

Winnipeg Richardson International Airport

KEY / KEYCARD / DOOR / GATE APPLICATION

APPLICANT INFORMATION			
Name of Applicant		RAIC #	
Applicant's Email Address			
<p>In accepting these key(s) and/or keycard(s), I agree to abide by the following TERMS OF ISSUE:</p> <ol style="list-style-type: none"> That the key(s) and/or keycard(s) issued to me remains the property of Winnipeg Airports Authority Inc. (WAA). That I will safe guard the key(s) and/or keycard(s) at all times and report loss or theft without delay to WAA. That I will NOT loan the key(s) and/or keycard(s) to another person. To the extent that the key(s) and/or keycard(s) issued to me allow access to restricted areas of the airport, I will prevent unauthorized access while I have the access point unsecured. I will then ensure the access point is secure before I leave it. That I will NOT KNOWINGLY or WILLINGLY assist a person NOT in possession of a valid Restricted Area Pass to gain access to a Restricted Area. That I will surrender the key(s)and/or keycard(s) on termination of employment or on demand of WAA or a member of the Airport Security Unit / Airport Police Unit. The loss or failure to return key(s) and/or keycard(s) will result in an administration fee (details of current fees are available from the Pass Office). 			
Date		Signature of Applicant	
COMPANY INFORMATION			
Company	Signing Authority (print)		Phone
I request that this applicant be issued key(s) or a keycard or door access to the following areas:			<p>Airside Gate Access Required:</p> <p>Not Required for employee's duties</p> <p>Sargent Avenue</p> <p>Military Gate #41</p> <p>CSB Gate #46</p> <p>CSB Gate #57</p>
			Signing Authority Signature
			Approval Signature
KEYS ISSUED			
Keycard Not required #:			Date
Keys Issued	1.	2.	3.
	4.	5.	6.
PICK-UP INFORMATION			
Date of pick-up		Signature of Applicant	

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STATEMENT OF RESPONSIBILITY – AIRSIDE GATES

APPLICANT INFORMATION	
Name of Applicant	RAIC #
<p>I undertake the following actions and requirements to ensure compliance with the Canadian Aviation Security Regulations.</p> <ol style="list-style-type: none">1. I require airside access through one or more of the following gates: Sargent Avenue Gate, CSB Gate, Gate#41 or Gate #46 to carry out my duties at the Winnipeg Richardson International Airport.2. Vehicles that I operate on the airside of the gate will meet all the necessary requirements for airside operation as determined in the Airport Access and Vehicle Operation Program manual.3. After entering or leaving airside, I will remain at the gate until it is fully closed. Should there be a fault with the gate i.e. not closing properly, I will immediately notify the Airport Operations Centre via the intercom system at the gate or by cell phone at (204) 987-9798 and remain at the location until a WAA or Security person arrives to deal with the problem. Security will be dispatched immediately so delays to drivers will be minimal in these circumstances.4. While the gate is open, I will monitor it to ensure no other vehicle (or person) goes through the gate. Each driver must use his or her own RAIC to enter or exit airside. I understand that both vehicle tailgating or driving away before the gate is fully closed are considered violations.5. If I am escorting another vehicle(s), I must notify the Airport Operations Centre via intercom prior to entering airside.6. If I am carrying other persons in the vehicle, I will ensure that all people have airport restricted area passes or visitor passes to allow them to be airside at Winnipeg Richardson International Airport.7. I will abide by all signs or other instructions posted or otherwise implied that pertain to passage through the gate and I understand that pedestrian access is not permitted.8. I acknowledge that these terms may be subject to change by Winnipeg Airports Authority and that changes will be communicated to me by various means such as facsimile, email, regular mail, posters and signage at the gate.9. Non-compliance with any of the above conditions is subject to enforcement action. This could include suspension or revocation of airside access privileges and RAIC as well as a monetary penalty. <p>I acknowledge these conditions and agree to abide by them accordingly.</p>	
Applicant's Signature	Date