Penticton Airport

Security Program

May 2025

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RECORD OF AMENDMENTS

Amendment No.	Date	Description	Issued By	Issue Date
Original	March 2015			
1	October 05, 2023	Update Distribution List, pg 4 Update Security Policy Statement, pg 6	Lance Duncan	
2	February 15, 2024	Update 4.0 Security Incident/Breach Response Process, page 10 Update 6.0 Handling Sensitive Security Information, page 14 Update 7.0 Airport Drawings, page 15	Lance Duncan	
3	August 19, 2024	Record of Amendments; Corrigenda; Distribution List; Table of Contents; Section 1.0; Section 2.1; Section 3.0; Section 4.0; Section 5.0; Section 6.0; Section 7.0	Simon Barbour	August 19, 2024
4	March 12, 2025	Record of Amendments, Distribution List, Table of Contents; Section 1.1; Section 2.1; Section 3.0; Section 5.0; Section 6.0; Section 7.0 to 7.2; Section 9.0; Appendix A; Revise EOC to ECC	Simon Barbour	March 18, 2025
5	May 15, 2025	Record of Amendment; Distribution List, Table of Contents, Section 2.1, Section 3.0, Section 4.0, Section 5.0, Section 6.0, Section 7.1,	Simon Barbour	May 15, 2025

CORRIGENDA

No.	Date	Page / Section	Entered By

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Overview

The objectives of the Penticton Airport Security Program are:

1) Assist the Airport Manager and support aviation security in a manner that is comprehensive, integrated, co-ordinated and risk-based,
2) Improve aviation security awareness and understanding of security related roles and responsibilities within the organization,
3) Encourage and co-ordinate the sharing of security information where applicable,
4) Engage the entire organization to be more involved and proactive in security matters and promote continuous improvement of security.

The program is comprised of various elements that are focused on security detection, prevention, response, and recovery to safeguard civil aviation against acts or attempted acts of unlawful interference. All these elements are documented, implemented, and maintained. The Penticton Airport Security Plan is comprised of the following elements.

- Security Policy Statement
- Security Official
- Airport Security Roles and Responsibilities
- Security Incident/Breach Response process
- Security Awareness
- Security Information Process/Requirements
- Security Committee
- Corrective Action Process
- Documentation of Aviation Security Requirements
- Scaled Drawings of Penticton Airport

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1.0   Security Policy

1.1   Penticton Airport Security Policy Statement

Penticton Airport is committed to keeping its airport safe and secure and worthy of public confidence. The overall objective is to improve security awareness and reduce the security risk to a manageable level.

Penticton Airport strives to promote a high level of security for its clients, employees, and stakeholders by developing a culture of security vigilance and awareness.

Penticton Airport is committed to being a leader in security and to continually improve security through the following objectives:
- Promoting a culture of security vigilance and awareness.
- Enhancing cooperation and collaboration with our security partners.
- Implementing effective processes and procedures that meet national and international standards and complying with all applicable legislative and regulatory requirements.
- Reviewing all security incidents and breaches including implementation of corrective actions and lessons learned, and,
- Communicating and informing the airport community regarding security issues.

Penticton Airport Security Personnel acknowledge that aviation security is a fundamental priority to the operation of the Penticton Airport and will conduct their Security Roles in accordance with the Penticton Airport Security Program Manual.

Penticton Airport is committed to ensuring security is a priority in airport operations and continual improvement of security practices.

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Simon Barbour, Airport Manager, Penticton Airport

1.2   Communication of Security Policy

In order to promote awareness of the security policy the security official will ensure:

- The security policy is prominently displayed in employee work areas including the fire hall, maintenance garage, air terminal administration area and the boardroom.
- The security policy is included in security awareness training.
- The policy is discussed annually in security related meetings.
- Share the policy with tenants to promote awareness.

1.3   Review of the Security Policy

The security official will review the security policy annually during the Management Review of the Penticton Airport Security Program (see section 9.0) to ensure the policy is still relevant and meets the needs of the airport security program.

