

1 Notice of termination of employment and return of airport ID's

Employers must notify Isavia's ID office immediately upon an employee's termination of employment at the airport. Employer or employee must also notify the ID office when an airport ID has been lost or stolen. All notifications must be sent to passar@kefairport.is.

Following termination of employment, the employer or employee must return the airport ID. The ID must also be returned

- upon request of Isavia,
- upon change of employer,
- upon change of need for access to areas for which an airport ID has been given,
- upon expiry of the ID, or
- upon withdrawal of the card.

Vehicle pass must be returned

- upon request of Isavia,
- when the vehicle is no longer needed for access to the security restricted area, or
- upon expiry of the pass.

All airport ID's must be returned to the ID Office, checkpoints (Golden or Silver Gate) or a mailbox located in the Golden Gate, within 14 days from aforementioned changes.

2 Using an airport ID

An airport ID must be scanned at checkpoints (Golden Gate, Silver Gate, Staff Gate etc.) to confirm that the ID is valid. The ID must be presented to Security personnel when requested. An airport ID holder is not allowed to scan their ID at checkpoints unless he has a reason to enter the security restricted area.

An airport ID holder is not allowed to use the airport ID for other purposes than for his work. This includes the use of airport ID outside working hours, e.g., when an employee is travelling or enters the security restricted area to accompany or greet a travelling relative/friend.

An airport ID must be worn in a visible place when the holder is in the security restricted area.

Airport ID holders must report to the Airport Operations Center (APOC, tel: (+354) 425 6210) if they spot an individual without an airport ID in areas other than those accessible to passengers.