

THIS FORM MUST BE FILLED OUT ELECTRONICALLY - HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

COMPANY INFORMATION		
COMPANY	DEPARTMENT/DIVISION (If "all" please specify)	
COMPANY ADDRESS		
CITY	PROVINCE	POSTAL CODE

PERSONAL INFORMATION		
SURNAME	GIVEN NAME(S)	DATE OF BIRTH (YYYY-MM-DD)
TELEPHONE	EMAIL	POSITION
RAIC NUMBER	DRIVERS LICENCE NUMBER	

CERTIFICATE OF RESPONSIBILITY		
I, the undersigned, certify that I accept the appointment and responsibility as the Senior Requesting Officer for the company and division(s) identified above.		
NAME	SIGNATURE	DATE (YYYY-MM-DD)

PASS CONTROL		
Data verified	Data entry complete	Specimen signature entered
APPOINTMENT EXPIRES (Date)	SIGNATURE	DATE (YYYY-MM-DD)

Please see the Terms of Appointment on reverse.

TERMS OF APPOINTMENT

As Senior Requesting Officer you have prime responsibility within your organization to ensure that individuals employed by, or providing a service to, or on behalf of, your organization are complying with Canadian Aviation Security Regulations and Calgary Airport Authority directives pertaining to airport restricted area access.

You assume financial liability on behalf of your organization for all fines, penalties, and administrative charges levied by Transport Canada or the Calgary Airport Authority for failure by anyone under the control of your organization to comply with Canadian Aviation Security Regulations and Calgary Airport Authority directives, and “terms” pertaining to airport restricted area access.

You may designate other individuals within your organization to assist you with this appointment; they will be Designated Requesting Officers. Unless the Calgary Airport Authority Security Manager is notified, in writing, of any restrictions, the signatures of your Designated Requesting Officers will have the same authority as your own. Your number of delegates is to be kept to an absolute minimum and you are responsible for the actions of all designates you appoint.

You shall ensure that:

1. You are familiar with *Canadian Aviation Security Regulations* and those sections of the *Transportation Security Clearance Program* applicable to your position.
2. Each individual employed by, or providing a service to, or on behalf of, your organization for whom airport-restricted area access is requested is aware of their responsibilities under the regulations and directives cited above.
3. Current Certificates of Appointment for yourself and those whom you’ve designated are on file in the Pass Control Office.
4. Each request for an airport restricted area access clearance, airport restricted area access pass, airport keys, and airport access cards is signed by a duly appointed Authorizing Officer.
5. Each request for an airport-restricted area access pass, airport keys, and access cards is for the **minimum access needed** by the applicant to effectively carry out their duties.
6. All airport restricted area passes, airport keys, and access cards, for which there is no longer an entitlement by the person to whom they were issued, are returned, within one working day, to the Pass Office.
7. The Calgary Airport Authority Manager of Security is provided a record of the names of individuals to whom Airport Authority-controlled door codes have been given, upon request.

NAME	SIGNATURE	DATE (YYYY-MM-DD)