

Sponsor: Lt L Evans, OIC RNP & EsyO, Ext 2230.

## **HMS SULTAN - NON MOD STAFF PASS HOLDERS**

### **References:**

- A. JSP 440 - The Defence Security, Resilience and Business Continuity.
- B. HMS SULTAN XTM 04/17 - Encroachments.

### **Introduction**

1. Reference A states that Heads of Establishments may authorise the issue of permanent site passes to regular visitors on the grounds of a business requirement. Reference B outlines the approved temporary use of HMS SULTAN's land and buildings by authorised personnel. Civilian users of these facilities and other personnel that require regular access to HMS SULTAN, such as honorary mess members are permitted (subject to approval) a permanent pass<sup>1</sup> to enter HMS SULTAN unescorted, in order to access these facilities. Requests for a permanent site pass will be considered on a case-by-case basis.

### **Aim**

2. The aim of this XTM is to set out the formal application process for authorised civilians to apply for permanent<sup>1</sup> unescorted pass to HMS SULTAN.

### **Process and Renewal**

3. Applicants for a permanent pass must have a genuine requirement to access HMS SULTAN facilities. It is a requirement for each application to have an approved sponsor(s); a list of approved sponsors is at Annex A. All applicants must complete the application (Enclosure 1) in full. Once complete, the applicant must take the application form to HQ1, together with the Identification documents listed, in order for a pass to be issued. This process must be repeated every 12 months.

### **Responsibilities of the Sponsor**

4. The sponsor(s) has a duty to satisfy themselves that the applicant has a legitimate requirement to access HMS SULTAN facilities on a regular basis<sup>2</sup>. Where there are two sponsors listed at Annex A, both sponsor must complete the Application Form (Enclosure 1). Sponsors must notify the ESyO on handover to an alternative sponsor.

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<sup>1</sup> To be renewed every 12 months.

<sup>2</sup> Requires access a minimum of once in any 90 day period and 12 times in any 12 month period.

## **Condition of Issue**

5. Pass holders must comply with the following conditions;
  - a. The use of the pass to access HMS SULTAN must only be used for approved activities, i.e. access to clubs, messes, events etc.
  - b. The pass holder has a personal responsibility to ensure that their pass remains in date.
  - c. Pass holders are not permitted to bring with them unauthorised guests or allow any other person to use their pass.
  - d. Pass holders are not permitted to access buildings or areas within HMS SULTAN where there is no genuine requirement for them to access.
  - e. The pass holder undertakes to participate fully in all emergency drills and exercises, which may occur whilst within an establishment.
  - f. A pass holder will, upon request by any authorised member of the Security Staff, produce his/her Pass for inspection. 'Out of date' passes will be removed and the pass holder will be escorted from the establishment.
  - g. The holder undertakes to act under the direction of authorised personnel at any time, especially during an emergency, alert or drill.
  - h. The holder understands that at certain times, such as an increased security state, access to HMS SULTAN may be temporarily withdrawn.
  - i. The holder will observe all establishment rules and regulations that apply whilst the holder is within the establishment.
  - j. Pass holders understand that the Establishment Security Officer (ESyO) may suspend or permanently remove their pass for any breach of Health & Safety, Security or Regulations.
6. The individual signature on the Pass application form (Enclosure 1) certifies agreement with all terms and conditions detailed in this XTM.

## **Lost Passes**

7. In the event of a lost pass, HMS SULTAN Security section is to be informed immediately on (Mil) 93843 2398, or (BT) 02392 542398. A new application form must be completed for a replacement to be issued. A replacement pass will not be issued until 14 days after the initial lost pass report. Any subsequent losses will not be replaced.

## **Review**

8. Review this XTM 17 May 18.

**(Signed on Original)**

M I Hamilton  
Commander RN  
Executive Officer

Annex:

A. List of approved sponsors.

Enclosure:

1. HMS SULTAN permanent pass application.

Distribution:

Full

Copy to:

NAVY TRG HQ-ACOST HQ COS\*  
NAVY OP TRG-MWS TS SO2TE\*  
NAVY ICP-TRANSITION 5 SO1\*  
NAVY PERS-TEMERAIRE RNSO6\*  
NAVY 1710NAS-REPAIR TM33\*  
Adventurousbeginnings@virgin.net\*  
NAVY MR-HQ AO\*

