



Comox Valley Airport Operations Manager Directive

Directive number: 2015-002

Date: 18 Sep 2015

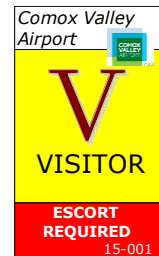
To: All Tenants

Subject: **Issuing of Visitor/Temporary/Hold Room Passes and Swipe Cards**

Passes

1. Yellow “Visitor – Escort Required” pass may be issued by CVAC staff when an airport employee or a contractor *that does not have a CVAC restricted area pass*

- a. Has a valid requirement to enter the restricted area of the airport; and
- b. Will be constantly escorted by a CVAC restricted area pass holder in restricted areas.



2. CVAC staff shall ensure the “Visitor Escort Required Pass” log is filled out and the employee or contractor signs for the pass. This pass is to be returned prior to the end of that day.

3. Pink “Temporary – No Escort Required” pass may be issued by CVAC staff

- a. When an employee forgets their CVAC pass on the 1st occurrence;
 - i. Duty Operations Manager will be contacted prior to issuing of a pass if a pass is forgotten on consecutive days; or
- b. When employees have received their security clearance but are still awaiting their CVAC restricted area pass appointment at the base.

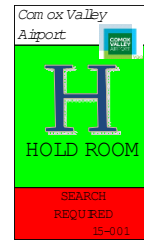


4. CVAC staff shall ensure the “Temporary No Escort Required Pass” log is filled out and the employee signs for the pass. A Temporary pass issued for a forgotten CVAC security pass shall be returned by the end of day. Employees with a valid clearance still awaiting their CVAC restricted area pass appointment at the base may keep their pass for the duration indicated by the manager.



5. Green “Hold Room – Search Required” passes may be issued by CVAC staff when an airport employee, contractor, or person identified by a manager *that does not have a CVAC restricted area pass*

- a. Has a valid requirement to work in the **hold room**; and
- b. Enter, Exit, and be screened through CVAC Pre-Board Screening;



NOTE: Exiting the hold room via a gate or security bypass is prohibited.

6. CVAC staff shall ensure the “Hold Room Search Required Pass” log is filled out and the employee, contractor, or person identified by a manager signs for the pass. This pass is to be returned prior to the end of that day or as indicated by a manager.
7. If CVAC staff are in doubt of which pass to issue, provide the “Visitor – Escort Required” pass or call the Duty Operations Manager.

Swipe Cards

8. If an airport employee forgets their swipe card, a replacement will not be provided.

Alex Robertson
YQQ Operations Manager
E-mail: operations@comoxairport.com