

**ESCORT FOR VISITORS**

1. You can only escort a maximum of 10 visitors at a time in a restricted area
2. You must know in advance where the visitor must go and what they will be doing
  - Do not allow your visitor to access to any other locations other than what is required
  - Do not give your visitor any combinations, codes, pin numbers or the like for any access
3. You must properly complete the Visitor Pass Certificate and ensure the visitor has it in their possession at all times.
4. You must remain with your visitor at all times while in a restricted area.
  - a. If you transfer the escort of the visitor to another RAIC holder, you must inform the new escort of their responsibilities as the escort.
5. You must ensure your visitor:
  - Has their Visitor Pass with the certificate visibly displayed at all times
  - Has government issued photo identification on them at all times
    - i. Understands their obligation to present their identification when asked (i.e. provincial driver's license, provincial identification card, and passport or firearms license)
    - ii. The identification must include their photograph as well as their full name, date of birth and the date of expiry in English.
  - Does not leave tools or items unattended in any area and takes them back out of the space upon exiting
6. You must ensure all uncontrolled access points into restricted areas are locked and secured if you enter into those spaces.
7. You must escort your visitor from the restricted area at the end of the visit and retrieve the visitor pass and certificate.
8. You must return the Visitor Pass and Certificate to the issuer if applicable.
9. You will lose your privileges to hold Visitor Passes if you fail to comply with pass holder terms and conditions.
10. You will be responsible for any financial penalties that result from the failure to comply with pass holder terms and conditions.

**PASS HOLDER CONFIRMATION OF UNDERSTANDING**

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

Name	Date (YYYY-MM-DD)	Signature
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**IF YOU LOSE CONTACT WITH OR CONTROL OF YOUR VISITOR AT ANY TIME DURING THEIR VISIT, CONTACT THE IOC AT 735-1300 Ext. 3 AND REQUEST ASSISTANCE.**