## **LIST OF APPROVED SPONSORS**

<b>Club / Association</b>	<b>Location</b>	<b>1<sup>st</sup> Approved Sponsor</b>	<b>2<sup>nd</sup> Approved Sponsor</b>
Wargames Club	Fort Rowner	<b>Lt M Griffiths</b> DSMarE-M3 DTS AUX Ext: 2302	N/A
Car Club	Fort Grange	<b>CPO M Weston</b> DSMarE-M3 HYD3 Ext: 2075	N/A
Steam Waggon	Building 20	<b>CPO M Foreman</b> DSMarE-MEHUNT Ext: 2391 <u>Or</u> <b>Lt S Moss</b> DSMarE-MESM NNPPi Ext: 2605	N/A
Lo-cost Racing	Buildings 15 & 115	<b>Lt M Griffiths</b> DSMarE-M3 DTS AUX Ext: 2302	N/A
PERNSAC / Sub Aqua	Fort Grange	<b>Cdr M Scott</b> , Whale Island NAVY TRG HQ-ACOST HQ COS Tel: 02392 625702	N/A
RN South Coast Archers	Dolphin Hangar & Polo Fileds	<b>Lt Cdr R Driscoll</b> , HMS COLLINGWOOD, NAVY OP TRG-MWS TS SO2TE Tel: 02392 332158	N/A
Wives Club	Sembawang 138	<b>Lt B Dewis</b> DSMarE-M2 DTS CD Ext: 2038	N/A
Small Calibre Rifle Association	Fort Grange	<b>PO R Brown</b> DSAE-RNAESS MAT 764 PO EXAM 4 Ext: 6292	N/A
Live Music Club	Fort Rowner	<b>Lt T Whittaker</b> DSMarE-RTG TOME Ext: 2338	N/A
Sports Bar	Fort Grange	<b>SLt J Cuddeford</b> DSMarE-TM3 Ext: 2479 <u>Or</u> <b>PO(AET) Callaghan</b> DSAE- RNAESS MAT 764EXAMSR Ext: 2309	N/A
The Provincial Society	Whittle Hangar Car Park	<b>Lt B M Dewis</b> DSMarE-M2 DTS CD Ext: 2038	N/A

<b>Club / Association</b>	<b>Location</b>	<b>1st Approved Sponsor</b>	<b>2nd Approved Sponsor</b>
Course Angling Club	Fort Rowner Moat	<b>Cdr S Mardlin</b> , Whale Island NAVY ICP-TRANSITION 5 SO1 Tel: 02392 625747	N/A
RN Winter Sports Association	Fort Grange	<b>Ms D Vout</b> RNS06, HMS Temeraire NAVY PERS-TEMERAIRE RNSO6 Tel: 02392 537069	N/A
Bee-keeper association	Outdoor Range Building 3	<b>PO(AWT) K Stockton</b> SUL-EXEC-PO Ext: 2415	N/A
Model Flying Club	Dolphin Hangar	<b>WO2 J Stephen</b> DSMarE-RTG DOETICC1 Ext: 6165	N/A
Forces Families	Sembawang 138	<b>Lt Cdr Wood</b> SUL-First Lt Ext: 6207	N/A
Merritime Nursery	Fort Rowner	<b>Mrs V Cameron</b> <b>Adventurousbeginnings</b> <b>@virgin.net</b> <b>Ext: 2229</b>	Spouse or Partner of applicant (Armed Forces or HMS SULTAN employee) <sup>3</sup>
Motorcycle Club	Fort Grange	<b>PO A Myhill</b> NAVY 1710NAS-REPAIR TM33 Tel: 02392722691	N/A
Theatre Club	Building 46/26/140 W18	<b>Lt Cdr Taylor</b> SUL-LSO Ext: 6188 <i>Or</i> <b>CPO House</b> DSMarE-MELETICC2 Ext: 2514	N/A
Kayak Club	Fort Grange	<b>Lt Cdr Wood</b> SUL-First Lt Ext: 6207	N/A
Windsurfing Club	Fort Grange	<b>WO2 D Strudwick</b> , Whale Island NAVY MR-HQ AO Tel: 02392 623522	N/A
Smith Family	Whittle Hangar Offices & Car park	<b>Lt Cdr Wood</b> SUL-First Lt Ext: 6207	N/A
Fort Rowner Restoration Club	Fort Rowner Keep	<b>WO2 L Britton</b> DSMarE-MESM NA2 NNPP Ext: 2452	N/A

<sup>3</sup> Where this is not possible, the 1<sup>st</sup> Approved Sponsor should seek advice from the Establishment Security Officer (SUL-RNP-OIC).

