

Airport Operating Instruction

040

040 – Airside Driving Permit Applications through ID Gateway

It is the responsibility of all employers to ensure that relevant Operating Instructions are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

Introduction

To align the airside driver application process with the ID pass application process, the current method of submitting, processing and administering all Airside Driver training applications will be changing.

As of August 2024 (date to be confirmed), **ALL** applications to obtain an airside driving permit will be submitted, processed and administered through ID Gateway.

The documents to be submitted will remain the same as current:

- Airside Driver Application Pack
- Airside Medical Application Pack
- DVLA D906 Information Fair Processing Declaration Form
- Airside Driver Training Certificate
- Head and Shoulder Picture

There will be no changes made to the current process for allowing authorised licenced driver training organisations to deliver training to their own employees.

All driver application forms will be subject to the same auditing process as a Glasgow Airport ID pass application and therefore attention to detail should be observed and followed, otherwise this could lead to the application **NOT** being approved until issue is resolved and application is re-submitted.

All internal and external documentation on applying for an ADP will be updated to reflect this new process.

ADP Application Process

The Top Level Process

Figure 1 below provides a top-level process map of the GLAL ADP application process.

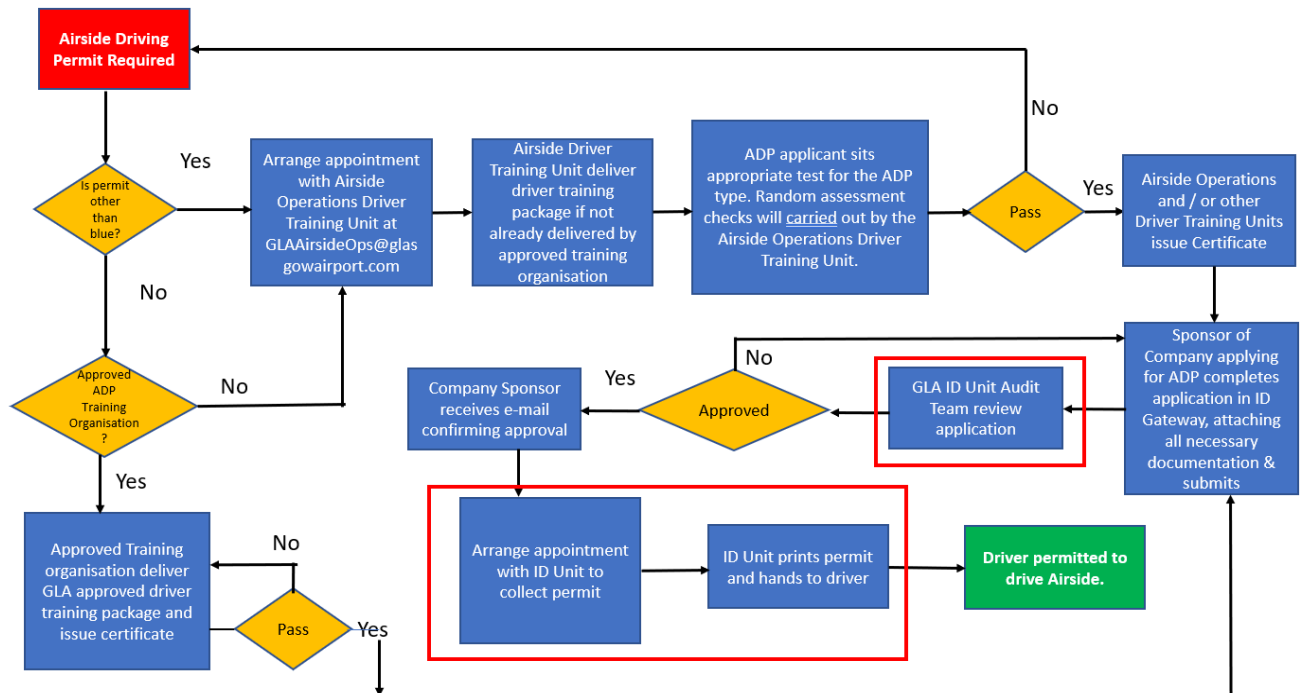


Figure 1: ADP Application Process – Sections in Red Box for ID Centre

Step 1 - Completing your Initial Airside Driver Training

GLAL have several approved Airside Driver Training organisations who are detailed within table 1 below. Each approved training organisation will have fully qualified trainers who can deliver the required GLA Driver Training package for each category of driving permit.

Approved Driver Training Organisation	Apron (A)	Manoeuvring (M)	Runway (R)
GLA Airside Operations	✓	✓	✓
Menzies Aviation	✓	X	X
Police Scotland	✓	✓	X
BA Engineering	✓	X	X
Swissport	✓	X	X
Falck (Airport RFFS)	X	X	✓

All bookings for driver training carried out by Airside Operations are to be made via the Airside Operations email address GLAAirsideOps@glasgowairport.com

GLA Airside Operations department will perform random audits of each approved training organisation to ensure that a high standard of training and assessments are being maintained. If these audits are not satisfactory, authorisation to carry out driver training may be revoked until any concerns are addressed.

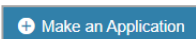
Step 2 – Airside Driver Training Certificates

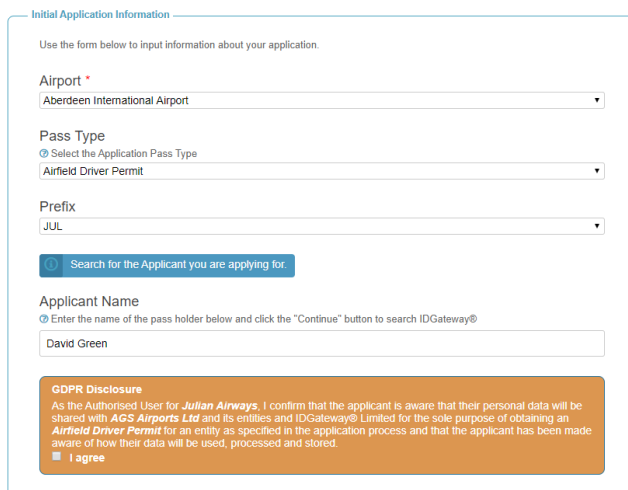
Upon the successful completion of the assessment, the Driver Trainer will issue the candidate with a certificate confirming that they have successfully passed the required tests detailed within the Airport Operating Instruction 002 entitled “Airside Driver Permit (ADP) Scheme & Driver Training” for the necessary permit in which they applied for. Appendix 2a provides the templates of the certificates in which the GLA Airside Operations Driver Training Unit will issue should the candidate be successful. Appendix 2b provides a template of the certificates to be used by the respective training organisations.

Step 3 – Creating an Airside Driving Permit

Once all driver training has been completed and the candidate has received a copy of the final assessment certificate confirming the successful completion, the applicants company Sponsor (or authorised signatory) will complete an application within ID Gateway. Below is a guide detailing the steps to be adhered to when making this application:

Making a New Application

To start, select ‘Make an Application’ from the left side menu . This will navigate you to the Make an Application page, which contains the ‘Initial Application Information’ panel.



Initial Application Information

Use the form below to input information about your application.

Airport *
Aberdeen International Airport

Pass Type
Select the Application Pass Type
Airfield Driver Permit

Prefix
JUL

Applicant Name
Enter the name of the pass holder below and click the "Continue" button to search IDGateway®
David Green

GDPR Disclosure
As the Authorised User for *Julian Airways*, I confirm that the applicant is aware that their personal data will be shared with *AGS Airports Ltd* and its entities and IDGateway® Limited for the sole purpose of obtaining an *Airfield Driver Permit* for an entity as specified in the application process and that the applicant has been made aware of how their data will be used, processed and stored.
 I agree


On this page the basic details of the application such as Airport, Pass Type, Prefix and Applicant Name can be entered.

If you have previously created applications for ID Gateway, a Commonly Created Applications section will appear above this

Commonly Created Applications

Here is a list of applications you commonly create, simply select one to populate the information below for you.



