MARINE SECURITY AWARENESS GUIDE

THE SAINT LAWRENCE SEAWAY MANAGEMENT CORPORATION

1. Objective

This document is intended for all persons to whom the Saint Lawrence Seaway Management Corporation (SLSMC) authorizes access to its facilities. The main objective is to make them aware of the regulations applicable to marine transportation security and, particularly, inform them of the obligations and restrictions that concern them.

2. Distinguish Security from Safety

Generally speaking, security is aimed at protecting individuals and property from any criminal acts, whereas safety is aimed at protecting them from accidents.

3. Marine Transportation Security Regulations (MTSR)

Transport Canada's *Marine Transportation Security Regulations* (MTSR), DORS/2011-144, came into force on July 1, 2004 to provide a framework to detect threats and take measures to prevent security incidents that could affect marine vessels and their facilities.

These regulations apply to the SLSMC's facilities and require that the SLSMC control access to all of its "restricted areas".

The electronic version of the regulations is available on the Government of Canada's web site at the following address: https://www.tc.gc.ca/eng/marinesecurity/regulations-363.htm

RESTRICTED AREAS	
« R2 » AREAS	**« R1 » AREAS**
• The Operations Centers. • The backup Operations Center in the upper tower at Lock 2 (Côte-Sainte-Catherine). • The central buildings and kiosks at the locks which contain active centralized lock control systems. • The centralized network server rooms. • The centralized radio-communication systems. • The centralized PLC system cabinets.	• All lock areas including all operation buildings/electrical buildings. • The approach walls. • Weir buildings. • Other wharfs when a vessel is stopped and has been directed to the wharf by the SLSMC and doing an interface. • If the vessel is dispatched to a wharf due to weather or traffic and there is no interface. • Generators room. • Bridge local control. • MFSO file. • When a passenger vessel is at Lock 7 SW wall (Mile 8) doing embarkment or disembarkment of passengers, the area is marked around the vessel from bow to stern.

4. Access Control

Anyone to whom the SLSMC authorizes access to its facilities must comply with one of the following options:

- **Be accompanied** at all times by a SLSMC employee who has the right to access the visited areas. In the case of contractors, consultants, suppliers and partners, all of their employees must each have a pass.
- **Wear a pass** appropriate to the areas visited and have the magnetic access cards (called "access card" throughout the rest of the document) and keys needed to open the gates and doors to these areas. The SLSMC is responsible for issuing all passes as well as all access cards and keys.

5. MARSEC Levels

Depending on the context of the threats to the SLSMC facilities and the marine vessels that use them, the level of security may vary. This level is determined by Transport Canada and is communicated to the SLSMC when it changes. There are three (3) levels of security:

MARSEC 1	Normal operating conditions. Level at which minimum security requirements must be put in place in accordance with the approved security plan or approved security procedures.
MARSEC 2	Increased alert. Level at which additional security requirements must be put in place due to an increased risk, in accordance with the approved security plan or approved security procedures.
MARSEC 3	High alert. Level at which additional security requirements must be put in place in accordance with the approved security plan or approved security procedures, due to a security threat that is probable or imminent, whether or not the target has been identified. ***Security threat:*** *any suspicious act or circumstance that could compromise the security of a vessel, marine facility or their activities and the persons involved.*

