

**INFORMATION REGARDING VISITOR PASSES
AT
CALGARY INTERNATIONAL AIRPORT**

1. The Calgary Airport Authority has Airport Restricted Area Visitor Passes available for visitors to the airport who must enter restricted areas of the Airport in the performance of their duties or functions directly related thereto. A responsible authority of the organization they are visiting at the airport must sponsor each visitor.
2. Visitor passes are available Monday to Friday 0800 to 1630 hrs at Pass Control. Outside these hours, Visitor Passes are available 24 X 7 at gate 306A or from Corps of Commissionaires at the ACC by phoning (403) 735-7400.
3. In those rare instances where obtaining Visitor Passes from one of these sources could have severe operational implications for the company sponsoring the visitor, The Calgary Airport Authority may issue a block of Escort Required Visitor Passes to a responsible authority of the company wishing to sponsor visitors. This responsible authority may then reissue the passes in accordance with Airport Security Regulations and the Agreement they signed when they were issued the block of passes. Only the minimum number of blocks with the minimum number of Visitor Passes in each block that are essential to alleviate the severe operational implications will be issued to any company. In most circumstances a request for a block of more than five (5) Visitor Passes will require substantial justification. These passes will be Escort Required
4. Blocks of Visitor Passes will be issued to companies only for the duration of the circumstances that necessitates the holding of the passes. In no circumstances will the block of passes be valid for more than 3 months from date of issue.
5. Holders of a block of Visitor Passes may issue these passes to only bona fide visitors. The passes may not be issued to new or returning employees or to holders of valid YYC Restricted Area Identification Cards (RAICs) or Restricted Area Passes (RAPs) who have arrived at work without their passes.
6. New or returning employees must begin processing for Transportation Clearance and obtain a RAP or RAIC from Pass Control before they enter an Airport Restricted Area.
7. The holder of a valid YYC RAIC or RAP who has arrived at work without it may obtain a visitor pass from either Pass Control or the Canadian Corps of Commissionaires. Applicable hours for each are cited in paragraph 2 of this instruction.
8. Companies wishing to make application to hold a block of Visitor passes may, after reading the attached Conditions for Holding and Issuing a Block of Visitor Passes to ensure they can comply with the conditions, submit a completed Application to Hold a Block of Visitor Passes to
Pass Control
The Calgary Airport Authority
2000 Airport Road
Calgary, AB T2E 6W5

Expiry date _____

**CONDITIONS FOR HOLDING AND ISSUING
A BLOCK OF VISITOR PASSES**

My signature below certifies that I have received Airport Visitor Passes numbered

YYC _____ to YYC _____

and that I have received, the information sheet “Completion Instructions for an Airport Visitor Pass” and this document, and that I have read, understand and will obey the legally binding conditions printed below.

NAME (print) _____ COMPANY _____

SIGNATURE _____ DATE _____

1. The block of Visitor Passes issued to me are the property of The Calgary Airport Authority and will be:
 - a) surrendered by me:
 - I. on demand of the Calgary Airport Authority;
 - II. on demand of a Peace Officer or Airport Security Personnel.
 - b) returned to the Pass Control Office of the Calgary Airport Authority:
 - I. on or before the expiry date on the face of the pass;
 - II. immediately upon termination of my employment at Calgary International Airport or other circumstances under which I was issued a pass.
2. I understand that the holder of a restricted area pass who refuses to submit to an authorized search of their person or goods or other things in their possession or control or a vehicle under their care or control when requested to do so by a screening officer must, on demand, surrender the restricted area pass to the screening officer making the demand.
3. I will safeguard the passes issued to me at all times. I will report any loss or theft, as well as any subsequent recovery, to the Pass Office of the Calgary Airport Authority without delay.
4. I will not delegate issuing authority of these passes to others.
5. I will not issue these passes to new or returning employees who do not have a personal Airport Restricted Area Access Pass, or to holders of a valid YYC RAIC or RAP who have arrived at work without their passes.
6. I will issue the passes only to bona fide visitors for whom I have established a need and right of access into an Airport Restricted Area in the performance of their duties or the performance of functions directly related thereto.
7. I will verify the identity of any person to whom I issue a pass by using their Driver's License
8. I will ensure that each visitor to whom I issue a pass is under escort at all times.

