

# 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:

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