

Winnipeg Richardson International Airport

COMPANY APPLICATION PROCESS & SIGNING AUTHORITY FORM – PAGE 1

If your company is new to the airport community and your employees require access to airport restricted areas, please follow the steps on page 1. Also, use the form on page 2 if you need to change any of your existing company signing authorities.

Complete a request on corporate letterhead

Please compile and send a letter with the following

- Addressed to Winnipeg Airports Authority, Security, 249 – 2000 Wellington Ave., Winnipeg, MB R3H 1C2. Letter can be emailed to securityadmin@waa.ca
- The nature of services provided or business conducted by your company.
- Indicate with whom you have an established business relationship at the airport. Note that approval will not be given for an **anticipated** business relationship with a company at the airport or if the company is not already established at the airport.
 - If mandated by law to perform duties at the airport, i.e. government agency, explain the nature of your role and corresponding legislation.
 - If other than a government agency and you don't have an established business relationship at the airport, explain in detail the reasons airport access is required and provide supporting documentation if applicable.
- State the areas within the airport that you or your employees will be required to work.
- Indicate the number of employees that will be working at the airport.
- Provide the effective or anticipated date of services or business commencement, and the expected duration, if under contract.

Obtain a referral on corporate letterhead from your business partner on Campus

If you have a business relationship with an established company at the airport, please request a senior company official send a letter with the following:

- Addressed to Winnipeg Airports Authority, Security as above.
- A statement describing your company's business relationship
- A description of the expected services to be provided.
- Statement indicating which areas of the airport the employees are required to access.
- The effective or anticipated date of services or business, and the expected duration, if under contract.

Complete the Company Signing Authority Application (also use this form if you need to make any changes to your existing company's signing authorities)

- Complete the form on Page 2 of this document.
- Attach it in an email to securityadmin@waa.ca

Allow 2 – 3 weeks for processing & approval

Your application will be reviewed and assessed by WAA. You or your referral may be contacted for further information, if required.

What to expect following your application approval

The Pass Office will email your Company Signing Authority to start the Transportation Security Clearance enrollment process. Additional information and applicable forms can be found on the WAA website at the following link - <http://www.waa.ca/waa/ywgpasoffice>.

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COMPANY APPLICATION PROCESS & SIGNING AUTHORITY FORM – PAGE 2

COMPANY INFORMATION		
COMPANY NAME		ADDRESS
CITY	PROVINCE	POSTAL CODE
SENIOR COMPANY OFFICER / PRIMARY SIGNING AUTHORITY		
<p>Only the most senior company representative may be appointed as Senior Company Officer/Primary Signing Authority. Should the most senior company representative not be stationed at or near the Winnipeg International Airport, the most senior company representative on site may be considered the Senior Company Officer/Primary Signing Authority, whose position allows them to be fully accountable to the company for any and all decisions and transactions related to this role.</p>		
NAME	POSITION OR TITLE	RAIC# (OR ALTERNATE ID#)
PHONE – OFFICE	PHONE – MOBILE	EMAIL
I accept the appointment and responsibility of Senior Company Officer / Primary Signing Authority and agree to the terms and responsibilities specified by Winnipeg Airports Authority Inc. on Page 3 of this document		
DATE	SIGNATURE OF APPLICANT	
ALTERNATE COMPANY SIGNING AUTHORITY		
<p>An Alternate Company Signing Authority can be designated but must be in a position within the company that allows him/her to agree to and comply with the terms and responsibilities specified on page 3.</p>		
NAME	POSITION OR TITLE	RAIC# (OR ALTERNATE ID#)
PHONE – OFFICE	PHONE – MOBILE	EMAIL
I accept the appointment and responsibility of Alternate Company Signing Authority and agree to the terms and responsibilities specified by Winnipeg Airports Authority Inc. on Page 3 of this document		
DATE	SIGNATURE OF APPLICANT	
ADDITIONAL ALTERNATE COMPANY SIGNING AUTHORITIES		
<p>One or more additional Alternate Signing Authorities may be requested if the company has fifty (50) or more employees. If more than one is requested, however, an explanation must be attached providing reasons why they are required.</p>		
NAME	POSITION OR TITLE	RAIC# (OR ALTERNATE ID#)
PHONE – OFFICE	PHONE – MOBILE	EMAIL
I accept the appointment and responsibility of Alternate Company Signing Authority and agree to the terms and responsibilities specified by Winnipeg Airports Authority Inc. on Page 3 of this document		
DATE	SIGNATURE OF APPLICANT	
WAA APPROVAL		
NAME	SIGNATURE	DATE

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COMPANY APPLICATION PROCESS & SIGNING AUTHORITY FORM – PAGE 3

GENERAL TERMS & RESPONSIBILITIES

The Senior Company Officer/Primary Signing Authority and Alternate Company Signing Authority(s) have the same authority and responsibility for signing on behalf of the company and will be bound by the following terms and responsibilities.

All Signing Authorities shall:

1. Ensure only your employees with a definite ongoing work-related need in Winnipeg Richardson International Airport's restricted areas apply for a Transport Canada transportation security clearance. Employees not directly employed by your company are not permitted to apply under your company's name i.e. a company sub- contracted by you to supplement your service (sub-trades).
2. Only approve an employees' request for access to areas they are required to enter in the course of their employment for your company.
3. Promptly inform WAA of any changes to an employee's access requirements i.e. if an area no longer needs to be accessed by an employee, such as the Transborder area.
4. Be responsible to WAA for all WAA assets assigned to your employees i.e. restricted area passes, block passes, vehicle plates, metal keys, proximity cards, etc. and maintain detailed records of all such assets.
5. Promptly notify WAA of all employees whose employment has been terminated, suspended, or otherwise rendered inactive by the company. This includes any leave which is sixty (60) days duration or longer.
6. Promptly return any assets no longer required by employees to perform their duties. Note: Keys are not to be transferred to another employee; they must first be returned to the Pass Office. They will then be reissued once the appropriate key request form is submitted.
7. Authorize the company to pay an administrative fee to WAA for any assets not returned by employees. See Pass Office for fee schedule.
8. Authorize the company to pay for any remedies required to maintain the integrity of the airport master key system should metal keys assigned to employees go missing. This shall include the cost of re-keying all doors which the missing key operates and any replacement keys which operate the door(s).
9. Assist with any audits relating to asset control/program administration conducted by WAA or their designates i.e. Pass Office personnel.
10. Monitor expiry dates on your employee's restricted area passes to ensure they do not lapse. Employees should be prompted to start the renewal process at least six (6) months prior to their pass expiry date.
11. Promptly inform your employees of any notices or other forms of communication provided by WAA (or their designates) that pertain to them in any way and ensure appropriate measures are taken to effectively deal with such communications.
12. Abide by any other stated or implied rule, regulation, order, terms, conditions or other form of communication as set out by WAA regarding WAA assets issued to employees.
13. Promptly advise WAA Security (securityadmin@waa.ca) and the Pass Office (passclerk@waa.ca) of any change to the Senior Company Officer / Primary Signing Authority or Alternate Company Signing Authorities as well as any change to company ownership/change in name.

APPLICANT SIGNATURE

DATE