

Familiarization Manual



for Supernumeraries on CCG Vessels

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INTRODUCTION

This manual has been written for people with limited seagoing experience, and is intended to provide a *general* introduction to Coast Guard vessels and operations, with an emphasis on safety issues. In addition to this information, which is generic to the fleet, each vessel has specific emergency and operational procedures contained in the Commanding Officer's Standing Orders and, in some cases, the Supervisor's Standing Orders.

Included are some pre-sailing pointers along with other information that may be of some use.

The information is provided for 'supernumerary personnel', who may be:

- scientific staff;
- contract personnel;
- shore technicians;
- conservation & protection officers;
- and any non-departmental employees such as students who work aboard CCG vessels.

Supernumerary personnel are defined as all persons who are not part of the operating complement but who are engaged in a capacity relative to the business of the ship.

Any comments you have on this manual can be sent to:

Manager, CCG Safety and Security
25 Huron Street
Victoria, BC V8V 4V9

PRE-SAILING REQUIREMENTS

Before the vessel sails

The following things should be considered prior to joining a ship:

- Reporting time to the vessel.
- Estimated time of vessel departure from port.
- Length of voyage.
- Passport/ID - if foreign-going voyage.
- Daily hours of work while on board.
- Working environment (i.e. what the temperature is likely to be and what kind of clothing will be needed).
- Your medical status – although a medical is mandatory for all fleet personnel, people outside of this group will need to refer to Appendix III – Annex B.
- Health and medical insurance.
- **Science research staff and/or other program personnel** will want to discuss with their program head the location of major work areas; responsibilities on the vessel; any plans for equipment, and any additional safety supplies or gear specific to the program.
- Scientists, and/or other program people, must provide MSDS sheets to the Chief Scientist (where applicable) and/or Commanding Officer prior to bringing any hazardous material or chemicals on board.

The following forms will need to be completed before the vessel sails:

- Appendix II – Annex B - Statement of Medical Fitness.
The purpose of this form is to ensure that supernumerary personnel will not suffer undue risks to personal health by taking passage aboard a CCG ship.
- Appendix II – Annex A - General Statement of Risks.
The purpose of this form is to draw attention to the person signing the form to the inherent risks in taking passage aboard a CCG ship.
- Appendix III - Personal Data Sheet.
Personal emergency contact information – a legal requirement for anyone on ship.
- MSDS sheets, if applicable.

Supplies and services provided by the vessel

- sheets, pillows, blankets, towels, wash cloths, cleaning supplies, toilet paper, hand soap and laundry soap (clean linen is provided once a week)
- personal floatation device, lifejacket, immersion suits, life vests
- hard-hat
- meals
- some vessels have stewards to provide cabin service – bunks are made every day and the cabin is cleaned.
Where this service is not provided, people are expected to maintain their own cabins.

Supplies that you will be required to bring

- toiletries
- expendable clothes since ship work areas can be extremely dirty
- clothing appropriate to season and area of operations
- a hat for protection from the sun, and an appropriate hat for warmth, such as a toque
- CSA approved safety shoes (steel toed) must be worn while working on deck or as otherwise directed by the officer-of-the-watch. Closed toe shoes with a non-skid sole are required for all shipboard work
- work gloves

- rain gear may not always be available for supernumerary people, so it is recommended that you bring your own
- medication for motion sickness, if your medical history warrants, or if you have not sailed on a vessel before

Additional things you may want to consider

- alarm clock
- flashlight
- second pair of eye glasses, if applicable
- sun glasses
- medic alert bracelet, if applicable
- adequate supply of medication, if applicable
- camera
- sports fishing license (occasionally there are opportunities to fish recreationally while on board. It is mandatory to have a license if you wish to fish)

General pre-sailing information

Upon arrival you will be asked by the Commanding Officer to sign the Ship's Book and will be given a safety briefing, safety tour and general familiarization of the vessel by one of the Ship's Officers or crew as delegated.

As soon as practical, learn the vessel's layout. You will want to locate areas such as the bridge, galley, and laundry room(s) and note where fire extinguishers and life rings are located, especially around your cabin and usual work location. Learn the best, and alternate, route to your emergency station and note means of escape from interior spaces in the event of fire.

Check notice boards for information regarding the first aid attendants, meal hours, the use of laundry facilities etc., and ask if the ship has an information handout for new people.

Note that certain areas of the ship are restricted to designated personnel. You will need to determine which areas are designated for ship's officers, ship's crew and any other personnel. Be aware that visitors to the bridge, when the vessel is in navigation, will not be permitted to use any of the ship's navigation equipment or communications devices located on the bridge without the approval of the Officer-of-the-Watch. The Engine Room and galley are also restricted access areas. Specific instructions on access to the bridge, Engine Room and galley areas will be contained in the Commanding Officer's Standing Orders.

