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1.0 Purpose

This procedure establishes the guidelines for badging employees of companies, Tenants, and their Contractors doing business at the airport.

In accordance with Transportation Security Administration (TSA) Security Regulations and the airport security policies, all persons engaged in construction at the airport shall adhere to all security and access procedures and requirements of this document. It shall be acknowledged that security procedures may be amended from time to time for a construction site due to changing security concerns and operations with the airport and aviation industry.

2.0 Badging Requirements

The Airport Police Department (APD) shall be notified in advance of all construction projects if a person may require a Security Identification Display Area (SIDA) Badge, vehicle ramp driving privileges, additional security escorts. The Airport Project Manager must be notified for additional coordination and approval if a person has a need for additional access.

It is the responsibility of all Tenants, Contractors and Consultants requiring access to the Sterile Area or the SIDA for design or construction purposes to make application for, and obtain all required passes, permits and other documentation through the APD and Identification Department prior to commencing the activity.

It is the responsibility of all Tenants, Contractors and Consultants requiring access to the Sterile Area or the SIDA for design or construction purposes to ensure that all employees understand the security requirements at the airport.

All badges, security keys, and key cards assigned to their employees is the responsibility of the Tenant, Contractor, or Consultant. Badges and security keys shall not be duplicated or altered.

When determining the number of employees to badge, Tenants and Contractors must consider a variety of issues, for example length of the project, employee illnesses, terminations, and individuals who would need access for inspections of the project. The Tenants and Contractors shall badge enough employees to satisfactorily complete its obligations under their contract. Escort, in lieu of badging, may be used only for employees used for less than three days.

All employees on site for more than five days will be required to obtain a SIDA badge, which includes a Security Threat Assessment (STA), a Criminal History Records Check (CHRC), and computer based SIDA Training. Tenants, Contractors and Consultants are responsible for the cost of badging. The current fees for identification badges, STA, and for fingerprinting will be supplied at the time of application. There will also be fees per each lost badge, which will increase with the second incident of losing a badge. If a third badge is lost, the badge will only be renewed with permission of the Airport Security Coordinator, or the Police Chief and the fee shall be an increased amount. Each lost badge requires a new Airport Badge Application, signed by the Authorized Signatory before the badge can be replace. Visit the [Identification Office website](#) for additional information.

The Tenant and Contractor must return all badges upon project completion, or no longer doing business at the airport. Additionally, badges must be terminated immediately by calling the Airport Operations Center (AOC) (859) 767-3123 when an employee is no longer employed or has been terminated. All terminated employee IDs must be returned to the ID Department within 30 days of termination. The Tenant, Contractor or Consultant must pay the current minimum per badge fee in effect at the time of the incident for each badge not returned within 30 days from the date of termination.

2.1 Insurance Requirements

Certificates of insurance pertaining to the Tenant, Contractor and Consultant must be provided to the airport before registering for Authorized Signatory Training. Below provides a typical requirement of insurance, terms of the contract prevail the information of this document.

2.1.1 Automobile and Umbrella Liability Insurance requirements for driving a motor vehicle on Airport Property

- Tenants or Contractors using motor vehicles on the airport, but not on aircraft ramps, taxiways, or runways, shall, at their own expense, procure and maintain automobile liability and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each accident.
- If the Tenants or Contractors are using motor vehicles on the aircraft ramps, taxiways, or runways of the airport and such vehicles are not escorted by escorts authorized and approved by the airport, the limit of the CGL insurance required to be maintained shall be increased to a limit of not less than \$10,000,000 each occurrence or any other increased amount, as the airport may require and may be determined necessary by the airport.
- Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos) while on the airport. Automobile liability insurance shall be written on ISO form CA 00 01, CA 00 12, CA 00 20 (or a substitute form providing equivalent coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provide in CA 00 01. The insurance shall name the Kenton County Airport Board (KCAB) as an additional insured.

