

Form Ref: IDU4/2018

ID No: \_\_\_\_\_

## Tools of the Trade Permit Request

Tools of the Trade Permits will only be issued to an employee who has a legitimate operational need under their terms of employment.

### Section 1: Applicant's Personal Details

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No.:	
Address:	Job Title:

### Reason for Issue of Tools of the Trade Permit

(Tick as appropriate)

Emergency maintenance	<input type="checkbox"/>	Plumber	<input type="checkbox"/>
Aircraft maintenance	<input type="checkbox"/>	Carpenter	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	Electrician	<input type="checkbox"/>

Authorised By (Pass Office Staff Print Name)	Signed	Date
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**A list of all tools/prohibited articles/liquids to be taken into the Critical Part must be submitted. Please see Categories of Prohibited Items below:**

**A – Power Tools**

- Drills
- Grinders
- Power saws
- Power planes
- Cutters / Hydraulic
- Chain Saw
- Screw Drivers (Electric)
- Heat Gun
- Nail / Staple Gun

**B – Sharps/Blunts:**

- Hammer various
- Axe
- Crow Bar
- Vice / Pipe Bender
- Knives
- Blades / cutting Discs
- Screw Drivers
- Chisels
- Scrapers
- Drill Bits
- Allen Key Sets
- Spanners / Wrench
- Scissors / Shears / Secateurs
- Pliers
- Screw / Bolts / Nails
- Cutters
- Plane
- Saws
- Sockets

**C – Chemicals / Substances**

- POL – Petrol Oil Lubricants
- Powders (Additional screening may be required)
- Bleach / Detergents
- Cleaning Products
- Paint
- Aerosols / Sprays / Gels
- Grease
- Adhesives
- Corrosives / Acids
- Gas / Cylinders
- Water
- Cement
- Bait – Wheat/Gel
- Bottled water – delivery only
- Silicone
- Post mix

**D - Miscellaneous Items:**

- Power Packs
- Generators
- Compressors
- PAT Testing Equipment
- Thermometers (Chemical / Electrical)
- Cables /Wire
- Tape
- Socket set

**Section 2: Authorising Officer**

I can confirm that .....(Name) is required to carry articles/tools of the trade/equipment through to the Security Restricted Area/Critical Part of Belfast International Airport and are required to carry out official duties.

Belfast International Airport reserves the right to refuse any application, or withdraw any Permit once issued.

Details	
<b>Name of Authorising Officer</b>	
<b>Job Title:</b>	
<b>Company Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Authorised By (Pass Office Staff Print Name)</b>	<b>Signed</b>	<b>Date</b>

### Section 3: Applicant's declaration

I confirm that I will only take tools and equipment through that are essential for the job I am carrying out.

- ❖ All tools and equipment that is in use will be kept in my view at all times.
- ❖ Tools and equipment not in use will be stored securely.
- ❖ All tools and equipment will not be left unattended at any time.
- ❖ I confirm that the information supplied is complete and accurate.
- ❖ If I notice any tools missing, I will immediately inform the ID Unit or Control Centre should the office be closed.
- ❖ I understand that failure to comply with airport bylaws, Belfast International Airport instructions and security notices may result in the withdrawal of my Security ID Pass.

<b>Applicant's signature:</b>
<b>Date:</b>

For office use only
<b>Application checked by:</b>
<b>Application Processed by:</b>
<b>Date:</b>
<b>Proof of identity checked:</b>
<b>Identity serial number:</b>
<b>Pass Expiry Date:</b>

**FOR AUDIT USE ONLY WHERE APPLICABLE**

<b>Form Audited By</b>	
<b>Date</b>	
<b>Signed</b>	