2.0   Security Official Designation

2.1   Penticton Airport Security Officials

The following is a list of the security and acting security officials for Penticton Airport:

Security   Simon Barbour, Airport Manager
                                    Tel # 250-770-4414
                                    Cell # 250-809-4596 (24/7)
                                    simon.barbour@tc.gc.ca

Supervisor Airport Maintenance & Operations
                                    Lance Duncan
                                    Tel #: 250-770-4404
                                    Cell # 250-460-2468 (24/7)
                                    lance.duncan@tc.gc.ca

BC Corp of Commissionaires
                                    Len Wyllie, Supervisor or delegate
                                    Tel #: 1-250-770-4417 (24/7)
                                    lwcyyf@gmail.com

3.0   Security Roles and Responsibilities

Airport Manager

The airport manager is responsible for the overall delivery of the Airport Security Program including the following:

- Management of all aerodrome security compliance obligations at Penticton Airport
- Approval and implementation of the airport security program
- Development and delivery of the airport security awareness program
- Develop, manage, and support security exercises.
- Approve, develop and implement a process for receiving, retaining, disclosing, and disposing of sensitive information respecting aviation security to protect that information from unauthorized access.
- Annual Airport Security Program review including security policy.
- Chairs the airport safety/security committee.
- Promotion of the Airport Security Program through the Security Awareness implementation with tenant hiring practices.
- Remaining current on Transport Canada aerodrome security regulations and ensuring airport compliance
- Designate acting security officials.
- Ensures adequate financial and human resources are available to implement the airport security program.
- Manages airport security contracts.
- Provides security related training to airport staff, tenants and contractors.
- Responds to security incidents and conducting threat/risk assessments if required.
- Contacting Transport Canada Situation Centre (SITCEN) at 1-888-857-4003, police, airlines, and other security related stakeholders.
- Activating the airport emergency response plan
- Manage access control and restricted area passes.

BC Corp of Commissionaires

- Responding to security incidents and conducting threat/risk assessments if required
- Contacting Transport Canada, police, airlines, and others with security related responsibilities
- Remaining current on aerodrome security regulations

Maintenance/Operations Staff

- Inspection, maintenance, and repairs of airport security related facilities such as fencing, gates, airside doors, signs, lighting.
- Providing support during emergency response plan exercises and/or security incidents
- Provide assistance to Rescue and Fire Fighting services.
- Ensure security is maintained during airside construction projects.

