



SECURITY SYSTEM
TERMS AND CONDITIONS

RAIC • TEMPORARY PASS

THIS DOCUMENT IS A SUMMARY OF THE TERMS AND CONDITIONS SET OUT IN THE CANADIAN AVIATION SECURITY REGULATIONS 2012 (CASR 2012) WITH REGARD TO THE POSSESSION AND USE OF A SECURITY COMPONENT AT AÉROPORTS DE MONTRÉAL (ADM), ISSUED BY THE ADMINISTRATION AND PERMITS OFFICE (APO). THE VALIDITY OF SECURITY COMPONENTS IS CONDITIONAL ON COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS DOCUMENT.

- a) All security components are the property of ADM.
- b) Security components issued in the name of a given holder shall be used solely by such holder and exclusively for job-related purposes. Security components are not transferable in any circumstances.
- c) Lending or exchanging security components is strictly prohibited.
- d) The holder of security components shall advise the Administration and Permits Office (APO) without delay of any change in the information provided at the time of issue (name, address, employer, etc.), as well as any change in physical appearance.
- e) The holder shall treat security components issued in his name with the utmost care; and in the event of breakage or damage, the holder will be responsible for a \$25 per unit replacement fee, or any other amount as may be determined by the APO at its discretion.
- f) In the event of the loss of a security component, the holder must first report the loss by calling 514-420-5004 and then advise the APO. Further, a replacement fee of \$100 per security component, or any other amount as may be determined by the APO at its discretion will be charged to the holder. If the security elements are found within ten (10) working days following the loss, half the replacement fee will be reimbursed.
- g) A RAIC is valid for a maximum of five (5) years from the date of issuance, within the limit of the validity of the transportation security clearance of the holder. The temporary pass has a predetermined validity period predetermined by the APO.
- h) To renew his transportation security clearance, the holder must report to the APO at least six (6) months before the expiry date of his card.
- i) In the event of departure, the holder shall, on the day of departure and without delay, return all security components in his possession to the APO or his employer. Failure to do so may result in charges for theft being filed against the holder with the local police service.
- j) Any holder NOT in possession of the required RAIC or temporary pass shall be prohibited from entering or remaining in an area designated as a restricted area by means of a sign or other visual device, except if otherwise authorized by the operator.
- k) All persons, including security components holders, shall be prohibited from entering a restricted area from a location other than the designated point of entry or access.
- l) A RAIC holder shall identify himself using the biometric system with his card when seeking to enter a restricted area.
- m) A RAIC holder shall be prohibited from allowing another RAIC holder to enter via a monitored checkpoint at the same time since this would result in exempting the other RAIC holder from the screening process.
- n) A RAIC or a temporary pass holder is prohibited from entering or remaining in a restricted area other than for job-related purposes.
- o) The holder who received, within the framework of his functions, a utility carriage, tools or any other articles, must keep them under his supervision at all times when being in a restricted area.
- p) A RAIC or a temporary pass holder entering or remaining in a restricted area must ensure that his card if affixed to an outer garment and is visible at all times.
- q) A RAIC or a temporary pass holder entering a restricted area may be subject to pre-entry screening by Airport Patrol officers.
- r) All RAIC or temporary pass holders may, from time to time, be subject to identity checks when present in a restricted area. Refusal to submit to such verification may result in arrest and seizure of the security components.
- s) All RAIC or temporary pass holders shall present valid pieces of identification upon request by the airport operator or its agent.
- t) A RAIC or a temporary pass holder entering a restricted area shall be subject to random searches by CATSA personnel. Refusal by the holder to submit to such search shall automatically result in the seizure of his card by Airport Patrol and/or CATSA and eviction from the restricted area.
- u) All RAIC or temporary pass holders found in a prohibited area shall be subject to eviction by an Airport Patrol officer. This eviction will take place without prejudice to any other proceedings which may be engaged.
- v) ADM allows a RAIC holder to escort holders of temporary passes up to a limit of ten (10) people in a restricted area.
- w) The RAIC holder escorting visitors is as much responsible for the actions of the latter, as their temporary pass for the prescribed period.
- x) The RAIC holder acting as escort must ensure that the temporary pass holder keeps, at all times, a copy of the form authorizing access to restricted areas (Airport Restricted Area Pass Certificate) until the temporary pass have been returned to the APO.
- y) A RAIC holder acting as escort shall, at all times, remain with the people being escorted whenever in a restricted area.
- z) A person under escort must remain with the escort while in a restricted area.
- aa) Whenever the holder of security components is a passenger on a commercial airline flight, such security component holder shall submit to security screening at the preboarding checkpoint. Upon return aboard an international or transborder flight, such security component holder shall be prohibited from circumventing the customs checkpoint operated by Canada Border Services Agency personnel and from wearing or displaying their pass.
- bb) Any transaction relating to the security components can be disclosed to the authorized signing officers.
- cc) In the event of failure to comply with one or more of the above-mentioned terms and conditions, ADM shall be entitled to suspend, revoke or deactivate the security components for a determined period which may extend to full revocation depending on the severity of the offense.
- dd) The holder may hold only one pass at a time.

I HEREBY AGREE TO COMPLY WITH THE ABOVE-MENTIONED TERMS AND CONDITIONS WITH RESPECT TO THE POSSESSION AND USE OF THE SECURITY COMPONENT ISSUED IN MY NAME, AND TO ABIDE BY THE REGULATIONS SET OUT IN THE CASR 2012.

LAST NAME, FIRST NAME	COMPANY
SIGNATURE	DATE