

REGELSÆT

Rules for ID Cards and Vehicle Permits

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Dear Airport Colleague,

Welcome to Copenhagen Airport: an exciting place to work where almost 23,000 employees from many different companies collaborate to give our passengers a good travel experience.

A workplace of this size is a complicated place to operate in, and as an airport security is a high priority. Security at Danish airports is regulated both by Danish and international rules and regulations. Enforcing these rules is part of operating an airport and thus the responsibility of Copenhagen Airports (CPH). The Danish Transport Authority (*Trafikstyrelsen*), is our regulatory authority, and they supervise us to ensure that we handle airport security tasks correctly. As the holder of the airport concession, CPH is the issuer and administrator of airport ID cards and access to Copenhagen Airport as well as the areas inside the airport based on the applicable regulatory framework.

Holders of a CPH ID card are permitted to operate on legitimate business in the airside area, where special security rules apply. By observing the rules, keeping our eyes and ears open and reporting any irregularities, we can all help make Copenhagen Airport a safe and secure facility at all times.

In order to get access to Copenhagen Airport, you must meet a number of criteria which you can read about in this set of rules. It is important to know these rules and guidelines, so please read this set of rules carefully. You will also find useful telephone numbers and other information you or your colleagues may need at Copenhagen Airport.

Welcome to Copenhagen Airport. We look forward to working with you.

Copenhagen Airports A/S

Security Staff – ID Card Office

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1. INTRODUCTION

The airport is a large and complex area and contains many human and physical assets. Any violation of the rules and regulations may lead to major accidents and, at worst, to loss of human life. It is therefore important for CPH – as the airport concessionaire – to define the responsibilities and obligations employees have when operating in the airport area.

When hiring a new employee who will be working in the airside area of the airport, employers are responsible for ensuring that their new employee has reviewed and understood the applicable legislation and rules.

Employers are also responsible for ensuring that their employees have the necessary qualifications and a personal and professional background that enables him or her to operate in the airport area without causing danger to themselves or others.

Moreover, it is the ID card holders' own responsibility to comply with the legislation, regulations and guidelines issued to regulate air transport and to be aware of the serious consequences any violation thereof may have, not only to others but also to themselves.

The electronic version of these Rules for ID Cards and Vehicle Permits available at <http://www.cph.dk/CPH/UK/B2B/Forms/ID+card.htm> will always be the applicable version. The latest date of revision is shown at the lower left-hand corner of each page. Companies are responsible for keeping up-to-date on any amendments to these rules. Only material amendments that may have an impact on security will be announced directly to ID card administrators.

2. REGISTERING A COMPANY FOR ID CARD PURPOSES

If a company needs a CPH ID card, the company must initially apply to be registered in the CPH company database.

As a general rule, a company must be resident in Denmark to be registered in the CPH company database. However, non-Danish companies may fill in and sign a declaration to the effect that the company is represented by a company or person resident of Denmark which can assume responsibility for the tasks that follow from being an approved company at CPH. Please contact the ID Card Office, if you want your company to be registered.

Please note that approval of a company/department is based on a specific assessment of legitimacy of the business for which the ID card applied for will be used and the actual ID card requirement. An approval will solely be granted for the purpose described in the application. If the requirements change over time, a new application must be submitted to CPH with a detailed description of the new situation. We reserve the right to regularly investigate and assess whether companies/departments comply with the agreements and still need access to the areas for which they have applied for ID cards.

Please note that a company application must be signed by a manager/decision-maker of the relevant company.

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Please use [FORM 10 – COMPANY APPLICATION FORM](#)

2.1 ID CARD ADMINISTRATOR

Each company must appoint a managerial employee as its ID card administrator as well as an alternate. Both persons must be authorised to make security decisions on behalf of the company.

The ID card administrator will make an agreement with CPH on behalf of the company. The agreement describes the tasks and responsibility of the ID card administrator and his/her alternate, including ensuring that all employees holding a CPH ID card or a vehicle permit, if applicable, must:

- take the security awareness course before getting access to the airside area on his or her own (see section 6.1)
- continuously be made aware of the applicable rules at Copenhagen Airport
- be registered for necessary courses, e.g. traffic and visitor courses (see sections 6.3 and 6.5)
- have their ID cards and vehicle permits, if applicable, renewed in a timely manner
- be equipped with any necessary tools permits (see section 6.2).

The ID card administrator is considered CPH's contact person and must

- stay updated at all times on any amendments to the Rules for ID cards and Vehicle Permits
- ensure that all communication from CPH regarding ID cards is received and treated correctly and in a timely manner
- ensure that CPH always has the latest updated information on the company
- ensure that CPH ID cards are blocked if lost or when an employee leaves the company
- manage all the company's CPH ID cards and return an employee's card when the person leaves the company
- keep documentation showing that employees holding CPH ID cards have completed the security awareness course in compliance with the rules (see section 6.1)
- ensure that the company is approved for the right tasks and correct security zones (see section 4.)
- submit a new company application for changes to security zones, number of cards and the like if the company's situation changes.

