



# Restricted Area and Identification Pass Program

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## **1.0 INTRODUCTION**

### **1.1 Overview**

The Restricted Area and Identification Pass Program (formerly Restricted Area Pass [RAP] Program) has been established to control access within designated Restricted and Non-restricted Airside Areas of the Airport.

This program requires all personnel conducting operations within designated Restricted and Non-restricted Airside Areas at the Red Deer Regional Airport to hold valid airport identification passes that authorize their access.

This document provides information regarding the identification pass program, the application process for companies and their employees, hangar owners and their renters, and the conditions of issuance for Red Deer Regional Airport issued cards.

Employers shall ensure that their employees are aware of the information contained within this document.

Where the terms employer and employee are used, the same conditions will apply to hangar owners, their renters, and other users identified.

### **1.2 Authority**

The Red Deer Regional Airport Authority, as the airport management organization, reserves the right to develop, amend, and enforce the Restricted Area and Identification Pass Program at the Red Deer Regional Airport.

## 2.0 RESTRICTED AREA AND IDENTIFICATION PASSES

### 2.1 Introduction

The Restricted Areas of the Airport include any areas inside the Terminal building noted by Restricted Area signs, and Apron 1. Only persons with an established need and right to be in the Restricted Areas will be permitted access.

In addition to Restricted Areas, access to all Non-restricted Airside Areas, including hangars, requires an identification card issued by the Airport (except as noted in **Section 2.5 Other Acceptable Forms of Identification**).

#### 2.1.1 Right to Refuse Access

Red Deer Regional Airport reserves the right to refuse issuance of an access pass or keycard to any applicant who, in the opinion of the Airport management acting reasonably, poses a threat to the public safety or security of:

- The Airport, its employees, and tenants
- Air carriers and the travelling public
- The City of Red Deer and/or Red Deer County
- The Province of Alberta
- Canada

## 2.2 Application Requirements

### 2.2.1 Established Need and Right

Red Deer Regional Airport determines the need and right of an employer's personnel to enter Restricted and Non-restricted Airside Areas based on an assessment of the following factors.

- The employer and their personnel provide a continuing service to the Airport, the airline industry, and/or the travelling public.
- Delivery of their services is dependent upon access to a Restricted Area or Non-restricted Airside Area.
- The refusal to grant access privileges to the Restricted or Non-restricted Airside Areas would impede or hinder the service provided to the Airport, the airline industry, and/or the travelling public.

### 2.2.2 Application Process

Individual applicants are required to complete and sign a Consolidated Security Application Form and submit it, along with a satisfactory Criminal Records Check report *if requested*, to the Airport Administration Office. The form must be signed by the Hangar owner or appropriate company signing authority. Completed forms may be dropped off at the office or emailed to [info@flyreddeer.com](mailto:info@flyreddeer.com).

Upon review of the application, the Director, Safety & Security and/or the Director, Airport Operations will determine eligibility for the pass. Criminal Records Check reports, *if requested*, will not be retained by the Airport; they will be returned to the applicant after review.

Once approved by the Director, Safety & Security and/or the Director, Airport Operations, the applicant will be asked to come in and a photo will be taken of the applicant. If not issued immediately, the applicant or their employer/hangar owner will be contacted upon issuance of the Identification Pass. Only the applicant or signing authority may pick up the pass.

Should the Airport refuse to issue a pass to an applicant or revokes a pass holder's access privileges, the applicant's employer/hangar owner will be immediately notified.

### 2.2.3 Airside Vehicle Operator's Permits

Issuance of Airside Vehicle Operators Permits (AVOPs) is conducted in accordance with the Airport Traffic Directives and is an entirely separate process. Where an identification pass holder also holds a valid AVOP, driving privileges will be indicated on the Restricted Area or Identification Pass.

Please refer to Red Deer Regional Airport's Airport Traffic Directives (located on the Airport's website at [www.flyreddeer.com](http://www.flyreddeer.com)) for further details regarding application for an AVOP and vehicle operating requirements.

### 2.2.4 Duration

Restricted Area and Identification Passes are valid for a maximum period of five years from the date of issue. The expiry date is printed on the pass.

Where a Restricted Area or Identification Pass is issued in conjunction with an AVOP, the expiry dates of both the pass and the AVOP will be the same.

The expiry of the pass is also subject to the term end of any contract, lease, operating certificate, or license issued by Red Deer Regional Airport to the pass holder or the pass holder's employer.

### 2.2.5 Renewal

To renew a Restricted Area or Identification Pass, the pass holder shall resubmit all forms as described in Section 2.2.2 of this document, including a new satisfactory Criminal Records Check report, *if requested*. Airport management will then make the determination as to whether to renew the pass.

Pass holders are advised to submit forms for renewal well in advance (minimum 30 days) of the expiry date to avoid any lapse in access privileges.

The Airport will not notify pass holders of upcoming expiry dates. It is the responsibility of the pass holder to be aware of their expiry date and to apply for renewal in advance of their expiry date to ensure uninterrupted coverage.