2.2 Authorized Signer

- TSA requires that each Tenant and Contractor have an Authorized Signatory established with the ID Office for their respective company.
- An Authorized Signatory is a person who the company assigns to be responsible for its company regarding TSA procedures and regulations.
- The Authorized Signatory is also the primary contact for the ID Department and Airport Security Coordinator for any issues.
- The Authorized Signatory's duties include, but are not limited to, signing forms to begin the badging process, maintaining company badge inventory, semi-annual audits, notification of terminations or any change in an employee's status.

2.3 Procedures

Tenants and Contractors applying for badges must complete the Request for New Company Set Up form and email it to the Airport Security Coordinator (ASC) for approval. The form can be found on the [Identification Office website](#).

If a Tenant or Contractor hires a subcontractor, the subcontractor will complete the Request for New Company Set-Up form and Tenant, or Contractor will email it to the Airport Security Coordinator to request badging for the subcontractor employees. Forms will not be reviewed until proper insurance has been reviewed and approved by the airport's Risk Management Department.

When the Airport Security Coordinator approves the badging request, the Tenant or Contractor must contact the Airport Identification Department to schedule Authorized Signatory training.

NOTE

Signatory Training is by appointment only. Walk-ins will not be processed.

The overall badging process timeline is beyond the control of the airport and could take up 2 weeks to complete and in some cases longer; therefore, be sure to allow for sufficient time required to complete the process.

2.4 SIDA Security Badge Application

- The process for obtaining a SIDA badge at CVG can be found on the [Identification Office website](#).
- Persons applying for a SIDA badge must complete the following forms:
 1. Security Threat Assessment
 2. Fingerprint Request Form
 3. Application for Unescorted Access
- Upon completion of the above-mentioned forms, the applicant must go to the Airport Badging Office with the completed forms and two forms of acceptable identification (refer to [Identification Office website](#) for a list of approved forms of identification). Applicants will be fingerprinted at this time and paperwork will be processed.
- Once all documentation necessary to apply for a Security Badge has been turned in the processing period starts. Please allow up to 2 weeks for TSA approval.
- Once the TSA has approved the application the applicant will be notified to come to the Badging Office to complete the computer-based training and receive their Security Badge.

3.0 Accessing the Sterile Area, AOA, and all “Non-Public” Areas

- To access the Secured Area of the airport for the purpose of performing work related duties, all individuals must possess an airport provided Security Badge, or be escorted by badged personnel with escorting privileges.
- Authorized access to the Sterile Area or an area in the Sterile Area designated as critical may be granted by the airport on a need and right of entry basis as determined by the airport.
- Entry into the Sterile Area of the airport without a need (i.e.: work related duties) and right (i.e.: possession of a valid Security Badge) is strictly prohibited.
- Security Badges must be clearly displayed, on outer most garment, above the waist, at all times within the Sterile Area.

4.0 Accessing the SIDA

- The SIDA includes the secured area, AOA, all non-public areas past the passenger screening checkpoints, as well as other designated non-public areas. Access to the SIDA is restricted to those with need and right to access. Entry into the SIDA without a need (i.e.: work related duties) and right (i.e.: possession of a valid Security Badge) is strictly prohibited.
- To access the SIDA for performing work related duties, a Security Badge is required, or personnel must be under approved escort by a badge holder with escorting privileges.
- All vehicle occupants must be verified by a security access control guard at designated locations.
- If selected for screening, all persons must submit to the screening process of their person, personal items in their possession, and the vehicle they are travelling in.
- Employees must always display their Security Badge must be clearly displayed, on outer most garment, above the waist within the SIDA.

5.0 Security Keys

- If a Tenant or Contractor requires keys, a key request form needs to be submitted to the Airport Lock Shop lockshop@cvgairport.com (859-767-3190). The Airport Lock Shop will only complete key requests submitted by an authorized Key Signatory.
 1. Persons requiring security keys must first possess a valid Security Badge.
 2. Contractors must submit information as to what areas they need access to, for what purpose, and for how long to the Planning & Development Department.
 3. Formal written request from the Contractor identifying the types and numbers of security keys required with the appropriate justification for the same.
- Access to Tenant Managed Areas by Contractor:
 1. Keys are issued on an as needed basis and must be include Tenant’s signature on the key request form authorizing Contractor’s access to Tenant’s assigned areas.
 2. Contractors must submit information as to what areas they need access to, for what purpose, and for how long to the Planning & Development Department.