Air Carriers / Airport Tenants

- Pacific Coastal Airlines – PSLP – see Appendix A
- WestJet – PSLP – See Appendix A
- Tenants at Penticton Airport such, CATSA and general aviation operators/pilots are responsible for security within their areas of operation
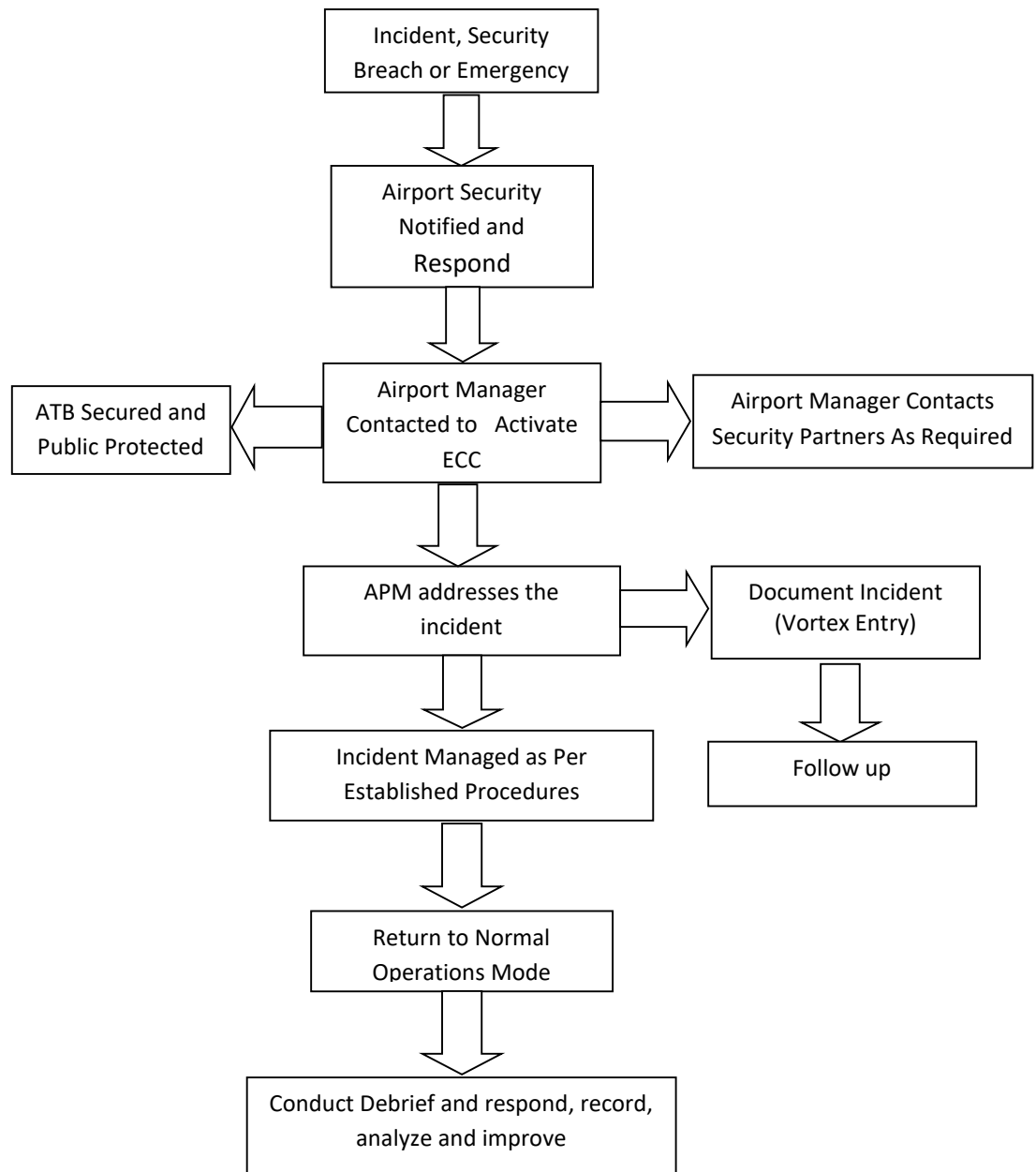
4.0   Security Incident/Breach Response Process

Penticton Airport has security staff on duty when there is no Transport Canada staff on duty. Security incidents are reported using Vortex Management Software.

Threats received through other parties are reported directly to the airport manager's office. The Penticton Airport Emergency Plan contains procedures for handling bomb threats (including building evacuation) (Section 17) and hijackings (Part I Section 5.5), and outlines security information for all parties including security roles, notification procedures and contact information. This plan is retained in the airport manager's office and the ECC. A copy is provided to all airlines, CATSA, local police, airport security, Nav Canada, local hospital/ambulance, EMO, local fire departments and other applicable organizations.

If potential for vulnerability is detected or identified in the Incident or Breach Response Process, a Corrective Action Plan will be created immediately to correct the identified vulnerability. This Corrective Action Plan will be created and documented to completion using the Vortex Management Software. This Corrective Action Plan can potentially be requested by the Minister or Transport Canada Security Inspector for review.

The process for managing a security emergency is as follows:

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                    │  Incident, Security │
                    │ Breach or Emergency │
                    └─────────────────────┘
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                               ▼
                    ┌─────────────────────┐
                    │   Airport Security  │
                    │     Notified and    │
                    │       Respond       │
                    └─────────────────────┘
                               │
                               ▼
┌──────────────────┐  ┌─────────────────────┐  ┌──────────────────────┐
│ ATB Secured and  │◄─│   Airport Manager   │─►│ Airport Manager      │
│ Public Protected │  │ Contacted to Activate│  │ Contacts Security    │
│                  │  │         ECC         │  │ Partners As Required │
└──────────────────┘  └─────────────────────┘  └──────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐  ┌──────────────────────┐
                    │  APM addresses the  │─►│  Document Incident   │
                    │      incident       │  │   (Vortex Entry)     │
                    └─────────────────────┘  └──────────────────────┘
                               │                        │
                               ▼                        ▼
                    ┌─────────────────────┐  ┌──────────────────────┐
                    │ Incident Managed as Per│ │      Follow up       │
                    │ Established Procedures │ └──────────────────────┘
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │   Return to Normal  │
                    │   Operations Mode   │
                    └─────────────────────┘
                               │
                               ▼
                ┌─────────────────────────────┐
                │ Conduct Debrief and respond,│
                │  record, analyze and improve│
                └─────────────────────────────┘
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5.0 Security Awareness Program