 Aberdeen International Airport
Airfield Driver Permit
JUL

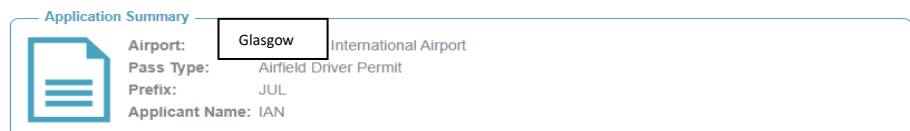
 Glasgow International Airport
Airfield Driver Permit
JUL

section.

This section displays up to five tiles for your most commonly created applications in the last month. Selecting one of these will auto populate the Airport, Pass Type and Prefix field with the relevant data.

Once the basic details have been entered and the GDPR Disclosure has been agreed, click Continue to proceed to the second Make an Application page.

The top of this page will contain an Application summary. This summarises the details you entered in the previous page.

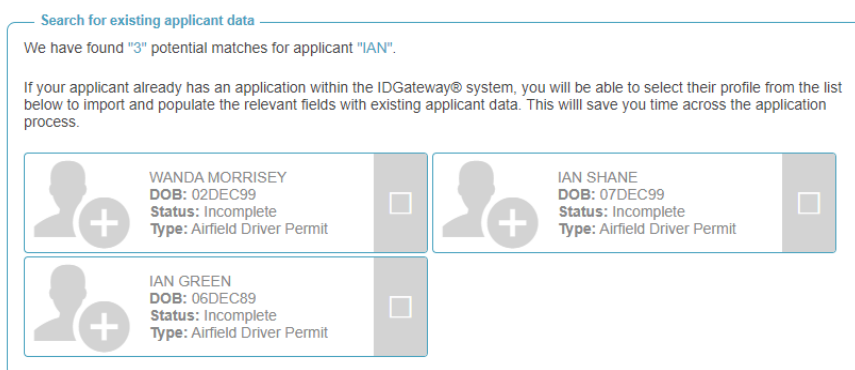


Application Summary

Airport:	Glasgow	International Airport
Pass Type:	Airfield Driver Permit	
Prefix:	JUL	
Applicant Name:	IAN	

Similar Existing Applicant




If the name of the applicant is similar to an existing application, a Search for Existing Applicant Data panel is displayed, containing ADPs for drivers with similar names.



Search for existing applicant data

We have found "3" potential matches for applicant "IAN".

If your applicant already has an application within the IDGateway® system, you will be able to select their profile from the list below to import and populate the relevant fields with existing applicant data. This will save you time across the application process.

 WANDA MORRISEY DOB: 02DEC99 Status: Incomplete Type: Airfield Driver Permit	<input type="checkbox"/>	 IAN SHANE DOB: 07DEC99 Status: Incomplete Type: Airfield Driver Permit	<input type="checkbox"/>
 IAN GREEN DOB: 06DEC89 Status: Incomplete Type: Airfield Driver Permit	<input type="checkbox"/>		

If the applicant does not match any of the drivers displayed, select the **None of the above >** button. This will proceed to create a brand-new application for the applicant that remains separate from all other applications. This will not pre-populate any of the applications fields with any other driver's information.

If the applicant does match any of the driver displayed, select the applicable application tile and click the **Continue >** button. This will link the new application to the selected existing application. Doing this will cause the original source application to be updated upon completing the new application (which will then be closed and hidden).

A Pre-processing field is also displayed. If this is ticked, the new application will pre-populate its fields using the data entered in the selected application.

Pre-processing

This option will perform data validation and rule checks on the imported Application when you click the Continue button. This will considerably decrease the amount of time required to complete the Application because you won't need to step through every section. Pre-processing can take up to a minute (or longer for Applications with a large number of references).

Pre-process the application now

If the data in these fields matches the data for an existing driver, the system will recognise this and update the existing Airfield Driver Permit upon completion, rather than create a separate ADP.

Please note: If Airport Gateway does not recognise the applicant's information and cannot produce any matches, this section will not be displayed, and the Selective Access Service Offer Panels will be generated automatically. See 'Selective Access' for more information.

Selective Access

On the second Make an Application page a panel offering the Selective Access service is displayed.

