

Security regulations for holders of airport identification cards with access rights to the non-public zone of Zurich Airport

The issue of an airport identification card enables access to the security zones and buildings defined by Flughafen Zürich AG in the non-public area of Zurich Airport. The "non-public airport area" is defined as the security-controlled area of the airport and the zone N ("Zollhallen"). The applicable articles of these security regulations also apply to the landside duty-free warehouses ("Zollfreilager").

The airport ID card is not regarded as an official identification document, is the property of the Flughafen Zürich AG and is loaned to you for use in accordance with the applicable regulations.

Upon receipt of your airport ID card, you undertake to comply with the provisions set out in this document. By supporting our security measures, you are making an important contribution to your personal security as well as the security of all users of Zurich Airport.

The regulations listed below are an excerpt from the operating regulations applicable to Zurich Airport, the access regulations, the ground handling regulations, the customs regulations and the house rules applicable to the buildings of Flughafen Zürich AG.

The State Police, the Swiss Federal Office for Customs and Border Security (FOCBS), the Airport Authority, the Ramp Safety, the Airport Security and the security companies commissioned and authorised by Flughafen Zürich AG are the control bodies at Zurich Airport.

1. Compulsory wearing

Airport ID cards and visitor badges have to be worn visibly at all times. Here are the four correct ways of wearing your airport ID at a glance:



Lanyard
(with safety opening)



Sleeve in vest / safety jacket



Arm Pocket



Clip

The orientation of the badge (landscape format or portrait format) is not relevant.

Airport ID cards must be handed to the inspection staff at their request.

2. Non-transferable

The airport ID card is a personal and a non-transferable document. The granted access rights are for the authorized holder only and it is strictly prohibited to hand the airport ID to other persons.

3. Access rights

The non-public area of the airport or a particular zone may only be entered with a valid airport ID card with the corresponding access rights. The granted zones are indicated on each airport ID.

4. Reporting / Alertness

All holders of an airport ID card are obliged to report any suspicious person or events to the police immediately. Any person found in the non-public zone of the airport without a visible airport ID must be challenged, accompanied out of zones to which they do not have authorized access and be reported to the police if there are any reasons for suspicion (by phone on 058 648 50 50). If an unidentified person tries to escape, please take note of the person's characteristics and the direction he or she has taken.

5. Safekeeping of airport ID card

When not on duty, you must keep your airport ID card safe and protected from any unauthorized persons. This precautionary measure is intended to prevent misuse of the airport ID card by third parties.

6. Use and safekeeping of your PIN

When accessing the non-public area of the airport, the personal PIN code has to be entered. The purpose of the PIN is to prevent the misuse of airport ID cards by a third party. It is strictly prohibited to pass on a PIN code to anyone else or to note it down on the airport ID, its sleeve or any other place where it may be visible to others. Your PIN code must be kept in a safe place separate from your ID card. If the PIN code has been accessed by an unauthorised person, the code must be changed immediately.

7. Validity

After expiry of the validity period of the Airport ID Card or if the reasons for the access authorization cease to exist, the Airport ID Card must be returned to Flughafen Zürich AG without being requested to do so.

8. Loss or theft of your airport ID card

The loss or theft of an airport ID card must be immediately reported to the ZRH Center (phone 043 816 26 07), or outside of office hours to Parking & Access Office ("Zentrale Parking & Zutritt") at 043 816 37 10.

On request, a temporary airport ID card for a maximum of 7 days will be issued if necessary.

9. Obligation to provide information

Security staff are authorized to request information at any time regarding the purpose of a person's presence in a non-public zone, and they may also request a security check.

10. Turnstiles

At turnstiles and automatic gates, it is strictly forbidden for staff with access rights to grant a third party access to the non-public zone. Double access is prohibited and prevented by the access control system.

11. Access without turnstiles

In the event that a turnstile cannot be used for operational reasons, access is possible via a service entrance after your airport ID card has been checked. This primarily applies to:

- Employees of maintenance services / construction companies with bulky objects

- Rescuing services and security forces during emergencies
- Cleaning staff with equipment
- Employees of the luggage trolley service
- Assistance personnel for VIP or PRM (persons with reduced mobility)
- Holders of an airport ID card that accompany people who do not hold an airport ID card themselves (in accordance with the visitor regulations, see also paragraph 17)

After using a service entrance, the airport ID card holder must wait until it has been fully closed again and must also ensure that no unauthorized person is able to enter or leave the non-public zone or move from one non-public zone to another. This applies as well to the use of all doors, gates and elevators that do not have a turnstile or automatic gate.

12. Access routes

Access to the non-public area of the airport is only allowed via the official entrances defined by Flughafen Zürich AG. Other access points may only be used with the permission of the Airport Security of Flughafen Zürich AG and under strict adherence to the security and customs regulations. Access from one zone to another is only permitted via the defined routes (surfaced roads). Access within buildings is only permitted via controlled entrances or access points equipped with security lock mechanisms. Pressing the red button on the green control panel at emergency exits is strictly prohibited unless there is an emergency situation.

13. Security control

The security restricted area of the airport can only be accessed via a staffed security checkpoint. All staff, vehicles and hand luggage undergo a security check (measure to prevent carrying of prohibited items into security restricted area). The instructions of the security staff have to be followed at any time.

