



Advisory # **2018-A-052**

Subject Temporary Pass System Updates (Phase 2)

From: Governance, Corporate Safety & Security

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Phase 2 of the i-Lobby Temporary pass system will be implemented on October 24 and 25th between 09:00 – 17:00 each day. The plan is to complete the Terminals on October 24 and Airside locations on October 25. There should not be any operational impact due to the changes. The following changes will be implemented:

1. Removal of escort process at time of issuance. Issuance will only include registration of the visitor and sponsor. Escort will be added at the point of access (into the restricted area) on the verification systems.
2. Expedited issuance for multiple visitors with the same sponsor.
3. Additional durations available for selection. In addition to the existing 24 hours, a 7 day, 14 day and 30 day option has been included based on need.
4. The Badge template will be amended. Types of visitor will have a colour assigned to them.

Visitor – Green
Maintenance – Green
RAIC Left at Home – Green
Deliveries – Green
Support – Green
Construction – Orange (Future)
Snow Removal – Blue (Future)

5. Toronto Pearson logo moved to front of pass. Sponsor name and company moved to back of pass. Badge will display point of printing and time. Valid until date will include DD-MMM-YYYY.
6. When Visitor scans their identification, the system will do a full validation check to ensure individual is not on any prohibited lists.
7. Back of pass will state that Pass must be returned to an Issuance or Access point.
8. Mobile Phone and email address fields will alert the user for incorrectly entered information.
9. Change email address will be an option.
10. Ability to retake visitor photo if not satisfied.
11. Escorts will be limited to a maximum of ten escorts at a given time.
12. Signing authority for sponsor company will receive an email for the issuance of every temporary pass.