GE Aviation Guidelines
Control of GE Aviation issued badges

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Purpose
To define proper care and disposition of badges issued by GE Aviation Security.

Scope
This guideline applies to all GE Aviation facilities, in owned or leased buildings, and all persons issued a badge by GE Aviation Security.

These guidelines fulfill and supplement Procedure 098.00 (Global Work Sites Access)

Policy/Procedure Guidance
All GE Aviation employees and visitors granted site access will:

• Protect their personal GE Aviation-issued photo ID badge, and any other items that allow access. Access permissions are granted on an individual basis, and cannot be shared or given to another person.

• Report lost or stolen GE Aviation badges immediately to the visitor’s sponsor, the employee’s manager, Site Security Focal Point, or Compliance leader.

Sponsor Requirements
Complete the Employee e-Exit Process for employee departures or the Separation Checklist for Non-GE Aviation Personnel when the long-term domestic visitor is permanently departing from the GE Aviation work site.

Immediately report any lost or stolen badges to the Security function at their site.

Responsibility
Employees and visitors are responsible to protect their GE Security Photo Identification Badge.

• Visitors should not share or allow anyone to use their photo ID badge.

• Maintain photo ID badge when not in use in a safe location to preclude theft or use of badge by others.

• Immediately report any badge that cannot be located to Site Security so that access may be disabled.

• A Police Report should be filed for stolen badges.

Reporting
Lost or stolen badges must be immediately reported to one of the following:

- Site Security
- Site Security Leader
- Aviation Global Security Hotline @ 513-243-2100

Security must immediately deactivate any badge that is reported lost, stolen, or end of assignment.

**End of Assignment**

Badges must be returned to Security upon end of assignment.

Sponsors should complete e-Exit for employees or Separation Checklist for non-GE Aviation Personnel.

End of Assignment is defined as when access is no longer needed regardless of expiration date of badge.

**Links**

Non-GE employee Separation Checklist:  

GE Aviation Global Badging Support Central:  

GE Aviation Procedure 098.00:  

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