



Comox Valley Airport Operations Manager Directive

Directive number: 2010-005

Date: 13 Aug 2010

To: All tenants

Subject: **Access Policy – Airport restricted areas and tenant spaces**

References: Airport Operations Manual

1. Transport Canada Aerodrome Security Measures state that the airport authority is responsible for access control to airport restricted areas. The guiding principle for access control is very succinctly captured in the Canadian Aviation Security Regulations which states: “A person to whom a restricted area identity card has been issued must not enter or remain in a restricted area unless they are acting in the course of their employment”. Clearly, access control is a fundamental element of security and this directive has been created to ensure all airport staff members understand their responsibilities in maintaining effective security. This document also includes airport rules regarding access to private tenant spaces because our security requirements extend to non-restricted areas as well.

2. **Restricted Area Access.** The following policy applies to all personnel that have a need to work in the restricted area of the airport:

- a. **Prerequisites.** All airport staff whose work requires access to the restricted area must obtain a security clearance and they need to complete security awareness training prior to obtaining a CVAC unescorted General Restricted Area (GRA) pass. The security clearance must be initiated with the CVAC Operations Manager immediately after hiring and the new employee will not be permitted to work until this has commenced. If an individual’s work requires access to the aircraft maneuvering area (CVAC ramp) they must also complete Ramp Awareness Training
- b. **Granting access.** Do not grant access to the restricted area to anyone (even if you know them). All personnel that need access will possess a swipe card and restricted area pass. If you believe the individual has a valid right to enter the restricted area refer them to a CVAC staff member;
- c. **Entry through acceptable doors.** All airport staff are required to enter the restricted area through a valid restricted area access point. Customer Service



Agents should normally access the ramp via the cargo room. Baggage Handlers are not to climb through baggage belt door or ride on the baggage belt. If an airport staff member is not in possession of their restricted area pass or swipe card they must seek the assistance of CVAC staff;

- d. **Ramp room.** No one (including Customer Service Agents) shall enter the ramp room without a valid requirement to be there;
 - e. **Hold room.** Unless there is a legitimate work-related reason to be in the hold room, airport staff are not permitted in the hold room;
 - f. **Physical Security.** It is vital that all airport staff maintain the integrity of the physical security both in and out of the terminal. Ensure all access doors are locked when you enter or exit the restricted area. Do not prop open doors and leave the area. Do not tamper with the locking mechanism in order to prevent a door from closing. Report all cases of compromised security (broken doors or holes in the fence);
 - g. **Passes and Swipe Cards.** Please report any loss of a restricted area pass or swipe card to the Operations Manager immediately. If a swipe card fails to operate please advise the CVAC Operations Manager in order to have it corrected as soon as possible (if the Operations Manager is unavailable please advise a CVAC staff member); and
 - h. **Pass left at home.** From time to time airport employees forget their restricted area pass and swipe card at home and do not have the time or means to return home to get their pass. The affected employee must contact the CVAC operations staff who will issue them a visitors pass that allows them to be in the airport restricted area. Temporary swipe cards will not be issued and the affected employee will need to be escorted into the restricted area by a co-worker or CVAC staff member if time permits.
 - i. **Tours.** Tours of the airport restricted area shall only be conducted if there has been a legitimate need established. The Airport Operations Manager must be advised of the requirement for a tour in order to ensure compliance with all access regulations. The names of the guests and the person conducting the tour must be forwarded to the Operations Manager at least 48 hours in advance of the event. The guests shall obtain visitor passes from an airport duty staff member.
3. **Access to Tenant Spaces.** No one shall enter any tenant private spaces without permission from the business owner or manager. These spaces include: On The Fly Café, Mid Island Gifts, National Car Rentals, Budget Car Rentals, Garda office and lunch room, CVAC offices and Airline Offices and lunchrooms.



4. Failure to comply with these regulations will result in a report to the individual's manager or supervisor.

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Distribution List:

CVAC Operations Staff
CVAC Maintenance Staff
CVAC CEO
WestJet Station Manager
Pacific Coastal Station Manager
Central Mountain Air Station Manager
Budget
National
On the Fly Café
Mid Island Gifts
Airline Support Services
DND AMU Staff
Garda Base Administrator