



## **ACCESS CONTROL MEASURES**

### **Applicability**

- a. Supplies and services to vessels
- b. SLSMC staff
- c. Emergency personnel
- d. Seaway contractors - standing orders
- e. Seaway contractors – engineering services
- f. Seaway contractors – other (includes long and short term contracts)
- g. Embarkation/disembarkation –  
Ocean or International Crew (existing crew)
- h. Embarkation/disembarkation – Lakers
- i. Embarkation/disembarkation – Families
- j. Embarkation/disembarkation – Pilots
- k. Vehicle access
- l. Visitor access – locks
- m. Visitor access – other locations
- n. Visitor access – Federal Government Employees
- o. Cruise ships

### **Acceptable Identification - ID Passes**

ID cards shall be tamper-resistant and laminated with photograph. ID cards shall show the relevant details of the holder, e.g., name, description, or other pertinent data and are to be issued by the Motor Vehicle Office or other Government office. Acceptable identification includes:

- (1) Drivers license
- (2) Photo ID Card issued by a government agency
- (3) Passport
- (4) Company Employee Photo ID
- (5) Union photo ID card
- (6) Seaman I.D.

**TABLE 2.1**

ACCESS CONTROL

	<b>APPLIES TO</b>	<b>MARSEC Level 1</b>	<b>MARSEL Level 2</b>	<b>MARSEC Level 3</b>
a.	<p><b>Supplies and Services to vessels</b></p> <p><b>(notification + photo i.d.)</b></p>	<ul style="list-style-type: none"> <li>• Notification, preferably by fax, from ship/authorized ship chandler/ship company/agent to Traffic Control Centre (TCC) to confirm order.</li> <li>• TCC advises structure(s).</li> <li>• Photo I.D. (i.e. driver's licence) must be visible at all times while in a restricted or controlled area.</li> <li>• I.D. will be verified as specified.</li> <li>• Verification will be coordinated to coincide with the overall verification program (15 in N.R. 11 in M.R.). When doing our verifications – those specific to delivery of stores to the vessels will include a cursory (eye ball) verification of containers against the packing slip. Frequency of verification will be based on a percentage of the anticipated activity for the month and only a percentage of those will be more thoroughly verified. (Note: The verifications are subject to there being 1 or more delivery of supplies to the vessel during any given month.)</li> <li>• When a service provider needs to access the lock but is not expected, lock personnel will verify with TC/OC.</li> </ul> <p>Also, as an added measure -</p> <ul style="list-style-type: none"> <li>• TC/OC will be provided with a list of Ship Chandlers and ship /services Providers that have been authorized to access the Locks.</li> <li>• Anyone not on the list and needing access must be pre-cleared by the Ship Security Officer and either the RSO, the Shift Supervisor, or the</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1</li> <li>+ Service may be restricted to certain locks, approach walls, or suspended.</li> <li>+ If a vessel <b>must</b> take on supplies SLSMC staff and/or security guards will, at random, but at a rate greater than MARSEC Level 1, conduct a more intense verification of stores/supplies. Vehicles will be screened for weapons, explosives and incendiaries. Box integrity will be verified. SLSMC staff or guard will “escort” the vehicle to the vessel and supervise the loading of the inspected supplies to the</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 2</li> <li>+ Navigation may be suspended subject to Intel. and directions from Transport Canada.</li> <li>+ Police &amp; other emergency services are called. Ref.”Communication”.</li> </ul> <p>Note: SLSMC will, at both MARSEC Level 2 and 3 strongly discourage vessels from taking on supplies; however, we cannot refuse to assist a vessel who is in absolute need for food to feed its crew. At MARSEC Level 3, should a vessel require supplies, the screening of the vehicle and verification of supplies will be more thorough and intense</p>