Selective Access

Our select access function allows you to set boundaries within your organisation to who can view this application.

If you already have a defined template, please select this from the below drop-down list. Otherwise you will be asked to select access for users during the application process.

(Please note: This will only be applied to your current application and will effect other applications you may have).

Select defined template (if applicable):

- select template -

I would like to use selective access for my application

This panel provides a brief description of the Selective Access service.

A checkbox is present at the bottom of the panel. Ticking this confirms that the user would like to proceed to the Selective Access page after completing the Make an Application process.

Alternatively, if the user would apply a previously saved Selective Access template to the application, they can do so by choosing it from the 'Select defined template' dropdown. This allows the user to apply the template without having to navigate into the Selective Access page.

This is a view of the Selective Access panel.

Filter Users...

Show Signatories Only **Deselect all visible** Reset Filter & Templates

Template
Filter the current user list by a defined template. Please be aware that changes to templates will affect this, and any future applications, but will not affect any existing applications.

Select Below

Save Selection

Save and Proceed

Set access for additional users

Click on the users to select/deselect them.

ALLMAN SAM SIGNATORY ✓	LUNCH JAMIE SIGNATORY ✗
------------------------------	-------------------------------

Save and Proceed

On the Selective Access page, the user can decide which sponsor users will be able to view and edit the application. This can be achieved by either selecting a previously saved template from the template dropdown, or by manually selecting and deselecting the sponsor tiles at the bottom of the page.

Completing an Application

Overview

This is an overview of an incomplete application page.

Application for:	Airport:	Prefix:	Pass Type:	Status:
IAN SHANE	GLAL	JUL	Airfield Driver Permit	Incomplete

History Selective Access Data Management Fast Track

Primary Details Driver Training Documents Summary

Primary Details

Please provide the driver details

Fields with * are required

Forename *
Given name, exactly as it appears on their Driving Licence

IAN

Surname *
Surname or family name, exactly as it appears on their Driving Licence

SHANE

Items for Attention

More Info

There are no items which require attention on this application

Floating Bar

Application for:	Airport:	Prefix:	Pass Type:	Status:
 IAN SHANE	GLAL	JUL	Airfield Driver Permit	Incomplete

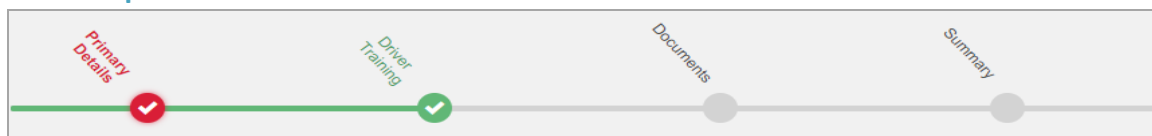
[History](#) [Selective Access](#) [Data Management](#) [Fast Track](#)

The floating bar appears at the top and will remain in view when scrolling vertically through the application page

This bar outlines who this pass is for, the airport this pass will be applicable to, and the current status of the application (Incomplete at this stage)

Options to view the history and navigate into the Selective Access page for this application are also available.

Tube Map



To help you see your progress through the application the four pages of the ADP application are displayed in a “tube map”, at the top of the screen. Sections of the form which have been successfully completed show in green, whereas those which are still incomplete or contain issues show in red. Those sections which have not yet been started show in grey.

Once you have completed the first page of the application, the tube map stations become live links, allowing you to navigate within the application.

Application Forms

Driver Training

Please provide details of the training this driver has undertaken.

Fields with * are required

Training Organisation *
Select Training Organisation from the list
Falck

Trainer / Instructor Name *
Please enter the name of the person who trained this driver
SAM DTU

Training Date *
DDMMYY On which date did the driver undertake their training?
04DEC19

Test / Assessment Date *
DDMMYY On which date was driver assessed and tested?
02DEC19

[< Previous](#) [Continue >](#)

Each page of the application contains an “application form”. This is the primary section of the page and where the information relating to the applicant is entered.

Certain fields are mandatory must be filled out before an application can be submitted to the GOM user. Mandatory fields are clearly marked with a red asterisk. If a field does not contain a red asterisk, it is optional and does not have to be filled out if it is not applicable.