<b>Club / Association</b>	<b>Location</b>	<b>1st Approved Sponsor</b>	<b>2nd Approved Sponsor</b>
Gosport Sea Cadets	Various	<b>CPO K Dallimore</b> DSMarE-M1 TX1 Ext: 2526	N/A
Karting Club		<b>PO A Myhill</b> NAVY 1710NAS-REPAIR TM33 Tel: 02392722691	N/A
Wardroom	Wardroom	<b>Penny Burn</b> <sup>4</sup> – Mess Manager SUL-WRMM Ext: 2193	N/A
WO, SRs' & SNCOs' Mess	WO&SR Mess	<b>David Turtle</b> <sup>5</sup> – Mess Manager SUL-SRMM Ext: 2500	N/A

<sup>4</sup> On agreement of Wardroom committee only.

<sup>5</sup> On agreement of WO&SR mess committee only.

## HMS SULTAN PERMANENT PASS APPLICATION

Applicants are required to complete Sections 1 to 3 and take this application in person to HQ1 HMS SULTAN, together with acceptable ID document (see section 2).

### SECTION 1

#### Applicants Details

Surname: ..... Forename: ..... Mr/Mrs/Title: .....

Home Address: ..... Tel No: ( ..... ) .....

E-mail: ..... Mobile No: .....

Children's Details:

Name: ..... D.O.B: ..... Age: .....

Name: ..... D.O.B: ..... Age: .....

Reason for access pass application (Clubs / Association name) .....

*NB: All personnel over the age of 16 need a separate application/pass.*

### SECTION 2

#### Certification of Identity

One of the following are acceptable proof of ID for British Nationals;

- Full 10 year passport
- British Driving License

One of the following are acceptable as proof of ID for Foreign Nationals;

- National Identity Card
- Full Passport

The following are not acceptable as proof of identity;

- Duplicate or photocopied documents
- An international driving licence
- Birth Certificates
- An old expired British passport

Please complete below which document you are able to provide;

Document	Date of issue	Expiry date (if applicable)

I consent to a scanned copy of this document to be retained together with this application.

Applicant Signature: ..... Date: .....

### **SECTION 3**

**Sponsor's Details:** Your sponsor must be an approved sponsor as listed in XTM 25/17 Annex A. You are not permitted to Sponsor yourself.

Surname: ..... Forename: ..... Rank/Rate/Title: .....

Club/Association: ..... Tel: ..... E-mail: .....

I confirm that the applicant named in Section 1 has a genuine reason to access HMS SULTAN facilities.

Signature of Sponsor: ..... Date: .....

**Second Sponsor's Details:** A second sponsor is only required if listed in XTM 25/17 Annex A. You are not permitted to Sponsor yourself.

Surname: ..... Forename: ..... Rank/Rate/Title: .....

Club/Association: ..... Tel: ..... E-mail: .....

I confirm that the applicant named in Section 1 has a genuine reason to access HMS SULTAN facilities.

Signature of Sponsor: ..... Date: .....

### **SECTION 4**

#### **FOR OFFICIAL USE ONLY**

1. Confirm sections 1 to 3 fully completed.
2. Certificate of identity checked and record taken.
3. Sponsor approved in accordance with XTM 25/17 Annex A.
4. Pass issued with 12 month expiry.

Approver Signature: ..... Date Stamp



Rejected applications are to be passed to ESyO. Applicants should be informed that ESyO will contact them within 28 days to notify of decision.

### **SECTION 5**

#### **INDEMNITY/DATA PROTECTION ACT 1984 - Applicant Acknowledgement/Declaration**

I understand that no liability will be accepted by the Ministry of Defence, its servants or agents for any accident injury or loss of personal effects that may occur to users of the various facilities at HMS SULTAN. I consent to limited information necessary for the processing of this application being stored on SULTAN pass database. I confirm that the details on this form are correct and that I have been issued with the pass authorised above.

I also confirm that I understand the conditions set out in XTM 25/17.

Applicant Full Name: .....

Applicant Signature: ..... Date: .....