### 2.2.6 Termination

Passes shall be immediately returned to the Airport Administration Office should any of the following conditions affect the employment of the pass holder.

- a) Termination
- b) Layoff
- c) Medical leave
- d) Maternity/paternity leave
- e) Any other long term employment leave

Passes shall be surrendered upon demand to the Director, Safety & Security, Director, Airport Operations, or any other person so authorized by Red Deer Regional Airport.

## 2.3 Record Retention

### 2.3.1 Active Files

All Restricted Area and Identification Pass files are maintained and controlled in the Airport Administration Office of Red Deer Regional Airport for the period of validity of the individual's access clearance. Access to these files is limited to cleared Airport staff and regulatory authorities.

### 2.3.2 Non-Active Files

All expired or cancelled Restricted Area and Identification Pass files are maintained for a period of one year after expiry or cancellation. After the one-year retention period, the file will be destroyed.

## 2.4 Contractor/Visitor Passes

Individuals requiring access to Airport Restricted or Non-restricted Airside Areas on a temporary basis may obtain a Contractor or Visitor Pass. These passes are available from the Airport Administration Office.

Persons obtaining Contractor or Visitor Passes must always be accompanied by a holder of a valid Identification Pass.

- The person being escorted must remain with their escort while in the Restricted or Non-restricted Airside Areas.
- The person providing escort must remain with the person being escorted while in the Restricted or Non-restricted Airside Areas. They are also responsible for all tools and equipment entering the Restricted or Non-restricted Airside Areas. An inventory of items must be maintained to ensure that no tools or supplies are permitted to be left unattended in the Restricted or Non-restricted Airside Areas.

Contractor and Visitor Passes may only be used on the day of issue and are not permitted to be removed from the Airport site.

NOTE: Dependent on the scope of the project, an exemption **MAY** be granted to the contractor with respect to the need for Contractor Passes, provided it can be documented that security will not be compromised.

## 2.5 Other Acceptable Forms of Identification

The following documents are approved by Red Deer Regional Airport as authorization for the holder to have access to Airport Restricted and Non-restricted Airside Areas.

- Provided the holder undergoes screening and their movements are limited to the Sterile Area and the Restricted Areas of the Terminal, a boarding pass, electronic boarding pass (i.e., mobile device text message), ticket, or any other document accepted by the air carrier that confirms the holder's status as a passenger on the intended flight.
- Gate passes that are used by parents/guardians to accompany young travelers to the departure room door.
- In a baggage make-up area, a boarding pass or ticket issued to a passenger for the intended flight provided the passenger is escorted by a person who is an employee of the air carrier and who is in possession of a valid RAP.
- An identification document bearing a photograph of the person's head and shoulders and the name of an air carrier, issued by an air carrier or the operator of a foreign aerodrome to aircrew of foreign commercial air carriers, when on duty or in performance of functions directly related thereto and, where applicable and required, in uniform.
- Photograph-bearing personal identification documents issued by National Defence to Canadian military air crew and ground crew who land at or depart from the Airport, when in uniform and on duty or in the performance of functions directly related thereto.

- In those Restricted and Non-Restricted Airside Areas used by general aviation at the Airport, a pilot's license (with valid medical certificate), a flight engineer's license, or a navigator's license, when the person is on duty or in the performance of functions directly related thereto, together with a personal identification document that has been issued for identification purposes by a government agency or employer. They should only be airside if they are coming and going to their aircraft for operational purposes.
- Personal identification documents produced by:
  - Distinguished visitors under escort.
  - Passengers under escort of a general aviation pilot or of a person who is an employee of the air carrier and who possesses a Restricted or Non-Restricted Airside Area Pass in those areas used by general aviation at the Airport.
  - Emergency response personnel when responding to an emergency at the Airport (e.g., police, ambulance, fire).
  - Uniformed police officers in non-emergency situations including, but not limited to, training and investigation operations.
  - Peace officer and employees of the Canadian Security Intelligence Service (CSIS) engaged in undercover operations.
- A RAIC issued by a Class 1 or 2 airport, as specified in the Canadian Aerodrome Security Regulations.

## **3.0 ACCESS CARDS**

### **3.1 Introduction**

Access cards are utilized to access perimeter doors of the Terminal, Charter Terminal/FBO, and powered gates. They are issued by Red Deer Regional Airport and are processed separately from Restricted Area and Non-restricted Airside Area passes but covered under the Consolidated Security Application.

### **3.2 Application Process**

When the Consolidated Security Application form is received, the Director, Safety & Security and/or the Director, Airport Operations will determine the required access level and hours. Only one access card will be issued per person. Cards will NOT be issued for client or guest use.

### **3.3 Cancellation**

Access cards not used for a period of six months may be subject to cancellation without notice.



## 4.0 CONDITIONS OF ISSUANCE

### 4.1 Employers

Employers agree to abide by the following conditions with regards to Restricted Area and Identification Passes and access cards.

