<td>December 2002</td>
<td>January 2003</td>
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Note:(i) Permanent Airport Passes will normally be issued to individuals requiring regular access to Airport Security Zones. Others will only be issued with special or temporary passes.

(ii) Permanent/Special Passes will be issued upon appointment with the Airport Pass Unit, during week days between 0900 to 1600hrs.

2.0 Application for Renewal of Airport Passes

2.1 All Heads of departments and agencies based at the airport, are requested to apply for issue or renewal of permanent/special airport passes to their personnel on the prescribed DCA Form 292 (copy enclosed) and forward same to to the Director of Civil Aviation giving:

(a) Seven days advance notice
(b) evidence of the intended pass holder's identity and address in Mauritius;
(c) full justification in support for the need to claim access to each of the following security areas:
   1. Aircraft Security Area
   2. Baggage Sorting Security Area
   3. VIP Security Area
   4. Passenger Security Area
(d) In respect of applicants from non-government organisations:
   (i) a certificate from the Director of Public Prosecutions confirming that the applicant has not been convicted of any crime or misdemeanour in Mauritius; and
   (ii) written confirmation from two referees, one of whom may be the intended pass holder’s previous employer, that the intended pass holder is known to them and of good character.
3.0 Cost of Airport Passes and Mode of Payment

3.1 The cost of issue of one Permanent Airport Pass, one special pass and one vehicle pass is **Rs110 each**. The cost for replacement of a lost pass is **Rs 200.00**. No cost is charged for the issue of temporary passes for persons and vehicles.

3.2 Non-Government agencies may pay cash or by cheque. Payment for the appropriate number of passes must accompany the request. Adjustment, if any, will be made after passes would have been delivered. Cheques should be drawn in favour of the “Government of Mauritius”.

3.3 Government departments should submit adjustment vouchers (Acts 245) to the treasury debiting their appropriate vote and items and crediting Revenue Item -Code 44.999.999, forwarding one copy of the adjustment voucher together with their request for passes to this department.

3.4 No pass will be delivered unless appropriate payment has been effected.

4.0 Responsibility for Passes

4.1 Heads of departments and agencies are responsible for passes issued to their staff. In case of transfer, dismissal or resignation of the bearer, the head of the department or agency concerned should collect and return the pass to the Department of Civil Aviation without delay.

4.2 The bearer of an airport pass should display the pass, conspicuously at chest level on outer garment at all times when within the airport security areas. The pass should be shown on demand to any Authorised Officer.

4.3 The loss or theft of a pass should be reported immediately by telephone and in writing to the sponsor and to the issuing authority. The holder should log a statement with the Police and forward the documentary evidence of the statement to the Director of Civil Aviation through his/her head of Department or agency. A duplicate pass will be issued against payment of a fee of **Rs 200**.

4.4 The Airport Pass Unit personnel will brief the appropriate personnel of organisations applying for passes about their responsibilities and duties relating to applications for the issue of passes and sign certificates to that effect.

4.5 The security briefing shall draw attention to provisions of Civil Aviation Security Regulations 2002.

The collaboration of everyone is sought for the enhancement of aviation security.

C RAMPHUL
Director of Civil Aviation