Please use [FORM 13 – RESPONSIBILITY AGREEMENT](#)

2.2 ID CARD ORDERER

The ID card administrator may delegate the tasks to one or more *ID card orderers*. An ID card orderer is authorised to order ID cards and vehicle permits on behalf of the ID card administrator.

However, the ID card administrator still holds overall responsibility and must ensure that ID card orderers have the necessary authority and have received thorough instruction regarding the task.

We recommend that a minimum of one ID card orderer be appointed, but that the number is otherwise kept as low as possible.

Please use [FORM 14 – ID CARD ORDERERS](#)

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Please note: the ID Card Office *must* receive a new, updated form if a new ID card administrator and/or an ID card orderer is appointed.

2.3 ORIGINAL SIGNATURES

It is a requirement from the authorities that the signatures on all ID card applications *must* be original. The application forms must therefore either be handed in to the ID Card Office or sent by ordinary post, i.e. not by e-mail or fax. Scanned originals are not accepted.

3. POLICE APPROVAL

The Danish Transport Authority has stated in [Executive Order No. 979 of 2004](#) that CPH ID cards may only be issued to persons who have been approved by the police. Police approval consists of a background check, and by signing the ID card application, the applicant authorises the police to perform the background check.

A police approval is generally valid for three years, but it must be renewed for instance if an employee is re-employed by the company, changes company or returns his or her ID card for any other reasons, e.g. to take leave of absence. See additional information on ID cards in section 5.

Although each applicant must be submitted to a background check, CPH still recommends employers to ask to see a criminal record when they hire a new employee and, against that background, evaluate whether the requirements for employing the person in question have been met.

Click her to view the guidelines of the Danish Security and Intelligence Service on secure employment (Danish-language only): <http://www.pet.dk/upload/sik-ansaettelse.pdf>

4. SECURITY ZONES

The airport is divided into security zones, which are colour coded: **RED - YELLOW - BLUE - GREEN - GREY**. In addition, zone **B** comprises the baggage sorting area. The number of security zones on a CPH ID card must be limited as much as possible, so that a card is issued only to the areas where the applicant has his or her daily working functions.

4.1 B (BAGGAGE SORTING AREA)

The B is marked in the red or yellow field of the card and is issued to employees with working functions in the baggage sorting areas located in the **Critical Security Restricted Areas** in e.g. T1, T2 and T3 (not to be confused with the baggage reclaim area for passengers).

4.2 RED SECURITY ZONE (APRON AREA)

The red security zone (**Critical Security Restricted Area**) is the aircraft handling area. This is an extra restricted airside area with access control and 100% security checks of persons, vehicles, objects carried, goods deliveries, etc. as in the yellow security zone described below.

4.3 YELLOW SECURITY ZONE (TERMINAL AREA)

The yellow security zone is the terminal areas of the **Critical Security Restricted Area**, which includes the passenger areas for travellers with valid tickets and the terminal areas supporting the passenger area (indoor). Check-in staff, shop staff and various service companies typically need the yellow security zone on their ID cards.

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4.4 BLUE SECURITY ZONE (AIRSIDE)

The blue security zone comprises the airside area outside the *Critical Security Restricted Areas*, for instance hangar area north, the south area and Maglebylille. It is typically service providers and goods suppliers to companies located in these areas that need the blue security zone.

4.5 GREEN SECURITY ZONE (COMPANIES - LANDSIDE & AIRSIDE BORDERS)

There are a number of companies, primarily along the Kystvejen (the Coastal Road), that have airside/landside borders of their own with own access points, cf. their contracts with CPH. The green security zone is only for staff and vehicles with a legitimate/business reason to visit these companies and for their premises.

4.6 GREY SECURITY ZONE (LANDSIDE)

The grey security comprises landside areas. An ID card solely with grey fields provides access to landside areas, including any restricted staff areas and technical facilities. The grey security zone is for staff in companies which can document a need to operate in the baggage reclaim area for passengers (not to be confused with the baggage sorting area, which requires a B on the ID card), for instance travel guides or service providers with a documented requirement to enter basement or ceiling areas secured by card readers in landside premises.

4.7 FLEXIBLE SECURITY ZONES

There are a few areas where the yellow and red security zones overlap. These areas will be marked physically by signs designating the security zones. The signs are posted on or next to the card readers and indicate the security zones being entered.



Example of zone

There are flexible security zones e.g. in gate areas, large parts of the basement hallways under the terminals, in the security checkpoints in Terminal 1, the West Checkpoint and the Arrival Checkpoint.

