



Travelling and Staying with Suncor – Base Plant

All flight, bus and lodge information is online at sunlink.suncor.com

Getting ready before you travel:



- Ensure you have a flight itinerary – will be emailed, or from CFT Manager
- Flight schedules are online at sunlink.suncor.com
- Have your Suncor ID badge and government-issued photo ID with you. Swipe your Suncor ID card through a reader when you arrive at the Aerodrome. If necessary, new/ replacement badges are available at the airport terminal

Pack your bag(s):

- Alcohol and drugs are not permitted at site (including lodges). [Details available on SunLink](#)
- Permitted/restricted items on Suncor flights are online at sunlink.suncor.com/flights/baggage
- Combined baggage weight restrictions:
 - 60 lb (27 kg) for all checked baggage
 - 22 lb (10 kg) for carry-on baggage
- Prescription and non-prescription medication must be labelled and kept in their original containers
- Pack your own toiletries (soap, shampoo, conditioner, etc.)



Changes or delays to travel plans:

- Contact your leader
- You cannot check in to a Suncor flight if you do not have a reservation
- Your lodge reservation will be cancelled if you do not check in on your check-in date

Day of travel:



- **Calgary departures:** Executive Flight Centre – [1312 Aviation Park NE](#)
- **Edmonton departures:** Edmonton International Airport, Door 25 on the Departure Level

- If you need a new or replacement Suncor ID badge, arrive at the terminal at least 90 minutes prior to your flight departure
- Others must arrive at the terminal at least one hour prior to flight departure (allow more time in Edmonton)



Parking:

- Calgary - pay parking is available, but may be limited. Please arrange alternate transportation, if possible
- Edmonton - pay parking is available



- Check in at counter
- Check baggage
- Go through security – details are online at sunlink.suncor.com/flights/security
- Random baggage screening will occur



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Arrival at the Firebag Aerodrome:



- Walk through terminal building
- Have your Suncor ID ready – you will need to swipe it through a card reader



Exit terminal building and pick up baggage (located outside)



- Board bus for your assigned lodge – greeters will be at the Aerodrome to provide assistance
- Read and sign [lodge consent form](#) (provided on bus)
- Alcohol and drugs are not permitted at site (including lodges). [Details available on SunLink](#)



- At lodge, check in at front desk (have ID ready)
- If not provided on bus, complete lodge consent form handed out at front desk (read & sign)

Bus transportation:



Bus schedule between the Aerodrome, lodge and site is posted at lodge or [on SunLink](#)

Lodge information:

- Cardio and weight rooms
- Cable TV
- Internet access/Wi-Fi
- Vending machines
- Dining room and facility to pack your lunch daily
- Lodges are non-smoking, includes e-cigarettes

For a complete list of amenities and dining hours, please see the front desk

Day of departure from lodge:

If you are on a 4/3 shift:

- Before you leave for your shift
 - Have a flight itinerary – check with leader if needed
 - Pack what you want to take home – put baggage tag on your baggage (include flight number and flight time). Tags are available at the front desk
 - Leave remainder of your belongings in your room
 - Fill out “on hold” form at front desk
 - If you are off shift for more than three days, you must check out and pack up all items from your room

If you are **NOT** on a 4/3 shift:

- Before you leave for your shift
 - Have a flight itinerary – check with leader if needed
 - Pack all your belongings. Anything left behind will be removed from the room
 - Put baggage tag on your baggage (include flight number and flight time). Tags are available at the front desk
 - Prior to your shift - check out and return room key to the front desk. Give yourself extra time to check-out

All shift schedules:

- Pack your lunch
- Drop off your baggage at the baggage cube van in front of the lodge. Your baggage will be transported to the Aerodrome
- Board bus to your work site
- After your shift, take the bus labelled “Aerodrome”

At Aerodrome:

- Pick up baggage from designated area at the Aerodrome
- Check in for flight (ID required)
- Swipe your Suncor ID badge through the reader
- Random security screenings (includes sniffer dog)