

BOSTONAIR CLEARANCE PROCEDURES

1. Company ID Cards

- You are responsible for handing ID to the relevant issuing office. Please familiarise yourself with the terms of the ID. Please liaise with your linkman for further information.

2. Airport Passes

- Please note that all airport passes or badges must only be returned to the issuing authority and not given to a third party. Failure to return passes could make you liable to a fine.

3. Tools / Tool Tags / Stamps

- You are responsible for returning these once they have been issued to you.
- Tooling cost, tags or stamp cost can be deducted from your salary if you fail to return them.

4. Clothing / Workwear

- When issued with non-Bostonair workwear, you have an obligation to return it to the stores.
- The cost to replace workwear will be deducted from your salary if you fail to return it.

5. Additional Stores Items

- Any additional items on your signature must be returned when clearing.

6. Hire Cars

- If you are responsible for a hire car, you have a duty to return the car with a full tank of fuel and in a clean state as received.
- At the end of your assignment, if in possession of a car please contact Bostonair to confirm instructions for returning the car, or passing the car on to another person.
- Failure to inform of any name changes may result in any subsequent fines or speeding tickets being legally charged to you by the company.

7. Hotel

- You should advise the hotel and Bostonair of the date you will check out.
- Ensure that all bills for extras are paid, including phone, tv, bar etc....
- Any outstanding costs will be held back from your final salary, if not settled in full.

8. Apartments

- Apartments must be left in a clean condition.
- Arrangements should be made with the owner, to return the apartment keys.

Any Other Clearance Points:
