



Background checking and authorisation documents

Forms are found on www.arlanda.net under Formulär.

Swedavia Stockholm Arlanda Service Centre

Fax: 010-109 66 99

Telephone: 010-109 66 50

Security manager/security administrator

For companies that have signed a licence agreement with Swedavia, the following applies: The chief executive/department manager at a company/authority shall designate him/herself or another high-ranking person with a mandate to make decisions as security manager. This person has overall responsibility for security matters and is entitled to apply for visitor rights, checks of public records and authorisation documents. A security administrator is entitled to apply for visitor rights, checks of public records and authorisation documents after this task is delegated by the security manager.

Contractors must sign security agreements with the Security Department of Swedavia Stockholm Arlanda (SA Sec) and appoint a contact person at the company. All application documents must be signed by the client company's security manager/administrator.

Visitor rights

Having visitor rights means that a person is entitled, on behalf of the company, to approve a visit by one or more persons to its workplace at Stockholm Arlanda Airport.

Being granted visitor rights requires an explanation of the circumstances, as well as a signature from the company's security manager or security administrator. The company must have signed a licence agreement (formerly operating agreement) with Swedavia.

A visitor must be accompanied by a person who has a valid photo badge allowing access to the authorisation area.

Background checking

The purpose of background checking is to examine whether a person may be assumed to be reliable from a security standpoint. Such checking shall be based on the following:

- Personal knowledge of the individual undergoing a background check.
- The information about the individual provided by employment ratings, certificates and references.
- The information revealed in a check of public records by the National Police Board.

A background check must cover information from the past five years. The background check must be repeated at regular intervals, not exceeding five years. Checking of public records is, however, carried out on a continuous basis until the security manager/administrator has informed the Arlanda Service Centre in writing that the individual's employment has ceased. Background checks are thus required both in the case of newly hired employees and



individuals who have been working at the airport previously. New employees must also undergo identity checking, unless this is regarded as unnecessary.

Checking of public records

Requests for checking of public records must be sent to the Arlanda Service Centre, which forwards them to the Swedish Civil Aviation Authority for processing.

There will be an additional cost for checking the public records at the Swedish Transport Agency, accordingly to their price list.

Categories of employees covered by the public record checking requirement:

- Individuals who will be in a security or authorisation area without supervision
- Individuals entitled to issue authorisation cards or who programme or technically administer a system for admittance to authorisation areas, or who otherwise have an opportunity to influence such a system
- Individuals who, not only to a minor extent, will have access to confidential information of importance to protection against terrorism
- Aircraft crew members covered by the security section of the Swedish Civil Aviation Regulations, BCL-SEC 3.1 paragraph 2.1.

For individuals who are, or have been, citizens of another country, the process may take longer.

The Swedish Civil Aviation Authority will notify the applying company/client when the check of public records has been approved and completed.

Badges

For those operations and authorisation areas where checking of public records is required, individuals must also complete a security and safety training course. This is done on the Internet, www.arlanda.net. Security and safety training is valid for two years.

When the check of public records is submitted, the individual may complete the security and safety training course. When the individual has successfully completed both this training course and the check of public records, an application for a badge may be submitted to the Arlanda Service Centre.

A photo badge is assigned to employees of Swedavia Stockholm Arlanda Airport as well as to employees of public authorities, companies and organisations operating at the airport and who need frequent access to the airport's authorisation area in the course of their work. A photo badge is valid for two years. The photo is taken at the Arlanda Service Centre, Terminal 5, Level 1.

Individuals from a public authority/company/organisation who, in the course of their work, need temporary access to the airport's authorisation area may receive a loan badge after applying. An advance application for a person is valid for a maximum of one year and a loan



badge is issued for a maximum of seven days per occasion. A loan badge may be picked up at any of the airport's manned security points or at the Arlanda Service Centre.

When picking up an authorisation document, identification approved by the Swedish Standards Institution (SIS) is required. If a badge is misplaced or lost, an individual may obtain a loan badge by personally visiting the Arlanda Service Centre or a manned security point.

Visitor badges

A visitor, contractor or practical trainee who has not been checked in public records may be allowed access to an authorised or security area at the airport for a maximum of 14 workdays, consecutively or on three separate occasions, during a six month period provided that this individual is accompanied at all times by a person who has been checked in public records and who has a valid photo badge providing access to the workplace/authorisation or security area.

When employment ceases

When employment ceases, all authorisation documents must be returned and an individual must be de-registered by filling out the form "De-registration of person(s) checked in public records". This form shall be faxed to the Arlanda Service Centre.

A charge of SEK 800 excluding VAT is payable if authorisation documents are not returned.

Other matters

The authorisation process:

- 1) Carry out background check.
- 2) Apply for checking of public records.
- 3) The person may now be photographed.
- 4) Complete the security and safety training course.
- 5) Apply for authorisation documents once the check of public records and security and safety training course have been successfully completed.
- 6) The processing time for authorisation documents is no more than three days.
- 7) An authorisation document may be picked up at the Arlanda Service Centre or a manned security point.
- 8) When employment or an assignment ends, the authorisation document must be returned and the person must de-register from checking of public records.

For more detailed information on the above, please see Airport Regulations, A-03-2000 (Authorisation documents) samt A-06-2000 (Security and safety training course) as well as the Local Security Programme (LSP).

Driving permits

To be allowed to drive a vehicle in the authorisation area of Stockholm Arlanda Airport, a driving permit is required.



Driver training is provided by one of the airport's authorised driving trainers.

Those who need to drive on the runway system must also complete radio communication training, which is provided by Swedavia.

Applications must be sent to the Arlanda Service Centre.

Vehicle permits

Vehicles that are to be driven inside the authorisation area must have a vehicle permit plus company identification on both sides of the vehicle.

Applications for vehicle permits must be sent to the Arlanda Service Centre.

You will find further information on the rules for driving vehicles in A-08-2013.