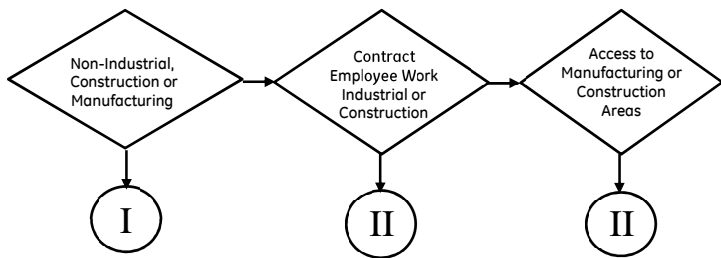


REQUEST FOR ADMITTANCE OF CONTRACTOR PERSONNEL

1. The Project Manager assumes responsibility for:
 - a) Assuring contractor's site issued equipment (including, but not limited to badge, keys and vehicle stickers) are returned prior to contractor employee's departure from site.
 - b) Assures a Nationwide Criminal Background check for each contractor employee has been completed and is available to Site Security if requested. Felony convictions require Security Manager and HR approval for a picture badge. All Foreign Nationals have been properly vetted via Logistics
 - c) Assures contractor has received the appropriate level of training
 - d) Agrees with issuance of picture badge.
 - e) Assuring contract employee assigned SSO (as applicable)
2. Security will require photo identification and proof of citizenship before a badge will be issued.
3. Contractor badge(s) will be issued to an individual who has been a) hired by a GE Sourcing Approved contractor to perform work or services at GE sites and b) approved by Site EHS to perform work on the site.
4. Access level training will be conducted and/or verified by Security prior to issuing a badge
5. Exceptions to be approved by either Site Security or Contractor EHS Manager prior to entry.

Access Level	Training Requirements	Conducted By
Level I	Site Orientation (EHS Awareness/Blue Dot)	Site Security 819-5480
Level II	Basic Plus Safety Site Orientation	MASC 762-9557 Site Security 819-5480



Contract Company		Purchase Order #				
GE Project Manager	GE PM Phone #	GE PM Leader				
Contractor Contact/Supervisor		Contact Number				
Location of Work to be performed by Contractor		Component Number				
Short Description of Work						
Contractor Employees Last Name, First Name	SSO Number	Access Level Requested		Photo Badge Requested*		Access Number
1.		I	II	Yes	No	
2.		I	II	Yes	No	
3.		I	II	Yes	No	
4.		I	II	Yes	No	
5.		I	II	Yes	No	
GE Transportation Sites			Background Checks Completed By:			
G4S <input type="checkbox"/>						
Other _____ <input type="checkbox"/>						
Other _____ <input type="checkbox"/>						
Starting Authorization Date:			Ending Authorization Date: (Max 1 Year from Start Date)			

Project Manager to ensure Access Level I and II Contractor Employees Without a Photo Badge must be escorted at ALL Time.

GE Project Manager Signature	Date	GE Project Manager Leader Signature	Date
Security Receipt Signature		Date	

*Signature Required on Each Page
Strike Through Unused Lines*

*Photo Badge requires criminal background investigation

**Signature certified criminal background investigation completed and vendor on approved contractor list

***This Form must be in possession of security at the south gate prior to training.

REQUEST FOR ADMITTANCE OF CONTRACTOR PERSONNEL

Contractor Employees Last Name, First Name	SSO Number	Access Level Requested		Photo Badge Requested*		Access Number
		I	II	Yes	No	
6.		I	II	Yes	No	
7.		I	II	Yes	No	
8.		I	II	Yes	No	
9.		I	II	Yes	No	
10.		I	II	Yes	No	
11.		I	II	Yes	No	
12.		I	II	Yes	No	
13.		I	II	Yes	No	
14.		I	II	Yes	No	
15.		I	II	Yes	No	
16.		I	II	Yes	No	
17.		I	II	Yes	No	
18.		I	II	Yes	No	
19.		I	II	Yes	No	
20.		I	II	Yes	No	
21.		I	II	Yes	No	
22.		I	II	Yes	No	
23.		I	II	Yes	No	
24.		I	II	Yes	No	
25.		I	II	Yes	No	
26.		I	II	Yes	No	
27.		I	II	Yes	No	
28.		I	II	Yes	No	
29.		I	II	Yes	No	
30.		I	II	Yes	No	
31.		I	II	Yes	No	
32.		I	II	Yes	No	
33.		I	II	Yes	No	
34.		I	II	Yes	No	
35.		I	II	Yes	No	

Contractor Employees Last Name, First Name	SSO Number	Access Level Requested		Photo Badge Requested*		Access Number
		I	II	Yes	No	
36.		I	II	Yes	No	
37.		I	II	Yes	No	
38.		I	II	Yes	No	
39.		I	II	Yes	No	
40.		I	II	Yes	No	
41.		I	II	Yes	No	
42.		I	II	Yes	No	
43.		I	II	Yes	No	
44.		I	II	Yes	No	
45.		I	II	Yes	No	
46.		I	II	Yes	No	
47.		I	II	Yes	No	
48.		I	II	Yes	No	
49.		I	II	Yes	No	
50.		I	II	Yes	No	

Starting Authorization Date:	Ending Authorization Date: (Max 1 Year from Start Date)

Project Manager to ensure Access Level I and II Contractor Employees
Without a Photo Badge must be escorted at ALL Time.

GE Project Manager Signature	Date	GE Project Manager Leader Signature	Date
Security Receipt Signature	Date	<i>Signature Required on Each Page Strike Through Unused Lines</i>	

*Photo Badge requires criminal background investigation

**Signature certified criminal background investigation completed and vendor on approved contractor list

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