SAFETY

Fire and Emergency Drills

Fire and boat drills are conducted at regular intervals. Every person is required to follow specific instructions aboard ship in the event of an emergency or drill. Emergency reporting locations are posted on the card at your assigned bunk. It is important to read and understand what is written on this card. This information will also be covered in your safety tour when you arrive at the vessel.

Signal for Emergency – Will be a continuous ringing of a general alarm supplemented by the ship's whistle if required. Where possible this will be followed by a P.A. (or other suitable means of communication) indicating the location of the emergency and brief instructions to the crew.

Signal for Abandon Ship Stations – Seven or more short blasts followed by one long blast on the ship's whistle supplemented, if required, by the ringing of the general alarm in the same sequence. An appropriate P.A. announcement may also be made.

Drills will be conducted and all supernumeraries will be required to participate.

It is your responsibility to know the location of the following:

Your muster location - is posted on the card beside your assigned bunk. This should also be reviewed during the safety tour upon your arrival at the ship.

Your lifejacket - you will find your lifejacket in your assigned cabin. It should be equipped with a whistle and a waterproof light. Lifejackets are an important safety device; they should not be left about the ship, used as cushions or pillows, etc. If there is a problem with your lifejacket or it is missing, notify the mate on watch who will make arrangements to take care of the problem. It is important to know how to wear the lifejacket and it must be worn during all drills and actual emergencies.

Location of immersion suit(s) - The location of these will vary with each ship and should be covered in the safety tour upon your arrival at the ship.

Location of portable fire extinguishers and their proper use. (This will be covered in the joining safety orientation.)

It is also your responsibility to know the meaning of the safety signals that are posted around the vessel.

General Shipboard Safety

- All employees are responsible to be familiar with the Canada Labour Code.
- There are procedures in place for 'hotwork' (welding), diving, confined space entry, etc. It is therefore important to check the policy and obtain approval prior to engaging in any of these activities.
- All staff must be aware of the chemicals they will be working around, and be familiar with the Work Hazardous Material Information System (WHMIS) and the location of the Material Safety Data Sheets (MSDS). As mentioned in the pre-sailing information, it is the responsibility of the program head to ensure that MSDS sheets are provided to the Commanding Officer prior to bringing any chemicals, etc. on board.
- All personnel are required to wear safety gear appropriate to the task at hand. If in doubt, ask your supervisor.
- Be on guard against any sudden lurch or movement of the ship. On stairs and in companionways, keep one hand free to grasp the handrail.
- **Secure all objects before the ship gets underway** - Due to vessel motion in heavy seas, all equipment must be lashed down and properly stowed. Ask for assistance if in doubt.
- **Always use the gangway** when arriving or leaving the vessel.
- **Always wear appropriate safety gear** (Class II, Type E hard hats and CSA approved steel-toed shoes) while working on the deck, considering this is an industrial area. Sandals or flip-flop type of footwear, which cannot be securely fastened to one's feet, are unsafe at any time because they offer little protection and add to the risk of tripping or slipping on ladders.
- **Be aware of uneven deck surfaces**, especially at night.
- **Keep all doors and hatches secure at all times.** Either latch it open with the hook supplied or close it tight. Never allow doors or hatches to swing freely with the roll of the ship.
- Open decks, particularly in bad weather, can present a hazard. **All open decks without safety railings in place are out of bounds unless authorized by a member of the crew.**
- **Stand clear of all wires, ropes and blocks that are under stress.** Do not handle any moving wire or rope.
- Pick up, clean up, and securely stow all loose gear after each use. Do not walk away from any piece of loose equipment - even if it is not yours, tie it down.
- Keep your quarters clean and tidy. Piles of oily rags can catch fire by themselves if left long enough in open air. Do not keep paint or solvents in your cabin.
- Bring any medical concerns to the first aid attendant.
- Wear clothing that is comfortable but close-fitting, to avoid catching on projections or machinery parts when you are working in cramped positions or are moving about the ship. Gaping pockets, hoods and straps are easily caught in machinery.
- Notify your supervisor or a crew member if you see something that you believe to be unsafe.

SHIPBOARD EMERGENCIES

Emergency Procedures

CCG ships are usually far from help in any emergency situation and must rely on the capabilities of those onboard. In an emergency the ship's Commanding Officer is in complete charge. **Note that each ship has written procedures, which contain ship specific instructions for emergency procedures.**

Therefore, the following information is intended to provide some general guidance in certain emergency situations and should in no way overshadow the need for you to seek out the ship specific information once you are on board.

Fire on Board

Once you are on board the vessel, it is important to review the Commanding Officers Standing Orders which contain emergency procedures, however the following are some general pointers *in the event that a fire is detected or suspected*:

- if you *suspect* a fire, DO NOT OPEN THE DOOR
- sound the alarm
- alert the bridge, identifying the location of the fire
- if the fire is small, and you are trained, attempt to extinguish with a portable extinguisher
- where possible, close the doors or hatches to isolate the fire
- proceed to your muster station
- remember that each vessel has a fire plan which identifies the responsibilities of the person in charge of each fire party and that this information is contained on the card beside your designated bunk.
- If caught in smoke and fumes, put a wet cloth over your nose and mouth and crawl along close to the deck where the air is clearer.

