

**PASS HOLDER TERMS AND CONDITIONS**

- 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
    - iii) All serial numbered certificates (used or unused) will be returned to the Pass Control Office every three months for auditing purposes
    - iv) Used certificates will be arranged in sequential order for auditory purposes
    - v) Any certificate cancelled due to error will have void written across both halves of the certificate and be returned to the Pass Control Office for auditory purposes
- 2) I will:
  - a) Ensure the original (BLUE) copy of the Airport Visitor Pass Certificate accompanies each pass I issue.
  - b) Retain the yellow copy on file.
  - c) File both blue and yellow copies in chronological order, by pass number, when the issued pass is returned to me.
  - d) Make these documents available for auditing on demand of the Calgary Airport Authority, a Peace Officer or airport security personnel.
  - e) Return the completed forms to Pass Control every three months for auditing purposes.  
I understand that replacement passes or certificates will not be issued until these documents have been audited for compliance with these conditions of issue.
- 3) I will safeguard the passes issued to me at all times and will report any loss or theft, as well as any subsequent recovery, to the Pass Control Office of the Calgary Airport Authority without delay.
- 4) Visitor Passes expire annually, if I require additional passes once these passes expire I will submit a new application to Pass Control.
- 5) I will not delegate issuing authority of these passes to others.

**Using Visitor Passes**

- 1) I will not knowingly issue these passes to a person if Transport Canada has refused to grant or has suspended or cancelled the person's clearance.
- 2) I will not issue these passes to anyone with a valid Canadian Transport Security Clearance (TSC) or to the holder of a valid YYC RAIC or Temp Pass who has arrived at work without their pass.
- 3) I will only issue these passes to legitimate 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.
- 4) I will verify the identity of any person to whom I issue a pass by using their approved Government Issue ID outlined in the Duties and Responsibilities of Visitor Sponsors and Escorts.
- 5) I will ensure that each Airport Visitor Pass Certificate is fully completed in accordance with the Instructions for the Completion of Airport Visitor Pass Certificates, a copy of which I have received.

- 6) I will not issue these certificates for a period greater than 24 hours.
- 7) I will ensure that each visitor to whom I issue a pass is under escort at all times and control of the visitor is maintained at all times. If I transfer continuity to another RAIC holder the new escort must be made aware of their responsibilities as the escort.
- 8) I will ensure that the escort assigned holds a valid YYC RAIC.
- 9) I understand that it is my responsibility to ensure that all escorts **have read and understand** the Duties and Responsibilities of Visitor Escorts.

**Failure to Comply**

- 1) The holder of a restricted area 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 control
 Must surrender the restricted area pass to the screening officer making the request, on demand.
- 2) Failure to comply with these terms of issue will result in immediate cancellation of my airport access card (PROX) and my airport access privileges until all matters related to these passes have been resolved.
- 3) Failure to comply with these terms of issue will also result in cancellation of my privileges to hold Airport Visitor Passes and possible pass suspension and/or a fine. A subsequent interview with the Calgary Airport Authority Security Department may also be required prior to pass reissuance.
- 4) 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.

**PASS HOLDER CONFIRMATION OF UNDERSTANDING**

**My signature certifies that I have received:**

Airport Visitor Passes numbered: YYC \_\_\_\_\_ to YYC

Visitor Pass Certificate Serial Numbers: YYC \_\_\_\_\_ to YYC

**It also verifies that I have received the “Information Regarding Visitor Passes” information sheet additional to this document and that I have read, understand and will obey the legally binding conditions printed above.**

<b>Company</b>	<b>Date (YYYY-MM-DD)</b>
<b>Name</b>	<b>Signature</b>

**FOR PASS CONTROL OFFICE USE**

<b>Issued by: (Name)</b>	<b>Signature</b>	<b>Date (YYYY-MM-DD)</b>
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