14. Attendance of working tools

Working tools which are needed to perform duties in the critical part have to be attended at all times or be kept safe from third party access (by unauthorised airport employees and passengers). It is crucial that no prohibited or dangerous objects will get on board of any aircraft. Loss or theft of any tool must be immediately reported to the airport police (by phone on 058 648 50 50).

15. Private or business travel

Airport ID card holders who use the airport for private or business travel may not enter or leave the non-public zone using the airport ID card. They are required to use the passenger routes defined by Flughafen Zürich AG.

16. Customs regulations (extract)

Ex section 2.2: In the performance of their duties, FOCBS personnel are authorised at all times to enter all business premises of companies operating at the airport, aircraft hangars and workshops and to take appropriate measures to ensure customs security. In particular, it may inspect all aircraft and ground vehicles at the airport at any time. The staff of the FOCBS are also authorised to detain aircraft and ground vehicles at the airport for as long as the customs assessment requires.

All persons present on the territory of the airport and in its immediate vicinity may be stopped, questioned, checked and physically searched for goods carried. All persons carrying goods on the territory of the airport must be able to provide information on their customs status at all times. This must be done with appropriate documentation.

Ex section 2.3: According to Art. 141 of the Customs Ordinance, the personnel working at the airport must support the employees of the FOCBS in the performance of their duties in the manner required of them.

Ex section 2.4: In accordance with the provisions of the FZAG's operating regulations, the FOCBS is regarded as a control body and is authorised to apply the FZAG's points system and to stop and punish offending persons who violate the access and/or customs regulations.

Ex section 4.11: The access authorisation to the non-public area of the airport and thus to the official customs site is regulated by the FZAG. Staff may leave the customs area via all duty and service doors, the green customs passages, turnstiles and Cushmen gates. When crossing the customs border via duty and service doors, strict attention must be paid to ensure that no unauthorised persons pass through. The purchase of duty-free goods (Duty Free) in accordance with Art. 69 ZV is prohibited.

Holders of Airport ID Cards accompanied by registered visitors are responsible for ensuring that the persons they escort across the customs border comply with customs regulations.

The complete customs regulations for Zurich Airport can be found at www.zurich-airport.com/access (in German only)

17. Visitor regulations

Visitors who need access to the non-public area of the airport with an official business need, must be registered in advance and wear an official visitor's badge. Persons with a valid airport ID are not considered as visitors and may therefore not be registered as such. Visitors must be accompanied and surveilled at all times by an official holder of an airport ID. The person accompanying the visitors (holder of airport ID) is also responsible for making sure that all customs and security regulations are observed and that no goods or dangerous objects are imported or exported.

18. Video surveillance

Access to non-public areas of the airport as well as certain access-controlled zone crossings is monitored and recorded by video cameras. Recordings may be viewed by security personnel for investigation purposes, subject to the provisions of the Swiss Federal Protection of Data Act.

19. Buildings and rented premises

Access to sections of buildings located within or adjacent to the non-public zone is only permitted for official/business reasons. This applies in particular to premises used for cargo handling and warehousing, as well as to workshops, aircraft hangars and rental premises. Rented buildings, offices, areas and zones may only be entered with the consent of the tenant.

20. No smoking

In the non-public areas of the airport, smoking is prohibited in operational areas, inside and outside of motor vehicles. Inside buildings, smoking is only permitted in specially designated areas. This also applies to buildings that are accessible to the public.

21. Protective clothing

When entering outdoor flight operation areas (runways, taxiways, aprons, safety zones, etc.), safety vests or approved reflective clothing must be worn.

22. Security and safety training

All holders of an airport ID are required to complete the airport security training, which they may take at any computer with an Internet connection.

ID holders with access to operational areas additionally must complete the safety training. Failure to complete these courses by the specified deadline will result in the suspension of the ID. The holder will then no longer have access to non-public areas of the airport until the training is successfully completed.

23. Liability for accidents and damage

Flughafen Zürich AG cannot be held liable in any way whatsoever for accidents or damage that the airport ID card holder causes or suffers at the airport.

24. Improper use of airport ID card

The airport identification card may only be used for business purposes. Improper use of your airport ID card (as defined in these regulations) or the violation of these regulations is punishable in accordance with the relevant provisions of Swiss criminal law, the penalties cited in the operating regulations and/or the regulations governing the points system of Flughafen Zürich AG. Repeated or severe infringements may result in the instant withdrawal of the offender's airport ID. Flughafen Zürich AG reserves the right to take other measures in the event of severe infringements.

Airport ID zones

The scope of the zones shown on your airport ID card corresponds to the current version of the official airport ID zone overview ("Ausweiszonenplan").

Zone	Description	Access point
V	Apron	Gates 101, 130 or 140, Zollhalle 2 or via Zone A
A	Transit zone	Staff security checkpoint in Terminal 1
N	Customs halls	Arrival 1 or 2 (Zone «N» is already contained in Zone «A»)
F	Cargo	Cargo West, Entrance 3
G	General Aviation	General Aviation Center
W	Werkhof	Gate 130 (Zone «W» is already contained in Zone «V»)
T	SR Technics	Gate 140 or Entrance 141
Y	Gate Gourmet	Access points to building and operational zone of Gate Gourmet
R	Baggage handling	Various access points via Zone «V» or «A»
O	Perimeter Roads	Gate 101, 130 or 140