

User Agreement for Direct Access to Online Vetting Services for the Purposes of National Security Vetting



This User Agreement is made on the _____ day of _____ 20 ____ between:

The Civil Aviation Authority (the '**CAA**'); and

..... [name of company]

of: [registered address],

..... [company number] (the '**User**')

Whereas

- A. The CAA has entered into agreements with certain authorised suppliers of National Security Vetting to government ('**Authorised Suppliers**'), to enable the CAA to approve third party users to directly access the Authorised Suppliers' online security vetting services ('the **Service**').
- B. The User's personnel may need to be security vetted to perform their jobs, in relation to aviation security, and the User seeks direct access to the Service to submit security clearance applications for its personnel (the '**Purpose**').

In consideration for the User being approved by the CAA to directly access the Service, it is hereby agreed as follows:-

1. User's responsibilities

1.1. The User shall:

1.1.1. pay to the CAA the appropriate charge as published by the CAA from time to time in its Scheme of Charges (Aviation Security);

1.1.2. ensure that the Authorised Supplier's online security vetting system (the '**System**') will be used with reasonable care and skill and for the Purpose only;

1.1.3. ensure that the System will be used only by the User's personnel who are named on a list of individuals, which is agreed in writing by the Authorised Supplier;

1.1.4. notify the Authorised Supplier of changes to the list of individuals;

1.1.5. ensure that all of those listed individuals have read the Cabinet Office guidance on [HMG Personnel Security Controls](#) and [HMG Baseline Personnel Security Standard](#);

1.1.6. immediately remove the ability of those named individuals to directly access the Authorised Supplier's online security vetting system when such access is no longer necessary;

1.1.7. only apply for National Security Vetting of individuals in, or applying for, posts where such vetting is specified in Department for Transport regulations or directions;

1.1.8. obtain prior approval in writing from the CAA for any security clearance application which the User requires above Counter-Terrorist Check (CTC);

1.1.9. subject all vetting applicants to pre-employment screening in accordance with the Baseline Personnel Security Standard or BS 7858:2006 as appropriate and Part A of Chapter 11 of the Single Consolidated Direction (Aviation) 2017 (as amended from time to time), prior to applying for National Security Vetting;

1.1.10. notify the Authorised Supplier in reasonable time of any significant changes in the User's level of anticipated demand for security clearance applications;

1.1.11. provide details of all the User's security clearance applications made during the previous month to the CAA by emailing vetting@caa.gsi.gov.uk on a monthly basis;

1.1.12. allow the CAA reasonable access to the User's records, information, systems and premises upon 5 working days' notice, as is necessary for the CAA to undertake regular audits to ensure that the User is complying with its responsibilities under this Agreement.

2. **Breach of User Agreement**

2.1. Without prejudice to any other legal remedies available, if there is a breach by the User of this Agreement, the CAA may terminate this Agreement immediately and revoke the User's approval for direct access to the System.

Signed
(on behalf of User)

Name

Job Title

User Organisation

Telephone

Email

**Please return to:
CAA AvSec Vetting Department, Civil Aviation Authority, 5th Floor, 11 Westferry Circus, London, E14 4HD**