



**The Great Lakes - St. Lawrence Seaway System**  
***Le réseau Grands Lacs - Voie maritime du Saint-Laurent***

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2024 - NOTICE TO SHIPPING # 3

NIAGARA REGION  
WELLAND CANAL

## **Personnel Interfaces with Ships at the Locks in the Welland Canal**

Note: Ship interfaces with ship chandlers for stores or supplies will not be accepted at any lock in the Welland Canal. Stores & supplies can only be taken at Wharves 2, 12 South and 16 (See Notice to Shipping NO. 2- 2024)

### **ALLOWABLE PERSONNEL INTERFACES**

#### ***DOMESTIC CARRIERS (WITH OWN PORTABLE GANGWAY)***

- Crews and designated R1 personnel can embark/disembark ships at Locks 1, 2, 5 & 7
- Emergency situations will be considered (ex: non R1 technicians for safety of navigation)

#### ***OCEAN CARRIERS***

- Designated R1 personnel can embark/disembark ships at Locks 1, 2, 5 & 7
- Emergency situations will be considered (ex: non R1 technicians for safety of navigation)

#### ***PILOT EXCHANGE***

- Pilot exchanges are permitted at Lock 7 as necessary

**IMPORTANT:** Anyone intending on embarking/disembarking a ship shall only do so after they have confirmed with the Captain that the ship is fully secured in the lock with Hands-Free Mooring or mooring lines.

- SLSMC will not entertain any escorting of non R1 persons or monitoring product exchanges
- SLSMC will not provide assistance handling gangways
- Visitors are reminded to follow SLSMC instructions for gaining access to all locks

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**The St. Lawrence Seaway Management Corporation**  
**Corporation de Gestion de la Voie Maritime du Saint-Laurent**

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Tél : (905) 641-1932



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### **PERSONNEL INTERFACE PROCEDURES**

Ships must request the personnel interface by email ([nrerie@seaway.ca](mailto:nrerie@seaway.ca)), phone ((905) 641-1932 x5450 or x5454) or by VHF radio prior to each personnel interface at our locks. This request **must be** provided in advance to allow approval by the Canal Shift Supervisor on duty prior to the interface.

### **ACCESSING THE LOCKS**

There are only two windows of time to gain entry onto the Locks:

1. 15 minute window before ship arrives at bullnose OR
2. Once the ship is captured by HFM and secure

There are no changes to current practices for interfaces at Wharfs, Leased Wharfs and Approach Walls in the Welland Canal.

SLSMC understands that at times there may be a special need to access Locks that have restrictions or “no interfaces permitted”. Requests for this type of special access may be entertained provided sufficient notification is given to our Operations Control Centre (OCC) for review of the request.

Our Facility is a MARSEC restricted (R1) zone. It is compulsory for any person gaining access to our Locks to have a valid government issued identification card with photo. It is also compulsory that the ship consents to the embarking, disembarking or visit. If the ship does not consent, or if marine security and health and safety regulations are not respected, the personnel interface will not be permitted and the persons present will be required to leave the lock immediately.

1. Persons requesting access at Locks must arrive at the turnstile (reporting station) 15 minutes prior to the ship's arrival at the lock bullnose or once the ship is captured by HFM and secure
2. Acknowledge your presence at the Lock turnstile by depressing the Intercom located at the turnstile (reporting station) making contact with the OCC by communication via Intercom.
3. Must show either Government issued I.D (ship's crew) or Seaway Restricted Area I.D. card. No escorting will be provided by Seaway. No escorting is required for Mariners with valid identification.

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4. OCC will provide instructions and permit access to Lock after confirming your expected interface with the ship.
5. Once approved, go directly to the designated holding areas until the personnel interface is permitted. Access to lock buildings is not permitted. **See diagram at end of notice.**

In addition, there is a 2m Fall Hazard Zone marked on the lock wall. The persons that interface with the ship must remain outside of the fall hazard zone and inside the designated waiting zone until the deck of the ship is near coping level and the shipboard personnel assisting are ready to load/unload passengers or provisions. **Failure to follow these rules may result in further reduction in interface locations and privileges.**

### **DISEMBARKING CREW/VISITORS**

Person disembarking (crew/visitors) must proceed to and stay in the designated holding area until the OCC Operator has completed the ship processing. The OCC will then allow the crew/visitors to proceed to the gate and be allowed out of the Lock. Should the crew/visitor need to leave immediately due to special circumstances the Ship Master must contact the OCC to request this immediate departure.

### **FOR CREW CHANGES AND OTHER PERSONS EMBARKING/DISEMBARKING THE SHIP**

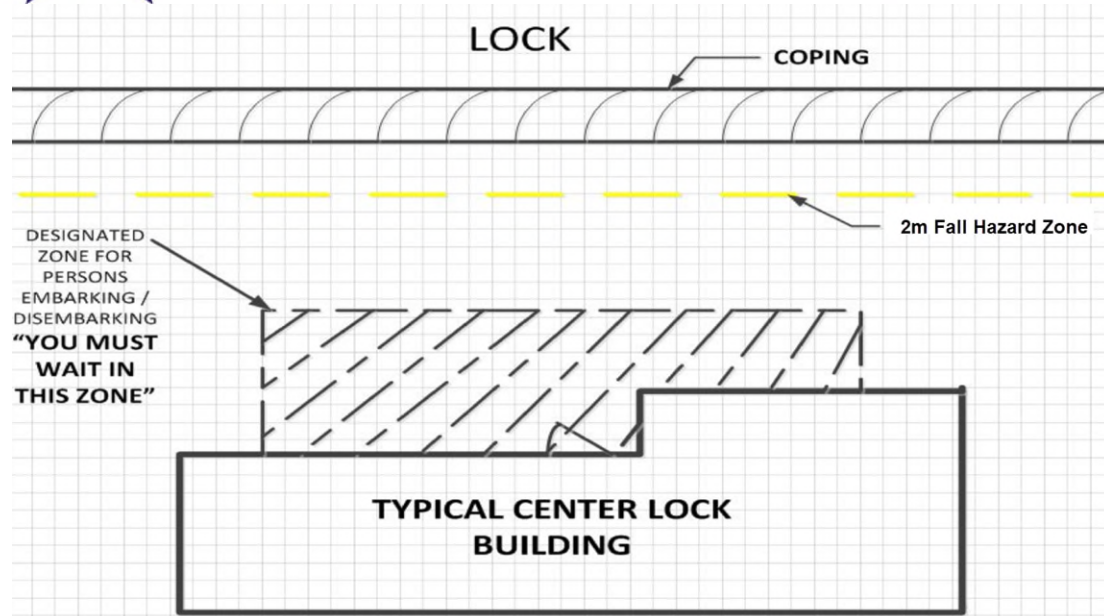
The following information is required in the request for embarking, disembarking and visits:

- Date
- Name of: Ship + Captain + Agent
- Delivery company that will transport the persons
- The Lock where the interface will take place
- Estimated date and time of arrival at this Lock
- The names of all the persons who will embark/disembark/visit

A person presenting himself/herself at the access gate of the lock without a prior formal personnel interface request will be required to provide as a minimum the above information. The person requesting access must also allow for extra time to process the approval of the entry before gaining access to the lock.



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March 19, 2024

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