



North Peace
REGIONAL AIRPORT

Airport Security Awareness Program

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Introduction

The North Peace Regional Airport Security Awareness program has been created to provide information to airport stakeholders on airport security requirement.

This program must be successfully completed by all persons that require an Airport Pass, AP or RAP and an Airside Vehicle Operators Permit. All other airport stakeholders are encouraged to complete this program as well.

Note: *Those employees that hold a valid Restricted Area Identity Card (RAIC) from another Canadian airport are exempt module 1.*

Program Modules

This program has two modules. The first is an online national security awareness module and the second is the information contained in this document and is specific to the North Peace Regional Airport.

Module 1 – National Airport Security Awareness

The National module describes the processes that are generic to all Canadian commercial airports. As some of this information related to airports with the RAIC system not all information may be of direct relevance but is good to understand.

Click on the link below to complete the National Awareness Module. There is a quiz at the end, and you must bring proof of successful completion to you RAP appointment.

https://www.bapexam.ca/modules/NATIONAL_EN_FINAL/index.html

Module 2 - Local Airport Security Awareness

This module describes the security system and process here at North Peace. Read though the information and gain a good understand as you may be asked to verbally explain some of the processes at your Pass Appointment.

North Peace Regional Airport is a Class 3 Airport under the Aviation Security Regulations. As such it is governed by specific regulations that are commensurate with the size and complexity of the airport operation and threat against an airport of this size.



Security Policy

Aviation security and regulatory compliance is a primary component of North Peace Airport Services core business values. The organization is strengthened by ensuring strict security controls, monitoring, and response procedures are integrated into daily operations and promoted throughout the airport community. Security awareness, monitoring, and prompt response increase security and safety for our business partners, employees, and the travelling public.

All employees are responsible and accountable for their actions with respect to aviation security and are expected to ensure that security awareness remains a top priority.

With the aim of preventing security incidents and eliminating threats to aviation security, North Peace Airport Services has implemented an Airport Security Program and Security Awareness Program. Our primary objective is to achieve a secure aviation environment by achieving the following goals:

- Promoting a culture of security awareness in the airport community through the Security Awareness Program
- Implementing processes and procedures to ensure compliance with regulatory requirements
- Recording and investigating all security-related incidents
- Developing corrective action plans and monitoring for improved performance
- Auditing the Airport Security Program to identify areas for improvement
- Under prescribed measures, communicate with and inform the airport community regarding aviation security issues.

Achieving these goals requires the full understanding of security responsibilities for everyone in the airport organization and stakeholder community, and the commitment to fostering a proactive security culture.



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Purpose of the Airport Security Program

An airport security program builds capacity to respond to emerging or unforeseen aviation security threats and risks by:

- Improving aviation security awareness and understanding of aerodrome-related security roles and responsibilities within an organization.
- Encouraging and coordinating the sharing of aviation security information both inside and outside the organization, when and where appropriate; and
- Engaging the entire organization to be more involved and proactive in the management, coordination, integration, and continuous improvement of security, training, awareness, and preparedness.

Regulatory Requirements

The following is a list of regulations pertaining to aviation security:

- ICAO Annex 17.
- Aeronautics Act Part 1, Section 4.7.
- Canadian Aviation Security Regulations 2012 Part 6, Division 7, Section 452 and Division 7.1, Sections 452.02 to 452.2.
- Aerodrome Security Measures

Documents of Entitlement

The following is a list of documents of entitlement at the North Peace Regional Airport:

- Restricted Area Pass (RAP) (Red)
- Visitor Pass – Must be escorted by a RAP holder (Yellow)
- Boarding Pass issued by the airline
- Passenger Escort form issued by the airline.

Access Passes

There are three types of Access Passes for the airport, an Airside Pass (AP) which allows the holder access airside but not in the Restricted or Sterile Areas. A Restricted Area Pass (RAP) which allows the holder access to all areas of the apron and terminal and a Visitor Pass which requires an escorted at all times by a valid RAP or AP holder. See examples that follow.

RAPs are issued only to those employees that have a demonstrated need and right to enter the airport Sterile Area and/or Restricted Area.



