

## SCHEDULE 1 TO ANNEX "A" - SPECIFICATIONS

### SECURITY ACCESS CONDITIONS

#### SAC 1 MANDATE

Supplier will comply with, and ensure that its subcontractor(s) will comply with, all Applicable Laws (including Transport Canada regulations) and Greater Toronto Airports Authority ("GTAA") safety and security business practices, applications, policies, procedures, and requirements as stated herein pertaining to work and/or services performed within a designated airport Restricted Area.

Supplier will, and ensure that its subcontractor(s) will, contact GTAA manager, PPCO on a timely basis to coordinate and comply with the procedures for the issuance of Restricted Area Identification Cards (as defined below) and/or any other security items or permits as required to perform the work and/or services.

#### SAC 2 DEFINITIONS

This Schedule is an integral part of the Master Service Agreement between Supplier and GTAA ("**Agreement**") and the following words and terms have the meanings set out below. Capitalized words not defined herein have the meaning set out in the Agreement. In the event of any conflict or inconsistency between the Agreement and this Schedule the terms and conditions of this Schedule will control to the extent of such conflict or inconsistency.

The following terms will have the definitions set forth as follows:

1. "**Contract**" means the Master Service Agreement between the Supplier and GTAA;
2. "**Controlled Area**" means an area that may or may not be within a Restricted Area but access to which is limited to pre-determined authorized Persons.
3. "**Critical Area**" means the actively used area surrounding the Terminals and any other area established by the GTAA to control vehicle and personnel access onto the apron area. Vehicles requiring access into the Critical Area

---

must go through one of the Non-Passenger Screening Vehicle ("NPSv") locations which are located on the perimeter of the Critical Area.

4. **"Person"** includes, unless the context otherwise requires, an individual, company, partnership, limited partnership, sole proprietorship, firm, trust, joint venture, consortium, government, or government agency, authority, or corporation;
5. **"PPCO"** means the Pass Permit Control Office of GTAA.
6. **"Primary Security Line"** (PSL) is the boundary between a Restricted Area and a Public Area. It is marked by the appropriate signage.
7. **"Restricted Area"** means an area of the Airport that is identified as an area to which access is restricted to authorized Persons.
8. **"Restricted Area Identification Card" or "RAIC"** means a document or other piece of identification approved or issued by or under the authority of GTAA authorizing the holder to have access to a Restricted Area in accordance with the terms and conditions established by GTAA from time to time in connection with the issuance of same.
9. **"Sterile Area"** means part of the Restricted Area located post security inside terminal buildings (i.e., concourses leading to boarding lounges). The Area designated for screened passengers or other persons authorized by the GTAA (i.e., concession or airlines staff).
10. **"Supplier"** means a Person, as set out on the first page of the Agreement, which is retained by GTAA to complete Work and Project pursuant to the terms the Agreement and Contract;
11. **"Temporary Picture Identification Card"** means a card containing a photo identifying an individual who has applied for and is awaiting security clearance by Transport Canada for Restricted Area access.

### SAC 3 GTAA RESTRICTED AREA ACCESS PROGRAM

Since the work and/or services are related to controlling access/egress, escort, surveillance and patrolling within the Restricted Area, it is mandatory that Supplier

obtain Transportation Security Clearance and corresponding Restricted Area Identification Cards to allow its Persons to perform their respective jobs.

Upon GTAA awarding the Contract to Supplier, Supplier will complete the following form, please see: GTAA Pass Office - Permits for Pearson Airport Employees | Pearson Airport (torontopearson.com) to confirm Supplier that will require Transportation Security Clearance and Restricted Area Identification cards as required for the performance of the work and/or services under the Contract.

The PPCO will review all submitted documentation to determine whether, in GTAA's sole discretion, GTAA's safety and security requirements have been fully addressed prior to the approval of the access of the Persons of Supplier and its subcontractors to Restricted Areas; please see: Security Passes for Airport Employees | Pearson Airport | Pearson Airport (torontopearson.com) .

Upon approval of Restricted Area access privileges, a meeting will be coordinated by GTAA representative with management from Supplier and the Manager, Pass & Permit to discuss application requirements, obtain applicable GTAA application forms and provide sample signature(s) thereby accepting, on behalf of Supplier or its subcontractors (as the case may be), the roles and responsibilities as stated by GTAA and within the Company Signing Authority Roles and Responsibilities Form. Upon completion of the foregoing, Persons of Supplier (as the case may be) may apply for Restricted Area access.

Supplier will provide to the designated GTAA PPCO representative the name(s) of senior management Persons who, for the purposes of this Contract, will be responsible for the verification of employment of Persons of Supplier and its subcontractors, as well as the control, maintenance, and return of any security items/permits issued to its and its subcontractors' Persons in support of the performance of the work and/or services. These individuals will be considered the authorized "Company Signing Authorities" for the purposes hereof.