1. The employer shall ensure that employees comply with the conditions of issuance for passes and access cards.
2. The employer shall advise Red Deer Regional Airport of any change to the delegated signing authority for the issuance of passes or access cards.
3. The employer shall immediately notify the Director, Safety & Security of any non-returned pass or access card by one of their employees.
4. The employer shall immediately notify the Director, Safety & Security of any of the following situations affecting the employment status of any pass or access card holder.
  - a) Termination
  - b) Layoff
  - c) Medical leave
  - d) Maternity/paternity leave
  - e) Any other long term employment leave

The employer shall not sign to authorize issuance of a pass to any employee whose duties do not require a consistent need or right to be present within the Restricted or Non-Restricted Airside Areas.

The employer is subject to the assessment of a \$20.00 fee for any lost, stolen, or otherwise non-returned pass and/or access cards; the issuance of new or replacement passes and/or access cards will be suspended until all fees are paid in full.

Employers shall ensure that their employees do not consume nor are under the influence of any alcohol, cannabis products, narcotics, or controlled or restricted substances while within the Restricted and Non-Restricted Airside Areas. Employers shall also ensure that their employees are not under the influence of any prescription or non-prescription medication that may in any way impair their employee's faculties, thereby endangering the safety of any other person or property at the Airport.

### 4.2 Employees

Employees, in completing the Consolidated Security Application, agree to abide by the following conditions with regards to passes and access cards.

1. The pass holder shall immediately report the loss, misplacement, or theft of a pass or access card to Airport Management at 403-886-4388 or by email to [info@flyreddeer.com](mailto:info@flyreddeer.com).
2. Pass holders may only use passes and/or access cards during the execution of duties for their employer.
3. Pass holders may not use passes and/or access cards to:
  - a) Bypass CATSA screening points where, as an intended passenger, the pass holder would be normally subject to such screening.
  - b) Assist or accompany others to CATSA screening points where, as an intended passenger, the person they are accompanying would be normally subject to such screening.
4. Pass holders shall not use passes and/or access cards to allow unscreened carry-on baggage to be introduced into a Restricted Area where, if carried by a passenger, the carry-on baggage would normally be subject to screening at a CATSA screening point.

5. Pass holders shall not loan or give a pass or access card to another person.
6. Passes shall be visibly displayed while within the Restricted or Non-Restricted Airside Areas.
7. Passes and access cards are to be safeguarded and shall not be intentionally tampered with, altered, damaged, or duplicated.
8. Passes and access cards are not to be left in the holder's vehicle unattended.
9. Passes are the property of Red Deer Regional Airport and shall be surrendered to the employer or Airport Administration under the following circumstances.
  - a) Immediately upon termination of employment, layoff, medical leave, maternity or paternity leave, or any other long term employment leave.
  - b) Upon demand to the Airport CEO or designate, Transport Canada Security Inspectors, or any other person authorized by Red Deer Regional Airport.
  - c) When the pass has expired.
10. Pass holders shall produce and display their pass when challenged by any other pass holder to do so.
11. Airport Management may revoke a pass and/or access card that has been issued to a pass holder convicted of a criminal offence.
12. Pass holders shall not consume nor be under the influence of any alcohol, cannabis products, narcotics, or controlled or restricted substances while within the Restricted and Non-restricted Airside Areas. In addition, pass holders shall ensure that they are not under the influence of any prescription or non-prescription medication that may in any way impair their faculties, thereby endangering the safety of any other person or property at the Airport.
13. Pass holders shall not provide false information to obtain a pass, access card, or AVOP.
14. Pass holders shall not drive vehicles airside unless they possess a valid AVOP and their pass contains the appropriate notation of such.
15. Pass holders shall not use passes and/or access cards to allow access by unauthorized persons into the Restricted and Non-restricted Airside Areas.
16. Pass holders shall not obstruct, interfere with, tamper, alter, or adjust any security system or device within a Red Deer Regional Airport facility, or assist any other person in doing so.
17. Pass holders shall not copy, loan, alter, or tamper with any access card.
18. Pass holders with expired passes shall not attempt to access the Restricted and Non-restricted Airside Areas or be present within the Restricted and Non-restricted Airside Areas.
19. Pass holders shall not conduct themselves in any way which, in the opinion of Red Deer Regional Airport acting reasonably, compromises the safety and security of the Airport, its employees, tenants, air carriers, or the travelling public.
20. Pass holders shall notify Airport Management within 48 hours of the cancellation, revocation, or termination of a RAIC or background check that they provided in lieu of a Criminal Records Check, where applicable.

Any violations of these conditions are subject to enforcement by Red Deer Regional Airport under the Aeronautics Act.

**Privacy Notice:** By providing your personal information, you are consenting to its collection and use for the administration of the Restricted Area and Identification Pass Program, as well as its disclosure to regulatory agencies for security and operational reviews.