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	<b>APPLIES TO</b>	<b>MARSEC Level 1</b>	<b>MARSEL Level 2</b>	<b>MARSEC Level 3</b>
		<p>TC/OC before being permitted access to the Lock. An activity record or log entry must be kept.</p> <ul style="list-style-type: none"> <li>• Delivery of supplies and services will also be permitted on the approach walls, however, the vessel must assume responsibility for its security and that of the supplies/services rendered to it.</li> </ul> <p><u>Regional &amp; Site Specific</u></p> <p><b>Maisonneuve Region:</b> Deliveries permitted at all locks subject to the following -            Lock 1: Supplier wait outside lock gate until ship is tied up and proceed to vessel when lock crew opens the gate.            Locks 2, 3, 4, and 7: Supplier wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete.</p> <p><b>Niagara Region:</b>            Permitted at all locks except lock 6. Suppliers wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete.</p>	<p>vessel.</p> <ul style="list-style-type: none"> <li>+ Staff will be more vigilant.</li> <li>+ Access &amp; Exit control specific to 1 door or gate.</li> <li>+ Implement other measures as required subject to Intel and directions from Transport Canada. This <u>may</u> include security firm – search &amp; checks.</li> </ul> <p><u>Regional &amp; Site Specific</u></p> <p><b>Maisonneuve Region:</b> Subject to the above, service may be restricted. Vessels will be notified.</p> <p><b>Niagara Region:</b>            Subject to the above, service will be limited to locks 1 and 8. Vessels will be notified.</p>	<p>than at MARSEC Level 2.</p>

**TABLE 2.1**ACCESS CONTROL

b.	<b>SLSMC staff</b>	<ul style="list-style-type: none"> <li>• Except for those areas specified in Part 3 SLSMC staff will have access to all SLSMC sites &amp; facilities.</li> <li>• I.D. must be available if requested.</li> </ul>	Same as MARSEC Level 1 + Company I.d. must be visible.	Same as MARSEC Level 2
c.	<b>Emergency Personnel</b>  (ambulance, police, military, etc.)	<ul style="list-style-type: none"> <li>• Access controlled.</li> <li>• Personal &amp; company I.d. must be available if requested.</li> <li>• I.d. not verified as long as vehicle is well marked and expected.</li> </ul>	Same as MARSEC Level 1	Same as MARSEC Level 2
d.	<b>Seaway Contractors</b>  <b>Standing Orders</b> (roofers, plumbing, divers, snow removal, etc. work not done by SLSMC staff)  (service provider is expected and lock personnel will do a log entry.)  (expected, log entry, + visible photo i.d.)	<ul style="list-style-type: none"> <li>• The Project Manager ( i.e. engineer, coordinator, shift supervisor, prior to having any work done will             <ul style="list-style-type: none"> <li>– advise the applicable structure/site of the scheduled work;</li> <li>– brief contractors &amp; employees on safety and security protocols.</li> </ul> </li> <li>• The lock personnel will do a log entry.</li> </ul> <p>Also, as an added measure -</p> <ul style="list-style-type: none"> <li>• TC/OC and lock structures will be provided with a list of all Contractors with Standing Orders that have been authorized to access the Locks.</li> <li>• Anyone not on the list and needing access must be pre-cleared by either the RSO, the Shift Supervisor, or the TC/OC before being permitted access to the Lock. An activity record must be kept by the lock.</li> <li>• The Contractor is responsible for his/her</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1             <ul style="list-style-type: none"> <li>+ Service may be restricted or suspended subject to Intel, instruction from T.C., and emergency need.</li> <li>+ Implement other measures as required.</li> <li>+ Staff will be more vigilant.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 2             <ul style="list-style-type: none"> <li>+ Service will be suspended subject to Intel, instruction from T.C., and emergency need.</li> </ul> </li> </ul>

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		<p>employees, and will</p> <ul style="list-style-type: none"> <li>- ensure that his/her workers are reliable and trustworthy individuals;</li> <li>- Supply SLSMC with list of names showing who the workers are.</li> <li>- Inform their personnel that a photo I.D. (i.e. driver's licence) must be visible at all times while working in any SLSMC facility.</li> </ul> <ul style="list-style-type: none"> <li>• I.D. will be verified as specified.</li> </ul>		
e.	<p><b>Seaway Contractors Engineering Services</b></p> <p>(engineering related site visits i.e contract preparation)</p> <p>(escorted, visitor badge, noted)</p>	<ul style="list-style-type: none"> <li>• Under the direction of the RSO, anonymous Visitor badges will be issued to the Engineering Departments.</li> <li>• The engineer/coordinator will <ul style="list-style-type: none"> <li>- brief all visitors on safety and security protocols;</li> <li>- escort the visitor while on the structure;</li> <li>- keep an activity record, a notation i.e. on a personal calendar, or log entry of the visit.</li> </ul> </li> <li>• Personal i.d. will be verified as specified.</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1 <ul style="list-style-type: none"> <li>+ Service may be restricted or suspended subject to Intel, instruction from T.C., and emergency need.</li> </ul> </li> <li>+ Implement other measures as required.</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 2 <ul style="list-style-type: none"> <li>+ Visits will be suspended subject to Intel, instruction from T.C., and emergency need.</li> </ul> </li> </ul>
f.	<p><b>Seaway Contractors</b></p> <p>(Temporary Badge)</p> <p>Includes short and long term contracts.</p> <p>(expected, T badge, monitored, visible i.d.)</p>	<ul style="list-style-type: none"> <li>• The Project Manager ( i.e. engineer /coordinator, prior to having any work done will <ul style="list-style-type: none"> <li>- advise the applicable structure/site of the scheduled work;</li> <li>- arrange for "Temporary Badges" for all contract workers; (the badges are anonymous and have an annual expiry date)</li> <li>- brief contractors &amp; workers on safety and security protocols; and</li> <li>- will ensure that Temporary Badges are retrieved when the work is done and return to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1 <ul style="list-style-type: none"> <li>+ Service/work may be restricted or suspended subject to Intel, instruction from T.C., and emergency need.</li> <li>- Implement other measures as</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 2 <ul style="list-style-type: none"> <li>+ Service will be suspended subject to Intel, instruction from T.C., and emergency need.</li> </ul> </li> </ul>

