

# **LIHUE AIRPORT**

## **AUTHORIZED SIGNATORY RESPONSIBILITY**

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Each Authorized Signatory approving airport badge media issuance to company personnel must understand the requirements of Combined Federal Regulation (CFR) Part 1542 and Security directive 1542-04-08 regarding their responsibilities as an Authorized Signatory.

### **EACH AUTHORIZED SIGNATORY MUST:**

- ✓ Complete the Lihue Airport Badge training.
- ✓ Complete initial and annual Authorized Signatory Refresher Training. Certify they have completed.
- ✓ Have an active LIH Badge

### **SIDA/CONSTRUCTION/STERILE SIGNATORIES:**

- ✓ Submit to a Criminal History Records Check (CHRC) and Security Threat Assessment (STA)

### **AOA/PUBLIC AREA SIGNATORIES:**

- ✓ Submit to a Security Threat Assessment (STA)

### **Responsibilities of an Authorized Signatory**

- ✓ Review for completeness and accuracy, sign and initial all New and Renewal Badge Applications.
- ✓ Insure all employees are aware of the Airport Security Rules and Regulations including the wearing and displaying of their badge and their responsibilities under 49 CFR 1540.105(a) copy attached for your reference and to show all employees (TSA NA-18-03A)
- ✓ Confirm that a specific need exists for providing each individual badge applicant with unescorted access. Insure the number of LIH Airport issued SIDA badge media are kept to a minimum.
- ✓ If an employee is terminated or no longer requires access to airport areas (including layoffs and furloughs), the Authorized Signatory shall immediately contact Pass and ID to delete access. After hours immediately contact Securitas dispatch at 808 274-3814 to delete access. Recover the badge and return it to the Pass and ID within 10 days. Failure to return an airport issued badge media within ten days will result in a \$100.00 fee per badge, billed to the issuing company.
- ✓ Recommend companies to withhold final check pending return of the State's Security media key (badge)

- ✓ Lost and or stolen airport media shall be immediately reported to the Pass and ID office to delete access. After hours report the Lost or stolen airport media to Securitas dispatch to delete access. The employee shall file a police report and provide the report number to the Pass and ID office. The badge holder shall submit a new application and a non-refundable \$60.00 fee will be assessed for each lost or stolen badge.
- ✓ The Signatory shall be responsible for their “Annual Media Audit”, by inspecting each employee’s badge for accurate information and that it is in good condition. The signatory will then sign / date the “Annual Media Audit” form and return it to the Pass & ID Office 30 days after the start of the audit.
- ✓ Provide the Pass & ID Office with their company’s phone#, cell# and email and provide the Pass and ID office with any changes.
- ✓ The Signatory must keep a use log of Escort Required Badges to include the following:
  1. Escort person, name/badge#/ initials
  2. Name of person issued E badge
  3. Area of escort, time/date out
  4. Time and date Escort badge returned
- ✓ Report to the Pass and ID Office immediately if any employee, who currently holds an airport issued badge media has a possible conviction for one of the “disqualifying crimes” as defined in Federal Regulation 49 CFR 1542.209 (d). see attached “list of Disqualifying Offenses”.
- ✓ Notify the Pass and ID office immediately if you, or any other Authorized Signatory, separates from the company or is no longer the Authorized Signatory.

**Any questions may be directed to the Pass and ID Office or the Airport Security Coordinator.**

Office Hours:	Monday- Friday 8:00 am- 4:30 pm (No funds accepted after 3:15 pm) (808) 241-3902
FAX:	(808) 241-3926
After Hours:	Security Dispatch (808) 274-3814
Mailing Address:	Lihue Airport Attn: Pass and ID Office 3901 Mokulele Loop #6 Lihue, HI 96766

Closed on State and Federal Holidays

## **1540.105 Security responsibilities of employees and other persons.**

(a) No person may:

(1) Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter.

(2) Enter, or be present within, a secured area, AOA, SIDA or sterile area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.

(3) Use, allow to be used, or cause to be used, any airport-issued or airport approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.

# AUTHORIZED SIGNATORY TRAINING

By signing below, I attest that I have completed the Lihue Airport Signatory Training. I do not have any questions and understand all the requirements and responsibilities associated with being an authorized signatory and accept that responsibility.

Print Legibly

Print name: \_\_\_\_\_

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

Date \_\_\_\_\_

COMPANY: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Office Number: \_\_\_\_\_

Cell phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signatory Email: \_\_\_\_\_

Badge # \_\_\_\_\_

Badge Expiration \_\_\_\_\_