If the user attempts to proceed without filling out a mandatory field, or with invalid data in a field, the offending field is highlighted red, and a red error is displayed at the top of the form.

Having completed the various application forms, the Sponsor will then proceed to the page that requires the upload of vital documentation that will be necessary for the final approval and issue of the ADP.

When uploading the supporting documents, the Sponsor must ensure that the following documents are uploaded;

- Airside Driver Application Pack
- Airside Medical Application (AGS Health Assessment Pack).

It should be noted that **only the medical declaration i.e. the last 3 pages from the AGS Health Assessment Pack will be accepted by the ID Gateway System.** No other medical / fitness certificates should be submitted or the application will be rejected.

- DVLA D796 Consent Form

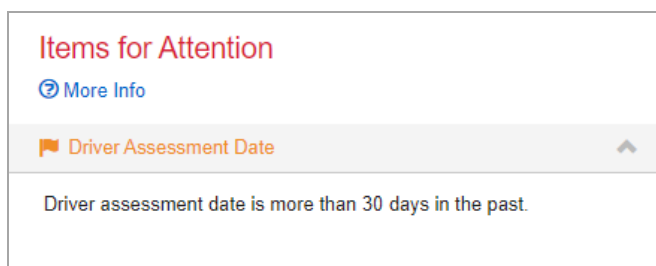
These documents can be downloaded from the Glasgow Airport website under the Doing Business with Us section then Airside Operations.

Also require to be uploaded are;

- A head and shoulders photograph of the proposed driver
- Training Certificates (see appendix 2a and 2b for the templates to be used)

Items for Attention

Finally, an “Items for Attention” panel is also present.



As you move through the application forms, Airport Gateway automatically shows you if there are any “Items for Attention”, in the form of coloured flags. There are three flag colours, and these have specific meanings.

Red Flag – if a red flag shows, Airport Gateway will not allow you to submit the application. This means that either there is missing information or that the application contains data which does not yet meet with the requirements for the field.


For example, a red flag will be displayed if you try and proceed without uploading a document file.

Orange Flag – An orange flag indicates a possible conflict or issue that needs to be sanity-checked. Application with orange flags can still be submitted, however these issues are then highlighted to the ID Unit upon receipt.

For example, an orange flag will be displayed if the Driver Assessment Date is set to more than 30 days in the past.

Green Flag – All required information has been populated, with no conflicts or issues.

Submitting and processing an ADP

After filling out the ADP application pages, select  on the summary page.

This ADP has now been submitted.



After an ADP has been submitted by the Sponsor, an email will be sent to the Glasgow ID Unit, informing them that it has been signed, submitted and is ready to process.

Once approved by the GLA ID Unit, the Sponsor of the company that applied will receive an e-mail confirming whether the permit has been successfully approved.

Cleared Airfield Driver Permits

ADP Grids

Depending on their status, cleared ADPs will appear in one of four grids: Active permits, Expiring, Expired, Suspended.

- ✓ Active permits
- 🕒 Expiring
- 🕒 Expired
- ✗ Suspended

Active Permits: Displays cleared ADPs that are currently active with no suspensions.

Expiring: Displays ADPs that contain at least one permit set to expire within 90 days of today’s date.

Expired: Displays ADPs that have already expired.

Suspended: Displays ADPs that have either been entirely suspended, partially suspended, or who’s penalty point total is above the maximum total.

As well as navigating through the various grids, users can also search for Drivers via the search bar at the top of the page by entering either the driver’s name or their pass number

🔍 Craig Morris 🔍 Search

CRAIG MORRIS - GLA
 👤 Driver. Pass: Airfield Driver Permit. Status: ADP Active Until: 26NOV19

🔍 8124982 🔍 Search

DAWN SOUTHWELL - GLA
 👤 Driver. Pass: Airfield Driver Permit. Status: ADP Active Until: 28NOV19

Please note: An Expiring permit can still be active or suspended. As such an ADP with an expiring permit may also appear in an Active or Suspended grid.

