

**Date:** November 17, 2006

**Subject:** Escorting Criteria (Page 1 of 3)

**Authority:** 49 CFR, Part 1542, Airport Security Program, SD 1542-06-01D

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**Purpose:** This policy defines the guidelines for escorting into the Security Identification Display Area (SIDA) and sterile areas of the airport as required by federal regulations and the Airport Security Program (ASP).

**Definitions:** Escorting – means to accompany or monitor the activities of an individual who does not have unescorted access authority into or within a secured area or SIDA.

Control – means to keep the individual(s) being escorted within a distance that (1) allows visual contact with all persons being escorted and (2) allows the individual(s) being escorted to hear instructions from the person providing the escort. Control must be exercised at all times while escorting in the SIDA and sterile areas.

Secured area - means a portion of an airport, specified in the airport security program, in which certain security measures specified in part 1542 of this chapter are carried out. This area is where aircraft operators and foreign air carriers that have a security program under part 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage and any adjacent areas that are not separated by adequate security measures

Security Identification Display Area (SIDA) - means a portion of an airport, specified in the airport security program, in which security measures specified in this part are carried out. This area includes the secured area and may include other areas of the airport.

Sterile area - means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under part 1544 of this chapter or a foreign air carrier under part 1546 of this chapter, through the screening of persons and property.

Unescorted access authority - means the authority granted by an airport operator, an aircraft operator, foreign air carrier, or airport tenant under part 1542, 1544, or 1546 of this chapter, to individuals to gain entry to, and be present without an escort in, secured areas and SIDA's of airports.

**Date:** November 17, 2006

**Subject:** Escorting Criteria (Page 2 of 3)

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**Authorizing Criteria:** Escorting authority will be authorized for official business only. The company must demonstrate an operational need for escort authority. The following guidelines will be used to evaluate request for escort authority:

1. Escorting company officials, visitors and dignitaries.
2. Escorting potential job applicants or potential employees into tenant leased space located in the sterile area or SIDA.
3. Escorting inspectors, consultants, prospective clients or contractors.
4. Escorting to conduct approved facility tours.
5. Escorting to perform passenger assistance as specified by the employer.
6. Escorting for emergency response to emergencies at the airport.
7. Escorting flight crew and airline maintenance persons as required in the line of their job responsibilities.
8. Escorting for the delivery of materials or merchandise.
9. Escorting for specialty jobs of short duration.
10. Escorting for charter operations.
11. Escorting for law enforcement purposes.

**Procedures:** The authority to have unrestricted escort authority will be granted to governmental agencies, airlines, selected tenants, and designated H-JAIA construction management companies. Concessionaries, contractors, and other tenants that require escort authority must submit a written request with justification for consideration of each escort. The justification must include the following:

1. Purpose of requirement to escort.
2. Location(s) that individuals will be escorted to (SIDA/Sterile area location).
3. Anticipated Duration of Escort (Dates, or Hours).
4. Names of persons that will be escorted.
5. Names and ATL badge number of individuals that will perform the escort duties.

**Date:** November 17, 2006

**Subject:** Escorting Criteria (Page 3 of 3)

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**Procedures cont':** Companies must complete the DOA Escort Request Form (copy attached) and submit it to the DOA Security Office. Upon approval, the DOA will issue validation escort seals to the individuals authorized to receive escort authority. Additionally the approved escort request form must be presented at the access entry point along with the validation seal on the ATL badge. Escort authority is only authorized for these companies if both the DOA Escort Request form and the validation seal are present.

**Notifications:** **If an escorted person engages in activities other than those for which access was granted, the person providing the escort is required to report the incident to airport police by calling 911 immediately.**

**Contact:** Questions or issues concerning escorting criteria should be directed to the DOA Security Division's Compliance and Enforcement Manager at (404) 530-6667.