

YLW

1-5533 Airport Way
Kelowna, BC V1V 1S1
250 807-4345
ylw.kelowna.ca

Restricted Area ID Card Application

SEC-07

Kelowna International Airport

NAME: _____
(surname) (given names)

EMPLOYER: _____ OCCUPATION: _____

HOME ADDRESS: _____

PHONE: _____
(business) (residence) (E-mail required)

BIRTHDATE: _____ (yyyy/mm/dd) HEIGHT: _____ (cm) EYE COLOUR: _____

DRIVER'S LICENCE NUMBER: _____ EXPIRY DATE: _____ (yyyy/mm/dd)

PROVINCE OF ISSUE: _____ OTHER ID ACCEPTED - BC IDENTIFICATION CARD OR PASSPORT NUMBER AND EXPIRY

NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE APPLICANT HAS SIGNED TO SIGNIFY COMPLIANCE WITH THE "TERMS OF ISSUE" ON THE REVERSE SIDE OF THIS APPLICATION FORM.

AUTHORIZED REPRESENTATIVE TO COMPLETE:

This is to certify that the above noted person is an employee of _____
and has a purpose and need to access the restricted areas on the KELOWNA INTERNATIONAL AIRPORT for the following reasons
_____ and requires the following access privileges:

- Zone A - Apron 1
- Zone B - Baggage Handling Area
- Zone D - Sterile Area, Departure Lounge, Airside Corridor & Passenger Loading Bridges
- Zone X - All Zones
- Logistics Corridor
- No Access

Signature: _____ Date: _____ (yyyy/mm/dd)

Name: _____ Position: _____

Office Use Only

Requirement to access Restricted Area: Approved Denied Signature _____

Temporary Restricted Area Identification Card Received: _____

CARD #: _____ EXPIRY: _____ Date: _____

Permanent Restricted Area Identification Card Received: _____

CARD #: _____ EXPIRY: _____ Date: _____

PROXY #: _____

TERMS OF ISSUE

TEMPORARY PASS HOLDERS MUST BE SCREENED PRIOR TO ENTERING THE STERILE AREA OR RESTRICTED AREA. TEMPORARY PASS HOLDERS MUST BE ESCORTED WHILE IN THE RESTRICTED AREA.

As a holder of a Restricted Area Identification Card, I understand, agree to, and will abide by the following terms of issue:

- (a) If I am applying for a Restricted Area Identification Card (RAIC), I hereby expressly consent to the collection and use by the Aerodrome Operator (Kelowna International Airport) of personal information arising from and directly relating to the fingerprint and iris images that will be used to create the biometric templates that will be stored and, in the case of certain specific personal information, displayed on the RAIC. This information is necessary in order for me to be authorized by the Aerodrome Operator through the use of identity verification to access those areas restricted to authorized persons for the specific purposes of my employment at the Kelowna International Airport. Furthermore, I hereby expressly consent to the disclosure of my biometric templates to the Canadian Air Transport Security Authority (CATSA). The Aerodrome Operator will, immediately upon issuing the restricted area identity card, destroy all fingerprint images and iris images that the operator collected from me and any biometric template created from those images that is not stored on the card.
- (b) that the identification card issued to me is the property of the Kelowna International Airport and must be returned on request of airport management staff;
- (c) that the identification card may be confiscated by Airport security staff when security regulations and/or protocols are breached;
- (d) that the identification card 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;
- (e) that the identification card issued to me is not to be used to bypass passenger pre-board screening where, as an intended passenger on a commercial aircraft, I would be subject to such screening;
- (f) that the identification card issued to me is subject to the limitations and restrictions set out on the face of the identification card and to any other limitations issued to me in writing by the Aerodrome operator;
- (g) that the identification card issued to me has been designed to be worn on the outer clothing on the left or right side of the chest or on the outer left or right upper arm when the chest location interferes with my ability to work, with the front of the identification card visibly displayed;
- (h) that as a RAIC holder, I will safeguard the card issued to me at all times;
- (i) pursuant to **City of Kelowna Bylaw No. 7982** a fee will be charged for any unreturned, lost or damaged Restricted Area Identification Card as well as, any lost or unreturned temporary security pass. All fees are subject to applicable taxes;
- (j) that I am subject to the requirements of the Airport Restricted Area Access Clearance Program including the requirement for escort or other security controls, where necessary;
- (k) that the identification card issued to me shall be returned to the issuing authority (my employer or the aerodrome operator) immediately upon termination of my employment at the aerodrome or other circumstances under which I was issued the identification card; and
- (l) that I have read the relevant excerpts of the Canadian Aviation Security Regulations (sections 322(1) (2), 327(1) (2), 328(1) (2), 331(1) (2) and 332(1) (2) (3) (4) as well as these Terms of Issue and understand that failure to comply could result in a maximum monetary penalty payable by an individual of \$5,000; by a corporation of \$25,000 under the Designated Provisions of the Canadian Aviation Security Regulations.
- (m) that no diesel or gasoline vehicles will idle for more than three (3) minutes while on Airport aprons and property unless in an emergency situation
- (n) that no diesel or gasoline vehicles will idle for more than one (1) minute while operating in or within 10 meters of any building on airport property unless in an emergency situation

