

(Name of your company)

## BADGE & KEY RECOVERY PLAN

Effective (date)

(Name of your company) staff are trained to properly secure their badges, and they are aware of their responsibilities to maintain control of their badge or security keys at all times.

(Name of your company) Authorized Signatories are trained to ensure that an employee's badge is marked as terminated in the SAFE Occupation tab as soon as they are aware that the employee has left the company or is no longer assigned to work at the Airport. It is their responsibility to collect and return the employees badge to Access DFW within 5 business days of the termination.

If an employee loses or has their badge stolen our Authorized Signatories will notify Access DFW immediately, to ensure the badge is deactivated and added to the Stop List, to prevent fraudulent use. (Name of company) is responsible for payment of replacement badge fee(s)<sup>1</sup> and for Airport ID Badges terminated for any reason and not returned to Access DFW within five (5) business days of termination.

(Name of company) has taken 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)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_ Title \_\_\_\_\_

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<sup>1</sup> See the Airport Schedule of Charges for up-to-date fees.