

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

Your airport ID card enables you to enter security zones and buildings in the non-public area of Zurich Airport as defined by Flughafen Zürich AG. The airport ID card is your proof of identity for the responsible security staff. The non-public zone of the airport covers the area within the perimeter fence and the customs free zones within the airport buildings.

The airport ID card is not an official piece of identification. It is owned and provided by Flughafen Zürich AG in accordance with the existing regulations.

Upon receipt of your airport ID card, you legally commit yourself to adhering to the rules and regulations mentioned below. Supporting our security regulations will increase your personal security as well as the security of all users of Zurich Airport.

The following regulations are a compendium of the current operating regulations, the access regulations, the ground traffic rules, the customs regulations and the general regulations applying to all buildings of Flughafen Zürich AG.

The following authorities act as official controlling bodies at Zurich Airport: Police, Customs, Border Patrol, Airport Authority, Ramp Safety, Airport Security and private security firms authorized by Flughafen Zürich AG.

### 1. Compulsory wearing

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



Strap



Sleeve in vest/safety jacket



Arm Pocket



Clip

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

### 2. Non-transferable

The airport ID card is a personal and 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. Anyone 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 grounds for suspicion (by phone on 044 655 57 08). 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. Through this precautionary measure, any misuse/third party access of your airport ID card can be prevented.

## 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. Should your PIN code have been disclosed to anyone else, please contact Services Cards & Parking immediately to have your PIN changed.

## 7. Validity

Airport ID cards must be promptly returned to Flughafen Zürich AG, Services Cards & Parking, upon expiry or if your access authorization is no longer valid.

## 8. Loss or theft of your airport ID card

The loss or theft of an airport ID card must be immediately reported to Services Cards & Parking at 043 816 26 07, or outside of office hours to the Access and Parking Supervision Center (Zentrale Parking & Zutritt) at 043 816 37 10. A temporary 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/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)
- Airport ID holders 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 to the use of all doors, gates and lifts that do not have a turnstile/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 security department 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, taxiways). 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. It is crucial that no prohibited or dangerous objects will get on board any aircraft. Loss or theft of any tool must be immediately reported to the airport police (by phone on 044 655 57 08).

**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. They are required to use the passenger routes defined by Flughafen Zürich AG.

**16. Customs regulations**

The access authorization to the non-public areas of the airport and to the customs area is regulated by Flughafen Zürich AG. The staffs of the Federal Customs Administration FCA are authorized to stop holders of airport ID cards that violates the access regulations and to report them to the competent authorities.

Staff may leave the customs area via all service exits, separation systems as turnstiles and Cushmen gates.

In the case of a customs inspection, it must be verified by appropriate documents that the goods have come from free domestic circulation or have been duly registered for importation.

When crossing the customs border, it has to be ensured that no unauthorized persons pass through the service exit.

Holders of airport ID cards accompanied by visitors are responsible for ensuring that the persons they pass through the customs border comply with customs regulations.

*The complete customs regulations for Zurich Airport and related explanatory notes are available on [www.zurich-airport.com/access](http://www.zurich-airport.com/access) (only in German).*

**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 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 ID 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).

<b>Zone</b>	<b>Description</b>	<b>Access point</b>
A	Transit zone	Staff security checkpoint in Terminal 1
N	Customs halls	Access points in customs halls (included in Zone "A")
V	Apron	Access points by all gates
R	Baggage handling	Various access points leading to the baggage handling zone
F	Cargo	Access Gate Cargo West, Entrance 3
G	General Aviation	Access gate by General Aviation Center (GAC)
W	Werkhof	Access Gate 130
T	SR Technics	Access Gate 140, Access point Entrance Maintenance 141
O	Perimeter Roads	Access Gate 101 and 130
Y	Gate Gourmet	Access points to building and operational zone of Gate Gourmet