- If the key is requested for a Contractor, the Sponsoring Company needs to submit a Key Request Form to the Airport Project Manager.
- Keys are distributed by the Airport Identification Office during business hours.
- The employee whom the key is assigned, must be the person to pick up and sign for the key.
- There will be \$500 up-front deposit for a key(s). There is a \$100 charge for key replacement with a \$75 refund should the original key be found and returned. Replacement of lost or damaged keys or badges will be provided at the expense of the Tenant or Contractor.
- The Tenant or Contractor shall return any or all keys to the airport when requested by the airport.
- If the loss of keys or access cards requires changing the combination of locks or changing other access equipment, the cost of such labor and material may be charged to the Tenant or Contractor at the discretion of the airport.
- Any fines or civil penalties assessed to the airport by the TSA or any other authority having jurisdiction, which is caused by Tenant's or Contractor's (including all subcontractors) negligence will be the responsibility of the Tenant or Contractor.
- Master Keys and Maintenance Master Keys must be returned in person, not mailed, to the Airport Identification Office.
- When keys are returned to the Airport Identification Office, the employee will need to complete paperwork to refund the deposit for the key.
- Upon approval of a security key and key card request, a representative of the Tenant or Contractor shall formally sign for receipt of security keys and key cards at the designated pick-up point and acknowledge agreement to the terms and conditions of issuance for such security keys and key cards.
- The Airport Lock Shop conducts key audits to ensure compliance with all terms and conditions of issuance and account for the possession of issued security keys and key cards.
- The Contractor is always responsible for the control, storage, issuance, recovery and return of all Secured Area security keys obtained and shall further ensure that such security keys are never duplicated by person(s) not under the responsibility of the Tenant or Contractor.
- Security keys are issued for the Tenant's and Contractor's sole use and shall not be loaned to any other person(s). Security keys shall be properly secured in a safe place during non-working hours.
- All security key holders are responsible for safeguarding the issued security keys while in their possession. Security keys will be signed in and out for the indicated duration of the work and will be accounted for using a Key Sign-out Form. Security keys issued must be secured on site in a safe place during non-working hours, and not removed from the airport.
- All losses of security keys shall be immediately reported to the Airport Operations Center and Identification Departments. Loss of security keys attributed to the negligence of the Tenant or Contractor (including their employees and subcontractors) shall render the Tenant or Contractor responsible for paying the costs associated with the replacement of such keys or reprogramming of all affected locks.

6.0 Driving Privileges

- The following steps are required to drive a Tenant or Contractor company vehicle and other equipment on the ramp area of the airport.
- The Authorized Signatory for the Tenant or Contractor must email a request for driving privileges to the airport Security Coordinator, with an explanation as to why ramp driving is necessary. This is normally indicated on the New Company Request form initially completed. If requesting permission for already established company, please coordinate with Airport Project Manager.
- The Authorized Signatory for the Tenant or Contractor must contact the Airport Commercial Business Development Office, to arrange necessary insurance requirements for more information.
- Once approved by the Airport Security Coordinator, and the insurance has been posted with the Airport Commercial Business Development Office, the employee will bring an Airport Security Badge Application, signed by the Authorized Signatory requesting ramp driving privileges to the Airport ID Office to take the Ramp Driver training module during the assigned training times.

- Once the Ramp Driving Training Module has been completed, the employee must contact the Airport Operations Department to schedule the required ramp driving training. A formalized ramp driving training and testing process is established. Multiple departments are available to complete the training and testing process and may assist the Airport Operations Department.
- Upon completion, the Airport Operations Department will issue a completed ramp testing certificate to the Airport ID Office and the authorized ramp driver's badge will be updated with Ramp Driving.

