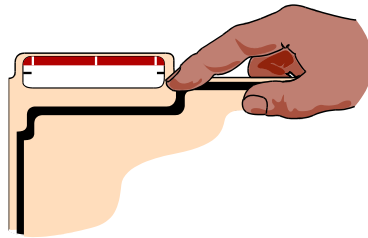


Authorized Signers

Are You Prepared For Your Badge Accountability Audit?

In accordance with Transportation Security Administration (TSA) regulations, companies enrolled in the LAX Security Badge Program must maintain an employee security file locally for all employees to whom LAX Security Badges are issued and for designated Authorized Signers. Companies must keep employee security files for each employee for at least 180 days after the employee ceases to have unescorted access privileges.

Security Badge Office Staff will perform periodic audits of the employee security files to ensure compliance. The following documentation should be accessible to Security Badge Office Staff upon request:



- ✓ **Evidence of Fingerprint Clearance (obtained from LAWA Website)**
- ✓ **Records of required Airport Security (49CFR Part 1542) Training**
Note: Class roster with applicant's signature required, date of training and trainer's name must be included
- ✓ **If applicable, records of required Restricted Area Driver Training**
- ✓ **Current payroll roster – This will be requested at the time of audit. Note: you are not required to keep a current payroll roster in the employee security file.**

If you have any questions, please contact a member of the Regulatory Audit & Coordination Unit at (424) 646-5500.