

BSO14.9.0.0 – Visitor Request Form

Access Requested: _____

NOTE - Host will need to coordinate with site IT if WiFi access is required.

General Restrictions and/or Requirements:

- Foreign National visitors are required to have an escort at ALL TIMES. There is no exceptions to this rule.
- The host MUST be a regular employee of GKN Westland Aerospace, Inc. and the Tallasse, AL facility.
- The host MUST be a US Citizen.
- Foreign National visitors are not allowed access or entry into any area of the Tallasse facility that houses or performs manufacturing of export controlled items.

Internal Use:

Approvals:

Department	Status	Signature	Date
Security			
Export Compliance			

If Denied, Why: _____

Additional Comments or Restrictions: _____

“GKN is committed to providing a safe working environment for all employees and visitors to the site. Personal protective equipment footwear including steel, composite, or alloy toe caps are required on the shop floor at all times. If you do not wear or bring protective shoes, protective toe caps will be provided. Please be aware that the toe caps limit you to shop floor aisle access only; to prevent injury you will not be permitted inside working cells/processes.”

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REFERENCES

Reference	Reference Number	Reference Title
1	GKN-HSE-02	Security Policy
2	GKN-COMP-POL-10	Export Control Policy
3	BSO 14.3	Recordkeeping Policy
4	BSO 14.4	Screening Visitors and Access to Technical Data
5	BSO 14.5	Technology Control Plan
6	BSO14.9.0.2	Restricted Access Technology Control – Foreign National Employee
7	BSO14.9.0.3	Restricted Access Technology Control – Third Party Contractor, Company Representative – Foreign National
8	BSO14.9.0.4	Restricted Access Technology Control – Third Party Contractor, Company Representative – US Person

CHANGE RECORD

Issue	Date	Changed By	Details of Change
REL	01/02/2020	Belinda Averitt	Release
A	02/03/2025	Kelly Emerson	Updated to add references, change record and approvals. Assign a document number for formal release aligned with APMS.

APPROVALS

Issue	Name	Title	Date	Signature
A	Kelly Emerson	Export Compliance Officer		
A	Patricia White	Sr. Export Compliance Manager		
A	Jerry Clark	Site Security Manager		