Holders of ID cards may access the flexible security zone if they have just one of the security zones on their ID card.

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5. DIFFERENT TYPES OF ID CARDS

5.1 CPH ID CARD

Employees working on a regular basis at Copenhagen Airport must have a CPH ID card. It is a personal ID card which gives access only to the security zones where the employee performs his or her day-to-day working functions.

As a general rule, a company can only apply for ID cards for its own employees. If a company needs ID cards for other employees, this must be agreed with the ID Card Office in writing.

5.1.1 ID CARD APPLICATION

The company must fill in and submit an [ID card application form](#) for each employee needing a CPH ID card. The company's ID card administrator or ID card orderer (see sections 2.1 and 2.2) must ensure that all fields are filled in correctly, including CPH company number, and that the applicant has signed the application form. The police and the ID Card Office have a total of three weeks to process an ID card application.

Please note that a company added to in the CPH database will be approved for specific security zones. According to the regulatory requirements, access to the security zones must be restricted as much as possible, and ID cards may be issued only for security zones where the employees have a legitimate/business reason to operate on a regular basis, i.e. where they perform their working functions. If in doubt, please see section 4 or contact the ID Card Office for additional information on the security zones.

By signing the ID card application, the applicant authorises the police to make the statutory background check.

If all fields on the ID card application have been filled in correctly, the ID Card Office forwards the application to the police. After the combined processing time of approximately three weeks, the CPH ID card will be issued and can be collected at the ID Card Office, unless the police have any objections. In such case, CPH will contact the company's ID card administrator.

The company is under an obligation to have fixed procedures both for new issuance and renewal of ID cards. In particular, it is important to take into account that there is a three week delivery time of a CPH ID card.

Please remember to apply for all necessary permits in connection with the ID card application (see section 6).

CPH reserves the right to impose an extra administration fee for excess production of ID cards. This fee may for instance be charged if a company repeatedly within a relatively short period of time applies for a new ID card with new data for the same employee, and if the ID Card Office deems this to be due to lack of attention to details in the administration of the ID card application.

Please use [FORM 20 – APPLICATION FOR ID CARD](#)

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5.1.2 POLICE APPROVAL AND COLLECTION OF ID CARDS

Employees with ID cards must be approved by the police every three years, as a minimum. A police approval is generally valid for three years, but it must be renewed for instance if an employee is re-employed by the company, changes company, or if the ID card has been returned for any other reason, e.g. leave of absence.

As stated above, the police and the ID Card Office have a total of three weeks to process an ID card application; the ID card must subsequently be *collected within two months*, otherwise the approval will become out of date.

Please note: unless otherwise agreed, the ID Card Office will advise the ID card administrator by e-mail when an ID card is ready to be issued.

The employee must pick up the CPH ID card in person at the ID Card Office and show valid, picture identification (passport, driver's licence or national identity card). In addition foreign citizens with Danish civil registration number (Danish CPR) will need to present either the yellow card (dansk sygeskringsbevis) or any other documents showing the Danish registration number. The photo for the ID card will be taken on the spot.

The applicant should bring along his or her old ID card in the case of a renewal, also if the card has expired.

5.2 CPH ID CARD FOR TWO COMPANIES

An employee can get a CPH ID card for two companies. This requires that the ID Card Office receives an *ID card application* from both the primary and the secondary employer. Both applications must be approved by the police, so for this type of applications, there is also a delivery time of up to three weeks.

In addition to ID card applications from each of the companies, the employee must obtain the acceptance of the employers. This must be done by having the ID card administrator of each company fill in and sign a declaration.

Please use [FORM 23 – DECLARATION WHEN WORKING FOR TWO COMPANIES](#)

Please note that special rules apply to press staff wishing to work for two companies. Please contact the ID Card Office for further information.

5.3 TEMPORARY EXTENSION OF SECURITY ZONES/ZONE EXTENSION CARD

When CPH approves a company to apply for CPH ID cards for the airport's airside area, the company will be approved for the security zones in which it performs *daily* work functions. However, an employee may occasionally need to have temporary access to a security zone he or she normally does not operate in, for instance due to a meeting or a single assignment. It is possible to borrow a special zone extension card at the outer security checkpoints and at the Visitor Registration Office in Terminal 2.

A zone extension card is a card with an extra security zone in addition to the original CPH ID card. The zone extension card is valid together with a CPH ID card (but not with a landside-only CPH ID card).

The zone extension card must be carried visibly together with the CPH ID card. Both cards must be read electronically at the checkpoints.

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Please note that conditions apply to borrowed zone extension cards, including that the employee has received the necessary information and instruction in safe operation and work in the relevant security zone. The user of the card must read the conditions and confirm in writing that he or she will observe them before the zone extension card is handed out.

