

**PASS HOLDER TERMS AND CONDITIONS**

**You will be required to confirm that you have read and understand the following content by providing your signature in the section provided at the end of this document. Please note that “pass,” refers to both Restricted Area Identity Cards (RAIC) and Temporary Passes (Temp Pass). Failure to adhere to the following terms and conditions could result in the temporary or permanent removal of your RAIC.**

- 1) The pass issued to me is the property of the Calgary Airport Authority (CAA) and will be:
  - a) Presented on demand to:
    - i) A Peace Officer or airport security personnel
    - ii) A screening officer, if being screened at a restricted area access point or at a location inside a restricted area
  - b) Surrendered on demand of:
    - i) The Calgary Airport Authority
    - ii) A Peace Officer or airport security personnel
    - iii) A screening officer in accordance with paragraph 2 below
  - c) Returned to the Pass Control Office of the Calgary Airport Authority:
    - i) On or before the expiry date presented 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
    - iii) When I have been, or expect to be, absent from my place of employment for 30 consecutive calendar days
- 2) The holder of a pass who refuses, when requested by a screening officer, to submit to an authorized search of:
  - a) Their person
  - b) Any goods or other items in their possession or control
  - c) A vehicle under their care or controlMust surrender the pass to the screening officer making the request, on demand.
- 3) While at other airports, I will comply with the conditions of issue established by the Calgary Airport Authority, as well as all those in place at any other Canadian Airport.
- 4) The pass issued to me is only valid for those restricted areas to which I require access while I am on duty or in the performance of functions directly related thereto.
- 5) The pass may only be used to access a restricted area at a designated access point.
- 6) The pass issued to me may not be used to bypass passenger pre-board screening where, as an intended passenger on a commercial aircraft, I would be subject to such screening. Nor may it be used to assist others to bypass passenger pre-board screening where such individuals and /or carry-on items would be subject to screening.
- 7) The pass issued to me must be visibly displayed on outer clothing when entering or remaining in a restricted area. Furthermore, I will show and provide, upon demand, my RAIC if challenged by any other RAIC holder while within the restricted area.
- 8) I will ensure that the pass issued to me is not defaced or altered in any way.

- 9) I will safeguard the pass issued to me at all times. I will report any loss or theft, as well as any subsequent recovery, to the Pass Control Office of the Calgary Airport Authority without delay.
- 10) I have been informed and agree that I am subject to any fees associated with the replacement of any Pass. Fees are subject to change at the discretion of the Calgary Airport Authority.
- 11) I am aware that I am bound by the Canadian Aviation Security Regulations (CASR) in regards to issuance conditions of use and understand that failure to comply with any provision of the CASR or these terms of issue could result in confiscation of my pass and a maximum monetary penalty of \$5,000.00 personally.

## **EXCERPTS FROM PART 3 OF THE CANADIAN AVIATION SECURITY REGULATIONS**

SOR/2011-318 April 1, 2016

### **Restricted Area Access Points**

**S. 131** A person must not enter a restricted area except through a restricted area access point.

### **Doors, Gates, Emergency Exits and Other Devices**

**S. 135** Any person who has temporary use or control of a door, gate or other device that allows access between a restricted area and a non-restricted area must prevent access to or from the restricted area by unauthorized persons.

**S. 136** Unless an authorized person is controlling access between a restricted area and a non-restricted area, a person who enters or leaves the restricted area must:

- a) lock the door, gate or other device that allows access to or from the restricted area; and
- b) prevent access to or from the restricted area by unauthorized persons while the door, gate or other device is open or unlocked.

**S. 137** A person must not prevent a door, gate or other device other than an emergency exit that allows access between a restricted area and a non-restricted area from being locked.

**S. 138** A person must not open any door that is designated as an emergency exit and allows access to a restricted area unless:

- a) the emergency exit is a restricted area access point; or
- b) there is an emergency.

### **Issue of Restricted Area Identity Cards**

**S. 147** A person must not provide false information for the purpose of obtaining a restricted area identity card.

### **Activation and Deactivation of Restricted Area Identity Cards**

**S. 157** The employer of a person to whom a restricted area identity card has been issued must immediately notify the aerodrome operator that issued the card if the person ceases to be an employee or no longer requires ongoing access to restricted areas in the course of his or her employment.

**S. 158 (2)** If a restricted area identity card has been deactivated, the person to whom the card has been issued must immediately return it to the aerodrome operator that issued it unless the card was surrendered in accordance with this Part or was lost or stolen.