Restricted Area Pass



Airside Pass



Visitor Pass

***Note: If there is a 'D' or 'DA' after the pass number then the individual also has an AVOP*

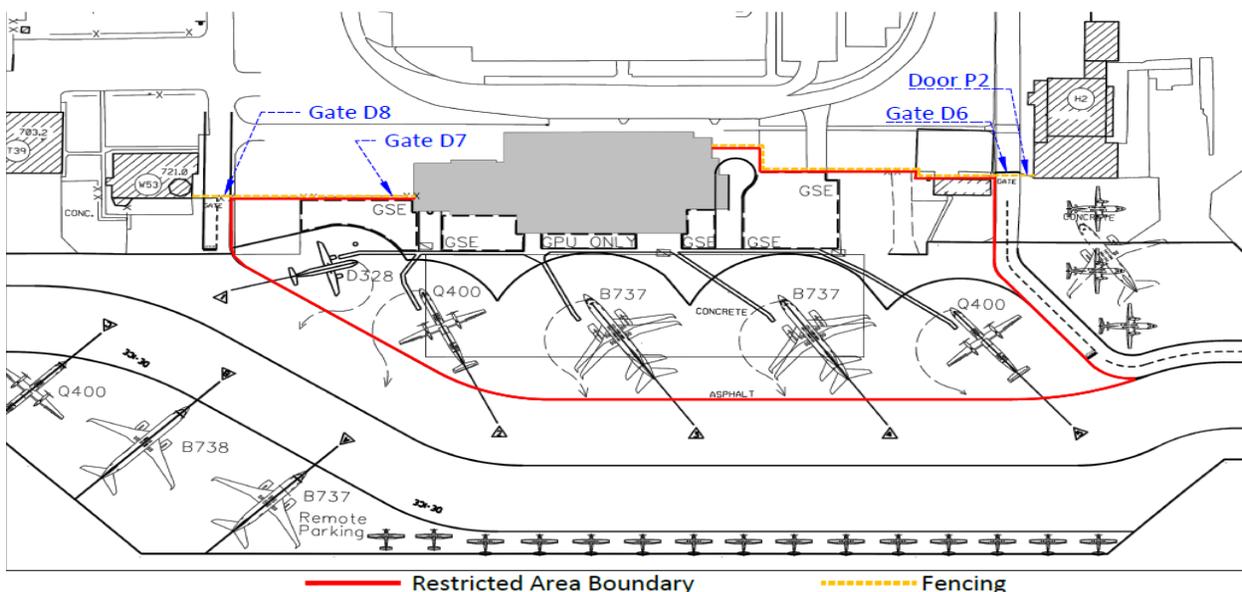
****PASSES MUST ALWAYS BE DISPLAYED WHEN AIRSIDE****

Airport Familiarization

The area indicated in red is the Restricted Area. No person may enter these areas unless they have a document of entitlement and have a NEED & RIGHT to access.

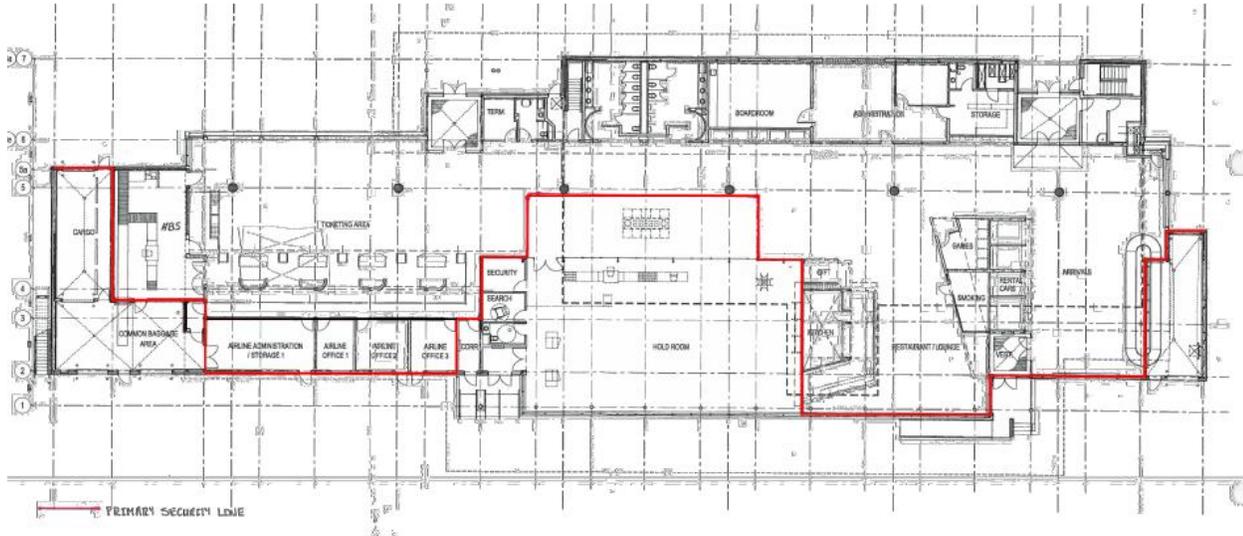
Restricted Area

The area outlined in red below is the RA. Only those employees with a RAP and Need and Right may enter this area. Passengers must be monitored by airlines staff when traversing between aircraft and terminal/terminal and aircraft.



Sterile Area

The Sterile Area is the area inside of the terminal building where only passengers and employees may enter when they have a document of entitlement and a Need and Right



Indicators and Reporting Procedures

In the event that suspicious activity is witnessed:

- Unusual activity around private aircraft
- Unattended baggage
- Vehicles parked for long periods of time in areas surrounding airport property
- Unlocked gates and holes in the fence line
- Unfamiliar people in restricted/sterile areas without a RAP.
- Someone asking unusual questions or taking unusual interest in something.