7.0 Vehicle Pass Approval Process

- All personnel operating a motor vehicle on airport property shall have a valid driver's license and possess a valid CVG SIDA badge with driving privileges indicated. All Kentucky State motor vehicle laws will be observed when operating a motor vehicle on the airport. The Contractor shall, at all times, conduct the work as to not create a hindrance, hazard, or obstacle to aircraft using the airport.
- A "Secured Area/SIDA Vehicle Ramp Pass" is issued by the Airport Police Department which authorizes designated vehicle access to the Secured Area/SIDA on a need and right-of-entry basis.
- A "Permanent Vehicle Pass" is permanently affixed to a vehicle which has a continuous or frequent need to access the Sterile Area/SIDA. "Temporary Ramp Passes" are also available for those vehicles needing access on a temporary basis.
- For vehicle pass approval, a written application (available from the Airport Police Department) shall be completed. Additionally, information on company letterhead should accompany the application with the following information:
 1. Contracting authority, Contract title, Contract duration.
 2. Details as to why vehicle access is required to enter Secured/SIDA Areas.
 3. Proof of a valid driver's license and applicable vehicle certification designation for the type of vehicle to be operated, for each employee(s).
- Upon approval:
 1. The person or a representative of the person(s) applying for vehicle passes shall be the Authorized Signatory for the Tenant/Company.
 2. Vehicle Passes shall be issued and acquired at the Airport Police Department.

8.0 Return of Security Items

- Immediately following completion of the work or when directed by the airport, the Contractor shall return all Security Badges, security keys, and key cards issued for the performance of the work, to the Airport ID Department. All ramp passes shall be returned to the Airport Police Department.
- Failure to comply with the above will result in the airport invoking its right to deny the issuance of Security Badge privileges for future Contracts with such Contractors, in addition to the costs identified below.
- Security Badges, security keys, key cards, and vehicle passes not returned to the airport upon termination of a Contract shall result in applicable fees payable to the airport by the person(s) to which the items were issued, in addition to all costs associated with rekeying/reprogramming of all affected locks.

9.0 Security Escort Procedures

- Un-badged individuals with legitimate business in the Sterile Area, SIDA, AOA, or in non-public work areas within the terminal buildings must be escorted at all times by someone with SIDA access and Escort Authority.
- Only individuals with an "E" on their badge have Escort Authority.
- Individuals being escorted must be always under the control and observation of the escorting individual while in the SIDA or Sterile Area. This means the badged individual is monitoring their movement, location, and activity at all times. If an individual is challenged for not displaying a SIDA or Sterile Area badge, the escort must be close enough to see it and immediately declare that they are under escort. The escort is responsible for the actions of all individuals they are escorting.
 1. A holder of a valid Security Badge may escort unbadged person(s) in the Secured Area/SIDA which have been cleared through the AOC by calling (859) 767-3123. Badged personnel cannot be escorted unless their badge access does not permit them to enter an area unescorted.

- Badged employees with escort authority must be aware of access points that are signed “Badged Employees Only – No Escorting/No Piggybacking.” Multiple entries are not allowed at these access points, even if the individual has legitimate business in the SIDA or Sterile Area. Access points where escorting is prohibited are clearly signed.

NOTE

Escorting is not allowed at the Main Terminal turnstile. The access point is clearly marked “Badged Employees Only – No Escorting/No Piggybacking.” This includes small children, family members, and new employees that are not yet badged.

- The escorting employee may hand-off the escort to another employee with an appropriate badge and authority by making sure the new escort is aware of the individual being escorted and has agreed to become the new escort.
- The Contractor may engage security escorts and/or personnel for surveillance, utilizing an airport approved security guard agency currently operating at the airport. For non-airport projects, the Contractor shall pay all costs associated with engaging such personnel.
- Contact the Airport Planning and Development Office or Airport Police Department for a list of such agencies.

