

## Restricted Area Identity Card (RAIC) and Landside ID (LID) Programs.

### Purpose and Scope:

This document outlines the policy regarding obtaining and maintaining a RAIC at YYJ. As well as the issuance of other Documents of Entitlements (DOEs) such as, Temporary passes and General Purpose passes, also known as visitor's pass.

The document also includes information applicable to the LID program. Note that the LID is **not** a document of entitlement.

### Glossary of terms:

**Document of Entitlement** means a document that serves as proof of authorization to enter a restricted area.

**Restricted Area** means any part of an aerodrome that is designated as a restricted area by the operator of the aerodrome in accordance with a regulatory requirement.

**Restricted Area Identity Card** means a restricted area pass that is issued by or under the authority of the operator of an aerodrome and that can be automatically verified by an identity verification system maintained by CATSA under *section 56 of CASRs 2012*.

**Landside ID Program** means the **mandatory** program for all persons working in the Airport Terminal Building landside, the Cargo services building, located at Highview Properties Ltd. - 1740 Convair Place, Parking services, etc. that do not require a RAIC in the conduct of their work activities at the airport.

## Documents of Entitlements such as RAICs, and Temporary Passes.

### RAIC

Victoria Airport Authority (VAA) is mandated under the *Canadian Aviation Security Regulations (CASRs 2012)*, to establish and maintain a RAIC program. A RAIC is considered a Document of Entitlement to access Restricted Areas designated as such by an Airport Authority under the Canadian aviation security regulatory context.

Two types of RAICs may be issued by the Victoria Airport Pass Control Office; a YYJ RAIC and a YYJ Canada Pass RAIC.

The YYJ RAIC provides the holder with the **Right** to access designated Restricted Areas located at the airport, such as passenger hold rooms, baggage make-up area, gates, bridges, aircraft movement and manoeuvring areas, etc. This access is only authorized by the Airport Authority where the **Need** is demonstrated for the purpose of conducting continuous work-related activities within those areas at YYJ. A RAIC holder must comply with the Conditions of Issuance (COIs) established for YYJ, as well as the applicable policies and procedures that govern the use of RAICs at the airport.

The Canada Pass RAIC is issued under the same regulatory regime, with the supplemented **Right** of the card holder to access designated Restricted Areas at other Canadian airports, where the **Need** to conduct continuous work-related activities at other airports has been demonstrated. The Canada Pass RAIC holder must comply with the COIs established for YYJ, as well as the policies and procedures that govern RAICs at visiting airports. These policies and procedures may vary from the ones established at YYJ, and from one airport to the next.

An applicant and/or a current RAIC holder must:

- Be sponsored by an employer based in YYJ;
  - sponsor must be a designated signing authority;
- Have a valid Transport Canada Security Clearance;
- Have requirement (Need) for ongoing access to the designated Restricted Areas in the course of their employment;
- Agree and adhere to all RAIC COIs.

If an applicant is not in a capacity to demonstrate Need and Right, they will not be issued a RAIC.

## Temporary Passes

When a person will only be employed or contracted at the airport for short or temporary periods and needs access to the Restricted Areas, they will not be issued a RAIC. They will be issued a General-Purpose Pass by the Pass Control Office. The General-Purpose Pass is also governed by COIs.

When a person is employed or contracted at the airport indeterminately and needs access to the Restricted Areas, they must, upon notice of employment, apply for a RAIC at the Pass Control Office. When the application is submitted without error or omission, and accompanied by required supporting documentation, the Pass Control Office will submit the application to TC and issue the applicant a Temporary pass. Temporary pass holders are also subject to COIs. Newly indeterminately hired or contracted persons will not be issued a General-Purpose pass and must submit their application upon hiring.

As we continue to audit our pass system, should a person to which a RAIC was previously issued not be in a capacity to demonstrate that they have a Need and Right to maintain it, the card holder will be required to return the RAIC to their employer or to the Pass Control Office.

## Need and Right

Below are examples of the application of the concept of need and right in the continuous exercise of work-related activities in the designated restricted area:

- 1) A pilot operating a flight departing from the ATB where a passenger has been screened by CATSA. The air crew needs to be in a possession of a RAIC issued by their home airport and has the right to enter the designated restricted and sterile areas to access their aircraft.
- 2) A general aviation, private or business operating pilot where crew and passengers are boarding a flight not departing from the ATB, such as a Fixed Based Operation (FBO), where neither have been subjected to screening, do not have the right to enter the designated restricted area, and have no need to do so as they are not departing from the ATB, and they are operating a flight for leisure or with paying passengers that have not been screened.
- 3) The issuance and use of a Canada Pass follows the same principle of need and right. An Aircraft Maintenance Engineer (AME) based in YYJ is also responsible for aircraft maintenance at other airports and there is a high likelihood that the maintenance is done in the designated restricted area at YYJ and at other airports. The AME, hence, needs access to the designated restricted area and has a right to access it.

- 4) An administrative person employed as a data analyst by an organization where there is a mix of clerical employees and operational staff. All the operational staff may have a demonstrated need and right to access the designated area. A person with an administrative position may not.

## **Landside ID**

A LID holder must comply with the Conditions of Issuance (COIs) established for YYJ, as well as the applicable policies and procedures that govern the use of LIDs at the airport. The LID program is mandatory for all persons that work in the Airport Terminal Building landside, the Cargo services building, located at Highview Properties Ltd. - 1740 Convair Place, Parking services, etc. that do not require a RAIC in the conduct of their work activities at the airport.

Failing to join the program by September 30, 2023, will result in the employee receiving an Airport Violation Notice. Further non-compliance will result in a fine to both the employee and the employer and will hinder the employee's capacity to work at the airport.

## **New Employee**

It is the responsibility of the employer to ensure that a newly hired employee obtains their LID within the first week of employment; failure to do so will result in the employee receiving an Airport Violation Notice. Further non-compliance will result in a fine to both the employee and the employer and will hinder the employee's capacity to work at the airport.

The oversight and enforcement of Policies and Procedures applicable to the use of documents of entitlements and Landside ID at YYJ are governed by the Oversight and Enforcement (O&E) program. The O&E program can be consulted upon request by anyone working at YYJ to which a DOE or a LID is issued.

## Pass Control Office

The Pass Control Office manages the RAIC, Temporary passes and Landside ID programs. Once the required documentation and applicable training is completed, applicants must contact the Pass Control office for an appointment. Please contact the Pass Control Officer at 250-953-7593 or by email at [pco@victoriaairport.com](mailto:pco@victoriaairport.com) to make your appointment.

## Missed appointment

Note: If an applicant misses an appointment without notifying the Pass Control Office, a \$25.00 charge will be imposed to the signing authority. Cancellation can be made by phone or email to the Pass Control Office [pco@victoriaairport.com](mailto:pco@victoriaairport.com) up to 2 hours prior to the scheduled appointment.