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RESTRICTED AREA ACCESS DIRECTIVE



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RESTRICTED AREA ACCESS DIRECTIVE

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RESTRICTED AREA ACCESS DIRECTIVE

1. Purpose

The Restricted Area Access Directive (RAAD) outlines the conditions pertaining to the issue and use of a Restricted Area Identification Card (RAIC), temporary passes as well as keys and access codes issued by YQB. This document also specifies the conditions of access to the restricted area. This Directive is based on rules and safety measures and may be modified at any time by YQB to ensure compliance with the law.

All questions or requests related to this directive can be addressed at <https://aeroportdequebec.com/en/business/pass-control-office>.

2. Application

- 2.1 This directive applies to the persons who enter and remain in the YQB's restricted area.
- 2.2 Airport security is responsible for the enforcement of this Directive.
- 2.3 Any exceptional situation that is beyond the scope of this directive must be approved beforehand by the Manager, Airport Security or his or her representative.

3. Definitions

In this document:

RESTRICTED AREA refers to the area of the aerodrome that is restricted by Transport Canada and where access is restricted to authorized persons. The definition of a restricted area includes sterile and critical areas, unless otherwise specified.

STERILE AREA refers to the interior area of the terminal intended for the movement of passengers, from the pre-boarding screening point to the boarding bridge, and from the latter to the customs' exit.

CRITICAL RESTRICTED AREA refers to the area comprised of aprons 1 and 2, between bridges 17 and 38.

RESTRICTED AREA IDENTITY CARD (RAIC) refers to a red card in which the holder's biometric data are stored. This card is required to access sections of the airport restricted area to which the holder has access rights.

TEMPORARY PASS refers equally to Visitor Cards issued for single-day use as well as to Individual Temporary Cards (with photo) issued to persons working on the airport site while waiting for issuance of the RAIC.

SCREENING POINT refers to the area where passengers, authorized employees and their belongings are searched by the Canadian Air Transport Security Authority (CATSA). Non-passenger and non-passenger vehicle (NPS, NPS-V) as well as pre-boarding screening (PBS) are covered under this definition.



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4. Conditions of issue for the Restricted Area Identity Card (RAIC)

- 4.1 Persons who require regular access to the restricted area to perform their duties must apply for a RAIC at the Access Control Office. The application must be made before being hired and before the first day of work.
- 4.2 A Temporary Pass may be issued to persons applying for a RAIC. Applicants must comply with the conditions of use of the Temporary Pass.
- 4.3 The RAIC is valid for a five-year period which cannot be extended by YQB, unless Transport Canada grants an exemption to this effect. Card holders must apply for renewal of their RAIC at least 6 months prior to the expiry date. Access to the restricted area with an expired RAIC is prohibited.

5. Conditions of use of the Restricted Area Identity Card (RAIC), codes and keys permitting access to the restricted area.

- 5.1 RAIC, key or access code holders may access the restricted area exclusively to perform their duties. Using these assets for personal reasons, including accessing the sterile area as a departing passenger, is prohibited. In the later case, the pre-boarding screening (PBS) point shall be used.
- 5.2 Pass holders must have access rights to the particular area they are accessing.
- 5.3 To access and remain the restricted area, RAIC holders must have their RAIC with them and visibly display it on their outer clothes.
- 5.4 Lending or giving a RAIC or key to another person is prohibited.
- 5.5 Using another person's RAIC or key to access the restricted area is prohibited.
- 5.6 Altering, modifying, copying or tempering with a RAIC or key is prohibited.
- 5.7 Using a RAIC or key to grant access to the restricted area to an unauthorized person, whether this person holds a RAIC or not, is prohibited.



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6. Individual Temporary Pass conditions of issue

- 6.1 An Individual Temporary Pass (with photo) may be issued to persons applying for a RAIC. Applicants are granted access to the restricted area provided that they comply with the conditions of use of the Individual Temporary Pass.
- 6.2 Individual Temporary Passes are issued only to persons who apply for a RAIC at the Access Control Office.
- 6.3 Individual Temporary Passes are valid for a twelve-month period. Access to the restricted area with an expired pass is prohibited.

7. Visitor Pass conditions of issue

- 7.1 A Visitor Pass can be issued on a daily basis to a person who requires access to the restricted area for short term operational duties.
- 7.2 The RAIC holder requiring issuance of a Visitor Pass is liable for said pass and for compliance of its user to the terms of the present directive.
- 7.3 Batches of Visitor Passes are available through the Pass Control Office. **The right to hold batches of passes may be revoked if the conditions laid out in this section are not respected.**
- 7.4 Access to the restricted area with an expired pass is prohibited.
- 7.5 Each Visitor Card issued must be properly recorded in the appropriate log. The log shall be returned to the Access Control Office at the end of each month by the designated official.
- 7.6 Visitor Passes must be kept in a secure area away from public and unauthorized employee access.
- 7.7 RAIC holders cannot work in the restricted area with a Visitor Pass unless they have been authorized to do so by the Manager, Airport Security or his/her representative. RAIC holders must have their RAIC with them to be allowed to work in the restricted area.