Zone extension cards can be borrowed at the Main Checkpoint, the South Checkpoint, the Maglebylille Checkpoint, the North Checkpoint and at the Visitor Registration Office in Terminal 2. See the opening hours of the checkpoints in section 11.2.

5.4 PRESS ID CARDS

Press staff may apply for a CPH press ID card.

The CPH press ID card gives access to the transit area, i.e. to an airside area, and like other ID card applicants, press staff will therefore be subjected to a background check by the police.

A CPH press ID card is not active when issued. Before each visit, the press employee must fill in a press and access request at the Visitor Registration Office in Terminal 2, after which the CPH press ID card will be activated. The card is active for up to 12 hours from activation and entry must take place through the central security checkpoint (CSC) in Terminal 2.

Please use [FORM 21 – APPLICATION FOR PRESS ID CARD](#)

5.5 GUIDE ID CARDS

Companies that need to pick up guests directly in the baggage reclaim area, e.g. limousine operators, the Association of Authorised Guides or the like, may apply for a CPH guide ID card. Holders of this type of card have access to the baggage reclaim area for passengers. A minor fee per card is charged for the CPH guide ID card. Please contact the ID Card Office for further information.

Please use [FORM 22 – APPLICATION FOR GUIDE ID CARD](#)

5.6 USING A CPH ID CARD

There are two main purposes of the CPH ID card:

1. The ID card is to signal clearly that the ID card holder is authorised to be at Copenhagen Airport, who the person is (via the photo on the card) and that the person holds the necessary permits shown on the ID card.
2. The ID card may be used as access key to the areas and premises the company is authorised to operate in.

The CPH ID card must be kept and treated as any other important personal ID card or document and is strictly personal.

The ID card contains information identifying the employee and the security zones at the airport the person is authorised to operate in. In order to access a security zone, the ID card holder must swipe the card through a card reader which will read the card data from a chip embedded in the card. Cutting or punching the card is prohibited as it could damage the chip.

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When in the airside area, ID card holders must always carry their ID cards

- fully visibly with the photo showing
- in a vertical position
- so that it is not hidden by clothing
- on the front of the person, so that it can be seen from the front
- from the waist and upwards to and including shoulder height, as illustrated



We recommend that holders of CPH ID cards also carry their ID card visibly in the landside areas when working.

ID cards may *only* be used for legitimate/business purposes and only for tasks for which the company is authorised.

Please note: It is not a legitimate/business purpose to activate one's ID cards in one of the checkpoint's card readers just to avoid cancellation of the card under the "3-month-rule".

See the description of security zones in section 4.

5.7 General information on CPH ID cards

A CPH ID card will not be issued to any person who either cannot or does not want to verify his/her identity.

When an employee no longer needs a CPH ID card, the card *must* be blocked immediately and returned at once either to the ID Card Office or handed in at one of the checkpoints (see section 11.2). Please make sure you get a receipt when returning your ID card.

A CPH ID card can be issued for various periods of time up to three years. The ID card carries an expiry date and we recommend that an application for renewal of the ID card be submitted about a month before that date.

The card must be used regularly in order to remain active, and ID cards that have not been used for three months will be cancelled. However, the company's ID card administrator will always receive a reminder about inactive ID cards before CPH cancels a card. Such cards must be returned within two weeks. Companies failing to do so will be charged DKK 600 plus VAT per ID card not returned.

As mentioned in section 5.6 it is *not* a business purpose to activate one's card in one of the card readers at the checkpoints to avoid 3-month-cancellation.

So please monitor expiry dates on ID cards carefully.

In addition to the expiry date, a CPH ID card includes the name of the card holder, number of the ID card, security zones, company name and permits, if any.

On the reverse of the ID card is a brief description of how the card should be used, key telephone numbers for alarm calls, the Operations Centre at Copenhagen Airport, and an overview of the airport security zones.

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5.8 Temporary ID cards

There are two types of temporary ID cards to the airside area:

- 1) Staff cards
- 2) Visitor cards

5.8.1 STAFF CARDS

This card is for persons holding a valid CPH ID card, for instance employees who have forgot or lost their CPH ID card. All rights and data from the original ID card are transferred to the staff card, which is valid for 24 hours. There is no requirement for the holder to be escorted and no limitation on how many times an employee can get a staff card.

Please remember: the staff card must be returned to the checkpoint where it was issued, before the ID Card Office can print a new CPH ID card.

5.8.2 VISITOR CARDS

Persons who do not hold a valid CPH ID card may request a visitor card. Such a card gives the holder access to the airside area, but the person must be escorted at all times:

- For escorted access to the CSRA (see description of security zones in section 4), the escorting person must have special authorisation to do so.
- For escorted access to the airside area outside the CSRA, the escorting person must hold a valid CPH ID card and have completed the security awareness course (see section 6.1)

A visitor card can be issued to a person up to 14 times within a 12-month period. Valid photo ID (a passport, drivers' licence or national identity card) must be deposited by the person borrowing a visitor card.

