

**CONDITIONS OF ISSUE
RESTRICTED AREA IDENTITY CARD (RAIC)
And
RESTRICTED AREA PASS (RAP)**

My signature on the Edmonton Airports Application Form certifies that I have a copy of this document, and that I have read, understand and will obey the legally binding conditions of issue printed below. 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 RAP and or RAIC which will be used to verify my identity upon entry to and while in restricted areas of Edmonton International Airport and other Canadian airports where I may be on duty. Once my information is no longer required, my signature also indicates my consent to the destruction of said information.

In this document “pass,” means both Restricted Area Identity Card (RAIC) and Restricted Area Pass (RAP)

1. The pass issued to me is the property of the Edmonton Airport Authority and will be:
 - a) Presented on demand to:
 - I. A Peace Officer or Airport Security Personnel
 - II. A screening Officer if being screened at a restricted area access point or at a location inside a restricted area.
 - b) Surrendered on demand of:
 - I. The Edmonton Airport Authority;
 - II. A Peace Officer or Airport Security Personnel.
 - III. A screening officer in accordance with paragraph 2 below.
 - c) Returned to the Pass Control Office of the Edmonton Airport Authority:
 - I. On or before the expiry date on the face of the pass;
 - II. Immediately upon termination of my employment at Edmonton International Airport or other circumstances under which I was issued a pass; medical leave, maternity leave or any other type of long term employment leave;
 - III. When I have been, or expect to be, absent from my place of employment for 30 consecutive calendar days or an undetermined amount of time.
2. The holder of a pass who refuses to submit to an authorized search of their person or goods or other things in their possession or control or a vehicle under their care or control when requested to do so by a screening officer must, on demand, surrender the pass to the screening officer making the demand.
3. While at other airports, I will comply with the Conditions of Issue established at those airports.
4. The pass issued to me is only valid for those restricted areas to which I require access while I am on duty or in the performance of functions directly related thereto.

5. The pass may be used to access a restricted area only at a designated access point.
 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.
 8. I will ensure that the pass issued to me is not defaced or altered in any way.
 9. I will safeguard the pass issued to me at all times. I will report any loss or theft, as well as any subsequent recovery, to the Pass Office of the Edmonton Airport Authority without delay.
 10. I have been informed of and am subject to any fees associated with the administration of the pass system including expired and failed to returned passes. Fees are subject to change at the discretion of the Edmonton Airport Authority.
 11. I am subject to the limitations and restrictions set out on the face of the pass, the requirements of the Transportation Security Clearance Program and Canadian Aviation Security Regulations and to any other limitations issued to me in writing by the Edmonton Airport Authority.
 12. I have read the excerpts of the Canadian Aviation Security Regulations which follow, and understand that failure to comply with any provision of the Canadian Aviation Security Regulations or these terms of issue could result in confiscation of my pass and a maximum monetary penalty of **\$5,000.00**.
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Definitions:

“Airport operator,” means the Edmonton Airport Authority.

“Need,” means the substantiated requirement for a person to have access to a Restricted Area.

“Restricted area,” means any area of an aerodrome that is designated as a restricted area by the operator of the aerodrome in accordance with a regulatory requirement.

“Restricted area access point,” means an opening in a security barrier that allows access to a restricted area.

“Restricted area pass,” (RAP), means a pass issued by or under the authority of the operator of an aerodrome to a person who requires ongoing access to restricted areas as part of the person’s employment.

“Restricted Area Identity Card”, (RAIC), means a restricted area pass issued by or under the authority of the operator of an aerodrome listed in Schedule 1 or 2.

“Right of entry,” means the process of lawful entry into a Restricted Area in relation to the Conditions of Issue for Restricted Area Identity Cards (RAIC) and Restricted Area Passes (RAP)

**EXCERPTS FROM PART 4 OF THE
CANADIAN AVIATION SECURITY REGULATIONS
SOR/2000-318**

Issue of Restricted Area Identity Cards

147 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

157 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.

158 (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.

Restricted Area Access Points

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

Control of Access to Restricted Areas

165 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.

166 (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.

167 (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.

168 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

171 (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.

172 (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 aerodrome operator 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 aerodrome operator who issued the card or key.

173 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 operator who issued the card.

Presentation and Surrender of Restricted Area Identity Cards

175 (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 aerodrome operator, 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.

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

(2) The Minister or an aerodrome operator 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 in order 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 submit 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 security of the public, passengers or crew members and the surrender of the card is required in order to respond to the threat.

177 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.

178 An operator of a 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 176(2)(c).

Doors, Gates, Emergency Exits and Other Devices

135 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.

136 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.

137 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.

138 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

181 (1) A person under escort must remain with the escort while they are in a restricted area.
(2) An escort must remain with the person under escort while they are 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 they are in a restricted area.