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8. Temporary Pass conditions of use

- 8.1 The following dispositions apply equally to Individual Temporary Passes and Visitor Temporary Passes.
- 8.2 Temporary Passes holders may access the restricted area through an active non-passenger screening (NPS) or pre-boarding screening (PBS) point only. They are subject to a search at each entry into the restricted area.
- 8.3 Temporary Passes holders must be escorted in the restricted area by a RAIC holder, subject to the conditions in sub-section 12 of this document.
- 8.4 Notwithstanding paragraphs 8.2 and 8.3, Temporary Passes holders may:
 - a) Enter and remain without escort in the sterile area after passing an active non-passenger screening (NPS) or pre-boarding screening (PBS) point;
 - b) Enter a sterile area directly from a restricted area, if they entered the restricted area through an active screening point and remained under escort at all times.
- 8.5 Lending or giving a pass to another person is prohibited.
- 8.6 Accessing the restricted area with another person's pass is prohibited.

9. Conditions of issue and use of keys and codes permitting access to the restricted area

- 9.1 Any key that permits access to the restricted area cannot be distributed unless it is for operational reasons only.
- 9.2 Any key that permits access to the restricted area cannot be distributed unless the holder possesses a restricted area identity card.
- 9.3 Any request for a restricted area key has to be authorized by the employee's immediate superior and the Manager, Airport Security or his representative.
- 9.4 A Holder is forbidden to lend his keys unless they are part of sealed keyring approved by YQB and controlled by a register for loans or a similar system that has been approved by YQB is used.
- 9.5 It is strictly forbidden to reveal or make accessible an access code to the restricted area to another person.



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10. Access to the terminal's restricted area

- 10.1 All access points to the restricted area are equipped with biometric readers. Access to the restricted area via another entry point than those clearly identified is prohibited.
- 10.2 RAIC holders must have their RAIC with them and visibly display it on their outer clothes while in the restricted area.
- 10.3 A person who is in the restricted area must, on demand, show his or her authorization document to an airport security officer, a Transport Canada inspector, the person's employer or a peace officer, or a representative of YQB.
- 10.4 To access the restricted area, RAIC holders must provide identification to the biometric reader (fingerprint or iris).
- 10.5 RAIC holders must cross the biometric checkpoint one person at a time.
- 10.6 RAIC holders accessing the restricted area must close any door or gate behind them.
- 10.7 Persons accessing the restricted area through a screening point must show their RAIC, Temporary Pass, or any other ID to screening officers upon request.
- 10.8 Any person entering the restricted area must comply with requests for bodily or belonging search from a Canadian Air Transport Security Authority (CATSA) agent at a non-passenger screening (NPS) point, unless this person qualifies for an exemption from Transport Canada.
- 10.9 Accessing the sterile area for non-passengers in possession of an item included in Transport Canada's prohibited items list (TP 14628) is strictly prohibited unless the item is a liquid, aerosol or gel complying with daily personal use requirements or that the item represents a justified work tool, is part of merchandise destined for sale in the sterile area or is necessary for medical purposes.
- 10.10 Pursuant to article 10.9, a non-passenger in justified possession of a prohibited item must exercise control of said item at all times, failing which YQB retains the right to withdraw their access rights and to undertake supplementary measures against them.

11. Access to the restricted area outside the terminal

- 11.1 Smoking is prohibited in all restricted areas at the airport.
- 11.2 RAIC holders must have their RAIC with them and visibly display it on their outer clothes while in the restricted area.
- 11.3 The following documents also allow access to the general aviation restricted area:
 - a) *Pilot, flight engineer or navigator license, provided that the holder is working or performing job-related duties. The license must be accompanied by the medical certificate and a picture ID.*
 - b) *Picture ID issued by the Ministry of National Defense to military personnel or Canadian ground forces performing job-related duties.*



