Pass Office Registration

July 2023

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VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	JAN 2020	NEW	Emily Bochenski	
2.0	JULY 2023	UPDATES	Paratna Datt	

1.THE ORGANIZATION

1.1 Register Your Company

1. Create a Letter of Introduction for the Pass Control Office (PCO) which must be completed on company letterhead, from an officer of the company, and include the following:
   - Purpose to require Documents of Entitlement at YYC (services rendered, to what company),
   - Reason for needing access to the Restricted Area,
   - Number of employees who will initially require a Document of Entitlement,
   - Designation of whom from your company will act as the Senior Signing Authority. This person will be the main point of contact with the Pass Office and responsible for all dealings as required.
   - Designation of whom from your company will act as the Delegated Signing Authority.

2. The process may take up to three weeks to complete, depending on Transport Canada's availability.

3. Provide an Attestation of Supply Chain Training to the Pass Office, and continually update as employees are trained/retrained, if applicable.

4. Contact the Pass Office Manager at 403-735-1321 if you have any questions.

1.2 Initiate Employee Pass Process

Once a company has successfully registered with the Pass Office and hired employees, the Designated Signing Authorities must approve the appropriate Document of Entitlement for each employee, based on their individual need and right.

1. **Identification Badge** is all that is needed if an employee's duties are pre-security related. The employee does not hold a Transport Security Clearance (TSC) while holding this badge and will not be able to access the restricted area.
2. **Restricted Area Identification Card (RAIC)** is required if an employee's duties include work in post-security areas. A RAIC can only be obtained after receiving a Transport Security Clearance (TSC). A temp badge is issued while waiting on TSC approval (search or escort required):
   - **Search Required** allows you access to the sterile area unescorted

- ○ **Escort Required** must be escorted at all times while post-security.

Note: While in the restricted area, any employee with a temp badge must be escorted at all times. (Ex: on the apron, utility corridor in ITB, etc.)

or

- ○ **Multi-Employer RAIC** is required if an employee is going to be working post-security for more than one employer. If one of your employees already holds a RAIC with a primary company, it is your Senior Signing Authority's responsibilityto ensure they obtain a Multi-Employer RAIC.

1.3 Assign Airport Keys & Access Card

Designated Signing Authorities must fill out an Application for Airport Keys & Access for each employee to ensure that the employee is assigned appropriate access levels/keys consistent with their job functions. The Senior Signing Authority will contact the YYC Security Department to determine the access levels required during the registration of the company.

If the company requires access levels not already available, it must be approved through the YYC Security Department. Restricted access levels will require specialized signatures for approval.

Key requests will take a minimum of two (2) business days to process and complete.

1.4 Document of Entitlement Application

There are two different types of application instructions detailed below:
1. How to apply for an Identification Badge for pre-security operations only, and
2. How to apply for a TSC for post-security operations.

All applicants are encouraged to retain a copy of all completed forms for their own personal records, and it is important to note that:
- At any time, applicants may be required to provide additional information.
- Some work permits or visas that are limited to an employer sponsoring the application or a location other than YYC Calgary International Airport may not be accepted.
- If the Applicant is a minor [in Alberta, this is an individual who is younger than eighteen (18) years of age] a parent or guardian should accompany the minor to the Pass Control Office. The parent or guardian must allow the Pass Office to obtain the minor's information by signing the application form.

2.THE INDIVIDUAL

2.1 How to Apply for an Identification Badge (Pre-Security)

1. Complete the Application for RAIC or ID Badge **ensuring that all names on the application are the same as identified on the original, valid, government-issued photo ID that was provided at the time of application.**
   a. On the '**RAIC Requested For**' section, please be sure to check '**ID Badge**'.
   b. Have this application signed by a Designated Signing Authority of the organization employing the applicant.

2. Complete CASAP Online training.

   The Canadian Aviation Security Awareness Program (CASAP), consists of two modules (YYC and National). CASAP was created for all airport employees to provide an understanding of the security requirements and culture at YYC Calgary International Airport. ID badges only require YYC to be completed.

3. Complete the Key and Access Request form.

4. Go to yyc.com to schedule a '**RAIC/ID Badge**' appointment at the Pass Office and bring required documents and identification.

2.2 How to Apply for TSC (Post-Security)

1. Three separate online applications need to be filled out electronically. (Handwritten forms will not be accepted):
   a. Complete the Application for Transport Canada Transportation Security Clearance
      a. Consult TSCA DocuSign Help Videos on yyc.com, as incorrectly filled out applications will be denied.
   b. Complete the Application for RAIC or ID Badge
   c. Complete the Key and Access Request

   Note: Be sure to have all application forms signed by a Designated Signing Authority of the organization employing the applicant.

2. Complete CASAP Online training.

The Canadian Aviation Security Awareness Program (CASAP), consists of two modules (YYC and National). CASAP was created for all airport employees to provide an understanding of the security requirements and culture at YYC Calgary International Airport.

3. Go to yyc.com to schedule a '**New Enrollment**' appointment at the Pass Office and bring required documents, including all original listed identification as per TSC application.