9. I will provide each Escort with a copy of the Duties and Responsibilities of Visitor Sponsors and Escorts. I will retain one signed copy of the form on file with the Airport Visitor/Block Pass Certificate.
10. I will not issue these passes for a period greater than 24 hours.
11. I will ensure that each Airport Visitor/Block Pass Certificate is fully completed in accordance the Instructions for the Completion of Airport Visitor/Block Pass Certificates, a copy of which I have received.
12. I will ensure that the original (green) copy of the Airport Visitor/Block Pass Certificate accompanies each pass I issue. I will retain the yellow copy on file and a signed copy of the Duties of a Visitor's Sponsor or Escort. When the issued pass is returned to me I will file both green and yellow copies and the signed copy of the Duties and Responsibilities of Visitor Sponsors and Escorts in chronological order, by pass number. These documents will be made available for viewing or copying on demand of the Calgary Airport Authority, a Peace Officer or Airport Security Personnel. **The completed forms and the passes will be returned to Pass Control on or before the expiry date printed on the face of the passes. I understand that replacement passes will not be issued until these documents have been audited for compliance with these conditions of issue.**
13. If I require additional passes when these passes expire I will submit a new application.
14. **Failure to comply** with these terms of issue will result in immediate cancellation of my Airport Access Card (prox card) and my Airport Access privileges until all matters related to these passes have been resolved.
13. **Failure to comply** with these terms of issue will also result in cancellation of my privileges to hold a block of Airport Visitor Pass for a minimum period of:
 - a) Thirty (30) days for a first offence;
 - b) Sixty (60) days for a second offence;
 - c) Permanent revocation of privileges for a third offence.
15. **Failure to comply** with these terms of issue may also result in cancellation of these privileges for my company for a period of time to be determined by the Security Manager of the Calgary Airport Authority. Serious instances of non-compliance may also result in Transport Canada levied monetary penalties of up to **\$5,000.00** to me, the visitor and the visitor's Sponsor or Escort, and of up to **\$25,000** to my company.

Ensure that you have also read:

INFORMATION REGARDING VISITOR PASSES:

Security Administration Instruction 2004-Feb-04

INSTRUCTIONS FOR THE COMPLETION OF AIRPORT VISITOR/BLOCK PASS CERTIFICATES:

Security Administration Instruction Revised 2011-Mar-09

DUTIES AND RESPONSIBILITIES OF VISITOR SPONSORS AND ESCORTS:

Security Administration Instruction 2004-Feb-01

DUTIES AND RESPONSIBILITIES OF VISITOR SPONSORS AND ESCORTS

I certify that I have read, understand and will obey the legally binding conditions printed below.

Name (print) _____ Signature _____ Date _____

AIRSIDE VS TERMINAL PASSES

1. An Airside pass is valid in all areas of the Airport.
2. A terminal pass is valid only within the Terminal Building.
3. The following areas of the Terminal building require an Airside Pass:
 - (a) The roof of the Terminal building
 - (b) The Baggage Make up Areas,
 - (c) Aircraft loading gates, and
 - (d) Any other areas of the Terminal Building in which there is not a locked door, gate or other device or an authorized person controlling access to the ramp

ESCORT FOR AIRSIDE OR TERMINAL VISITORS

1. You may escort up to 10 visitors in a restricted area, but may not escort more than 3 visitors in a sterile area if there are passengers in that area.
2. Ensure you know where the visitor must go and what they are to do while they are there.
3. Ensure you have the fully completed Airport Visitor/Block Pass Certificate for the Visitor in your possession, and present this certificate on demand of a Peace Officer or Airport Security Personnel.
4. Ensure that your visitor has their Visitor Pass visibly displayed on their outer clothing at all times.
5. Ensure that your visitor has government issued photo identification, such as a driver's license, in their possession at all times and is aware of their obligation to present this identification on demand of a Peace Officer or Airport Security Personnel.
6. Remain with your visitor at all times that your visitor is in a restricted area.
7. Allow your visitor to access only those areas of the Airport for which the Visitor Pass is Valid.
8. Allow your visitor to access only the locations required to perform their duties
9. Ensure that your visitor(s) are in your sight at all times that you are in the restricted area. If you can't see them, they are no longer under escort.
10. Do not give your visitor any combinations, codes, pin numbers, etc. for doors, gates or other devices at the Airport
11. Unless an authorized person is controlling access to or from restricted area, you must lock the door, gate or other device that allows access to or from the restricted area; and prevent access to or from the restricted area by any unauthorized person while the door, gate or other device is open or unlocked.
12. Ensure that any tools your visitor is using are not left unsecured or unprotected in any area where they could become available to a passenger.
13. Escort your visitor from the Restricted Area at the end of the visit, and return them to the Issuer of the Visitor so that the pass can be turned in. Your duties as an Escort are not complete until the Visitor Pass has been returned.

SPONSOR FOR TERMINAL SEARCH PASSES (available only through Pass Control)

You and the person you sponsor for a pass are jointly and individually responsible for the return of the pass to the issuer.

(a) For a Calgary Passholder who has arrived at the airport without their pass

You are to:

- I. Ensure that the individual has government issued photo identification, such as a driver's license, in their possession.
- II. Attend Pass Control with the individual requiring the pass. Pass Control will verify the passholder's particulars.
- III. Verify that the individual has a bona fide need and right to a Terminal Visitor pass in the performance of his duties or activities directly related thereto.

(b) For other visitors

You are to:

- I. Ensure your visitor is a bona fide visitor with a legitimate need and right to a Terminal Visitor pass in the performance of his duties or activities directly related thereto.
- II. Provide whatever guidance your visitor needs regarding Restricted Area Access Points and the areas to which your visitor may have access.
- III. Provide whatever guidance your visitor may need regarding security procedures at Calgary.