Every Transport Canada employee working at Penticton Airport as well as security line partners, tenants, crew members and contractors who need access to restricted areas of the airport have a responsibility for maintaining vigilance and awareness with respect to airport security. The objective of the Penticton Security Awareness Program is to promote a culture of security vigilance and awareness amongst all persons who work at the aerodrome, need access to restricted areas and work within the public area of the air terminal or partner's facilities.

The security responsibilities of the various groups are different hence the information delivered to each group varies. Employees of CATSA and the airlines receive security training from their own organizations. In fact, some of these groups may be utilized to assist with the awareness program i.e. CATSA may provide expertise on how to identify weapons and devices that may be used to threaten the security of an aircraft.

Transport Canada, as operator of the Penticton Airport, delivers a Security Awareness Program to employees, security partners and other applicable groups which provide the following information:

- The purpose of the program
- Airport Security Policy Statement
- How to identify and report suspicious or unusual behavior at the airport
- Procedures for reporting and responding to security incidents
- The importance of security awareness and vigilance at Penticton Airport
- The importance of the airport community identifying security gaps and weaknesses and suggesting improvements to the ASP.

The effectiveness of the Penticton Airport Security Awareness Program is dependent on how well the program is communicated to the Penticton Airport community. Airport management uses the following methods to raise security awareness:

- Conduct security awareness briefings as required for all applicable groups at the airport and those that access the Restricted Area.
- Promotion of the Airport Security Program through ensuring that Tenants and Stakeholders include completion of the Airport Security Awareness Program as part of their hiring practices.
- Provide briefings on new security rules.
- Provide refresher security awareness sessions as required.
- On an ad-hoc basis, security bulletins may be issued.
- Post a copy of the Security Program publicly on the Vortex Portal

6.0 Handling Sensitive Security Information

All sensitive security information received at Penticton Airport will be treated as confidential and protected from unauthorized access. All sensitive security information, if not already classified by a Government of Canada department, will be classified and marked Protected B – Unauthorized Disclosure Prohibited or higher and only disseminated to persons who have a need and right to know. Examples of sensitive security information are as follows:

- Security Measures
- Transport Canada Security Notices
- Aviation Security Risk or Threat information
- Security Emergency Plan/Procedures
- Airport Security Committee Minutes
- Security Clearance Reports
- Information received from law enforcement or other security agencies

Receipt – Security information received by mail will be processed by the airport clerk, logged and delivered in a sealed envelope to the airport manager or their designate. All security information received via email will be forwarded to the airport manager.

Classification – All sensitive security information will be classified by the airport manager.

Retention – All sensitive security information will be stored in a secure filing cabinet in the Airport Manager office. Sensitive information will not be left in the open.

Disclosure – All sensitive security information will be disclosed in accordance with the procedure outlined below. Disposal – All sensitive security information will be retained for a minimum period of 5 years. This information will be reviewed by the airport manager after 5 years to determine if it should be retained for a longer period. When the information is deemed ready for disposal it will be destroyed by shredding.

The disclosure of sensitive security information at Penticton Airport is limited to the extent required to meet aviation security requirements and based on the security roles and responsibilities of persons receiving the information. All persons receiving security sensitive information have a responsibility to ensure it is not improperly disclosed. Such as:

- Administration clerk
- Airport Manager
- Airport Manager Designate (Normally one of the designated security officials)

The above persons will meet annually to review the Penticton Airport requirements for handling security sensitive information. A record will be kept of this meeting in the form of recorded meeting minutes. The extent of disclosure of this information will be determined by the airport manager or their designate. If the disclosure of security sensitive information is determined, the following procedures will be followed:

- The document is classified as **PROTECTED B**
- The document can be shared via email as long as it is sent using encryption.
- All records entered into the Vortex Management Software as an incident or Corrective Action Plan will be protected by means of User Permissions within the software to protect from deletion.
- The Penticton Airport Manager and the Supervisor of Airport Maintenance and Operations are the only Vortex Users with deletion permissions

