

## UND Aerospace Airport Safety/Security Agreement

- Ramp badges are the property of UND Aerospace and **must be returned to the Records Center** at the conclusion of your flight training or duties at the airport, when the badge expires, during extended absences, or if requested by UND Aerospace. **If you are not going to use your badge for over one month, you must return it to the Records Center so that it can be suspended until you need it.**
- Your ramp badge must be returned to the TSA Badge Center at the airport within one week if requested. You must present your badge for an audit by the stated deadline. Failure to meet deadlines will result in badge revoked and fee assessed. You must **keep your contact information current** to be informed of deadlines. To update contact information, call (701)777-7812 or [tsabadge@aero.und.edu](mailto:tsabadge@aero.und.edu) or go to the TSA Badge Center.
- **There is a \$200.00 fee if your ramp badge is not returned, lost, stolen, or if it becomes inoperative due to misuse or abuse.** If the badge is later returned, a refund of the fee will be limited to \$160.00 due to administrative costs.
- **REPORT LOST OR STOLEN BADGES IMMEDIATELY TO:**
  - **(701)777-7812** or (701)777-7849 (8:30 am- 3:30 pm Monday-Friday)
  - (701)777-7951 (Saturday and Sunday or before 8:00 am or after 4:30 pm M-F)
- The overriding goal of airport security is to keep all unauthorized people out of restricted areas and away from aircraft.
- Your responsibilities for airport security are detailed in **Section 11 of the Aviation Safety Policies and Procedures Manual**. Everyone working or operating on the airport must understand that they play a vital role in keeping the airport safe and secure. **BE ALERT AND BE AWARE.**
- Badges must be **displayed above the waist and below the neck** outside your outermost garment.
- **Challenge and report to the Supervisor of Flight (SOF) (701)777-7951 any individual who is not displaying proper identification within the restricted area.**
- Ensure the gate or door that you pass through closes securely behind you. **KEEP ALL DOORS/GATES CLOSED AND SECURE.**
- Ensure that no one without a badge follows you through a door or a gate unless that person is under **your** escort. If someone has a current badge, they can follow you through the door **if** they swipe their badge in the card reader and display it correctly.
- You do have escort privileges. The visitors that you are escorting are your responsibility. Do not escort more people than you can control. Inform those you are escorting that they must remain with you at all times.
- Be aware of your surroundings. Always watch for running or moving aircraft and equipment. Report any suspicious activity to the SOF (701)777-7951.
- **NEVER loan your badge to anyone.** This badge is issued solely for your use.
- Violations of any of these rules may result in the revocation of your ramp badge and loss of ramp and hanger access at the airport.
- accept the roles and responsibilities of being issued a UND Aerospace airport security badge and will abide by the aforementioned policies.