

APPENDIX 9
SIGNATORY AUTHORITY TRAINING

1. Signatory Authority's (SA) Responsibilities and Duties (all SA must undergo an STA and CHRC before acting as a signatory).

- a. Ensure the SA clearly understands what is required to request an employee to receive airport identification media
- b. Ensure the SA clearly understands the proper way to terminate a employee's airport identification media
- c. Ensure the SA completes SIDA training
- d. Requires all SA to undergo an STA and CHRC before acting as a signatory
- e. Ensure the SA understands that this is an annual training requirement
- f. All training will allow for training recipients an opportunity to ask questions concerning their responsibilities

This training will be conducted annually and documented. The documentation will require date of completion, signature and printed name of the training administrator. The Rapid City Regional Airport will retain these records for 12 months after completion of training.

Signatory Authority Training:

Trainee Info:

I _____ (print your name) have completed the Rapid City Regional Airport Signatory Authority Training on _____(date). I fully understand my responsibilities and duties associated with being a Signatory Authority.

Trainee Signature: _____

Company Name: _____

Trainer Info:

Training Completed By: _____ (print your name)

Trainer Signature: _____