

## Vertical Aerospace Screening Levels & Exceptions Process

Every candidate engaged via the Bond OneView MSP will be screened to the standard level prior to starting their temporary contract with Vertical Aerospace.

Screening Activity	Screening Level			
	Basic	Standard	Enhanced	High-level security
ID Check	✓	✓	✓	✓
Right to Work	✓	✓	✓	✓
Reference (2 most recent professional references)	✓	✓	✓	✓
NDA	✓	✓	✓	✓
Non-compete, IP & Trade Secret protection agreement		✓	✓	✓
Conflict of Interest Declaration		✓	✓	✓
Basic DBS			✓	✓
BPSS*				✓
Security Clearance**				✓

Screening Level	Typical Use Case
Basic	Low-risk roles with some access to systems, data or facilities.
Standard	Roles requiring access to Vertical's internal systems, engineering and organisational processes. These roles typically contribute to defined Statement of Work across engineering, manufacturing, testing, or support activities, and may involve access to internal data and, in some cases, confidential information or intellectual property. Work is delivered within agreed scopes, governance frameworks, and project boundaries, with contractors maintaining autonomy over how outcomes are achieved.
Enhanced	Roles that require extensive or unrestricted access to highly sensitive engineering data, intellectual property, or confidential business information, representing a higher level of risk to the organisation. These roles typically involve ownership of critical deliverables, significant influence over engineering design decisions, certification or regulatory accountability, or strategic programme impact, and are performed with a high degree of autonomy and accountability for outcomes.
High Security	Safety-critical, DOA/POA-impacting roles, or roles requiring security clearance or working with defence-related or export-controlled information that are also aligned with Vertical's

Check Type	Lead Time	Cost
Basic DBS	2-5 days (avg 3 days)	Est fee £38
BPSS	5- 15 days	Est fee £120
SC Clearance	1 – 3 months (avg 38 days)	BPSS plus £60 application fee

Screening Activity	Details
BPSS* (Baseline Personnel Security Standard)	<p><b>Right to Work</b> – Verification of nationality, immigration status, and eligibility to work in the UK.</p> <p><b>Identity Check</b> – Confirmation of a person's identity using official documents.</p> <p><b>Address Verification</b> – Covering the last 3 years</p> <p><b>Criminal Record Check (unspent only)</b> – Basic Disclosure (DBS check) to identify any unspent convictions.</p> <p><b>Employment History (3 years)</b> – Confirmation of employment or activity for the past three years, including any gaps.</p>
Security Clearance**	BPSS

CTC - Counter Terrorist Check In-depth personal background checks
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### Pre-screening Exceptions

Screening Activity	Fail Reason	MSP	VA TA & PP
References - 2 professional references	Unable to obtain reference(s)	Ask worker to provide HMRC Employment record as proof of employment	
	Employment details don't match i.e., dates, job title	As above to confirm dates. Share information with VA TA	Review and approve or decline offer
Basic DBS	Undeclared unspent conviction	Notify VA TA	Review and approve or decline offer
Conflict of Interest Declaration	Contingent worker or close relative declares conflict of interest	Notify VA TA	Review and approve or decline offer
BPSS - Right to work - Identity check - Address verification - Basic DBS - Employment history	Fails for unsatisfactory return of any of the listed activities	Investigate and provide evidence to VA TA	Review and approve or decline offer
Security Clearance - BPSS - Counter terrorist check - In-depth personal background checks	Fails for unsatisfactory return of any of the listed activities	Investigate and provide evidence to VA TA	Review and approve or decline offer

If a contingent worker fails to meet the preemployment screening requirements, the table below outlines the steps that should be taken

### Screening Level Mapping on Groupings

This table outlines how contractor roles are mapped to screening levels based on risk, access to systems and data, and involvement in engineering, operations & manufacturing or programme activities.

Group	Screening Level	Description	Example roles
Junior/Admin/Business Support	Standard	Low-risk, supervised access	Junior and admin roles, General contractors
Core Engineering Delivery/ Operations & Manufacturing	Enhanced	Most contractor roles within Eng. & Ops & Manufacturing with controlled IP access	HSE Contractors, Manufacturing, EPU, Design, Battery, Procurement, Electrical, Systems
Critical Contribution, Specialists, High IP within the entire Organisation	Enhanced plus	Higher risk roles with deeper access to IP, design authority, or certification impact	Verification, Compliance, Battery Design, Technical & Certification specialist,
Programme, Strategy, Governance, People	Enhanced plus	Strategic roles influencing programme delivery & entry into service	Executive Programme Advisor, Programme Strategy contractor, Operations

			readiness consultant, Commercial, Legal
Security/Defence Critical Regulated Roles	High-level security	Roles requiring security clearance or working on defence-related, export- controlled, or safety-critical programmes with elevated regulatory and risk exposure	Security-cleared required roles