

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 Yellowknife Airport and will be:
- a) Presented on demand to a Peace Officer or airport security personnel, or a screening officer, if being screened at a restricted area access point or at a location inside a restricted area;

b) Surrendered on demand to the Yellowknife Airport, a Peace Officer or airport security personnel, or a screening officer in accordance with paragraph 2 below;

c) Returned to the Pass Control Office of the Yellowknife Airport on or before the expiry date presented on the face of the pass, immediately upon termination of my employment at Yellowknife Airport, or when I have been, or expect to be, absent from my place of employment for 30 consecutive calendar day.
- 2) The holder of a PASS who refuses, when requested by a screening officer, to submit to an authorized search of their person and any goods or other items in their possession or control, and any vehicle under their care or control, must surrender the pass to the screening officer making the request.
- 3) While at other airports, I will comply with the conditions of issue established by the Yellowknife Airport, as well as all those in place at any other Canadian Airport.
- 4) I will surrender my RAIC immediately if I am charged with committing a criminal offence, or have breached any provision, legislation, regulation, measure, directive or order of any governmental authority concerning civil aviation security.
- 5) The PASS issued to me is only valid for restricted areas I need to access while I'm working or doing tasks related to my job. If I am employed by more than one employer, I agree to only use my RAIC to enter areas while in the discharge of the duties assigned to me on behalf of my employer.
- 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 safeguard the PASS issued to me at all times. I will ensure that the PASS is not defaced or altered in any way. I will report any loss or theft, as well as any subsequent recovery, to the Pass Control Office of the Yellowknife Airport without delay.
- 9) 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 Yellowknife Airport.
- 10) I am aware that I am bound by the Canadian Aviation Security Regulations (CASR) in regard 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**.
- 11) Failure to comply with any regulation, policy, procedure or condition denoted here or by the Yellowknife Airport may result in the confiscation, and/or suspension of my RAIC and privileges at the Yellowknife. I acknowledge that the Yellowknife Airport may change or update these terms and conditions at any time and agree to comply with changes at the time of their implementation. 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 Pass and or RAIC which will be used to verify my identity upon entry to and while in restricted areas of Yellowknife and other Canadian airports. My signature also represents my attestation that I have not provided false information to obtain a RAIC.

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

PLEASE NOTE: Meeting, greeting or having contact with friends, family, and acquaintances in the Sterile Area is strictly forbidden under Canadian Aviation Security Regulations

EXCERPTS FROM PART 5 OF THE CANADIAN AVIATION SECURITY REGULATIONS SOR/2000-318**Restricted Area Access Points**

287A A person must not enter a restricted area at an aerodrome except through a restricted area access point.

Issue of Restricted Area Identity Cards

303 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

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

314(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 operator of an aerodrome who issued it unless the card was surrendered in accordance with this Division or was lost or stolen.

Control of Access to Restricted Areas

321 A person must not enter or remain in a restricted area unless the person:

- a) is a person to whom a restricted area identity card has been issued; or
- b) is in possession of a document of entitlement, other than a restricted area identity card, for the restricted area.

322 (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) as applicable, they are in possession of a key that 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.

323 (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.

324 The operator of an aerodrome must ensure that a person is not allowed to enter or remain in a restricted area at the aerodrome unless the person is in possession of

- a) an active restricted area identity card that has been issued to the person; or
- b) a document of entitlement, other than a restricted area identity card, for the restricted area.

Use of Restricted Area Identity Cards, Keys, Combination Codes and Personal Identification Codes

327 (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 allow access to a restricted area at an aerodrome to another person without authorization from the operator of the aerodrome;
- 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 has been issued to another person;
- f) use a counterfeit restricted area identity card or a counterfeit key; or
- g) make a copy of a restricted area identity card or a key.

328 (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 operator of an aerodrome who 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 operator of an aerodrome who issued the card or key.

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

Presentation and Surrender of Restricted Area Identity Cards

331 (1) A person in possession of a restricted area identity card who is in a restricted area at an aerodrome must, on demand, present the card to the Minister, the operator of the aerodrome, 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.

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

(2) The Minister or the operator of an aerodrome 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 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 carrying out 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 be screened or refuses to submit goods in their possession or control for screening.

(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 safety of the public, passengers or crew members, and the surrender of the card is required to respond to the threat.

333 A screening officer or a peace officer to whom a person surrenders a restricted area identity card must return the card to the operator of the aerodrome where the card is surrendered or to the operator of an aerodrome who issued the card.

334 The operator of an aerodrome to whom a person surrenders a restricted area identity card must notify the Minister if the operator demanded the surrender in accordance with paragraph 332(2)(c).

Doors, Gates, Emergency Exits and Other Devices

291 Any person at an aerodrome 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.

292 Unless an authorized person is controlling access between a restricted area and a non-restricted area at an aerodrome, 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.

293 A person at an aerodrome 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.

294 A person at an aerodrome must not open any door that is designated as an emergency exit and that is also a restricted area access point unless

- a) the person is authorized by the operator of the aerodrome to open it; or
- b) there is an emergency.

Escort and Surveillance

337 (1) A person under escort must 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.