



## Welcome to Sikorsky Aircraft,

Upon entering the facility, please remember to comply with the following visitor guidelines:



### Facility Security:

- All visitors must enter at the designated lobby areas
- Check in with front desk personnel
- Ensure issued visitor badge is worn in plain sight above the waist
- Photographs/video and recording devices not permitted without authorization



### Personal Protection

- Wear closed toe shoes – no shorts
- Wear safety glasses as required
- Use hearing protection in designated areas



### Compliance

- Visitors must comply with the scope of the approved visit as discussed with the host/escort
- Remain with the escort at all times and remain on approved route during tours



### Foreign Object Damage (FOD) Program

- Stay clear of parts being repaired
- Be aware of FOD zone signs, and do not introduce foreign objects into FOD zones that have potential to damage parts/components



### Evacuations

- Be alert for any alarms indicating an emergency
- Always stay with host/escort should such a situation arise at any time during the visit

### Remember:

Be mindful of surroundings and compliant with all specified visitation rules.

Please feel free to contact a Sikorsky representative directly with any questions or concerns.

## Instructions for Completing the Visitor Pre-Visit Form

---

1. Please complete the below Visitor Pre-Visit Form in its entirety. All requested information is required for visit approval.
2. Once completed, email this document to your Sikorsky point of contact (i.e., host/escort of your facility visit.)
3. In accordance with the Sikorsky visitor management procedures, visitors must provide acceptable documents to establish U.S. Person status at the time of the visit. A U.S. Person is a U.S. Citizen, permanent resident, asylee, or refugee. Acceptable documents to prove U.S. Person status include the following:
  - U.S. passport;
  - Original or certified birth certificate and a government issued photo identification or other State or federally issued identification.
  - Permanent Resident card (i.e., “Green Card”);
  - Government personnel Common Access Card (CAC).

All documents presented must be valid and unexpired.

**Note: U.S. Person visitors who are unable to provide acceptable proof of U.S. Person status will still be permitted to access Sikorsky facilities by producing a government-issued picture identification (e.g., driver’s license), but will not be permitted to access to regulated items. These visitors will be issued an “unverified” badge and only permitted in certain pre-approved areas of the facility.**

4. For non-U.S. person visitors, acceptable proof of citizenship is a valid passport. Non-U.S. persons who are unable to provide proof of citizenship will not be permitted to access the facility.
5. For any additional questions or concerns regarding your Sikorsky facility visit, please contact your Sikorsky host and/or escort.

## Visitor Pre-Visit Request Form

This form is to be completed by the visitor and sent to the Sikorsky point of contact for visit registration at least 48 hours prior to arrival.

### Visitor Data

**Full Name (as it appears on Identification):**

First Name:  Middle Name:  Last Name:

**Name of Company/Organization/University Represented:**

<b>Company/Organization/University (or private address if not representing another entity):</b>	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
<b>Address, State, Country, Zip Code</b>	<input style="width: 100%;" type="text"/>

<b>Company Information:</b>	<input checked="" type="checkbox"/> <b>U.S. Incorporated</b> <input type="checkbox"/> <b>Foreign Incorporated; Please list country:</b> <input style="width: 60%;" type="text"/>
-----------------------------	---

<b>Are you a U.S. Person (U.S. citizen, permanent resident, or asylee/refugee)?</b>	<input checked="" type="checkbox"/> <b>YES</b>	<input checked="" type="checkbox"/> <b>Citizen</b> <input type="checkbox"/> <b>Permanent Resident</b> <input type="checkbox"/> <b>Asylee/Refugee</b>
	<input type="checkbox"/> <b>NO</b>	

<b>If <u>not</u> a U.S. Person enter:</b> <b>1. Country of Birth</b>	<input style="width: 100%;" type="text"/>
<b>2. Country of Citizenship</b>	<input style="width: 100%;" type="text"/>

<b>If <u>not</u> a U.S. Person, do you have Dual Citizenship?</b>	<input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES, please list other countries:</b>	<input style="width: 100%;" type="text"/>
---	---	---

<b>Please select one form of Identification that will be provided at the time of visit:</b>	<input checked="" type="checkbox"/> <b>Passport</b> <input type="checkbox"/> <b>Permanent Resident Card</b> <input type="checkbox"/> <b>Common Access Card</b> <b>Expiration Date:</b> <input style="width: 60%;" type="text"/>
	<input checked="" type="checkbox"/> <b>Driver's License*</b> <b>Issuing State:</b> <input style="width: 60%;" type="text"/> <b>Expiration Date:</b> <input style="width: 60%;" type="text"/>

The data provided in this form will be stored and maintained in the United Technologies Corporation (UTC) secured internal database server for a period of 5 years. Access to this data is limited to Sikorsky employees having a legitimate business need to process your visitor request. In addition, third-party vendors who assist with data management and maintenance issues have access to the data. These vendors have entered into data transfer agreements meeting UTC / Sikorsky privacy requirements. Access is carefully controlled.

This data is required to determine the information and site areas that you may access during your visit to Sikorsky facilities. Sikorsky implements reasonable physical, administrative, and technical safeguards to help protect your personal information from unauthorized access, use and disclosure.

By voluntarily completing and returning this form, you are indicating that you agree to Sikorsky's collection and use of the data on this form for the purpose of determining the area and information at Sikorsky you may access during your visit.

Questions regarding this notice may be directed to your escort and/or host of your upcoming visit.

\* Driver's License: If presenting only a driver's license at the time of visit, you must also present an original or certified Birth Certificate to prove U.S. Person status. U.S. Person visitors who are unable to provide proof of U.S. Person status will still be granted access to Sikorsky facilities, but will not be permitted access to regulated items and will only be permitted to access certain pre-approved areas of the facility.