

LaGuardia Airport – Tool Log Implementation

At all Port Authority designated escort locations:

Reponses to questions from LGA tenants



QUESTION		RESPONSE
1	Would this form also be required for AOA escorts as well?	No, this form is for escorts with tools to LGA terminal buildings post security areas.
2	Please clarify if this is only used for escorting purposes. The guards usually request them even when employees are not escorting.	This form will only be used when escorting workers with tools to LGA terminal buildings post security areas.
3	Please confirm if tools are allowed in the sterile areas via TSA checkpoint. It is my understanding that this is not allowed.	This form will only be used when entering LGA terminal buildings post security areas via PA designated escort locations. Tools are not allowed to go through TSA Checkpoint.
4	Please clarify who is the “inventory conductor.” Is it the guard at the security post or the person carrying the tools?	The personnel who will be responsible for inspecting inventory will be security guards at designated escort locations. The person escorting the tools will be filling out the Tool Log Form.
5	Please provide a list of tools that may be required to be listed on this form. Some guards note that flashlights are tools, while others do not.	Tools required for work by escortee that need to be taken to LGA terminal buildings post security areas must be listed on the Tool Log Form.
6	Where do the completed forms go? Will this be handed to the guard or to the IO? How will this be enforced?	One copy will be left with the security guard upon entrance via PA designated escort locations. Another copy shall be kept with the escorter & the tools at all times while performing work in LGA terminal buildings post security areas. Upon completion of work, please turn in Tool Log Form to Issuing Officers. Forms are to be retained for one year.
7	Is everyone filling out the form electronically or via regular handwriting? Because if it is via regular handwriting, the spacing is too small.	This form can be in handwritten but we will also distribute fillable MS Word file.
8	Will this form need to be completed in duplicate (one left at Guard Post / one with the escort?)	Correct – one copy will be left with the security guard upon entrance, and one shall be kept with the escorter & the tools at all times while performing work in LGA terminal buildings post security areas.
9	Will this form only be used during passenger hours when TSA Checkpoint is open? How about after TSA Checkpoint is closed, will this form be needed?	All escorts into LGA terminal buildings post security areas with tools must use LGA Tool Log Form at all times even after TSA Checkpoint is closed.
10	Will the escort person be the individual filling out Section A and C of the Tool Log Form or is the individual under escort filling out the Tool Log Form?	Person performing the escort will be filling out the Tool Log Form. The security guard at each PA designated escort locations will conduct initial inventory. Escorter is responsible for exiting inventory when work is done.
11	For construction work, things like screws, anchors, zip ties etc. are used. Would these items have to be counted in and out on the Tool Log Form? This is not including things like a drill bit breaking etc either. Just would like clarification on these types of tools and items.	Tools that are only required for work duties that will be taken into LGA terminal buildings post security areas must be listed on the Tool Log Form.

12	I think the tool list is a good document. The one concern I have is how to we log and monitor someone who has a large truck or big tool box with 100s of tools? Is it realistic to assume that a repair tech with a socket set would log all his sockets, etc. I want to make sure we think about this as you know an instance will come where the list is too vague and will result in a BOR.	This is not applicable since the form must be completed only for escorting into LGA terminal buildings post security areas. Small objects, such as sockets, nails, screws are not considered tools, so there is no need to log these items on the Tool Log Form.
13	How would this apply to Deicing Fluid deliveries?	This is not applicable since the form is for LGA terminal buildings post security areas.
14	Is this Tool Log Form only required for sterile area? Or is it also required for the AOA area.	The form is required for escorting with tools in the LGA terminal buildings post security areas.
15	What about the job boxes/tools that will be remaining on site?	Any tools/tool boxes that will remain in the LGA terminal buildings post security areas of the airport must be pre-authorized by the Port Authority Security Office, TSA, and terminal operator.
16	Will this form also be maintained by the guard at the access door?	One copy will be submitted to the security guard at the PA designated escort entry locations. Another copy will stay with the escorter and tools.
17	When do you plan to implement the tracking of tools?	The form will be implemented by end of May 2019. Official notification will be sent out to the community.
18	In the event that there are more tools then lines listed, will the person escorting fill out a second form? If a second form is filled out does the is the entire form filled out or just Section C.	Please fill out another Tool Log Form (only section C) and staple forms together.
19	If the worker himself/herself is SIDA badged will the procedure be the same for personal tools brought airside on a daily basis?	The form is only applicable for escorting a worker/vendor with tools that will be performing work in LGA terminal buildings post security areas.
20	Do Issuing Officers need to keep a record of each form?	After the completion of work, Issuing Officers need to keep the form for 12 months.

LGA PA Designated Escort Locations

Terminal A Doors: 11A / 11B

Terminal B East and West Employee Screening Checkpoints

Terminal C East and West Employee Screening Checkpoints