REQUIREMENTS FOR WORKING UNESCORTED IN THE YLW STERILE AREA / DEPARTURES ROOM - TEMPORARY PASS HOLDERS

- Employee must have a valid YLW issued Temporary Pass with photo and Search Required printed on it - issued by YLW Pass Control Office
- Employee must have a submitted TSC clearance application in to Transport Canada
- Yellow Temp pass holders must be escorted at all times in Zones A and B in the Restricted Area - these are the Apron and Baggage areas beyond the airside corridor
- Yellow Temp pass holders may enter the Restricted Area through NPST under escort and must be screened by CATSA. They may be left unescorted in the Departure Room to perform their employment duties but must have an escort whenever they leave the Sterile Area and enter the Restricted Area - the Apron and Baggage areas beyond the airside corridor
- Purple concession worker Temp pass holders are only permitted to work unescorted in the Departure Room and are restricted from entering the airside corridor or the Restricted Area beyond (Apron or Baggage areas)
- Purple Concession Temp pass holder employees must enter the Departure Room through PBS and be screened
- Purple Concession Temp pass holders must exit to groundside via the Departure Room exit

All Temporary pass holders must wear their passes visibly displayed on their outer clothing

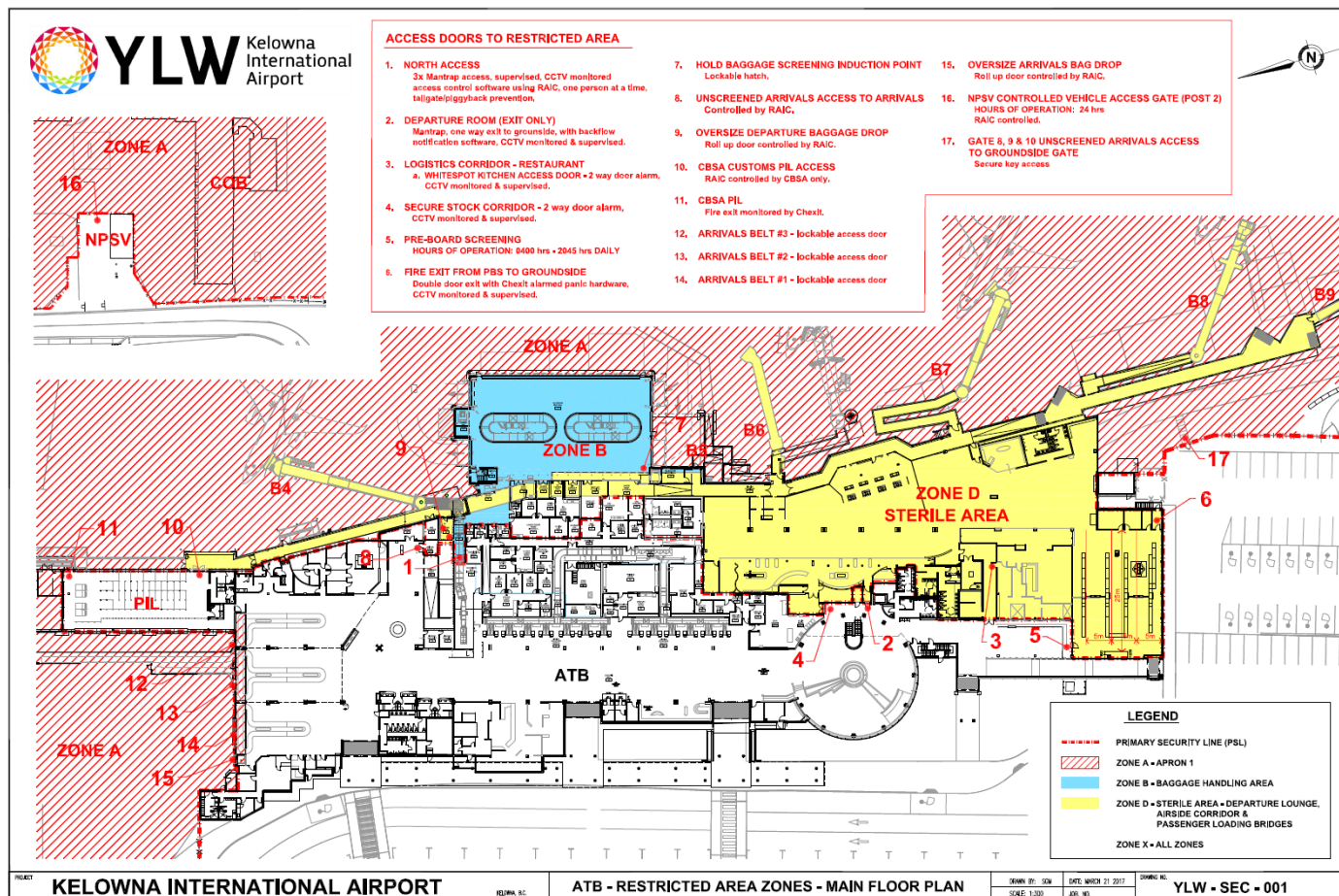
The escort ratio for the Restricted Area is 10:1 - one escort for up to 10 people.