Please remember: the visitor card must be returned to the issuing checkpoint, before the ID Card Office can print a CPH ID card, if applicable.

The Main Checkpoint, North Checkpoint, South Checkpoint, Maglebylille Checkpoint and the Visitor Registration Office in Terminal 2 can all issue staff and visitor cards against presentation of valid photo ID. See the opening hours of the security checkpoints in section 11.2.

6. PERMITS/COURSES:

6.1 SECURITY AWARENESS

Under Danish legislation, an ID card applicant must have completed a security awareness course in order to get a CPH ID card. The course covers key rules and guidelines for security at Copenhagen Airport.

The company's ID card administrator must ensure and keep documentation showing that all employees holding CPH ID cards complete the course, before they enter the airside area on their own. Please remember that card holders must renew the course every three years, and that the company is under an obligation to follow up on its own employees.

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6.1.1 NEW REVISED SECURITY AWARENESS COURSE

Effective from April 2012, CPH introduced a new revised Security Awareness course. While the new online training course is available in PowerPoint both in Danish and English, the former mandatory practical tour around the area no longer exists. However, please be aware that it is still the responsibility of each employer to provide his or her employees with all the safety skills required for a proper and responsible behavior within the airside area.

In the future, before issuing any ID cards, CPH will request documentation from all employees confirming that the Security Awareness course was successfully completed. Consequently, the previous Security Awareness agreement allowing the employees to collect their ID cards before the training course was completed, is no longer applicable. All Security Awareness agreements will therefore be terminated on 31st May 2012.

The following procedures are applicable as of 1st June 2012:

1. Click on www.cph/dk/sikkerhedksursus and go through the course.
2. In the new Security Awareness course, you will find a link to a test of 10 questions.
3. The test must be completed, printed and signed, before it is handed over to the ID Card Office, who will then issue a new ID card. However, this does not apply to loss of ID cards, change of zones, or change of personal information which does not require a new approval by the police.
4. It is the responsibility of the ID Card Office to verify that the test was successfully completed.
5. To pass the test, a minimum of 7 questions must be answered correctly. If the employee fails, he/she must repeat the test. ID cards will ONLY be issued to employees who passed the test.
6. The ID Card Office will keep the test as documentation.
7. If an employee fails the test, it is possible to repeat the online course and the test at the ID Card Office, where two computers will be available in the waiting room.

6.2 TOOLS PERMITS

The regulatory authorities have defined a number of objects that are inside the CSRA. These objects are generally identical to objects passengers are not allowed to bring. If an employee needs to carry objects that are prohibited, a so-called tools permit must be applied for.

6.2.1 TOOLS PERMIT 1 - 4

You should apply for a permanent tools permit for permanent employees at the airport. The permit will be shown on the CPH ID card in the field "Tools" and will be stated as a figure from 1 to 4.

Tools permit 1 (requires a special application)

Examples:

- Explosives
- Ammunition
- Weapons
- Replicas of the above
- Nail and captive bolt guns with ammunition (gunpowder and any other pyrotechnics)

Tools permit 2

Examples:

- Axes
- Knives with a blade longer than 7 cm
- Scissors with blades longer than 7 cm

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Scalpels

Syringes with needles longer than 7 cm

Insertion thermometers with needles longer than 7 cm

Tools permit 3

Examples:

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Tools in general

Compressor nail or captive bolt guns
Hobby knives
Stanley knives
Knives with a blade between 6 and 7 cm
Multitools with a blade of up to 7 cm

Tools permit 4

Comprises hazardous goods and other liquids.

Please note that the objects above are examples only, and that an application for a tools permit must refer either to a previously approved list or include a list of all the objects the company and the employee need to carry and use for business purposes in the CSRA.

Please address any questions to CPH Security at tel +45 3231 2339.

Please use [FORM 40 – APPLICATION FOR TOOLS PERMIT](#)

6.2.2 TEMPORARY TOOLS PERMIT

A tools permit may be issued as a temporary permit for a single job and can be obtained at the nearest security checkpoint (see section 11.2). A temporary tools permit can be valid for up to two weeks at a time.

6.3 DRIVING PERMIT/DRIVER

Driving in the airside area without piloting service requires a vehicle permit. In addition, a valid drivers' licence as well as a vehicle permit for the specific vehicle are required. Click here to read about the [Apron Safety course](#)

6.4 VEHICLE PERMIT

All types of motor vehicles entering the airport must carry a visible vehicle permit. There are two types of vehicle permits for the airside area:

- 1) Temporary vehicle permit
- 2) Permanent vehicle permit

A temporary vehicle permit is used for occasional business purposes, i.e. a maximum of a couple of times per month. Such a vehicle permit may be borrowed at all outer checkpoints (see section 11.2.2).

