



Baggage Hall & BHS Control Room Access Form

DOCUMENT DETAILS

Division/Department/ Function	Baggage Services Department			
Document Number				
Document Author	Name	Designation	Signature	Date
	Ahmed AbuHassan	Head - Baggage Services		
Reviewed by	Name	Designation	Signature	Date
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	Name	Designation	Signature	Date
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	Name	Designation	Signature	Date
	Mohamed Salih	Compliance		
Approved by	Name	Designation	Signature	Date
	Mohamed Yousif AlBinfalah	Chief Executive Officer		

VERSION HISTORY

Serial, Version, Revision History		Revision Date	Details
1	V0.1	26 May 2021	Form Created
2	V0.2	07 June 2021	Form amended. Temporary access selection and request validity added to ACCESS REQUEST DETAILS section.
3	V0.3	14 June 2021	Form amended. Request selection for Baggage Make-Up Area and BHS Control Room added to ACCESS REQUEST DETAILS section.
4	V0.4	17 June 2021	Form template amended to the latest version.

REFERENCES

References	Document number
Baggage Hall & BHS Control Room Access SOP	<To be controlled>

REQUESTING ORGANIZATION

Organization: _____ Request Date: dd / mm / yyyy

Auth. Signatory: _____ Contact No.: _____

Job Title: _____ Email Address: _____

APPLICANT DETAILS

First Name: _____ Last Name: _____

CPR/Passport No.: _____ Validity: dd / mm / yyyy

Nationality: _____ Date of Birth: _____

Job Title: _____ Contact No.: _____

ACCESS REQUEST DETAILS

Baggage Make-Up Area BHS Control Room

Visitor Escorted Access Temporary Access Permanent Access

(01-07 days) (01-90 days) 1 year 2 years

Validity From: dd / mm / yyyy Validity To: dd / mm / yyyy

Purpose of Access _____

Activity/ Scope of Work _____

Access Request Date: dd / mm / yyyy Validity of Existing Airport Pass: dd / mm / yyyy

REQUESTING ORGANIZATION SIGNATORY DECLARATION

As the Authorized Signatory of the Requesting Organization, I confirm that to the best of my knowledge, all information provided is true and that there is nothing known about the applicant identified in this request which suggests a lack of integrity or otherwise reflects adversely upon their suitability of being granted access to the baggage hall and security restricted areas of Bahrain International Airport.

I request that the applicant be given access to the baggage hall in order to carry out duties in the Airport's Security Restricted Areas. I do confirm that the applicant is required to access the baggage hall with the identified purpose and described scope of work in order to carry out legitimate duties on behalf of the requesting organization, for a period not exceeding that outlined in the request.

Signature and

Organization Stamp: _____

| STAMP |

| dd / mm / yyyy _____

NOTE TO REQUESTOR

Signed and stamped form to be sent to Head - Baggage Services BAC Ahmed AbuHassan for review and approval. Email: Ahmed.AbuHassan@bac.bh

FOR OFFICIAL USE ONLY:**BAC AOD – BAGGAGE SERVICES APPROVAL**

Name: _____

Title _____

Auth.
Signatory _____

Date: _____

dd / mm / yyyy _____

Only correctly filled requests with legible written information shall be accepted