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		<p>designated SLSMC staff.</p> <ul style="list-style-type: none"> <li>• Assigned personnel will             <ul style="list-style-type: none"> <li>- ensure that the contractors and their employees are wearing the SLSMC issued Temporary Badges before giving access to the structure/site; and</li> </ul> </li> <li>• The Contractor is responsible for his/her employees, and will             <ul style="list-style-type: none"> <li>- ensure that his/her workers are reliable and trustworthy individuals;</li> <li>- ensure that his/her workers wear their SLSMC badges at all times while on SLSMC sites;</li> <li>- supply list showing names of workers; and</li> <li>- Personal i.d. may be verified.</li> </ul> </li> </ul>	required.	
g.	<p><b>Embarkation/disembarkation – Ocean or International Crew (crew changes)</b></p> <p>(expected and i.d must be visible)</p>	<ul style="list-style-type: none"> <li>• Fax from Agent to Traffic Control Center advises who embarks/disembarks (pre-cleared by customs).</li> <li>• TCC advises the lock.</li> <li>• For embarkation – crewman i.d. must be visible; i.d. may be checked by SLSMC staff.</li> <li>• The Vessel Agent or their delegate shall:             <ul style="list-style-type: none"> <li>- be present and his/her i.d. must be visible,</li> <li>- coordinate the crew change,</li> <li>- is responsible for the identity of the crewman.</li> </ul> </li> </ul> <p><u>Regional &amp; Site Specific</u></p> <p><b>Maisonneuve Region</b> - permitted at all locks subject to the following:  <b>Lock 1:</b> Crew must wait outside lock gate until ship is tied up and proceed to vessel when lock crew opens the gate.  <b>Locks, 2, 3, 4, and 7:</b> Crew wait inside lock gate, at</p>	<p>Same as MARSEC Level 1</p> <p>+ Limited subject to Intel and instructions from T.C.</p>	<p>Same as MARSEC Level 2</p> <p>+ No crew changes</p>

**TABLE 2.1**

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		<p>a pre-determined area, and may proceed along side vessel after tie up is complete.</p> <p><b>Niagara Region</b> – permitted at all locks except lock 6. Crew must wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete.</p>		
h.	<p><b>Embarkation/disembarkation – Crew changes (Lakers)</b></p> <p>(embarkation=notification or pass + visible i.d.)</p> <p>(disembarkation = visible i.d. only)</p> <p>(family not allowed on structure)</p>	<p><b>Embarkation</b> (new addition to crew)</p> <ul style="list-style-type: none"> <li>• Domestic fleet access to canal structures – at pre-authorized locations. Note: Location must be pre-authorized in order to ensure that there are enough SLSMC staff to keep a watch on the facilities, the vessel, and the restricted areas all at the same time.</li> <li>• At least four (4) hours prior to the ship’s ETA at first lock, fax to the TC/OC the name(s) of the crewmembers embarking and at what locations</li> <li>• TC/OC will notify the appropriate Lock structures that crew personnel will be embarking.</li> </ul> <p><b>Disembarkation</b> (crewman does not return to vessel)</p> <ul style="list-style-type: none"> <li>• No documentation required. SLSMC does not need to be notified that a crewman is disembarking.</li> <li>• Photo i.d. must however be worn and be visible at all times while the crewman is inside lock area.</li> </ul> <p><b>Embarkation</b> (returning crewman)</p> <ul style="list-style-type: none"> <li>• Vessel will issue disembarking crew members, who plan on re-embarking at another lock, a <b>boarding pass</b> to get back on to Locks to embark.</li> </ul>	<p>Same as MARSEC Level 1</p> <p>+ Limited subject to Intel and instructions from T.C.</p> <p>+ Vessels will be notified at what locks embarkation/disembarkation is permitted.</p>	<p>Same as MARSEC Level 2</p> <p>+ No crew changes</p>

