

Rules and Regulations Regarding: **Enhanced Access Controls & Restricted Area Identity Cards (RAICs)**

Canadian Aviation Security Regulations • Part 5: Class 2 Aerodromes • Division 8: Enhanced Access Controls

Attention: RAIC Applicant

It is essential that you read, understand and follow these rules and regulations at the Thunder Bay International Airport. If you have any questions about them, please inquire during your Pass Control Appointment.

Acronyms:

RAIC: Restricted Area Identity Card

TBIAA: Thunder Bay International Airports Authority

Doors, Gates, Emergency Exits and Other Devices

291. Any person at the Thunder Bay International Airport 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.**

292. Unless an authorized person is controlling access between a restricted area and a non-restricted area at the Thunder Bay International Airport, **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.

293. Any person at the Thunder Bay International Airport **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.**

294. Any person at the Thunder Bay International Airport **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 TBIAA to open it; or
- (b) There is an emergency.

Issuance of Restricted Area Identity Cards

302. (1) The TBIAA will not issue a RAIC to a person unless the person:

- (a) Applies in writing;
- (b) Is sponsored in writing by their employer;
- (c) Has a security clearance;
- (d) **Consents in writing to the collection, use, retention, disclosure and destruction of information for the purposes of this Division***; and
- (e) Confirms that the information displayed on the card is correct.

303. Any person must not provide false information for the purpose of obtaining a RAIC.

304. An employer must not:

- (a) Sponsor an employee who does not require ongoing access to restricted areas in the course of their employment; or
- (b) Knowingly sponsor an employee for more than one RAIC at a time.

305. The TBIAA will not issue more than one RAIC at a time to a person.

Deactivation of Restricted Area Identity Cards

311. (1) The TBIAA will immediately deactivate a RAIC if:

- (a) The card expires;
- (b) The person to whom the card has been issued or their employer informs the TBIAA that the card is lost, stolen or no longer functional; or
- (c) The person to whom the card has been issued fails, on demand, to present or surrender the card to a screening officer.

313. The employer of a person to whom a RAIC has been issued must immediately notify the TBIAA if the person ceases to be an employee or no longer requires ongoing access to restricted areas in the course of their employment.

314. (2) If a RAIC has been deactivated, the person to whom the card has been issued must immediately return it to the TBIAA unless the card was surrendered or was lost or stolen.

Keys, Combination Codes and Personal Identification Codes

315. The TBIAA will not issue a key or assign a combination code or personal identification code to a person for a restricted area unless:

- (a) The person is a person to whom a RAIC has been issued and the card is active; or
- (b) The person is in possession of a document that is issued or approved by the TBIAA in accordance with a security measure as authorization for the person to enter or remain in the restricted area.

318. The TBIAA will cancel, withdraw or retrieve a key that has been issued to a person who has been issued a RAIC, or a combination code or personal identification code that has been assigned to that person, if:

- (a) The person's RAIC has been deactivated; or
- (b) The person no longer requires ongoing access to the restricted area in the course of their employment.

Control of Access to Restricted Areas

321. Any person must not enter or remain in a restricted area unless the person:

- (a) Is a person to whom a RAIC has been issued; or
- (b) Is in possession of a document of entitlement, other than a RAIC, for the restricted area.

322. (1) Any person to whom a RAIC 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.

323. A person to whom a RAIC 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.**

Use of RAICs, Keys, Combination Codes and Personal Identification Cards

327. (1) Any person must not:

- (a) Lend or give a RAIC or a key that has been issued to them to another person;
- (b) Use a RAIC or a key that has been issued to them to allow access to a restricted area at the TBIA to another person without authorization from the TBIAA;
- (c) Intentionally alter or otherwise modify a RAIC or a key unless they are the TBIAA or TBIAA designate;
- (d) Use a RAIC or key that has been issued to another person;
- (e) Have in their possession, without reasonable excuse, a RAIC or key that has been issued to another person;
- (f) Use a counterfeit RAIC or a counterfeit key; or
- (g) Make a copy of a RAIC or a key.

328. (1) **A person to whom a RAIC or a key has been issued must immediately report its loss or theft to their employer or to the TBIAA.**

328. (2) An employer who is informed by an employee of the loss of theft of a RAIC or key must immediately report the loss or theft to the TBIAA.

329. An employer who is informed by an employee that a RAIC is not functioning must immediately notify the TBIAA.

****By signing this form and all other forms supplied by the Pass Control Office, you are consenting to CASR 302(1)(d) as stated above. For more information, please inquire during your Pass Control Appointment.***

I certify that I have read and understood the above-mentioned information and agree to comply with all the regulations contained herein. I understand that failure to comply may result in a permanent revocation of my Restricted Area Identity Card.

Applicants Printed Name: _____ Pass Control Printed Name: _____

Applicants Signature: _____ Pass Control Signature: _____

Date: _____ Date: _____