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7.0 Airport Drawings

7.1   Map of Apron and Airport Terminal Building
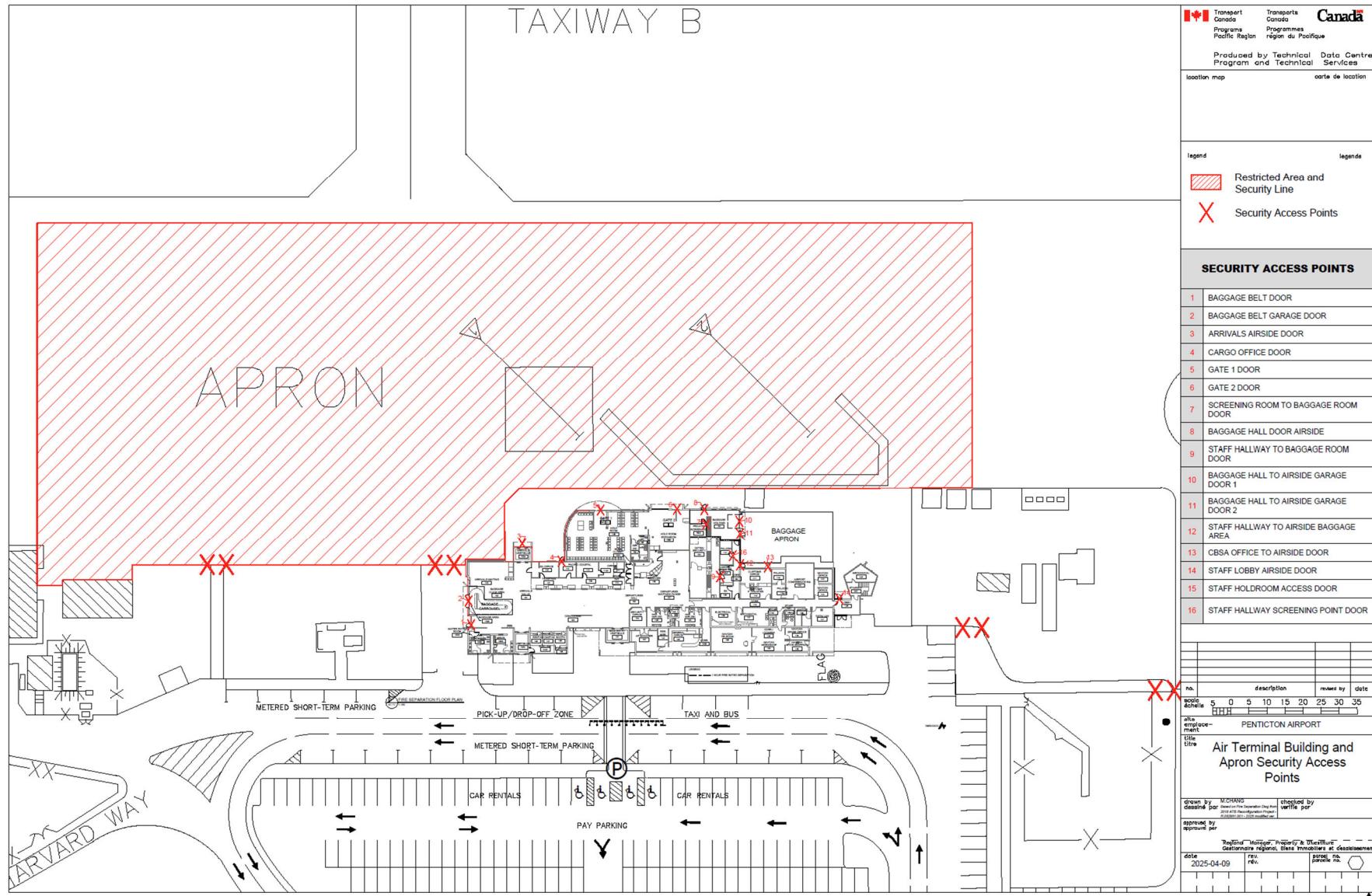
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8.0 Documentation of Compliance with Aviation Security Requirements

The airport manager is responsible to identify all security regulations that are applicable to Penticton Airport (Class 3 Aerodrome). The airport manager or designate will monitor all sources of regulatory information provided by the Transport Canada Aviation Security group such as announcements, proceedings, directives and other publications provided by email, on websites and in hard copy. This monitoring may lead to changes in airport security procedures and/or the Airport Security Program.

