

SUMMARY

of

Airport policy and rules/procedures Regarding identification of employees and visitors

1. Individuals working in a restricted area of the airport must display at all times an AAA Security ID badge.
2. The regular ID Badge and the Counter Badge must be displayed at all times face-view on the outer garments, above the waist and below the neck. The Short Term Pass ID Badge must be displayed at all times front-view on the outer garments, above the waist and below the neck.
3. The holder is not allowed to use the Airport ID Badge for private purposes.
4. For aircraft crew not based in Aruba, a crew member's license or certificate issued in compliance with relevant ICAO specifications will also be accepted as a valid identification document, particularly when the crew identity is verified by a photographic laminated identification card.
5. Uniformed Law Enforcement Officers not stationed at the airport are not required to wear a Security ID badge, provided that the identity is verified by an approved valid identity document (legitimatie bewijs).
6. The Aruba Airport Authority N.V. (AAA) retains the right at any time to prohibit the badge holder from entering any restricted area on the airport.
7. All companies and organizations must vouch for the validity of and need for a Security ID badge by their staff. This entails a responsibility on their part to have completed adequate pre-employment or other inquiries to ensure that the individual will not be a potential threat to the airport security program.
8. No Regular Security ID badge will be issued to non-residents or to persons who have no valid work permit.
9. No Regular Security ID badge will be issued to persons under the age of 18 years.
10. A Security ID badge may not be issued to persons arrested, convicted for any offense or crime even though subject of a pardon, amnesty, or other such legal action.
11. Individuals who failed to pass successfully the VDA background check are not eligible to receive any airport security ID badge.
12. Any person whose Security ID badge is lost, stolen or misplaced must promptly report such loss to his supervisor who must ensure that the Security ID Administration unit is advised immediately.
13. Use by a person other than the person to whom the security ID badge and/or Pin number was issued will result in immediate suspension of access and removal of badge.
14. The Security ID badge remains the property of the Aruba Airport Authority N.V. and **must be returned**;
 - upon request
 - for inspection and verification
 - when the individual's access authorization is terminated due to transfers, termination of services, suspensions or revocation of badge.
15. The Airport Security is entitled to search each pass-holder, including the items in his/her possession and vehicle in which s/he transports items and/or him/herself. This rule is applicable at all access points to or within all restricted areas.
16. User will not allow any individual to follow him/her through any door or gate, and will not open a door or a gate for another individual to gain access to airport restricted area.
17. All Airport ID Badge users must adhere to their assigned access and egress routes to and from Airport restricted areas.

This summary is non-limitative and other/additional rules and regulations regarding Airport ID Badges are contained in Airport Security Program, ID Badge Regulations document, Airport Director's Instructions and other relevant documentation.