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**STATE OF HAWAII**  
**DEPARTMENT OF**  
**TRANSPORTATION**  
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DISTRICT  
LIHUE AIRPORT  
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LIHUE, HAWAII 96766

### INSTRUCTIONS FOR COMPLETING THE AUDIT NOVEMBER 15, 2021

- 1) Download the Audit Form
- 2) Open in Adobe, complete, sign and return.
- 3) The audit is for the specific date as stated on the audit form
- 4) That means that **ONLY** badges that are **ACTIVE** on the **NOVEMBER 15<sup>th</sup>, 2021** need to be accounted for and visually inspected, **not the date you complete the form.**
- 5) Do not include badges that have been issued after the date of the audit.
- 6) Do not include badges that are EXPIRED.
- 7) Do not include badges that have been returned.
- 8) Please select the correct badge type on the audit form.
  - a) SIDA.....FUSHIA
  - b) CONSTRUCTION.....GREEN
  - c) AOA.....RED
  - d) STERILE .....TURQUOISE



- 9) If completed in Adobe Acrobat®, press the submit button when you are ready to submit it.
  - 10) It also may be saved and sent as an attachment to [robert.a.dandrea@hawaii.gov](mailto:robert.a.dandrea@hawaii.gov).
  - 11) Failure to comply will result in all your company's badges being disabled.
- ✓ 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.