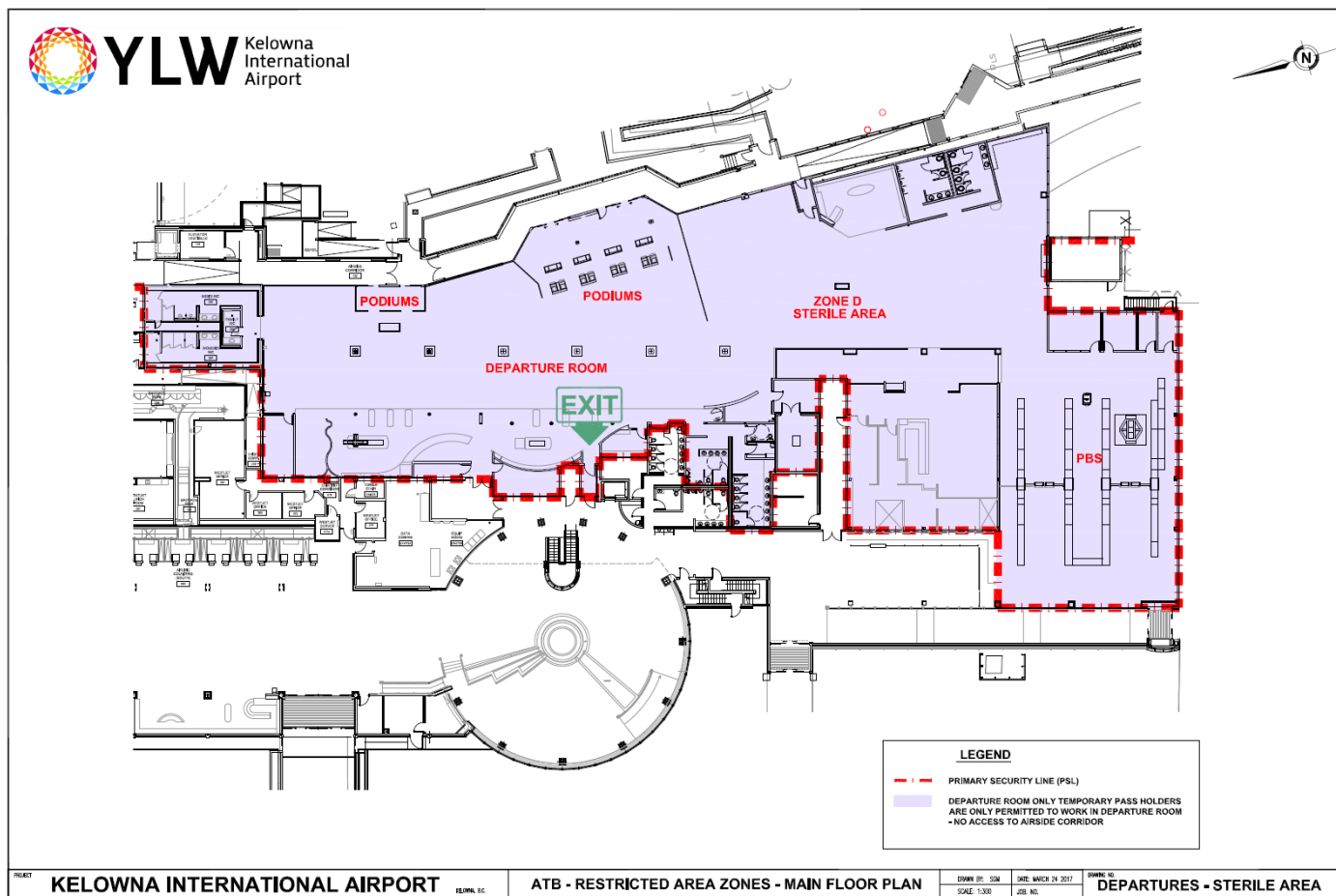
I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE TERMS OF ISSUE OF A TEMPORARY PASS OR RESTRICTED AREA IDENTIFICATION CARD.

I UNDERSTAND THAT FAILURE TO COMPLY COULD RESULT IN THE WITHDRAWAL OF ACCESS PRIVILEGES.

APPLICANT'S SIGNATURE: _____

DATE:





CANADIAN AVIATION SECURITY REGULATIONS

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

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;
- (g) make a copy of a restricted area identity card or a key.

(2) A person, other than the operator of the aerodrome or a person designated by the operator must not

- (a) disclose a combination code or personal identification code; or
- (b) use another person's combination code or personal identification code.

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.

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 a 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 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 from screening

(4) A peace officer may demand the surrender of a restricted area identity card if:

- (a) the card has been reported 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.