A permanent vehicle permit is for frequent business purposes, i.e. two to three times a week or more. Permanent vehicle permits are only issued to companies already approved for CPH ID card purposes. The company must be able to document a regular requirement for using the vehicle strictly for business purposes in the security zones applied for. In addition, the driver of the vehicle must have the necessary driving permits and hold a valid CPH ID card.

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6.4.1 NEW VEHICLE PERMITS IN CPH 2012

CPH introduces a new and flexible vehicle permit system from June 2012. This means that all registered, motorized vehicles that pass in and out of the security restricted areas of the Airport in the future must be equipped with an electronic vehicle permit.

The vehicle permit is read electronically when the vehicle enters the security restricted areas through the Airport's check points. The new vehicle permit is constructed in the same way as the CPH ID card and displays which security areas the vehicle has access to.

In order to obtain a vehicle permit, the following conditions must be complied with:

- The vehicle must, as a minimum, be insured for driving in the security restricted areas (please check with your insurance company).
- Regular work-related errands into the security restricted areas must be well-founded. If the vehicle needs to enter the red security zone (SRA/CSRA), the purpose must be operational/work-related.
- The vehicle permit must conform with the 3-month rule, which also applies to the CPH ID card. This rule does not apply to internal service vehicles.

Guidelines:

- A vehicle permit functions as the vehicle's ID card and is valid for up to three years.
- The users of the vehicle must have a valid CPH ID card, and they must have completed an approved Apron Safety course that comprises a practical part (driver).
- The driver is not valid until it has been registered by CPH/Airside Safety.
- Entrance is only permitted through the approved check points and security zones indicated on the vehicle permit.
- The vehicle permit will be read electronically when the vehicle passes through the Airport's check points.
- If a company has a parking agreement with CPH Airport, its vehicles may only drive between the assigned parking lot and the nearest check point.
- In regard to parking agreements, each employee may only have two active vehicle permits at a time; e.g. one for a car, and one for a motorcycle.
- A vehicle permit is however no guarantee that there is a vacant parking space in the security restricted area.
- Vehicle permits to enter the red security zones (SRA/CSRA) are not issued for private mopeds/motorcycles.
- Special rules apply as to the vehicle's color and equipment, if it is to operate in the manoeuvring-area or on taxiways. If you need further information on this matter, please contact CPH/Airside Safety.
- Misuse of vehicle permits will be sanctioned in accordance with CPH Catalogue of Sanctions, Appendix 16, and Rules for ID cards and vehicle permits. [Sanctioning of road traffic offences on airside appendix 16](#) and [Rules for ID Card and Vehicle Permits](#).
- The ID Card Office issues and revokes vehicle permits pursuant to the above guidelines and may reject applications that do not meet the requirements. If in doubt, the ID Card Office and CPH/Airside Safety will work together to determine whether the conditions are met or not.
- In certain cases, however, it is possible to borrow a temporary vehicle permit at the check points, and it is then the job of Security to assess – based on the applicable regulations – whether or not access can be granted.

The CPH ID Card Office may grant an exemption to:

- Authorities and other supervisory authorities.
- Necessary purposes, which solely relies on the ID Card Office's assessment, e.g. deliveries of goods into the red security zones (SRA/CSRA), which cannot be delivered through Varegård East.
- Agreements on special staff parking, emergency services, etc.

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6.4.2 *ESPECIALLY FOR THE CSRA*

If the vehicle is to be used in the CSRA area (red security zone) you must pay attention to the objects transported in the vehicle. Equipment/tools will be considered objects carried and may be prohibited.

All tools carried *must* be X-rayed in the pavilions at the checkpoints. Exemptions from this rule will only be granted for vehicles with a fixed inventory list mounted in the vehicle indicating the licence plate number of the individual vehicle.

Until further notice, a department head must prepare and sign such an inventory list. The list must be filled in with as thorough information as possible and be laminated or otherwise secured against unauthorised entries. See [example](#).

Please address any questions to CPH Security at tel +45 3231 2339.

6.4.3 *GENERAL INFORMATION ON VEHICLE PERMITS*

The ID Card Office processes applications for vehicle permits.

The processing time for a vehicle permit application filled in correctly is approximately eight business days, after which the vehicle permit will be sent to the company unless otherwise agreed.

The vehicle permit must be inserted in the accompanying plastic cover and placed in a visible position in the right hand corner behind the windscreen. For motorcycles and mopeds, the vehicle permit must be mounted on the handle bar or the windshield so that it is fully readable, also when the vehicle is parked. CPH provides a rubber strip for the purpose.

Expired Vehicle Permits, or permits that are no longer needed, must be returned to CPH. Companies failing to do so will be charged DKK 600 (excl. VAT) per vehicle permit not returned.

