



## **Lancaster Airport Authority Security Authorized Signatory Training**

In accordance with the TSA security directive “SD08G” that went into effect earlier this year, we are required to have a “Signatory Authority” representative from each business on the field. This signatory authority will be required to view a short powerpoint training session available on the Lancaster Airport Authority’s website. The signatory authority representative is responsible for ensuring that each employee of his company is still an active employee. They will also be responsible for ensuring that the Lancaster Airport Authority is immediately made aware of an employee that is no longer with the company. Once the signatory authority for each organization is established, it will be their responsibility to sign each new badge application of their employees stating that they are an active employee of the company. It is also the responsibility of the signatory authority to ensure that the Lancaster Airport Authority be made aware of any changes to an employee’s record.

After the signatory authority has viewed the Signatory Authorization powerpoint, the following document must be signed and returned to the Lancaster Airport Authority office by hand or by mail at 500 Airport Road, Suite G, Lititz, PA 17543. The Signatory Authorization powerpoint must be viewed and the following document submitted immediately to the Lancaster Airport Authority. By signing this document, the signatory authority agrees to all of the below statements.

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1. Any individual certified by the Airport Authority as a signatory authority for their organization must complete the PowerPoint training before receiving authorization to sign for airport badges.
  2. Training must be renewed annually. Any individual who has not completed training within the previous 12 months will not be permitted to act as the signatory authority for their organization.
  3. As a representative of an organization at the Lancaster Airport, when I sign for an Airport Operations Area Badge Application, I know that the employee has successfully completed the application requirements for the security threat assessment required by the Transportation Security Administration.
  4. I am required to provide the Airport with my current contact information, including my name, company name, company mailing address, my email address, and company phone number.
  5. I am required to provide the Airport with a sample of my signature.

6. I will never sign blank airport badging applications. Badging applications will be completed by the applicant prior to me signing as the signatory authority for the organization I represent.
7. I understand that badging applications will expire 30 days after the date signed by the designated organizations signatory authority. ID badges MUST be picked up by the employee within the 30 day period or the badging application must be resubmitted
8. I will serve as a primary contact for airport badging audits. I understand that I am required to review the badging rosters as provided by the Lancaster Airport Authority and that I must physically view each badge listed on the audit roster and determine that each individual on the roster requires unescorted access into the SIDA or AOA. Any changes to the list will be reported to the Lancaster Airport's designated contact immediately. Badging audits must be returned to the Airport within the timeframe noted on the audit documents.
9. I will notify the Airport Authority immediately if a badged individual is separated, voluntarily or involuntarily, from my company, and does not immediately turn in their badge to me.
10. I will return to the Lancaster Airport Authority, within 24 hours, any badges returned to me by an employee who separates, voluntarily or involuntarily, from my company.
11. I will notify the Airport Authority immediately if I have knowledge that an employee of my company has lost their airport badge. I will ensure that said employee makes every effort to find the lost ID before authorizing a replacement badge.
12. As a designated signatory authority, I have successfully completed a security threat assessment and have a current Lancaster Airport Authority badge.
13. I understand that failure to comply with any of these requirements will result in the loss of signatory authority for Lancaster Airport ID's.

**By signing this form, I certify that I have received the signatory authority training in the powerpoint and that I understand all items listed above and/or in the Authorized Signatory training handout. I also certify that I have had the opportunity to ask questions related to the Authorized Signatory process.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_