

EXITING STAFF NAME:

DEPARTMENT:

STAFF ID:

Date of separation from the company:

Clearance from the departments below is required prior to your exit interview in the Human Resources Office. Please process sections I-V and submit the filled form back to HR Office.

<p><u>Section I – Departmental Clearance:</u> Signed Handover document, Departmental property, Office Keys, uniforms, tools/equipment Departmental computer access has been terminated. Leave accounting has been coordinated with Payroll.</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Supervisor/Head of Department</p>																												
<p><u>Section II – Corporate Security Clearance:</u> Staff Identification Cards, Airport Security Pass</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Security Authorized Signature</p>																												
<p><u>Section III – Logistics Clearance:</u> Office Furniture and equipment, company cell phone, Phone Card/SIM Card, Company Uniforms, Parking cards</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Administration Authorized Signature</p>																												
<p><u>Section IV – Finance Clearance:</u> Interview conducted by member of Benefits Office</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Finance Authorized Signature</p>																												
<p><u>Section V – IT Clearance:</u> Disconnect from Other Standalone IT Systems.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center; background-color: #e0e0e0;">System Disconnect Checklist</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Active Directory</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Commercial Systems</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>IT Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Finance Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ERP and SCM</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Cargo Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Flight Operations</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Safety Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Maintenance and Engineering Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Quality and Assurance Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Audit Systems</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	System Disconnect Checklist				Active Directory	<input type="checkbox"/>	Commercial Systems	<input type="checkbox"/>	IT Systems	<input type="checkbox"/>	Finance Systems	<input type="checkbox"/>	ERP and SCM	<input type="checkbox"/>	Cargo Systems	<input type="checkbox"/>	Flight Operations	<input type="checkbox"/>	Safety Systems	<input type="checkbox"/>	Maintenance and Engineering Systems	<input type="checkbox"/>	Quality and Assurance Systems	<input type="checkbox"/>	Audit Systems	<input type="checkbox"/>		<input type="checkbox"/>	<hr style="width: 80%; margin: 0 auto;"/> <p>IT Authorized Signature</p>
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