



# RAMP ACCESS PASS REQUEST FORM

## AUTHORIZED SIGNATORY INSTRUCTIONS

AS AN AUTHORIZED SIGNATORY YOU ARE REQUESTING A RAMP ACCESS PASS FOR AIRLINE-EMPLOYED MECHANICS VISITING MEM TO PERFORM AIRCRAFT MAINTENANCE.

1. COMPLETE THIS FORM IN FULL FOR EVERY MECHANIC REQUESTING A RAMP ACCESS PASS. INCOMPLETE FORMS WILL NOT BE PROCESSED.
2. VERIFY THE MECHANIC IS **AIRLINE-EMPLOYED**, HOLDS A **VALID, UNEXPIRED SIDA BADGE** FROM THEIR HOME-BASED AIRPORT, AND WILL BE PERFORMING MAINTENANCE ON AN AIRCRAFT AT MEM.
3. SUBMIT THIS REQUEST TO **AIRSIDE OPERATIONS** PRIOR TO THE MECHANIC'S ARRIVAL WHENEVER POSSIBLE.
4. SEND COMPLETED FORM BY EMAIL TO [AIRSIDEOPSGROUP@FLYMEMPHIS.COM](mailto:AIRSIDEOPSGROUP@FLYMEMPHIS.COM) OR CONTACT AIRSIDE OPERATIONS AT **901-922-8117** FOR URGENT REQUESTS
5. THE MECHANICS ARE AUTHORIZED TO BE UNESCORTED ONLY IN THE **FOOTPRINT OF THE AIRCRAFT** THEY ARE WORKING ON. THEY **MUST BE ESCORTED IN ALL OTHER SECURITY AREAS, INCLUDING TO AND FROM THE AIRCRAFT PARKING LOCATION.**
6. THE AIRLINE IS RESPONSIBLE FOR ENSURING ALL ISSUED RAMP ACCESS PASSES ARE RETURNED TO AIRSIDE OPERATIONS **IMMEDIATELY** AFTER WORK IS COMPLETE.

**IMPORTANT NOTICE:** FAILURE TO RETURN RAMP ACCESS PASSES **IMMEDIATELY** AFTER WORK IS COMPLETE WILL RESULT IN A **SECURITY VIOLATION** AND AIRLINE NOTIFICATION. REPEATED VIOLATIONS MAY RESULT IN SUSPENSION OF RAMP ACCESS PASS PRIVILEGES AT MEM.

NAME LAST, FIRST (MI)	AIRLINE	HOME AIRPORT	HOME AIRPORT BADGE #	HOME AIRPORT SIDA BADGE EXPIRATION MM/DD/YYYY	Gov. ISSUED ID #	AIRCRAFT TAIL NUMBER	EXPECTED RETURN DATE

## COMPANY AUTHORIZED SIGNATORY AUTHORIZATION/VERIFICATION

THIS FORM **MUST** BE FILLED OUT **COMPLETELY** & **SIGNED** BY THE **COMPANY'S AUTHORIZED SIGNATORY** OR THEIR **DESIGNEE** PRIOR TO SUBMITTAL TO AIRSIDE OPERATIONS. AIRSIDE OPERATIONS WILL PROVIDE THE AIRLINE WITH THE RAMP ACCESS PASSES ONCE IT HAS BEEN APPROVED.

\_\_\_\_\_  
(LAST NAME)

\_\_\_\_\_  
(FIRST)

\_\_\_\_\_  
(MI)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(CONTACT TEL. #)

**AIRSIDE OPERATIONS USE ONLY!**

\_\_\_\_\_  
(DATE ISSUED)

\_\_\_\_\_  
(ISSUED TO)

\_\_\_\_\_  
(ISSUED TO PHONE #)

\_\_\_\_\_  
(ISSUED BY)