

(Name of your company)

BADGE & KEY RECOVERY PLAN

Effective (date)

(Name of your company) will ensure staff are trained to properly secure their badges and are aware of their responsibilities to always maintain control of their badge or security keys.

(Name of your company) Authorized Signatories acknowledge and understand that an employee's badge is to be marked as terminated in the SAFE General Tab as soon as they are aware the employee has left the company or is no longer assigned to work at the airport. We are responsible for badges terminated for any reason and not returned to the Badging Office. It is our responsibility to collect and return the employees badge to the PHX Badging Office within 5 business days of termination.

If an employee badge is lost or stolen our Authorized Signatories will change the badge to lost or stolen in the Authorized Signer Portal immediately, to ensure the badge is deactivated and prevent fraudulent use.

(Name of company) is taking the following steps to ensure badges are recovered when employees leave our organization:

(List the steps you have in place for effective badge recovery here)

(Name of company) understands if our uncontrolled rate exceeds the TSA permitted 5%, PHX may determine to limit our badge duration to 1-year or less.

Signature

Date

Printed Name

Title