Please monitor expiry date on the vehicle permit carefully. Expired vehicle permits must be returned to the ID Card Office.

Please use [FORM 30 – APPLICATION FOR VEHICLE PERMIT](#)

6.4.4 *PILOTING*

Employees without a vehicle permit may operate in motor vehicles in the airside area if they use piloting services. Piloting can be booked via the Bus Service at tel +45 3231 2491 or at CPH Security OC at tel +45 3231 3500.

6.5 VISITOR COURSE

Completing the visitor course is mandatory in order to be authorised to accompany visitors in the CSRA. You must register for the course by e-mail: visitor-kursus@cph.dk

The course lasts about 45 minutes and requires that the participant has completed the security awareness course in advance (see section 6.1).

Please note that only the company's ID card administrator or an ID card orderer (see sections 2.1 and 2.2) can book the course for employees. See additional information on visitor cards in section 5.8.2.

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7. LOST CPH ID CARDS

A CPH ID card that has been lost, stolen, not returned or the like must be blocked immediately. This can be done by contacting the ID Card Office (tel +45 3231 2317) (see opening hours in section 11.4) or to the Operations Centre (OC) on tel +45 3231 3500 round the clock.

Employees can get a new ID card with the same expiry date by applying in person at the ID Card Office and submitting an ID card application properly filled in and signed by the company's ID card administrator or ID card orderer.

Until a new CPH ID card has been issued, the employee may borrow a temporary *staff card* (see section 5.8.1).

Please note that this arrangement does *not* include vehicle permits.

CPH can only reopen a card or vehicle permit if the employee contacts the ID Card Office or one of the security checkpoints personally with the ID card or the vehicle permit.

Any CPH ID card or vehicle permit recovered after a new one has been issued must be returned to CPH.

8. SANCTIONS ON VIOLATION

CPH must ensure and regulate that anyone having access to the airport's areas complies with applicable safety and security rules.

Any violation of the rules will therefore be handled by CPH in accordance with the special catalogue of sanctions applicable to Copenhagen Airport and a reprimand will be given to the employee as well as the employer who has ordered the CPH ID card for the employee in question.

Serious violations that may be a threat to civil aviation will be reported to the Danish Transport Authority. Actions deemed to be punishable will be reported to the police.

[Click here see the Sanctions Catalogue](#)

8.1 ABUSE OF CPH ID CARDS AND VEHICLE PERMITS

Any employee who abuses his or her CPH ID card, for instance by giving it to others, using it outside working hours or leaving it in a car, may have the ID card confiscated for a shorter or longer period.

This also applies in the event of any abuse of a vehicle permit.

In the event of gross and/or repeated violations, CPH can choose to permanently confiscate the ID card or vehicle permit.

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The employee holds the primary responsibility for ensuring that the employee is aware of the applicable laws and regulations. It is therefore important to emphasise that any violation due to insufficient employee training or lack of information about the rules may have the effect that the company is banned from applying for CPH ID cards/vehicle permits for a shorter or longer period. In particularly severe cases, the company may be permanently excluded from the airside area.

9. ADMINISTRATIVE SERVICES

The ID Card Office offers a number of administrative services – against payment – which can make it significantly easier to administer ID cards and vehicle permits. These services may include lists showing expiry dates of employee CPH ID cards and vehicle permits. Other companies may need information on how many active ID cards or vehicle permits the company has, etc.

The ID card administrator is welcome to contact the ID Card Office by email at idkortkontoret@cph.dk to get more details on these services.

10. CHECKLIST

Company registration (see section 2)

- The company must first and foremost be registered in the CPH company data base, [FORM 10 – COMPANY APPLICATION](#)
- The company appoints a managerial employee as its ID card administrator as well as an alternate, [FORM 11 – AGREEMENT](#)
- The company must appoint ID card orders, if applicable, [FORM 12 – ID CARD ORDERERS](#)
- Await welcome mail and CPH company number
- The company is now ready to order ID cards

ID cards (see section 5)

- Fill in and submit one ID card application per employee, [FORM 20 APPLICATION FOR ID CARD](#)
- Apply for a tools permit, if applicable, [FORM 40 – APPLICATION FOR TOOLS PERMIT](#)
- Submit registrations for driving course, if applicable, [Apron Safety course](#)
- All ID card applications must have original signatures
- The employee must complete the security awareness course (self-study and tour of the area)
- The ID card administrator will be advised of police approvals by e-mail, unless otherwise agreed
- The ID card must be collected from the ID Card Office within two months of approval
- Bring along valid photo ID for collection
- The CPH ID card is now ready for use

Vehicle permits (see section 6.4)

- The user/users must have valid vehicle permits
- Fill in and submit a vehicle permit application
- The vehicle permit will be sent to the company after about eight business days