Report the information to security, do not attempt to handle the situation on your own or put yourself at risk. When you witness suspicious activity use the following rules:

- Report
- Observe
- Record

Responsibility to Aviation Security

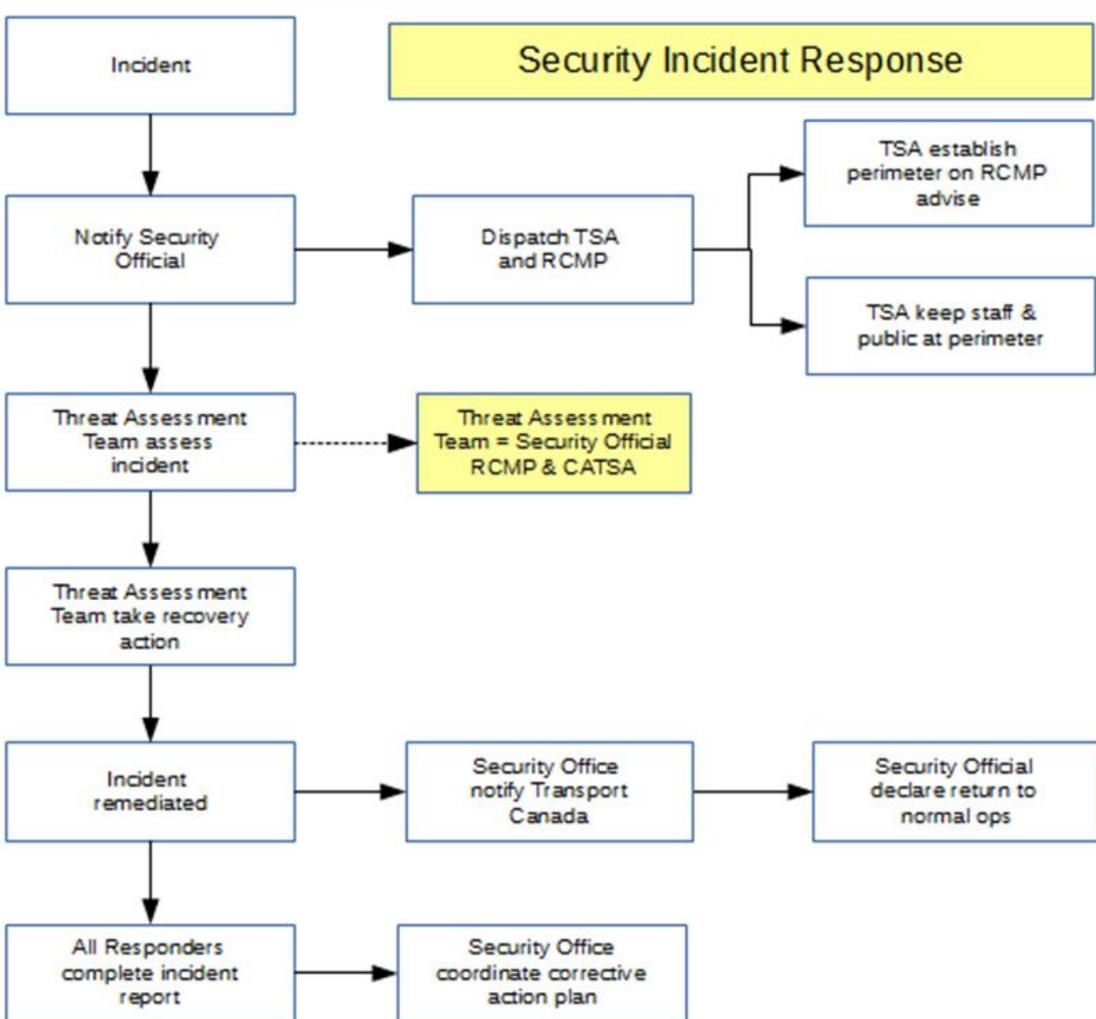
The North Peace Regional Airport's responsibility to aviation security is to support in a way that

is comprehensive, integrated, coordinated and risk based. It is comprised of elements, such as policies, processes, procedures, and practices that are focused on security preparedness, detection, prevention, response, and recovery to safeguard civil aviation against acts of unlawful interference.

Every airport employee has a responsibility to report unusual activity anywhere on or immediately around the airport. Airport Employees that hold a RAP are expected to observe and challenge and report anyone in the restricted area that does not have a document of entitlement.

Procedures for Responding

The following process details the response to security incidents and breaches. North Peace Regional Airport monitors response and effectiveness of stakeholders in mitigating risks.



Conclusion

As an employee, tenant, or contractor at YXJ, or as someone who requires access inside the airport perimeter fence in the course of your employment, you have an obligation and responsibility to meet the regulated and local security requirements of our airport.

This makes you an integral part of the YXJ Security Team. You are relied upon to be familiar with the normal operations and layout of your workplace and to act as an extra set of eyes and ears around the airport and our property.

Please watch for and report security threats and weaknesses immediately when you see them.



**See something.
Say something.**