6. Type of passes

Types of passes	
R2	• Provides access to R1 and R2 areas without being escorted. • Bearing the holder's name and the Company Name. • Shows Height and Eye colour of the holder. • Issued with photo. • Valid for a maximum period of five (5) years. • Can hold an access card and key(s). • Can accompany up to ten (10) T or Temporary passes holders in all areas, as well as R1 pass holders in R2 areas. • Requires a backgound check and fingerprints. • Requires MFSO's approval.
R1	• Provides access to R1 and R2 areas without being escorted. • Provides access to R2 areas if the holder is accompanied at all times by an R2 pass holder. • Bearing the holder's name and the Company name. • Shows Height and Eye colour of the holder. • Issued with photo. • Valid for a maximum period of five (5) years. • Can hold an access card and key(s). • Can accompany up to ten (10) T or Temporary passes holders in R1 areas.
R1 TAP	• Trusted Access Program for partners. • Upon invitation from the MFSO only. • Has the same caras than « R1 » as described above, with the attribution of a PIN code to directly enter the locks without having to be identified by the OpC. • Requires a backgound check.
R1T (Niagara only)	• Provides access to R1 areas without being escorted and to R2 areas if the holder is accompanied at all times by an R2 pass holder (maximum distance of 6 meters). • Bearing the name of the company for which its holder works. • Shows height and eye colour of the holder. • Issued without photo. • Valid for a maximum period of one (1) year. • Valide pour une période maximale d'un (1) an. • Cannot have an access card or key. • The holder of a R1T card cannot escort other people.
T or V (plastic)	• Provides access to restricted areas if the holder is accompanied at all times by an R1 or R2 card holder (maximum distance of 6 meters). • Provides access to unrestricted areas without having to be accompanied. • Bearing the name of the main contractor for which its holder works, or the SLSMC. • Issued without photo. • Valid for a period of time determined by the SLSMC. • Cannot have an access card nor a key and cannot escort other people. • Transferable.
Temporary or Visitor (cardboard)	• Provides access to restricted areas if the holder is accompanied at all times by an R1 or R2 card holder (maximum distance of 6 meters). • Provides access to unrestricted areas without having to be accompanied. • Bearing the holder's name and the Company name. • Issued without photo. • Valid for one day, at the end of which the pass automatically voids. • Cannot have an access card nor a key, and cannot escort other people. • Not transferable.

Emergency services providers may access the restricted areas for the protection and preservation of life or property without being accompanied by a SLSMC employee or without holding a pass.

7. Persons responsible for Security at the SLSMC

Function	Maisonneuve Region	Niagara Region
Manager, Regional Services and Marine Facility Security Officer (MFSO)	Marc Patenaude	Alvina Ghirardi
Coordinator - Process Support	Robert Mignault	Gerry Miele
Administrative Assistant, responsible for managing accesses	Chantal English	Karen Morgenweig
Marine Facility Security Officer's representatives on the shifts	Canal Services Supervisors – Operations	

8. Conditions of issuance and use of passes, access cards and keys

1. Requests for passes, access cards and keys shall comply with the process established by the concerned region (Maisonneuve or Niagara).

2. When a request is made on behalf of a legal entity such as a company, an association, an institution, etc., this legal entity vouches for the reliability and honesty of each person for whom a pass, access card of key is requested. Thus, each individual who request a pass, access card and key has the obligation to **provide valid information**. The person also commits himself to indemnify and save harmless the SLSMC from and against all claims and demands, loss, cost, expenses or injury arising out of the permitted access, however caused.

3. Passes, access cards and keys are issued with no fees.

4. **The loss or theft of a pass, an access card of a key shall be immediately reported to the SLSMC, as well as any change to the provided information.**

    4.1. **In case of loss, theft or deterioration of a pass**, fees may apply for the reissue of the pass. The responsibility for the loss or deterioration will be undertaken by the company whose name appears on the pass.

    4.2. **In the case of a loss, theft or deterioration of an access card or a key**, fees may be applied to the contractor, supplier, consultant or partner. In case of loss, theft or deterioration of a key or access card by a sub-contractor, the responsibility will be undertaken by the Main Contractor.

    4.3. **In the case of a loss or theft of a pass, an access card or a key**, the holder and the company for which he works for must complete and sign a *Security Incident Report* which will be sent to Transport Canada.

    4.4. The holder of a pass, an access card or a key, as well as the company he works for, must declare to the SLSMC any change to the information provided at the issue of the item. Likewise, the company must return all items at the termination of the employment of a holder (resignation, departure, retirement, etc.).

    4.5. All passes, access cards and keys must be returned to the SLSMC at the end of the contract for which the items have been issued.

5. The pass, access card and key enable their holder to enter upon the SLSMC's property for the purpose of undertaking legitimate business. They do not grant access to any other structure and do not give authorisation for conducting any kind of solicitation. Thus, the holder of a pass, an access card or a key has the obligation to use them **solely in the performance of his duties**. It is also forbidden to:

    5.1. Lend or grant to someone a pass, access card or key that has been delivered to someone else.

    5.2. Hold or use a pass, access card or key that has been delivered to someone else.

    5.3. Alter or modify in any way a pass, access card or key (inscription, identification, sticker, punching, cutting, engraving, etc.). In that case, the item will be considered as deteriorated and fees may be charged as indicated in Article 4.2 above.