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		<ul style="list-style-type: none"><li>• If the crewman loses his pass, the activity may still be facilitated if pre-cleared by either the Ship Security Officer or Master of the vessel, and the RSO, the Shift Supervisor, or the TC/OC.</li><li>• Only crew personnel are permitted within the controlled area of a Lock not their families, unless previously cleared. <i>Note: Because of insurance/liability risks, there must be a valid reason for allowing family members on the structures. It is also important to remember that when a commercial activity is taking place in our locks, we have interface, and therefore the areas becomes restricted and anyone, not employed by SLSMC, must be watched or escorted!</i></li><li>• crewman i.d. may be checked by SLSMC staff.</li></ul> <p><u>Regional &amp; Site Specific</u></p> <p><b>Maisonneuve Region</b> - Permitted at all locks subject to the following: Lock 1: Crew must wait outside lock gate until ship is tied up and proceed to vessel when lock crew opens the gate. Locks 2, 3, 4, and 7: Crew must wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete.</p> <p><b>Niagara Region</b> – permitted at all locks except lock 6. Crew must wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete.</p>		
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**TABLE 2.1**

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i.	<b>Embarkation/disembarkation – Families</b>  (expected _ photo i.d.)	<ul style="list-style-type: none"><li>• The families of domestic fleet crew personnel will have access to canal structures for embarkation and disembarkation – at pre-authorized locations. The following measures will apply: <b><u>embarkation</u></b><ul style="list-style-type: none"><li>• At least four (4) hours prior to the ship’s ETA at first lock, fax to the TC/OC the names of the family members embarking and at what locations.</li><li>• TC/OC will notify the appropriate Lock structures that family will be embarking.</li><li>• If names are faxed, no other record required. Under certain circumstances the pre-arrival fax notice may not be possible. The activity may still be facilitated if pre-cleared by the Ship Security Officer or Master of the Vessel, the Operation Shift Supervisor, or the TC/OC.</li></ul></li><li>• Personal i.d. must be visible; i.d. may be checked by SLSMC staff.</li><li>• Parents will be responsible for i.d. of children 13 and under. Children 14 years old or more must have a visible i.d.</li></ul> <p>Disembarkation</p> <ul style="list-style-type: none"><li>• No notification required.</li><li>• Photo i.d. must be visible.</li></ul>	Same as MARSEC Level 1  + Limited subject to Intel and instructions from T.C.  + Vessels will be notified at what locks embarkation/disembarkation is permitted.	Same as MARSEC Level 2  + No family member will be allowed to embark or disembark
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**TABLE 2.1**

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		<p><b>Family visit with crewman – no embarkation</b></p> <ul style="list-style-type: none"> <li>Families not embarking will not be given access to the structure.</li> </ul> <p><u>Regional &amp; Site Specific</u></p> <p><b>Maisonneuve Region</b> - Will be permitted subject to the following:          Lock 1: Family must wait outside lock gate until ship is tied up and proceed to vessel when lock crew opens the gate.          Locks 2, 3, 4, and 7: Families wait inside lock gate, at a pre-determined area, and may proceed alongside vessel after tie up is complete.</p> <p><b>Niagara Region</b> – permitted at all locks except lock 6. Families wait inside lock gate, at a pre-determined area, and may proceed along side vessel after tie up is complete</p>		
j.	<p><b>Embarkation/disembarkation – Pilots</b></p> <p>(Pilots, like crew, are “transparent”. Visible i.d. only requirement.)</p>	<ul style="list-style-type: none"> <li>Lock crew is advised by the Transportation Management System (TMS) that a vessel requiring a Pilot is coming.</li> <li>Pilots have access to the facility prior to the vessel being secured.</li> <li>I.d. must be visible at all times.</li> <li>I.d. will be verified as specified.</li> </ul> <p><u>Regional and Site Specific</u></p> <p><b>Maisonneuve Region:</b> No restrictions. Access key cards may be provided to Pilots.</p> <p><b>Niagara Region:</b> Restricted to Lock 7 only. Canal Pilots will be issued Access Key Cards to open the vehicle gate at lock 7; the card will open only the</p>	Same as MARSEC Level 1	Same as MARSEC Level 1