Active, Expiring & Expired Grids

Selecting ‘Active Permits’, ‘Expiring’ or ‘Expired’ from the Drivers section of the left hand grid will navigate into the associated ADP Grid

Active Passes/Permits						
A Drivers						
App ID	Forename	Surname	Licence number	Permit Types	Expires	Options
97	HILDA	STEEN	9841321651GER	A	15JAN21	🔗
98	HUGO	STEINER	94125603UK	A M	15JAN21	🔗
99	ROSALINA	HERMANEZ	65756FV56766443423	A M	16JAN20	🔗
100	ALICE	BURNS	987458626SC	A M R	15JAN21	🔗
Expiring Passes/Permits						
A Drivers						
App ID	Forename	Surname	Licence number	Permit Types	Expires	Options
36	DIANA	MILLER	9874586263434	R	05MAR19	🔗
109	ISABELLE	ROCHA	B0R9A92Z	M	05FEB19	🔗
110	NAZIM	BAHAR	EG003Y849PT	A	17FEB19	🔗
111	BERNARD	PITRE	FR03939C	A	04FEB19	🔗
Expired Passes/Permits						
A Drivers						
App ID	Forename	Surname	Licence number	Permit Types	Expired	Options
13	GREGORY	PRINCE	UN3938474I0506967	M R	12OCT18	🔗
20	HEIDI	GATEWAY	SW089045E9234978390	A	12OCT18	🔗
21	VIRGIL	WYATT	US03934950A30405	A	12OCT18	🔗
22	SANJAY	SINGH	IN0234234D049589	A M R	01JAN18	🔗

Each table comprises of nine columns. These contain the following data:

Status Indicator: Dot icon to indicates whether the displayed permit(s) are active (green) or not (red)

App ID: The permit's application ID number

Forename: The first name of the applicant

Surname: The surname of the applicant

Sponsor: The Sponsor that the applicant belongs to

Licence number: The applicant's driving licence number

Permit Types: The Permit Types that are applicable to this ADP. If an applicant has multiple permit types, they are consolidated into a single entry within the table

Expires / Expired: The Expiry date of the entire permit

Options: Actionable icon that navigates into the selected ADP when clicked

Selecting one of the entries will navigate into that specific ADP

Suspended Grid

Selecting 'Suspended' from the Drivers section of the left had grid will navigate into the suspended ADP Grid

Suspended Permit Types

Passes that are/have been suspended. passes will be shown here when they have been suspended by a user or if the number of penalty points goes over the maximum allowed.

● - Active ● - Suspended ■ - Expired

Driver Permits

Displaying 1-19 of 19 results. Results per page: 20

App ID	Forename	Surname	Sponsor	Licence number	Permit Types	Penalty Points	Options
					All		
7	CARLA	ESPINOSA	Julian Airways	ME98390X03939	A M R	0	
8	SAMUEL	ABRAHAM	Julian Airways	US94849A930309	A M R	5	
11	GARY	SMITH	Julian Airways	UN03939I4844639	A M R	20	
17	ROLAND	TWINN	Julian Airways	UN02928349I03949	A M R	3	
19	MARCUS	MARCUSSON	Julian Airways	UN039934I123122	A	10	
26	FRANK	HILLARD	Julian Airways	UN9983I81771728	A M R	0	
33	JACOB	MILLER	Julian Airways	987458626	A	0	
39	LAUREL	HALL	Julian Airways	987458444626	A R M	0	
61	DYLAN	MCNEIL	Julian Airways	423423332	A M R	0	
64	MARWOOD	HILBERT	Julian Airways	3456777655232343321	A M R	0	

The columns within this grid contain the following data:

App ID: The permit's application ID number

Forename: The first name of the applicant

Surname: The surname of the applicant

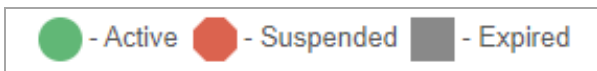
Sponsor: The Sponsor that the applicant belongs to

Licence number: The applicant's driving licence number

Permit Types: The Permit Types that are applicable to this ADP. If an applicant has multiple permit types, they are consolidated into a single entry within the table

Penalty Points: The total amount of penalty points that are currently applied to this ADP.