    5.4. Use a pass, access card or key that has been counterfeit.

    5.5. Make a duplicate of a pass, access card or key.

    5.6. Grant access to a restricted area to an individual or to help him enter, except if the person is authorised according to Article 380 of the *Marine Transport Security Regulation*, DORS/2011-144.

6. All security pass holders are required to wear it on their **outer garment above the waist** so the pass information appears is **visible at all times** when they enter or remain in a restricted area.

7. All pass holders shall also identify themselves by means of a **valid piece of photo identification** issued by a government agency when they enter in a restricted area. At all times, a Representative from the SLSMC or from Transport Canada may require to see their identification.

8. According to Transport Canada's *Marine Transport Security Regulation* and/or SLSMC's Security Plan, the vehicles and their contents might be subject to verification and searches at all times and without prior notice. Moreover, access to SLSMC's facilities may be partially or completely restricted or denied.

9. Every holder of a pass, an access card or a key must return them to the SLSMC at the moment they cease working on SLSMC's facilities or just as they cease in some other way to require the pass, the access card or the key.

10. A violation of the laws, regulations, or directives of the SLSMC or Transports Canada may lead to the recovery of the card/key at any time (Those items are and remain the property of the SLSMC).

11. In the case of contractors, suppliers, consultants and partners, at least one of their representatives shall hold and wear an R1 or R2 pass in order to have access to the locks. However, it is advisable that they procure more than one R1 or R2 passes for their personnel and their subcontractors in order to make them more independent.

    11.1. Workers who do not hold an R2, R1 or R1T pass shall hold a T or Temporary pass and be escorted at all times by an R2 or R1 pass holder. They shall be escorted from the moment they enter the restricted area and until they leave it. The R2 or R1 pass holder shall not be further than 6 meters (approx. 20 feet) from a T or Temporary pass holder.

    11.2. If the R2 or R1 pass holder who is escorting one or more workers with a T or Temporary pass must leave his team of workers, another R2 or R1 pass holder shall be assigned to escort the worker(s).

    11.3. Worker who shall be given T or Temporary passes include all workers from a contractor or its subcontractors who need to have access to the worksite, including, without limitation, driver of a concrete mixer, a crane or a delivery truck, specialised workers and technical representatives.

9. Obligations for accessing the locks – Maisonneuve Region

1. **Each day**, pass holders (except for R1-TAP pass holders) who shall enter a Maisonneuve Lock must identify themselves at the motorised gate (by phone or intercom) in order for a SLSMC's employee grant them access.
2. **In non-navigation season**, when certain areas are decommissioned, R2 or R1 pass holders who also hold an access card are not required to identify themselves to the gate, which will open upon swiping their card.
    2.1. However, R2 or R1 pass holders who do not hold an access card must identify themselves at the gate, as described in point 1 above.
    2.2. If a worker who does not hold any access pass shall enter the lock, an R2 or R1 pass holder shall identify him to the SLSMC's employee in order to control his access.
3. **At all times**, workers and visitors shall sign the *Contractor's log book* in the construction trailer, or, if there is no construction trailer, with the person responsible of the log book on the site.

10. Obligations for accessing the locks – Niagara Region

Each pass holder who wishes to enter a lock in Niagara region shall each day:

1. **If the lock is controlled within the lock :** go to the lock center building upon arrival, as well as before leaving the lock, in order to identify themselves to the SLSMC's employee, by means of a valid piece of government issued photo identification as well as their pass, and sign the SLSMC's visitor log book. One should expect a waiting time, especially during a ship's transit or any other operations. The person shall also provide the exact location of the works as well as their scheduled displacements during the day. All displacements shall be reported to the SLSMC's employee at the center building to be recorded in the log book. If applicable, the person shall also sign the Contractor's log book in the construction trailer, or, if there is no construction trailer, with the person responsible of the log book on the site.
2. **If the lock is remotely controlled (or if there is no one at the lock center building):** identify themselves at the motorised gate (by phone or intercom) upon arrival and before leaving the lock. If applicable, the person shall sign the *Contractor's log book* in the construction trailer, or, if there is no construction trailer, with the person responsible of the log book on the site.