

**RESTRICTED AREA IDENTIFICATION CARD/KEYCARD SIGNING AUTHORITY ROLES AND RESPONSIBILITIES
TORONTO PEARSON INTERNATIONAL AIRPORT**

As a designated Company Signing Authority responsible for the request, authorization, control and maintenance of Restricted Area Identification Cards/Keycards issued to employees of this Company, I agree to and will abide by the following conditions:

- a) I will assume responsibility for ensuring that employees attend the GTAA Security Awareness Training Session prior to the employee applying for access privileges, employees are made aware of their role while in an airport restricted area on behalf of this organization, comply with the GTAA Terms and Conditions of Issue for access passes/keycards, and are familiar with any limitations or restrictions set out on the face of the access pass/keycard and/or any other limitations as directed by the GTAA.
- b) I will immediately advise the GTAA Pass/Permit Office of any changes/deletions to the pre-designated company signing authorities and will provide written confirmation to the Manager, Pass/Permit Office.
- c) I will ensure that employees afforded Company Signing Authority privileges by the GTAA are aware of the requirement to personally attend the Pass/Permit Office to read and sign relevant documentation and understand that Signing Authority privileges will not be recognized until documented information is submitted and received by the Pass/Permit Office.
- d) I will immediately advise the Pass/Permit Office of any circumstances affecting the employment status and/or the frequent need of access to the restricted area by a pass/keycard holder and ensure the return of the issued security items resulting from:
- Termination of employment;
 - Lay-offs;
 - Short- or Long-Term Medical Leave; Maternity and/or Paternity Leave;
 - Occupation changes affecting access requirement;
 - Base Transfers;
 - Leave of Absences;
 - or
 - Any other type of employment leave.
- e) I will immediately advise the GTAA Pass/Permit Office, in writing, or any circumstances whereby an employee refuses or fails to return an access pass or keycard to the employer upon cessation of need of the item.
- f) I will ensure that restricted area access passes/keycards surrendered to the company will be returned to the GTAA Pass/Permit Office no later than five (5) business days following receipt of security items.
- g) I will ensure that employees are provided with receipts upon the surrender of any access pass/keycard and that the receipt will state the company/department, employee's name, date retrieved, access pass/keycard number and is duly signed by the employer and employee.
- h) I will not authorize the issuance of an access pass/keycard to an employee whose duties discharged on behalf of this company do not require a consistent need and/or right of entry into a restricted area.
- i) I will implement internal policies/procedures for the ongoing care, control and maintenance of restricted area access passes/keycards issued to employees and will produce this internal policy/procedural document to the GTAA, upon demand.
- j) I will provide to the GTAA, on demand, a current and complete roster of employees who have been issued restricted area access passes/keycards.
- k) That, on behalf of the Company, I am in a position to authorize payments to be made to the GTAA for the non-return of employee access passes/keycards upon cessation of need and/or following the GTAA Audit Process and agree to provide such payment for any non-returned item at the current GTAA administrative fee as determined at that time and understand that the payment of the administrative fee is non-refundable.
- l) At the request of the GTAA, I will conduct investigations into alleged employee breaches of security and/or terms and conditions of issued security items signed by the employee and shall undertake to provide a written report.
- m) Upon being informed by an employee of the loss or theft of a RAIC or a keycard, I shall immediately report the loss or theft to the Pass/Permit office.
- n) In conjunction with or at the request of the GTAA, I shall actively participate in the audit process as determined by the GTAA of access passes/keycards issued to employees and provide for a timely resolution/outcome to the audit process.
- o) I shall not, at any time, undertake to put my signature on blank Restricted Area Identification Card/Keycard Application Forms that may result in unauthorized personnel being granted access to airport restricted areas without my knowledge.
- p) I shall undertake to advise the GTAA Pass/Permit Office of pre-booked appointment cancellations and/or modifications to a group/employee booking no later than three (3) Pass/Permit Office business days in advance. It is understood and agreed that should I fail to comply; the company will be liable to meet current GTAA administration fees for missed and/or late appointments prior to enabling re-booking privileges for the employee.
- q) I agree to implement internal procedures alerting employees of individual access pass/keycard expiry dates and undertake to advise all employees that it is their responsibility to commence the renewal of GTAA issued security items three (3) months in advance of their expiry date.
- r) I understand that failure to meet the requirements as stated within this document may result in the revocation of Signing Authority privilege.

Company: _____ **Department:** _____

(Please Print)

Company Address: _____

Business Telephone: _____ **Ext.** _____ **Facsimile:** _____

E-Mail Address: _____ **Date:** _____

Signing Authority Name/Title/Department: _____

Signing Authority Signature: