
SAC 1 MANDATE

The Service Provider shall comply with and ensure that its Subcontractor(s) shall comply with all Applicable Laws (including Transport Canada regulations) and GTAA safety and security business practices, applications, policies, procedures and requirements, as stated *herein*, pertaining to Service performed within a designated airport Restricted Area.

The Service Provider shall, and ensure that its Subcontractor(s) shall, contact the GTAA Manager, Pass Permit Control Office ("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 Service.

SAC 2 DEFINITIONS

In addition to the definitions set forth in Annex C, the following terms shall have the definitions set forth as follows:

1. "**Restricted Area**" means an area of the Airport that is identified as an area to which access is restricted to authorized Persons.
2. "**Controlled Area**" means an area that may or may not be within a Restricted Area but access to which is limited to pre-determine authorized Persons.
3. "**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.
4. "**Restricted Area Identification Card, or RAIC**" means a document or other piece of identification approved or issued by or under the authority of the GTAA authorizing the holder to have access to a Restricted Area in accordance with the terms and conditions established by the GTAA in connection with the issuance of same.

SAC 3 GTAA RESTRICTED AREA ACCESS PROGRAM

Since the Service within this contract is related to controlling access/egress, escort, surveillance and patrolling within the restricted area it is mandatory that the Service Provider obtain Transportation Security Clearance and corresponding Restricted Area Identification Cards to perform their job.

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Upon the GTAA awarding the contract(s) to the successful Service Provider, the Representative from the GTAA shall contact the Manager, Pass & Permit to confirm the company or companies that shall require Transportation Security Clearance and Restricted Area Identification cards as required for the performance of the Service under the contract.

The Pass Control Office shall review all submitted documentation to determine whether, in the GTAA's sole discretion, the GTAA's safety and security requirements have been fully addressed prior to the approval of Service Provider or Subcontractor's access to Restricted Areas. The designated representative of the Pass Control Office shall advise the Service Provider when Restricted Area access is approved, rejected or if additional information/clarification is required.

Upon approval of Restricted Area access privileges, a meeting shall be coordinated by the GTAA Representative to include management from the successful Service Provider(s) and the Manager, Pass & Permit to discuss application requirements, obtain applicable GTAA application forms and provide sample signature(s) thereby accepting, on the Service Provider or Subcontractor's behalf (as the case may be), the roles and responsibilities as stated by the GTAA and within the Company Signing Authority Roles and Responsibilities Form. Upon completion of the foregoing, employees of the Service Provider or Subcontractor's (as the case may be) may apply for Restricted Area access.

The Service Provider shall provide to the designated GTAA PPCO representative the name(s) of senior management personnel who, for the purposes of this Contract, shall be responsible for the verification of employment, as well as the control, maintenance, and return of any security items/permits issued to its employees and/or employees of its Subcontractors in support of the Contract. These individuals shall be considered the authorized "Company Signing Authorities" for the purposes hereof.

SAC 4 APPLICATION FOR RESTRICTED AREA ACCESS

If the Service Provider is new or has not operated in Restricted Areas for the past year, it is mandated to attend a GTAA Security Awareness Training Session. Whether the Service Provider is required to attend same or not, the Service Provider shall ensure that any of its Subcontractors are new to the Airport or have not operated in Restricted Areas for the past year shall attend such a training session. The Service Provider acknowledges that such training is mandatory prior to issuance of any Restricted Area access item.

The GTAA shall provide the Service Provider's or its Subcontractor's respective designated company signing authorities with Security Awareness Training Session schedules.

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

The Service Provider shall ensure that the Transport Canada Transportation Security clearance document and any other applicable GTAA application forms, as approved by the GTAA Project Manager, shall be filled out correctly and completely by the applicant prior to attending the GTAA PPCO and shall be signed by a Company Signing Authority for verification of authenticity of the employee/applicant request.

Following new applicant submission of pre-established and approved application forms, the GTAA may, at its 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.

The GTAA PPCO shall notify the applicant's employer, in writing, of the approval or denial of an employee's Transportation Security Clearance application. If approved, the Service Provider shall ensure that its Company Signing Authority shall provide a signed written acknowledgement of receipt of correspondence and shall 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

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, the Service Provider shall (and shall ensure that its Subcontractor's shall) make the request to the GTAA Representative. The written request shall then be reviewed by the GTAA Senior Manager, Security Infrastructures for consideration and approval or denial.

SAC 6 SERVICE PROVIDER/SUBCONTRACTOR'S SECURITY RESPONSIBILITIES

The Service Provider shall, and shall ensure that its Subcontractors shall, fully complete all security and Restricted Area access identification requirements prior to commencement of any Service.

SAC 7 COSTS TO THE SERVICE PROVIDER FOR NON-RETURN OF ISSUED SECURITY ITEMS OR PERMITS

The Service Provider shall pay an administrative fee, in an amount in effect during performance of the Service, per item outstanding, as established by the GTAA for the non-return of Restricted Area Identification Cards and/or any other security items or permits provided to the Service Provider or its Subcontractor.

The Service Provider acknowledges that the GTAA may not be in a position to approve future Restricted Area access privileges to the Service Provider where it or its Subcontractors are not in compliance with the requirement for the return of all security items or permits issued by the GTAA.