In the permit type column, the status of each individual permit type is represented by a symbol. The statuses are outlined in the key at the top of the grid.



Clicking one of the rows within either the Active Permits, Expiring, Expired or Suspended grids will display the Permit page for the selected ADP.

ADP Permit Page Overview – Active Permit

This is the view of a standard active Airfield Driver Permit page.

Application for:	Airport:	Prefix:	Status:
A RICHARD MILLS	GLA	JUL	ADP Live - Manoeuvring will expire on 26MAR20

Airfield Driver Permit - RICHARD MILLS

Driver Details

DOB: 24MAR93 Licence Number: 987458444626

Valid From: 27MAR19 Valid Until: 26MAR21

Nationality: BRITISH

Training Information

Permit Type: A Apron	Training Organisation: Julian Airways	Instructor Name: Marko Polo	Training Date: 21MAR19
Permit Type: M Manoeuvring	Training Organisation: Julian Airways	Instructor Name: Marko Polo	Training Date: 21MAR19

Permit Types

Status: Active	Type: A Apron	Valid From: 27MAR19	Valid Until: 26MAR21
Status: Active	Type: M Manoeuvring	Valid From: 27MAR19	Valid Until: 26MAR20

Penalty/Points History

Current Points: 3 Points Limit: 8

Displaying 1-1 of 1 result.

Offence Type	Points	Reason	Recorded On	Expires On	Status
Faulty lights	3	Brakelight is broken	27MAR19 14:04	26MAY19	Active

Tracking


Displaying 1-1 of 1 result.

Tracking Notes	User	Recorded On
Penalty "Faulty lights" has been applied for the following reason: Brakelight is broken.	GOM User	27MAR19 14:04


Supporting Documents

[Hide list of required documents requested by IDGateway](#)


- Training Supporting Documents
- Driving Licence
- Medical Certificate



Pages: 1



Pages: 1



Pages: 1

Floating Bar

Application for:	Airport:	Prefix:	Status:
A KEVIN TAYLOR	GLA	JUL	ADP Active Until: 30MAY20

[Selective Access](#)

The contents of the floating bar displays a brief overview of the applicants name, airport and sponsor company prefix.

The status of the ADP is also shown. When an ADP is live a status of 'ADP Active' is displayed, along with the date of expiry. The Selective Access page for this pass can also be navigated into from here.

Driver Details

Driver Details	
DOB: 29MAY95	Licence Number: 30303893
Valid From: 28MAY19	Valid Until: 26NOV19
Nationality: BRITISH	Pass Number: 2342342342

The top section of the permit page displays the key details of the driver. These include the driver's date of birth, diving licence number, nationality and pass number.

This section also outlines the full period of time the ADP as a whole will be valid.

Training Information

Training Information			
Permit Type: A Apron	Training Organisation: Julian Airways	Instructor Name: Marko Polo	Training Date: 01MAY19
Permit Type: M Manoeuvring	Training Organisation: Julian Airways	Instructor Name: Marko Polo	Training Date: 01MAY19

The next section of the page outlines information relating to the training that the driver has received. The details displayed include the area that the training was for (represented by the permit type), the name of the training organisation, the name of the instructor and the date of training.

Permit Types

Permit Types			
Status: Active	Type: A Apron	Valid From: 30MAY19	Valid Until: 29MAY20
Status: Active	Type: M Manoeuvring	Valid From: 30MAY19	Valid Until: 29MAY20

This section displays a full list of the permit types and areas this ADP pass grants access to. Along with the name and code, the status and duration of each permit type is also displayed.

Tracking

Tracking		
Tracking Notes	User	Recorded On
Cancelled "Speeding (Exceeding Speed limit)" penalty (recorded on 31MAY19 11:36). Cancelled reason: Penalty applied to incorrect driver.	GOM User	31MAY19 11:38
Penalty "Speeding (Exceeding Speed limit)" has been applied for the following reason: Exceeding the 20mph speed limit.	GOM User	31MAY19 11:36

The Tracking section displays a list of changes that have been made by the Airside Operations Department to an ADP. These specific changes can be accompanied by additional notes. These includes general notes, adding and removing penalties, suspending and re-activating permit types.

