

Security Personnel Requirements & Duties

1. All YXT Security Personnel must go complete and be signed off on the NWRA Security Personnel Training program, prior to any working in this position.
2. All keys and FOBs distributed to security staff are for their own use only and should not be shared or borrowed under any circumstance.
3. Dress Respectively
 - a. Wear Pants - you are the first person (NWRA representative) that passengers see coming off the aircraft.
 - b. Wear NWRA Vest
 - c. Must have a valid Restricted Area Pass (RAP) (will have to go airside at times)
4. Security personnel on duty must carry and **monitor NWRA supplied Radio & cell phone** and respond/answers calls as required.
5. **You must report a security incident/breach or perceived threat immediately!**
 - a. The contact telephone numbers to reach the designated YXT Security Officials are as follows, in order of contact priority: (Radio communication is acceptable)
 1. Security Official on Call 250.641.3943 (no answer- call next number below)
 2. Sonya Gill 250.641.2943 (no answer- call next number below)
 3. Carman Hendry 250.631.7808 (no answer- call next number below)
 4. Dave Kumpolt 250.615.3461 (no answer- call next number below)
 5. Kevin Seaton 250-615-9772 (no answer- call Operations Cell)
 6. YXT Operations Cell 250.615.7636 (Operations will contact the Officials listed above via cell phone, home phone, other means)
 - b. Notify the affected airline (if applicable)
 - c. Notify G4S (if applicable)
6. **ATB Arrivals Doors Security **PRIORITY****
 - a. Security personnel must be present at the arrivals door at all arriving flights (scheduled commercial flights and charters subject to flight schedules).
 - b. Count all passengers/report as required.
 - c. Prevent passengers from going back airside once they have entered the building through the airside arrivals doors
 - d. Record any passengers that try to go back airside (Name, Flight, Time, Date) and notify NWRA maintenance immediately if the attempt to go airside is made.
7. **Monitor Parking Areas (long term, LNG and short term lots) and issue violation tickets** as required.
Watch for people parking on curb side.
8. Answer and address calls re: **parking tickets machine issues.**
9. **Random Pass Checks**
 - a. Expected to do checks on any unrecognized personnel, new personnel
 - b. Check on any personnel where RAP or RAIC is not visible

- c. Regular random checks to ensure recognized personnel have pass with them, they are visible and not expired
- d. Fill out Random Pass Check Sheet when checks are made

10. ATB Door and Fence Rounds

- a. Twice daily (Minimum)
- b. Fill our ATB Door and Fence rounds check sheet

11. Pick up Baggage Carts at all times

This should be monitored regularly and kept up.

12. Other as noted below:**Curbside Courtesy**

- Encourage people to move along and get of the curb
- Ask them to park in the Short-Term Lot and Pay \$1 for a parking pass
- Issue parking violations
- Ask them to move politely before saying that will be a ticket if you do not move – be firm though to avoid congestion
- If someone is going to pick up someone quickly and they are standing there use your discretion
- If someone is a person with a disability, please let them use the curb quickly

Short Term Parking Lot Patrol

- Walk through Short-Term Parking Lot prior to arriving flights
- Issue Parking Violations as required
- Do not ticket Car Rental Vehicles
- Do not ticket persons with disabilities vehicles in the persons with disabilities spots
- You can void the parking violation if the person will go pay \$1 for a parking pass

Long Term Parking Lot Patrol & Counts

- Walk through LNG Parking Lot
- Do parking lot counts daily
- Issue Parking Violations as required

LNG Parking Lot Patrol & Counts

- Walk through LNG Parking Lot
- Do long-term parking lot counts daily
- Issue Parking Violations as required

Garbage Pick-up

- ATB perimeter FOD check
- ATB airside/groundside
- Nav Canada Parking Area
- Litter pick up on curb
- Clean airside holdroom ramp walkway

Signatures:

<p>_____</p> <p>Authorized Signatory Terrace-Kitimat Airport Society Date: _____</p>	<p><i>and</i></p>	<p>_____</p> <p>Authorized Signatory Date: _____</p>
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