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- 11.4 Pilots are responsible for their passengers and must have them in sight, at all time, while in the restricted area.
- 11.5 A person who is in the restricted area must, on demand, show his or her authorization document to:
- An Airport Security officer or a representative of YQB;*
 - A Transport Canada inspector;*
 - Its employer;*
 - A peace officer;*
 - A screening officer, while being screened.*
- 11.6 Authority representatives identified in sub-section 11.5 may demand the surrender of an authorization document if:
- It is expired or deactivated (11.5 a) to e));*
 - The holder of the document represents a threat to aviation security (11.5 a) to d)) or to the security of people and infrastructure (11.5d));*
 - If the person refuses to be screened (11.5 a) to e)).*
- 11.7 Any person entering the restricted area must comply with requests for bodily, belonging and vehicle search from a Canadian Air Transport Security Authority (CATSA) non-passenger and vehicle (NPS-V) point, unless this person and/or his or her vehicle qualifies for an exemption from Transport Canada.
- 11.8 RAIC holders accessing the restricted area must close any door or gate behind them or, ensure that it has properly closed itself in the case of an automated device.
- 11.9 **If a RAIC holder access the restricted area through a YQB-controlled gate (A-25, A-50) while escorting vehicles, the holder must use the intercom to identify the vehicles under its responsibility.**

12. Escort

- 12.1 Temporary Pass holders must be escorted to access the restricted area, except under the conditions defined under sub-section 8.4a) of this document.
- 12.2 RAIC holders are responsible for any escorted person. RAIC holders shall:
- Advise the escorted person that they cannot be left alone in the restricted area;*
 - Advise this person to stay in their vicinity and within earshot at all times;*
 - Stay within eyesight of this person at all times.*
- 12.3 Temporary Pass holders shall:
- Stay with the RAIC holder at all times;*
 - Leave the restricted area at once if they no longer see the RAIC holder escorting them.*



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- 12.4 RAIC holders can escort up to:
- 10 persons;*
 - 20 persons, when these persons are in a well delimited area, the limits of which are defined for a specific purpose, such as construction or maintenance, and on which the escort can maintain proper control over.*
- 12.5 The following persons must ensure that the conditions pertaining to escorts are met:
- RAIC holders;*
 - Temporary Pass holders;*
 - The person who designated the escort.*

13. Recovery of access control assets

- 13.1 Access control assets (RAICs, passes, keys) are the property of Aéroport de Québec inc. The airport retains the right to report any asset in possession of an unauthorized person as stolen to the competent authorities.
- 13.2 Holders of access control assets are to report any loss or theft of said assets to Airport Security, at 418 640-0707, as soon as possible.
- 13.3 Any access control asset must be returned to the Pass Control Office as soon as its holder leaves his employment, if the need to hold the asset ceases to exist or if Airport Security revokes the holder's privileges.
- 13.4 Penalty provisions are planned for incidents related to access control assets:
- For a lost Temporary pass, \$100 will be billed to the holder;*
 - For a lost RAIC, \$200 will be billed to the holder;*
 - For a RAIC that is not returned after the holder's privileges cease to exist, regardless of a declaration of loss, \$200 will be billed to the holder;*
 - 50% of the above-mentioned costs may be reimbursed if and when the lost pass or RAIC is found and returned;*
 - The above-mentioned costs may be waived if the loss can be attributed to theft and if a police report confirming the matter is provided;*
 - For lost or unreturned keys, the replacement cost for the keys and the associated locks will be billed to the holder, for a minimum of \$50;*
 - For all the above-mentioned costs, the employer will be considered jointly and severally liable if the amount can not be recovered from the holder.*
- 13.5 Aéroport de Québec inc. reserves the right to take legal action to recover its assets as well as all charges incurred by the recovery process.



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14. Measures

The following measures are applicable in case of violation of this Directive.

14.1 Depending on the nature and severity of the violation, Airport Security staff may:

- a) *Expel the violator from the restricted area;*
- b) *Immediately revoke the RAIC and all other access control assets;*
- c) *Issue a fine;*
- d) *Put the Airport Security lock on any gate left open without surveillance.*

14.2 Depending on the nature and severity of the violation, the Manager, Airport Security or his/her representative may:

- a) *Suspend or revoke the RAIC and all other access control assets;*
- b) *Revoke some or all access privileges to specific sections of the restricted area;*
- c) *Suspend or revoke the privilege to hold visitor passes;*
- d) *Revoke the right of a tenant to control an access on the primary security line.*

14.3 YQB is obligated to report all violations to Transport Canada. Transport Canada's sanctions are independent of YQB sanctions.

14.4 Gradation of measures

All violations of this Directive are investigated and classified according to a low, medium or high threat risk. The evaluation is conducted by a committee. This committee shall determine the applicable sanction based on the following criteria:

- a) *Airport Security agents' declarations and reports;*
- b) *Witnesses' declarations and reports;*
- c) *Violator's declarations;*
- d) *Violator's record (previous and subsequent offenses);*
- e) *Context and environment of the offense;*
- f) *Photo, video or other evidence;*
- g) *Severity of the violation;*
- h) *Violation's impact on the safety of operations, facilities and persons.*