Rules for ID cards and Vehicle Permits 2011

- The car pass must be positioned visibly in the right hand side of the car behind the windscreen

Special requirements

- Security zones and any other access on the CPH ID card must be limited as much as possible and are only granted for legitimate/business purposes
- CPH ID cards and vehicle permits that are lost, stolen, not returned or the like must be blocked immediately.
- All staff holding CPH ID cards must have completed the security awareness course in order to operate unaccompanied in the airside area

General information

- All employees with ID cards must be approved by the police every third year, as a minimum
- The police and the ID Card Office have a total of three weeks for the background check and for preparing the ID card
- ID cards must be collected not later than two months after police approval
- The ID card administrator will be advised when the police approval is ready, unless otherwise agreed
- A police approval is generally valid for three years, but it must be renewed for instance when an employee is re-employed by the company, changes company or returns his or her ID card for any other reasons, e.g. leave of absence.
- Accompanying guests in the CSRA requires a visitor course. Registration can be made at visitor-kursus@cph.dk

11. INFORMATION

11.1 CPH SECURITY OC

CPH Security OC

Terminal 2

DK-2770 Kastrup

Tel +45 3231 3500

E-mail: OC@sec.cph.dk

Opening hours: Round the clock

11.2 Security Checkpoints

11.2.1 INNER CHECKPOINTS

Indenrigsvagten (Domestic Checkpoint)

Terminal 1

DK-2770 Kastrup

E-mail: none

Tel +45 3231 2419

Opening hours all days: 04.45 - 23.30

West Checkpoint

Terminal 2

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DK-2770 Kastrup
Tel +45 3231 2288
E-mail: adgangsreg.t2@cph.dk
Opening hours: Round the clock

Visitor Registration Office
Terminal 2
DK-2770 Kastrup
Tel +45 3231 2389
E-mail: adgangsreg.t2@cph.dk
Opening hours all days: 05.00 - 22.30

Arrival Checkpoint
Terminal 3
DK-2770 Kastrup
Tel +45 3231 2681
E-mail: none
Opening hours: Round the clock

CSC
Terminal 2, 1st floor
DK-2770 Kastrup
Tel +45 3231 3540/3541
E-mail: centralsecuritycontrol@cph.dk
Opening hours: Round the clock

CSRA East
Terminal 2
DK-2770 Kastrup
Tel +45 3231 2916
E-mail: secoest@cph.dk
Opening hours: Round the clock

CSRA West
DK-2770 Kastrup
Tel +45 3231 2367
E-mail: secvest@cph.dk
Opening hours: Round the clock

11.2.2 OUTER CHECKPOINTS

Main Checkpoint
DK-2770 Kastrup
Tel +45 3231 2399
E-mail: hovedvagten@cph.dk
Opening hours: Round the clock

North Checkpoint

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DK-2770 Kastrup

Tel +45 3231 3397

E-mail: nordvagten@cph.dk

Opening hours all days: 05.30 - 00.30

Please contact the Main Checkpoint outside opening hours

South Checkpoint

DK-2770 Kastrup

Tel +45 3231 2398

E-mail: sydvagten@cph.dk

Opening hours weekdays: 06.00 - 18.00

The interlocking gate is open round the clock for pedestrians and cyclists.

Maglebylille Checkpoint

DK-2770 Kastrup

Tel +45 3231 3396

E-mail: maglebylillevagten@cph.dk

Opening hours weekdays: 04.30 - 22.30

The interlocking gate is open round the clock for pedestrians and cyclists.

11.3 TRAFFIC DEPARTMENT

Traffic Department

Den sorte diamant (the Black Diamond)

Magleby

DK-2770 Kastrup

Tel +45 3231 3405

E-mail: apron.safety.kursus@cph.dk

Registration for driving permit/Apron Safety course: +45 3231 3405 or apron.safety.kursus@cph.dk

11.4 ID CARD OFFICE

ID Card Office

Terminal 3, 2nd floor, east

DK-2770 Kastrup

Tel +45 3231 2317

E-mail: idkortkontoret@cph.dk

Opening hours:	Mondays	8.30 – 15.00
	Tuesdays	8.30 – 15.00
	Wednesdays	8.30 – 15.00
	Thursdays	7.00 – 17.00
	Fridays	9.30 – 15.00

If you have any questions, you are welcome to contact the ID Card Office at tel +45 3231 2317 or by e-mail to idkortkontoret@cph.dk

Rules for ID cards and Vehicle Permits 2011

We once again welcome you to Copenhagen Airport and look forward to a good and positive collaboration with you.

Yours sincerely

ID Card Office

Security/Copenhagen Airports A/S

12. Forms

Forms and additional information is available at <http://www.cph.dk/CPH/UK/B2B/Forms/ID+card.htm>