The user who made the changes is displayed along with the date and time it was recorded.

Supporting Documents

Supporting Documents

[Hide list of required documents requested by IDGateway.](#)

1. Training Supporting Documents
2. Driving Licence
3. Medical Certificate

Pages: 1 [Download]

Pages: 4 [Download]

Pages: 1 [Download]

The Supporting Documents section displays a list of documents that were required during the ADP creation process. Thumbnails of uploaded documents are displayed along with buttons to download the full copies.

Expiry

Application for:	Sponsor:	Prefix:	Status:
A KEVIN TAYLOR	Julian Airways	JUL	Expired

Permit Types			Suspend/Activate
Status: Expired	Type: A Apron	Expired: 27MAR18	

In this scenario, the permits within the ADP have expired.

The expired permits are highlighted red and given the status of expired. The date the permit expired is also displayed.

The Status at the top of the page updates to display 'Expired'

This ADP will appear in the Expired Permits grid

Apply for New Permit

If an ADP is expiring within 90 days, it will be assigned an 'Expiring' status. Email notifications will be sent to the sponsor user informing them of this status change. If an ADP is either expiring or expired, an 'Apply for new Permit' button is displayed below the floating bar.

Application for:	Airport:	Prefix:	Status:
A KEVIN TAYLOR	GLA	JUL	Expired
			Apply for new Permit

This purpose of this button is to allow applicants to easily update and renew permits within their current ADP.

Selecting 'Apply for new Permit' will create a new airfield driver permit application with data pre-populated from the driver's existing ADP.

Pre-processing of Application for KEVIN TAYLOR

Please wait while the Application is pre-processed

67% complete
Processing: Upload Documents

Upon completing the new application, the original ADP will be updated with the new details provided.

Application for:	Airport:	Prefix:	Status:
A KEVIN TAYLOR	GLA	JUL	ADP Active Until: 30MAY20
			Selective Access

The tracking table within the ADP contain a new entry, informing that the application has been renewed.

Tracking [+ Add Tracking](#)

Displaying 1-3 of 3 results.

Tracking Notes	User	Recorded On
ADP has been renewed to 26NOV19	System	26MAY19 13:18

Appendix 2a - GLA ADP Training Certificates

- Airside Driver Training – Apron Permit Certificate
- Airside Driver Training – Manoeuvring Permit Certificate

➤ Airside Driver Training – Runway Permit Certificate

These templates **MUST** be used when uploading the Training Certificate into ID Gateway. Failure to comply will result in the ADP application being rejected by the GLA ID Unit.

Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Apron

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation ...Glasgow Airport

Trainer Print Name.....

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Runway

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation ...Glasgow Airport

Trainer Print Name.....

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

Appendix 2b – Third Party Training Certificates

- **Menzies, Swissport, BA Engineering, ICTS - Apron Certificates**
- **Police Scotland Training Certificates Apron & Manoeuvring Areas**
 - **Falck Training Certificate – Runway**

These templates MUST be used when uploading the Training Certificate into ID Gateway. Failure to comply will result in the ADP application being rejected by the GLA ID Unit.



Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Apron

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation *Menzies Aviation*

Trainer Print Name.....

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Apron

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation *Swissport*

Trainer Print Name

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue of
the following permit;

Apron

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation *British Airways*

Trainer Print Name

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited



Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Apron

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Training Organisation Police Scotland

Trainer Print Name

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Manoeuvring Area

Reason for access. What is the justification for this application?

Training OrganisationPolice Scotland .

Trainer Print Name.....

Trainer Signed.....

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited



Airside Driver Training Certificate

This is to certify that

.....
successfully completed the Airside Driver Training for the issue
of the following permit type:

Runway

This permit is valid for use at Glasgow Airport

Reason for access. What is the justification for this application?

Normal Working Duties

Training Organisation FALCK

Trainer Print Name

Trainer Signed

Training date/...../.....

Assessment date/...../.....

Candidate Signature

Glasgow Airport Limited

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