

Winnipeg Richardson International Airport

VISITOR PASS DECAL (VPD) CONDITIONS OF ISSUANCE

COMPANY AUTHORIZATION	
Company	Signing Authority (print)
Date	Signing Authority Signature
Designated Visitor Pass Authority (Print Name)	Designated Visitor Pass Authority Signature

1. Visitor Pass Decals (VPD's) are valid for use in all restricted areas, including the main terminal building and Apron One.
2. The company signing authority will designate specific company representatives who are permitted to issue VPD's. Only these individuals, referred to as Visitor Pass Authorities (VPA's) may issue the passes on behalf of the company; no others will be permitted to do so.
3. The VPA shall inform the person(s) escorting and the person(s) being escorted that they shall remain together at all times while in a restricted area. The maximum number of persons that can be escorted by any one (1) RAIC holder is ten (10).
4. If the visitor only requires access to the sterile area of the ATB, an escort is not required. They are to be directed to the access point leading directly into the sterile area and will be verified by Security prior to entry. Once verified, they will be screened before entry into the sterile area. If tools are needed, Security will take an inventory prior to entry. When leaving the area, Security must be called to reconcile the tool inventory to ensure nothing has been left behind.
5. VPD's are only to be used for visitors requiring temporary access to a restricted area. They are not to be issued to employees working at the airport with the following exceptions:
 - a. An employee may be temporarily issued a VPD while waiting for their appointment to be processed for their security clearance and temporary pass (purple pass with their picture on it).
 - b. On an occasional basis to a staff person who has forgotten their RAIC.
Note: VPD's are not intended to be a replacement for the RAIC or used to circumvent or delay in getting a security clearance. Any abuse may result in loss of pass privileges and possible enforcement action by TC.
6. All VPD's must be kept in a secure location at the company, accessible only to the designated VPA's. Safeguards must always be in place to prevent unauthorized access.
7. Any missing, lost or stolen VPD's must be promptly reported to the Pass Office.
8. When issuing a VPD:
 - a. The VPA must call One-Call at **(204) 987-9798** and advise they want to issue a VPD(s).
 - b. Provide the AOC Operator with the requested information.
 - c. If approved, fill in the fields on the VPD. Print legibly in ink.
 - d. Record the OCT# provided to you on the designated form. Retain this form for auditing purposes (min. 2 years).
 - e. The visitor must have their photo ID with them for their pass to be valid.
 - f. Inform visitor(s) and escort to visibly display their passes and remain together at all times in the restricted area
 - g. Advise the escort to obtain the VPD(s) back from the visitor(s) when no longer needed or when expired and promptly dispose of it (them) in a manner that they cannot be used again.
9. It is permissible to transfer the escort duties to another RAIC holder. When doing so, the initial escort must call the AOC and advise them accordingly as only the escort indicated on the OCT is permitted to be the escort. Changing escorts without notifying AOC is considered a security infraction. In addition, the initial escort shall inform the new escort and person(s) being escorted that they must remain together at all times while in a restricted area.
10. VPD's are the property of Winnipeg Airports Authority and are to be returned to the Pass Office:
 - a. On demand of the issuing authority
 - b. By those designated by Winnipeg Airports Authority Inc. i.e. Security, Police, or by representatives of the Minister of Transport.
11. The company signing authority or a designated VPA may obtain additional VPD stock, as required, by making a request through One-Call.
12. WAA may, at their discretion, perform any necessary audit procedures to ensure the company is complying with these conditions.
13. By signing this form, the designated VPA agrees to abide by the above conditions. Failure to do so may result in monetary penalties as well as suspension of VPD privileges.