10.0 Escorting Through an Intelli-Key Gate

- If an escorting employee needs to escort someone onto the airfield through an Intelli-Key gate, the escorting employee must:
 1. Have a SIDA badge with an “E” denoting Escort Authority.
 2. Have been issued a CVGAA Intelli-Key.
 3. Follow procedures for an employee to go through an Intelli-Key gate.
 4. Examine the identification of any unbadged persons coming through the gate onto the field under escort.
 5. Check each unbadged person against the “No-Escort” list. This can be done by calling the AOC at 859-767-3123.
 6. Search, if authorized by the airport to do so, or have Airport Police Department search, each vehicle coming onto the airfield (except for exempt vehicles).
 - Exempt vehicles are airport vehicles, Federal, State, or Local government vehicles. These do not include personal vehicles driven by airport or government employees.
 - Only those employees who have been trained by the airport are qualified to search vehicles they are escorting. All others must contact the AOC at 859-767-3123. Remember that every person and vehicle must be checked before coming onto the airport through an Intelli-Key gate.
 7. Always stay within sight and sound of the vehicle(s) and occupants while escorting.
 - The escorting employee may hand off the escort to another employee with an appropriate badge and authority by making sure the new escort is aware of the individual being escorted and has agreed to become the new escort.
 - A new vehicle search or ID check is NOT necessary when handing off an escort.
 8. Secure all gates after all vehicles and personnel have gone through.
 9. Contact the Airport Security Coordinator or Airport Police Department if there are any questions for more information.

11.0 Contractor’s Responsibility

- The Contractor shall be responsible for compliance with all aspects of security requirements for their personnel. This includes obtaining security clearances, Security Badges and providing personnel for performing escort duties.
- The Contractor shall be fully responsible for all construction personnel and vehicles within the Sterile Area and SIDA.
- The Contractor shall ensure that superintendents, foremen, flagmen and key personnel of the Subcontractors attend a briefing or Pre-Construction Meeting by the Airport Planning and Development Office before the start of the construction, regarding safety and security requirements.

- The Contractor shall designate a single point of contact (SPOC) who shall be responsible to ensure all aspects of security and operational safety requirements are adhered to, and who shall have authority to take immediate action to correct any non-conformance. Such person(s) shall be available on a 24-hour “on-call” basis during construction, and the Contractor shall post emergency contact information for such person(s) at the jobsite and provide such information to the Airport Construction Coordinator.

12.0 Security Barriers

- The Airport Security Coordinator shall be given prior notification when it is necessary to remove security barriers to permit access to the jobsite. Security barriers shall not be removed without prior authorization by the Airport Project Manager and the Airport Security Coordinator
- Removal of security barriers or parts thereof without prior notice will result in the immediate confiscation and revocation of the Security Badge, vehicle passes, and any other passes and/or permits issued to the person(s) responsible, and the immediate removal of such person(s) from airport property at the sole discretion of the airport.
- Security barriers such as fences, gates, etc. must be used to prevent or deter access to the Sterile Area or SIDA by unauthorized persons.
- Any jobsite within the Sterile Area or SIDA (as may be applicable) must be enclosed with temporary barriers and/or fencing to the satisfaction of the Airport Security Coordinator.
- The Airport Security Coordinator or Airport Police Department must be immediately informed by contacting the AOC at 859-767-3123 if there is a possibility that the Sterile Area or SIDA may be left unprotected at the end of a shift.
- Failure to restore security barriers when required will result in their restoration by the airport, and all related costs shall be recovered from the Contractor.

13.0 Daily Security Duties by Contractors

- The Contractor shall ensure that access points to the Sterile Area or SIDA are secured at the end of each working shift, to the satisfaction of the Airport Project Manager and the Airport Security Coordinator.
- During working hours, the Contractor shall ensure that access points to the site within the Sterile Area or SIDA are controlled by measures acceptable to the Airport Project Manager and the Airport Security Coordinator to prevent access by unauthorized persons.
- When construction activities are to be carried out within the Sterile Areas outside of normal working hours, the Contractor shall notify the Airport Project Manager and the Airport Security Coordinator for authorization to access the area and the time frame for performance of the work required.

14.0 Security Measures Prior to Construction

No less than 30 business days prior to the start of construction the Contractor shall be responsible for establishing with the Airport Planning and Development Office and the Airport Security Coordinator the specific requirements to be in place for maintaining and ensuring security of the jobsite at all times. Such proposed measures shall be reviewed and authorized in writing by the Airport Security Coordinator before the Contractor implements them.

Any addition or modification to a security door, fence, or gate must be vetted through the Airport Security Coordinator for review and approval. Requests for review and approval must be submitted 1 week in advance, at a minimum.