



Advisory # **2018-A-073**

**Subject: Activation of Restricted Area Temporary Pass System at GTAA Administration Building**

**From:** Governance, Corporate Safety & Security

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On Wednesday, December 19, the Restricted Area Temporary Pass Issuance station at the GTAA Administration Building will be activated. The i-pad and associated printer is in the cafeteria area. The system is self-service and guides the user through the process.

To issue a temporary pass, the visitor must be on site and in possession of a valid driver's licence, health card or passport which they will scan on the i-pad to initiate registration. In addition, a valid RAIC holder from YYZ must be present and register as the sponsor, the person ultimately responsible for the visitor being allowed into the restricted area. Once the registration is completed, the system will print out a temporary pass and the pass should be inserted into the plastic pouch available at the station.

The escort portion of the registration is always done at the point of access into the restricted area. The escort may be the same person as the sponsor or can utilize other individuals with a valid RAIC. **Please note that security guards may not be a sponsor, only an escort.**

Once use of the temporary pass is complete, the pass should be returned to any of the ASP access control guard posts throughout the airport. Passes should not be thrown out or there could be an administration fee for any passes not returned.