



TOOL LOG FORM for LGA terminal area

Complete this form when performing an escort for personnel working with tools in any LGA terminal area post security. The tool log, subject to inspection at any time, should be kept with the tools at all times. The person escorting is responsible at all times for maintaining within their line of sight temporary worker(s) and tools. All tools should be transported in a secure bag or toolbox, no tool belts. Any tools or tool boxes that remain in the post security areas of the LGA terminal buildings must be pre-authorized by the Port Authority Security Office, TSA, and Terminal Operator. The Airport Security Manager may approve alternate uses of this form.

SECTION A ESCORTEE AND ESCORTER (To be filled out by person conducting escort)

ESCORTEE	PERSON CONDUCTING ESCORT	
Last, First Name	Last, First Name (Secured Area)	Last, First Name (Terminal Area)
Company	Company	Company

SECTION B SECURITY GUARD INSPECTING INVENTORY (To be filled out by security guard)

Date	Time
Company	Location
Last, First Name	

SECTION C TOOL INVENTORY (To be filled out by person conducting escort)

DESCRIPTION OF TOOL/ITEM	QUANTITY IN	QUANTITY OUT
TOTAL TOOLS INVENTORY		

SECTION D EXITING TOOL INVENTORY (To be filled out by person conducting escort)

I, _____ (please print), certify inventory was performed upon EXITING the post security areas of the LGA terminal building. No discrepancies were found between initial and exiting inventory. All unattended tools found in post security areas of the LGA terminal building will be confiscated by the Port Authority and employee's airport badge may be suspended or revoked. Personnel not complying with procedures may be issued a Breach of Rules (BOR). Information provided on this document is accurate. I will abide by all escort regulations required by the Port Authority of NY & NJ and failure to do so may result in civil penalty, BOR, or badge revocation.

Signature _____ Date/Time _____

Discrepancies found between initial and exiting inventory must be notified to LGA PA Operations immediately at (718) 533-3700.