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	<p>specified gate.</p> <p><b><u>Lake Ontario Pilots:</u></b></p> <p>Lake Ontario Pilots normally embark and disembark via the pilot boat in Port Weller Harbour, however during inclement weather, for safety reasons, they may embark and disembark at Lock 1.</p> <p>Personal vehicles – Pilots accessing the lock with a personal vehicle will be directed to a pre-authorized area.</p> <p>Taxis – May enter the facility to drop off the Pilot but must depart immediately; they cannot remain inside the controlled area.</p>		
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**TABLE 2.1**

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k.	<b>Vehicle Access</b>	<ul style="list-style-type: none"><li>• SLSMC vehicles may access all lock structures.</li><li>• Personal vehicles i.e. Sailors' vehicles are not permitted on the Lock structures. <b>Exceptions are:</b><ul style="list-style-type: none"><li>- <u>SLSMC personnel</u> may park their personal vehicles on the Lock structure on which they are working.</li><li>- <u>Taxis</u> delivering and picking up Canal Pilots are allowed to enter specified locks.</li></ul></li></ul> <p><u>Regional and Site Specific</u></p> <p>Maisonneuve Region: Permitted at locks 4 &amp; 7.</p> <p>Niagara Region: Restricted to Lock 7.</p> <ul style="list-style-type: none"><li>- <u>Vehicles of companies</u> providing supplies and services to the vessel may access Locks as per pre authorized list.</li><li>- <u>Contractors' vehicles</u> regarding standing orders etc. may access Locks as per the per pre authorized list.</li></ul> <ul style="list-style-type: none"><li>• Parking will only be allowed at pre-designated areas. Areas will be well marked. Any vehicle not parked in a designated area is subject to removal at the owners expense.</li></ul>	Same as MARSEC Level 1  + Limited subject to Intel and instructions from T.C.	Same as MARSEC Level 2  + Unless pre-cleared or otherwise authorized no vehicle will be allowed access to a lock.
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**TABLE 2.1**ACCESS CONTROL

l.	<b>Visitor access – locks</b>  (must be cleared and have Visitor i.d.)	<ul style="list-style-type: none"> <li>• All visitors must be escorted while on lock structures;</li> <li>• Visitors must be cleared for access;</li> <li>• SLSMC Visitor i.d. must be visible at all times; and</li> <li>• If business is not vessel related, must sign in/out log;</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1</li> <li>+ No “visitors” have access at this level.</li> <li>+ May be limited subject to Intel, instructions from T.C. and emergency need.</li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 2</li> <li>+ All visitations will be suspended subject to Intel, instruction from T.C., and emergency need.</li> </ul>
m.	<b>Visitor access – other SLSMC locations</b>  Cornwall H.O. St. Lambert Regional Office Niagara Regional Office	<ul style="list-style-type: none"> <li>• Visitors at any other restricted or controlled areas must be <ul style="list-style-type: none"> <li>– cleared for access prior to being allowed passage/entry;</li> <li>– must be escorted by an SLSMC pre-cleared staff for any restricted areas;</li> <li>– SLSMC Visitor i.d. must be visible at all times; and</li> <li>– Must sign in/out log.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• MARSEC Level 1</li> <li>+ May be limited subject to Intel and instructions from T.C.</li> </ul>	<ul style="list-style-type: none"> <li>+ Same as MARSEC Level 2.</li> </ul>
n.	<b>Visitors – Federal Government Employees</b>	All Federal Government Employees i.e. Customs, Immigration, Transport Canada Employees, HRDC Inspectors, Coast Guard Employees, RCMP may enter all facilities to conduct official business and must show valid government organization photo ID prior to entry.	<ul style="list-style-type: none"> <li>• MARSEC Level 1</li> <li>+ May be limited subject to Intel and instructions from T.C.</li> </ul>	Same as MARSEC Level 2.

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o.	<b>Cruise Ships</b>	See "Process/measures for Occasional Activities".  Regional and Site Specific: <b>Niagara Region:</b> <ul style="list-style-type: none"><li>• Wharf 2 in Port Weller Harbour</li><li>• West wall above lock 7 north of Guard Gate (Old Tin Shed)</li><li>• Wharf 16, Wharf 18.1 and Wharf 18.3 in Port Colborne.</li></ul>	Same as MARSEC Level 1.	<ul style="list-style-type: none"><li>• MARSEC Level 2</li><li>+ No new entries</li></ul>
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