SPONSOR FOR TERMINAL OR AIRSIDE CLEARED PASSES (available only through Pass Control or The Corps of Commissionaires)

You and the person you sponsor for a pass are jointly and individually responsible for the return of the pass to the issuer.

(a) For a Calgary Pass holder who has arrived at the airport without their pass

You are to:

- I. Ensure that the individual has a bona fide need and right to an Airside Visitor pass in the performance of his duties or activities directly related thereto
- II. Ensure that the individual has government issued photo identification, such as a driver's license, in their possession.
- III. Attend Pass Control or the Corps of Commissionaires office with the individual requiring the pass. Pass Control or the Corps will verify the pass holder's particulars.

(b) For other visitors

You are to:

- I. Ensure your visitor is a bona fide visitor with a legitimate need and right to a Terminal Visitor pass in the performance of his duties or activities directly related thereto.
- II. Attend Pass Control or the Corps of Commissionaires office with the individual requiring the pass. Pass control or the Corps will verify the pass holder's particulars.
- III. Provide whatever guidance your visitor needs regarding Restricted Area Access Points and the areas to which your visitor may have access.
- IV. Provide whatever guidance your visitor may need regarding security procedures at Calgary.

IF YOU LOOSE CONTACT WITH OR CONTROL OF YOUR VISITOR AT ANY TIME DURING

COMPLETION INSTRUCTIONS FOR AN AIRPORT VISITOR/BLOCK PASS CERTIFICATE

This Airport Visitor/Block Pass Certificate must be completed by printing legibly in permanent ink. Follow the instructions below and the example at the bottom of this page.

PARTICULARS OF APPLICANT

Name: The full name of the applicant as it appears on the photo identification used.

Company: The full name of the company the applicant is representing.

Phone no: Include the area code

ID Type & #: The type and number of the photo identification presented by the applicant

PARTICULARS OF SPONSOR/ESCORT

Name: Name as it appears on the Sponsor/Escort's Airport Restricted Area Access Pass.

Company: The company name as it appears on the Sponsor/Escort's Airport Pass.

Phone no: The Sponsor/Escort's work phone number.

Expiry Date: The date by which the pass must be returned to the issuer. It may not be more than 24 hrs from the time of issue and may not exceed the expiry date printed on the face of the pass. It may be entered as all numerical or alpha numerical.

Serial: The full serial number printed on the bottom of the pass. (E.g. YYC 610210103)

Quantity: This is always one. (1)

Area Valid: Circle the area (Airside or Terminal) in which the pass is valid.

Security Controls: Circle either Escort or Search. This must be consistent with the Security Control printed on the face of the Pass.

Applicant's Signature: The signature of the person identified on the "PARTICULARS OF APPLICANT". The issuer must counsel the applicant that by signing, they are acknowledging receipt of the pass and are also acknowledging that they have read, understand and will obey the legally binding conditions printed on both the face and the reverse side of the certificate.

Sponsor's Signature: The signature of the person identified on the "PARTICULARS OF SPONSOR/ESCORT". The issuer must counsel the applicant that by signing they are acknowledging their responsibilities as the visitor's Sponsor or Escort.

Issuer's Signature: The signature of the person whose name appears on the back of the pass. This is the person who obtained the passes from Pass Control.

Date: The date the form is signed. It may be entered as all numerical or alpha numerical

**EXAMPLE OF A PROPERLY COMPLETED
AIRSIDE ESCORT
AIRPORT VISITOR/BLOCK PASS CERTIFICATE**

YYC		CALGARY AIRPORT AUTHORITY		
AIRPORT VISITOR / BLOCK PASS CERTIFICATE				
PLEASE PRINT LEGIBLY				
PARTICULARS OF APPLICANT		EXPIRY DATE		
FIRST NAME	LAST NAME	YEAR	MONTH	DATE
William	Visitor	2011	4	2
COMPANY		SERIAL #		
Anycompany Ltd.		YYC61021234		
Phone #				
403-555-1234				
ID Type & #		QUANTITY		
AB Driver's Permit 126798-123		1		
		Circle Appropriate One		
PARTICULARS OF SPONSOR/ESCORT		AREA	AIRSIDE	
FIRST NAME	LAST NAME	VALID	TERMINAL	
Iman	Escort			
COMPANY		SECURITY CONTROLS	ESCORT	
Airfield Services Corp.			SEARCH	
Phone #			NIL Applicant Holds Access Clearance	
403-555-2345				
<small>I the undersigned have read the terms of issue printed on the reverse of this certificate and agree that should I not return this pass and the Pass Certificate to Calgary Airport Authority on or before the expiry date shown above I will be subject to a fee of one hundred dollars (\$100) for each pass and each pass certificate not returned</small>		ISSUER Print Name		
		Whata Nissuer		
Applicant's Signature		Signature		
Sponsors Signature		YEAR	MONTH	DATE
		2011	April	02