**SAC 4 APPLICATION FOR RESTRICTED AREA ACCESS**

If Persons of Supplier are new to the Airport or have not operated in Restricted Areas for the past year, it is mandated to attend a GTAA Security Awareness Training Session. Whether Supplier is required to attend the same or not, Supplier will ensure that any of its subcontractors whose Persons are new to the Airport or have not operated in Restricted Areas for the past year will attend such a training session.

Supplier acknowledges that such training is mandatory prior to issuance of any Restricted Area access item.

GTAA will provide Supplier and its subcontractors' respective designated company signing authorities with Security Awareness Training Session schedules; please see: Airport Security and Safety Awareness Training ([gtaa.org](http://gtaa.org))

Supplier will ensure that all of Persons and its Subcontractor's Persons who are applying for Restricted Area access will make an appointment at GTAA PPCO and will complete and submit pre-established and approved documentation to the PPCO at the time of the appointment.

Supplier will ensure that the Transport Canada Transportation Security clearance document and any other applicable GTAA application forms, as approved by GTAA Project Manager, please see: Security Passes for Airport Employees | Pearson Airport | Pearson Airport ([torontopearson.com](http://torontopearson.com)) .

Following new applicant submission of pre-established and approved application forms, GTAA may in its sole discretion issue to the applicant a Temporary Picture Identification Card to allow for Transport Canada to conduct a review of information provided on the Transportation Security Clearance Application Form.

GTAA PPCO will notify the applicant's employer in writing of the approval or denial of an employee's Transportation Security Clearance application. If approved, Supplier will ensure that its Company Signing Authority will provide a signed written acknowledgement of receipt of correspondence and will provide the employee with the original document for submission to the PPCO as verification that the so named individual remains employed by the employer.

**SAC 5 METAL KEYS**

Prior to no less than 5 business days prior to the commencement of Work, to obtain a metal key which permits access to a Restricted Area or Controlled Area within any GTAA facility or an airside access-controlled gate, Supplier will (and will ensure that its subcontractors will) make the request to GTAA Representative. The written request will then be reviewed by GTAA Construction Security Planning Team for consideration and approval or denial in GTAA's sole discretion.

---

**SAC 6 SECURITY RESPONSIBILITIES OF THE CONTRACTOR AND/OR SERVICE PROVIDER AND ITS SUBCONTRACTORS**

Supplier will, and will ensure that its subcontractors will, fully complete all security and Restricted Area access identification requirements prior to commencement of any work and/or services.

**SAC 7 COSTS TO SUPPLIER FOR NON-RETURN OF ISSUED SECURITY ITEMS OR PERMITS**

Supplier will pay an administrative fee per item outstanding, in an amount in effect during performance of the work and/or services as established by GTAA for the non-return of Restricted Area Identification Cards and/or any other security items or permits provided to Supplier or its subcontractors.

Supplier acknowledges that GTAA may elect in its sole discretion not to approve future Restricted Area access privileges to Supplier where it or any of its subcontractors are not in compliance with the requirement for the return of all security items or permits issued by GTAA.

**SAC 8 GUARD ACQUISITION**

The Supplier will adhere to the established call ups procedures for approved GTAA guard companies. The call ups will be made in timely manner and no later than 5 business days before the start of the Work. The contractor is responsible for the actions of the guards and therefore must be monitored and ensure they are following the stipulations for their post. Any emergency call ups less than the 5 business or premium hours/holidays requests must be approved by the GTAA Project Manager. The Supplier will ensure to coordinate with the Construction Security Planning Team through the GTAA Project Manager for any post orders or Security Impacts that are required for the guards.

**SAC 9 PSL DISPLACEMENTS**

Any Supplier requests for PSL displacement will be made through the GTAA Project Manager and will be made at least 10 business days prior to commencement of work in the PSL area. The Supplier will provide drawing(s) showing proposed change(s) including mitigations measures to ensure compliance with airport security regulations as directed by the GTAA.

**SAC 10 TERMINAL ACCESS**

---

Supplier scheduled access requests to sterile or restricted area door(s) or elevator(s) within the terminal buildings will be made to the GTAA Project Manager at least 2 business days before the expected start/usage date of the door or elevator.

For Supplier temporary access (no more than 24 hours) a GTAA security impact permit may be used however, the Supplier request needs to be submitted by Supplier through the GTAA Project Manager to the Owner of the room and the Construction Security Planning Team for approval.

All Supplier access requests will include the anticipated project schedule and during in the access areas. Any Supplier changes to the project schedule that affect the approved access areas must be immediately communicated by Supplier to the GTAA Project Manager, Construction Security Planning Team, and Owner of the room as applicable.

#### **SC 11 SECURITY SYSTEMS COMMISSIONING & DECOMMISSIONING**

Any decommissioning or testing and commissioning of security systems or doors identified as part of a project will be coordinated by the Supplier and GTAA and communicated to the GTAA Project Manager, Construction Security Planning Team, and Owner of the room as applicable at least 10 business days before the scheduled go-live date of the device or area.