

## Restricted Area Pass

### Terms and Conditions

North Bay Airport has in place a restricted area access program. Anyone who enters a restricted area must be authorized. Application for a restricted area pass is made through the Airport Manager. If approved, the applicant will be issued a Restricted Area Pass that allows that individual to enter only the restricted area(s) required based on Employer and Occupation.

The applicant will provide the Airport Manager with a current Police Check and upon approval will pay a \$75.00 fee. Passes are issued for a period not exceeding 5 years.

If a pass is lost or stolen and a new pass is required, a new application must be filled out and full explanations given for the missing pass. If a replacement pass is approved by the Airport Manager there will be a non-refundable fee of \$75.00 payable at the time of issue.

Employers of pass holders have a responsibility to control the use of Restricted Area Passes held by their employees, to ensure their employees continue to fulfill the terms of issue, to provide Security Awareness training to all employees based on the North Bay Airport Security Awareness Program, and to ensure the return of the pass at the time employment has been terminated.

### Terms of Issue

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

- a) That the pass issued to me is the property of the North Bay Airport;
- b) That I will safeguard the pass at all times and report the loss or theft of the pass without delay to the issuing authority;
- c) That I will not permit unauthorized use of the pass;
- d) That I will wear/display the Restricted Area Pass at all times when I am in a restricted area;
- e) That I will not knowingly or willingly assist a person not in possession of a valid Restricted Area Pass to gain entrance into a Restricted Area;
- f) That I will surrender the Restricted Area Pass on termination of employment or on demand of the issuing authority, a member of the Airport Security staff, or a Police Officer.

### Security Awareness Training

I have successfully completed and understand the North Bay Airport Security Awareness Program. I am aware of my responsibilities and obligations in upholding and promoting the security of North Bay Airport.

Date Completed: \_\_\_\_\_

I have read and I understand and agree to all conditions and terms as stated in this application.

Signature: \_\_\_\_\_  
Company Official

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

# Restricted Area Pass Application

Employee	
Name: _____	Home Phone: _____
Address: _____	Work Phone: _____
_____	Cell Phone: _____
_____	Fax: _____
City _____ Prov _____ Postal _____	Email: _____
Employee Signature: _____	

Employer	
Employer: _____	Applicant Occupation: _____
Reason for RAP: _____	
Supervisor: _____	Phone: _____
Signature: _____	

Restricted Area Pass	
Number: NB _____	DOB: _____
Issued: _____	Height (ft. in.): _____
Expires: _____	Weight (lbs.): _____
Police Check: _____	Hair: _____
	Eyes: _____
	Complexion: _____

Approval
<b>Airport Manager or Designate:</b> _____