

Visitor badge



Guideline & FaQ's

Question & Answer



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Quick guideline



WHY ?
Since 09DEC'24

- EU Regulation 2015/1998 _ Pt. 1.2.7.2 cf. **CPSRA-access**, applicable since **2015**.
- EC & BCAA clarified their rules insisting on the **“exceptional acceptance”** to access CPSRA based on a VB (Visitor badge)! Which in the end is meaning: “You may for once/this time enter CPSRA Without Personal background-screening”.
- Reasons for entering CPSRA therefore need to be **justified & analyzed case by case!** = Each application, for Each Person, and at Each Time... no matter what*.

It is therefore Most important to motivate Every request **precisely!*

Quick guideline



HOW ?

1 Application per Visitor
per DAY

- EU imposed traceability: a logbook of **every request** and its **justification**, and, Every application is subject to a decision from the Airport Security Services (LAS).

- EU/BCAA **withdrew the former limitation** of yearly issued VBs ! So please forget the 7 VBs - Maximum, this is Not applicable anymore...

- EU/BCAA insist on the **operationally justified reason**, its **Urgency** and its **Recurrence** before 'potential' approval, which does remain exceptional*.

(*beware repetitive entrances may lead to refusal
VB=Permanent Badge required)

FAQ's



Application NOT introduced MIN 48hrs before actual access to CPSRA ?

- Will **systematically** be refused by the system.
- **BUT if URGENCY**, and in Exceptional + Justified cases, once refusal received → Directly call SLAS (LIEGE AIRPORT SECURITY SUPERVISOR) to request further analysis in giving clear and justified reasons in regard to that particular application (not any other one _ do not mix).

In case Visitor changes before 48hrs prior to CPSRA-access ?

- In case Visitor changes (can be a Truckdriver...or Any other) between 1st approval and the actual visit, a New VB-application **must** be re-introduced in referring to the **previously approved** one.
- A new analysis is needed to be carried out.



In case Visitor changes in less than 48hrs prior to CPSRA-access ?

- In case Visitor changes between 1st approval and the actual access to CPSRA, a new VB-application must be re-introduced in referring to the **previously approved** one.
- You will receive systematically a refusal by the system, **BUT** once received → Directly call SLAS, explain the situation with **clear & justifiable** reasons, and refer to the initially **approved application**

IF the Escorter changes between the approval and the actual visit ?

- You **don't need to re-introduce** a new VB-application !
- Explain the reason of the change to the security agent **at the moment the VB is issued at the access point.**



In case the Day/Date or the Moment of the visit changes ?

- If the visit **is anticipated/prior** to the time which was initially planned, a new VB-application must be re-introduced in referring to the **previously approved** one.
- In case Day or Moment would change **less than 48hrs** before actual entrance to CPSRA, you will receive **the systematic refusal** by the system, **BUT** once received, and **if URGENCY** (depending on the real motivation/justification
→ Directly call SLAS and explain the situation with clear & justified reasons in referring to the **initially approved application**.
- If the visit is **postponed** from the originally planned time, **but remains on the same date**, you **do not need to do anything more!**
- If the visit is **postponed** from the originally planned time to **another date**, a new VB-application must be re-introduced in referring to the **previously approved** one.

IF already in possession of a Permanent badge from another Airport ?

- Even from another Belgian airport ?
→ All visitors not having **a locally issued permanent badge** (by SPW), need to apply for a VB following the above-mentioned procedure, and this within 48hrs prior to the **EBLG***-CPSRA-entrance.

*(*it will not have any influence regarding the justifiability of yr request; the visitor might enter EBLG for other reasons which again LAS will need to justify to BCAA/EC)*



Who has to submit the visitor badge application ?

- It is highly recommended that the person introducing a VB-application belongs to the entity/company which will be visited at **EBLG**. They are familiar with the Airport site and with the Airport requirements.



Which identity document should be mentioned in the application ?

•Evidently **a Valid ID or Passport**, and Moreover it must be the document referred to in the application which must be presented at the access point **at the moment of the approved visit**.

Which Airport areas in CPSRA can be visited ?

•All areas **can be visited BUT** of course they need to be carefully selected by the applicant, and **Only** based on the operational needs and the exact purpose of the visit.

IF an approved visit is cancelled before the date of the visit ?

•As soon as you are aware of the cancellation by a visitor, **please send an e-mail to LAS** : las@liegeairportsecurity.com indicating your wish to cancel the visit in giving details of the approved one.



GENERAL EXAMPLES for which WELL Motivated applications could EXCEPTIONALLY be granted ?

- **Urgent and exceptional Commercial visits if in Group :**

again 1 application per Visitor* and per Day.

*(*each individual and his/her personal ID needs to be separately analyzed and registered, cf. traceability)*

- **An exceptional Supervision of a special flight / specific cargo / loading or off-loading /... :**

can only exceptionally be granted, which means that

recurrent visits** for Supervision-activities at any CPSR-Area (even only inside a warehouse) will require a permanent badge (and consequently a background-check).

→ Please also advise your sub-contractors, partners and suppliers.

- **An exceptional application for an Audit-process of any kind, material or Infrastructure, ... :**

can only exceptionally be granted, and please specify the duration of the audit in your VB-request, but which means that **recurrent** Audits** will require a permanent badge (and consequently a background-check).

→ Please also advise your service-providers & suppliers.

*(**visitors applying repetitively for a VB but not holding a Permanent badge, COULD be avoiding the back-ground procedure and/or the extra administration, or all other conditions required to be granted one...)*

GENERAL EXAMPLES for which WELL Motivated applications could EXCEPTIONALLY be granted ?

- **Airside delivery/pick-up of Oversize or specific cargo (s.a. a/c-engines, huge pieces, ...) :**

can only exceptionally be granted. Which means that **recurrent** Truck-drivers'** entrances will require a permanent badge (and consequently a background-check).
→ Please also advise your service-providers & suppliers.

- **Aeronautical training sessions requiring access to CPSR-Areas, again well motivated & Exceptional :**

can be accepted, BUT will need to be **analyzed case by case**** (please specify the duration of the training-session in your VB-request).

*(**visitors applying repetitively for a VB but not holding a Permanent badge, COULD be avoiding the back-ground procedure and/or the extra administration, or all other conditions required to be granted one...)*

For whom would like some Additional information & Explanation :

The purpose set forward by EU/BCAA/SPW... is not to leave any "backdoor" option open : through _ for instance _ **"a VB-application"** which would allow it. See also the double **asterix**** please at the previous page.

Any Aircraft-owner, Facility- or Assets-owner, together with its representatives will appreciate it at its Real value & importance !

Be aware please that Any application (approved or non-approved, including visitors' names, Cies or locations visited, and reasons/motivations given,...) **must be recorded and remain traceable by EU/BCAA.**

Should this procedure and its conditions not be respected carefully, with complete transparency, **we risk being unable** to operate within the current VB-framework anymore, which would have even more serious **repercussions for our entire airport, operators** and operations for whom we, (S)LAS, All of us in fact, Must preserve absolute security.

Liege Airport as well as LAS are working ASAP on a digitalized process regarding these Applications, administration for all, as well as for its Traceability. You will of course be kept informed.

Thank you for your time, understanding, and especially for your kind cooperation!

SUCCESS