

MNAA Badge Holder Responsibilities



General Security Responsibilities

As an MNAA badge holder I understand and will comply with the following requirements:

My MNAA badge is the property of the Airport Authority. Any MNAA representative is allowed to inspect my badge to verify personal identification and to ensure compliance with current regulations.

_____ INITIAL

My MNAA badge must be returned immediately to the identification office if any of the following occur: resignation, termination, transfer, lay off, or for any other reason the badge is no longer needed.

_____ INITIAL

My MNAA badge is for Official Use Only. I will not tamper with, mutilate, loan, borrow, or reproduce my badge in any manner.

_____ INITIAL

I understand that I am subject to both criminal history and background record checks. I also understand that I am required to immediately report any changes to my criminal history to the MNAA ID Office.

_____ INITIAL

I will keep my badge secured at all times and I will also keep my Personal Identification Number (PIN) confidential.

_____ INITIAL

I will not access, or attempt to access, any area of the airport without a valid OPERATIONAL NEED.

_____ INITIAL

I will not bring, carry or transport any items on the TSA Prohibited Item List on to airport property without a valid operational need.

_____ INITIAL

I understand that the Shuttle Station and Satellite Concourse is not accessible from the RAMP and I must utilize the shuttle bus provided from the main terminal.

_____ INITIAL

I acknowledge the above responsibilities:

PRINT NAME _____

COMPANY _____

SIGNATURE _____

DATE _____

MNAA Badge Holder Responsibilities



Challenge Program Responsibilities

As a BNA Badge Holder I understand that:

1. I am responsible for challenging any person or persons, not properly wearing or displaying their BNA badge within the Airport Operations Area (AOA), Secured Area (SA), or Security Identification Display Area (SIDA).

_____ INITIAL

2. I am responsible for challenging an individual and for verifying the following: (a) the individual challenged is in possession of a BNA badge, (b) the badge is not expired, (c) the picture matches the individual being challenged and (d) the individual is in an authorized area.

_____ INITIAL

3. I am responsible for immediately reporting any individual that refuses to comply with my request to challenge to the Airport Communications Center at 615-275-1703.

_____ INITIAL

4. I understand that if I fail to follow the above challenge procedures I am subject to a Breach of Rules which carries the following penalties:

As a BNA Badge Holder I understand that:

- a. 1st Breach of Rules – access suspended for 48 business hours
- b. 2nd Breach of Rules – access suspended for 72 business hours
- c. 3rd Breach of Rules – access suspended for six months

_____ INITIAL

PRINT NAME _____

COMPANY _____

SIGNATURE _____ **DATE** _____

NOTE: Individuals that dispute the receipt of a Breach of Rules must do so in writing to the Airport Security Coordinator (ASC) within 5 business days. The ASC will review the incident and issue a decision. All decisions by the ASC are final.

SMS Safety Policy Statement



At the Metropolitan Nashville Airport Authority (MNAA), safety stands as our paramount priority. Safety is a core value that we ingrain across our operation. We are committed to maintaining a safe and secure environment for all employees, partners, tenants, and the public. Our Part 139 regulated Safety Management System (SMS) is designed to identify, assess, and mitigate risks and to foster a culture where every employee and leader within our organization recognizes they are responsible for safety.

MNAA is committed to implementing an SMS through the following objectives:

- Integrating safety into all aspects of the Airport's operations, eliminating its perception as a separate compliance obligation
- Providing the necessary resources to execute our SMS program
- Identifying hazards, assessing their risk, and developing and implementing pragmatic mitigation strategies in collaboration with our partners, where appropriate and where possible
- Providing a reporting tool which ensures confidentiality for Airport staff and key stakeholders to ensure that safety concerns and/or hazards are reported
- Pursuing continuous improvement by systematically measuring safety performance indicators
- Engaging all stakeholders in the safety process through various means of collaboration
- Holding MNAA managers and leaders accountable for integrating safety into all aspects of the Airport's operations
- Providing thoughtful training programs to increase knowledge of staff with key roles in and function within the Airport's SMS program

Every employee and leader bear the responsibility for our safety performance, underscoring our collective commitment to safety excellence.

Safety starts with me.

Adam Floyd, CM
Chief Operating Officer
Metropolitan Nashville Airport Authority

I acknowledge that I have read and understand the SMS Safety Policy Statement.

NAME _____

SIGNATURE _____

DATE _____

EFFECTIVE 7/24/2024