### **Control of Access to Restricted Areas**

**S. 165** A person must not enter or remain in a restricted area unless the person is:

- a) a person to whom a restricted area identity card has been issued; or
- b) in possession of a document that is issued or approved by the aerodrome operator in accordance with a security measure as authorization for the person to enter or remain in the restricted area.

**S. 166 (1)** A person to whom a restricted area identity card has been issued must not enter or remain in a restricted area unless:

- a) they are acting in the course of their employment;
- b) the card is in their possession;
- c) the card is active; and
- d) they are in possession of a key that, if applicable, has been issued to them for the restricted area or a combination code or personal identification code that has been assigned to them for the restricted area.

**(2)** Paragraph (1)(d) does not apply to crew members.

**S. 167 (1)** A person to whom a restricted area identity card has been issued must not enter or remain in a restricted area unless they visibly display the card on their outer clothing at all times.

### **Use of Restricted Area Identity Cards, Keys and Combination Codes**

**S. 171 (1)** A person must not:

- a) lend or give a restricted area identity card or a key that has been issued to them to another person;
- b) use a restricted area identity card or a key that has been issued to them to provide access to a restricted area to another person without authorization from the aerodrome operator;
- c) intentionally alter or otherwise modify a restricted area identity card or a key unless they are the operator of an aerodrome or a person designated by the operator;
- d) use a restricted area identity card or a key that has been issued to another person;
- e) have in their possession, without reasonable excuse, a restricted area identity card or a key that
- f) has been issued to another person;
- g) use a counterfeit restricted area identity card or a counterfeit key; or
- h) make a copy of a restricted area identity card or a key.

**S. 172 (1)** A person to whom a restricted area identity card or a key has been issued must immediately report its loss or theft to their employer or to the aerodrome operator that issued the card or key.

**(2)** An employer who is informed by an employee of the loss or theft of a restricted area identity card or a key must immediately report the loss or theft to the aerodrome operator that issued the card or key.

**S. 173** An employer who is informed by an employee that a restricted area identity card is not functioning must immediately so notify the aerodrome operator that issued the card.

### **Presentation and Surrender of Restricted Area Identity Cards**

**S. 175 (1)** A person in possession of a restricted area identity card who is in a restricted area must, on demand, present the card to the Minister, the aerodrome operator, the person's employer or a peace officer.

**(2)** A person in possession of a restricted area identity card who is being screened by a screening officer at a restricted area access point or at a location in a restricted area must, on demand, present the card to the screening officer.

**S. 176 (1)** A person in possession of a restricted area identity card must, on demand, surrender it to the Minister, an aerodrome operator, a screening officer or a peace officer.

(2) The Minister or an aerodrome operator may demand the surrender of a restricted area identity card if:

- a) the card has expired or has been reported as lost or stolen;
- b) the card has been deactivated; or
- c) the surrender of the card is required in order to ensure aviation security.

(3) A screening officer may demand the surrender of a restricted area identity card if:

- a) the card has expired or has been reported as lost or stolen;
- b) the card has been deactivated; or
- c) the screening officer is conducting screening at a restricted area access point or at a location in a restricted area and the person who is in possession of the card refuses to submit to a screening or to the screening of goods in his or her possession.

(4) A peace officer may demand the surrender of a restricted area identity card if:

- a) the card has expired or has been reported as lost or stolen; or
- b) there is an immediate threat to aviation security, the security of any aircraft or aerodrome or other aviation facility or the security of the public, passengers or crew members and the surrender of the card is required in order to respond to the threat.

### Escort and Surveillance

**S.181 (1)** A person under escort will remain with the escort while the person is in a restricted area.

(2) An escort must remain with the person under escort while the person is in a restricted area.

(3) The person who appoints an escort must: inform the escort of the requirement to remain with the person under escort while that person is in a restricted area.

**Meeting, greeting or contact with friends, family, and acquaintances in the Sterile Area is strictly forbidden under Canadian Aviation Security Regulations.**

If you have any questions or concerns, please contact the Calgary Airport Authority Security Department via: [security@yyc.com](mailto:security@yyc.com).

### PASS HOLDER CONFIRMATION OF UNDERSTANDING

**My signature certifies that I have received the RAIC/TEMP number indicated, a copy of this document and that I have read, understand and will obey the conditions of issue printed above. My signature also indicates my consent to the collection, storage and digital encoding of my fingerprints, head-and-shoulder photographs, photo images of the iris of both eyes, and the personal data I provided on my application for this pass for the purpose of creating a Temp Badge and or RAIC which will be used to verify my identity upon entry to and while in restricted areas of Calgary International Airport and other Canadian airports.**

<b>RAIC/Temp No.</b>	<b>Date (YYYY-MM-DD)</b>
<b>Name</b>	<b>Signature</b>