PENTICTON AIRPORT
Restricted Area Pass Procedure

Transport Canada / Transports Canada

Canada

Restricted Area Access for Employees

According to the Civil Aviation Security Regulations:

452.26 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.*

The following will outline the Procedure involved with acquiring a Restricted Area Pass (RAP) to access the Restricted Area to complete specific duties or job functions. Please note that this procedure is for all non-contracted employees that do not hold Transportation Security Clearance (TSC). As this process can take 14 days or longer to complete, it is required to be completed as part of the employee on-boarding process.

Steps to Acquire a RAP:

1. Completely fill out the Penticton Restricted Area Pass Application Form which can be found on the Vortex Portal https://yyf.vortexcms.com/portal under the Policies Section. The Application **MUST** be signed by both the Applicant and the Company Representative and **MUST** include a regularly monitored email address for the applicant. The form can then be emailed to lucrezia.olivier@tc.gc.ca or simon.barbour@tc.gc.ca

2. The Applicant or their hiring Manager is to provide to the Penticton Airport Administration a copy of the applicant's Canadian Criminal Records Check (CCRC) with 5 years residence history. CCRC can be obtained at your local RCMP Detachment and there may be a fee associated with this service.

3. The Applicant is required to complete Module 1 outlined in the Airport Security Awareness Program. This module involves a video outlining Airport Security with a quiz at the end that must be completed, confirmation of completion will be emailed at the end of the module. This module can be found at https://www.bapexam.ca/modules/NATIONAL_EN_FINAL/index.html

4. Once all of the required documentation has been received an appointment can be scheduled to meet with the Airport Authority to confirm information. Please bring the email confirmation of completion of Module 1 to this meeting. A photo will be taken, and the Restricted Area Pass can now be issued.

Important Notes:

If the Employer requires PSPC Security Clearance as part of their hiring practices, confirmation of this Clearance must be provided with the Application Form. Please provide the Briefing Note File Number for the Employee requiring the RAP.

If the Employee holds a valid Restricted Area Identification Card (RAIC) from another Airport, please provide a copy of it with the Application as this will serve as Security Clearance confirmation.

RAP's once received **MUST** be always worn when accessing the Restricted Area. Any Employee in possession of a RAP has the right to question anyone within the Restricted Area not displaying a pass.

Until such time as an Employee receives their permanent RAP, a Visitor Pass must be signed out from Security and the Employee **MUST** be always escorted by a RAP holder when within the Restricted Area. The Visitor Pass must be worn and always displayed.

Issuance of "Temporary RAP Cards" are only for RAP holders that have either left their pass at home or the pass has been lost or stolen. A Temporary RAP must be signed out from Security and returned at the end of the working day. Penticton Airport Authority **MUST** be notified if the RAP was lost or stolen.

If the Employee will also require an Airside Vehicle Operating Permit (AVOP) as well to complete their duties, the RAP **MUST** be completed prior to the issuance of an AVOP.

Employee Departure

When an employee departs the site and is no longer required to access the Restricted Area, as part of the Employers Employee Exit Procedure, please include

the return of any RAP, AVOP, keys and Parking Passes that have been issued to Penticton Airport Authority. If the return of these items is not received, subsequent fees may apply.

RAP Fees

Initial RAP, key or Parking Pass issuance will be at no charge to the Employer or Employee.

If a replacement RAP or key is required a $50.00 fee will be applied to each item. If a second replacement of a RAP or key is required a $100.00 fee will be applied to each item.

RAP, keys, or Parking Passes **NOT** returned to the Airport Authority within 7 days of an employee's departure will result in a $50.00 fee for each item not returned.