The airport manager is responsible to ensure that when new regulations come into force documented changes are made to the airport's policies and/or procedures. In addition the APM is responsible for communicating these changes to the applicable groups and conducting appropriate training.
Penticton Airport will maintain, update and periodically review its records related to security requirements such as:

- Documents of Entitlement
- Access controls and security barriers
- Emergency response planning
- Incident response procedures

The airport manager will conduct an annual full Security Management Review including the Airport Security Program and all procedures/processes to determine their relevance and effectiveness. Amendments to these documents will be carried out if required. The Security Management Review will include:

- Security policy and goals
- Review of corrective actions taken in response to risks and incidents
- Review of previous security management reviews to determine if corrective actions were implemented.
- Employee knowledge of their security responsibilities and awareness of the ASP
- A documented report

All documentation related to the Airport Security Program will be retained for a minimum of two years per the Canadian Aviation Security Regulations, 2012.

9.0   Security Committee and Terms of Reference

To facilitate the exchange of security related information among Penticton Airport management, CATSA, airlines, R.C.M.P., security agencies and other tenants at the airport, the Penticton Airport has established the Airport Security Committee.

Purpose – To exchange and analyse information related to security risks and to act as an advisory body to improve security awareness at the airport.

Chair – The Penticton Airport Manager or designate will chair the committee meetings.

Membership – The Airport Security Committee consists of senior staff (standing members) representing their organizations with the ability to bring knowledge and expertise from their respective organizations.

All representatives will be expected to share information within their organizations as required. The following organizations are included:

- Penticton Airport Manager or designate (will act as chair and secretariat)
- CATSA
- Security Contractor
- All airlines
- Nav Canada (if on site)
- Aircraft Ground Handler Contractors

Meetings – Chaired by the airport manager or designate, the Committee will meet at least annually and more often if warranted. The airport manger will prepare and distribute agendas if applicable. All members may submit agenda items. Minutes will be retained by the airport manager for a minimum of two years. Action items will be monitored by the airport manager.

Confidentiality – Information shared at the Airport Security Committee meetings shall remain confidential.

10.0   Corrective Actions

Penticton Airport management will take immediate action to correct the deficiency when an aviation security risk, incident or breach is identified by a Transport Canada aviation security inspector or by a person working at the airport. The following process will be used to correct the deficiency:

- Identify and define the concern
- Investigate the issue
- Analyse information gathered through the investigation
- Develop a corrective action plan identifying:
    o Who, what, when, where and how for the action
    o Timeframes for the actions
    o Rationale for a long term phased approach
    o Monitoring plan
    o How corrective action was validated prior to implementation
    o Impact of corrective action on current operations (will it cause new risks)
- Implement the corrective action
- Conduct follow-up once risk has been addressed and mitigated

Appendix A

Purpose of the Passenger Escort Pass is for an escort (i.e. parent/caregiver) to be able to go through screening into the Hold Room with another party. It serves as a "Document of Entitlement" to enter the Restricted Area.

Gate pass/ *Laissez-passer d'accompagnateur(trice)*
PASSENGER ESCORT/*ACCOMPAGNATEUR(TRICE) DE PASSAGER*

Escort Name/Nom de l'accompagnateur(trice)

_____

Guest Name/*Nom de l'invité(e)*

_____

Flight#/*Nº du vol* _____ Departure Time/*Heure du départ*_____ Gate/*Porte* _____

Date and Time of Expiry (DDMMYYYY, 0000)
Date et heure d'expiration (JJMMAAAA, 0000) _____

In the event of a flight delay, this pass is valid until 15 minutes after the revised departure. / *En cas d'un retard de vol, ce laissez-passer est valide pour 15 minutes après l'heure de départ révisée.*

Employee # and Signature/*Nº d'employé et signature*

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