Because carelessness is one of the major causes of fire, it is imperative that we are aware of our shipboard environment at all times, with our eyes on prevention. A fire at sea is one of the worst hazards.

Man Overboard

If someone falls overboard...

- drop a life ring over the side
- notify the bridge "MAN OVERBOARD" designating which side if possible
- at all times you should keep your eyes on the person
- it helps if you point to the victim. This assists the bridge and other watchers to keep the person in sight.
- Each ship will have designated duties for crew when 'man overboard' is sounded. Procedures specific to each ship can be obtained from the Chief Officer.

Accidents and Injuries

All accidents and injuries must be reported to the bridge. This includes loss or damage to equipment and minor injuries. The officer-of-the-watch will advise the Commanding Officer as appropriate and initiate emergency response where required.

SHIPBOARD ENVIRONMENT

Ship Operations

DFO policy stipulates a co-operative relationship between Coast Guard Vessels and the programs (research, C&P etc) that are using vessels for their activities, recognizing interlocking responsibilities on the part of Commanding Officers and program heads, along with ship's personnel and supernumerary people such as technicians, hydrographic assistants, fisheries officers, etc.

Each member of the program staff will have been briefed on their responsibilities by their program head prior to leaving port. Once onboard, the duties may be modified as necessary to accommodate the mission. In some cases, such as the scientific party, members may be expected to stand watches according to a schedule set by the Chief Scientist. Hours may vary, since scientific programs at sea can operate 24 hours a day, and are determined between the Program Head and staff.

Shipboard Positions and Functions

The following is a list of positions and a brief summary of their functions. Size and organization of the crew varies from ship to ship.

COMMANDING OFFICER - The Commanding Officer is responsible for the safe and efficient navigation of the ship, the maintenance of discipline and the well-being of all personnel onboard, in terms of pertinent regulations pursuant to the Canada Shipping Act, the Canadian Coast Guard, the Departmental Delegation of Authority in matters of Personnel and the Departmental Discipline Guide; the management and proper conduct of ship's business, such as signing the crew and supernumeraries on or off, pilotage, customs, etc.; ensuring that all reasonable shipboard work requirements of the Scientist, Hydrographer or Officer-in-Charge of the research, fisheries management, or other program heads, are efficiently met and help to foster an effective work atmosphere onboard; informing the Officer-of-the-Watch each day of the areas in which the Scientist, Hydrographer or Officer-in-Charge proposes to work; and ensuring that the responsibility delegated by the Commanding Officer to Coxswains for the safety of small craft is clearly understood by all crew members and supernumeraries. (*Refer to Fleet Safety Manual, Section 5-A.*)

CHIEF/1st OFFICER - The Chief Officer is the head of the deck department, and is responsible for the discipline, safety and welfare of his/her seamen, as well as for the maintenance and cleanliness of the exterior of the ship, internal alleyways, and the bridge. This Officer is also responsible for running and standing rigging and the operation of all deck machinery and may be a watch-keeper.

BRIDGE OFFICERS - When in control of the ship, the officer is stationed on the bridge and must be informed of all science, fisheries or other program activities involving over-the-side work and/or moving of the vessel. The officer may summon the Commanding Officer to the bridge any time a situation warrants.

BOATSWAIN - (Bosun) top ranking seaman, oversees deck crew, maintenance and upkeep of the ship, except for the engine room and galley areas.

COXSWAIN - The person who is properly qualified and is responsible for the safe conduct of a small craft and its crew as delegated by the Commanding Officer or by the Director, Operations. The responsibility of coxswain of the launch may be delegated to program personnel who are qualified to assume responsibility for its safe conduct.

SEAMEN - Seamen are responsible to the Bosun. They perform all of the ship's work on deck and they stand watches at the helm and act as lookout when the ship is underway.

CHIEF ENGINEER - The chief engineer is responsible for the operation and maintenance of ship's machinery and the work of all members of the Engine Department.

SENIOR ENGINEER - Second in command of the engine room and is directly responsible to the Chief Engineer for the operation of the engine room and its staff. Like the Chief Officer, the senior may be a watch-keeper. The senior engineer is usually responsible for the safe working and operation of all deck machinery and scientific equipment.

ENGINEERING WATCH OFFICER - The engineer is stationed in the engine room and is responsible for the operation and maintenance of the ship's engine and other machinery.

OILERS - Are responsible to the engineer on watch; duties involve maintenance and operation of ship's machinery.

COOKS - A chief cook and a second cook prepare food for three meals a day and a night lunch, clean the galley and the mess hall.

STEWARDS - Responsible to the Chief Cook, or Logistics Officer where applicable, and are required for general cleaning duties of the messes, officers and some supernumerary cabins on the larger vessels where a suitable complement of stewards is available.

LOGISTICS OFFICER (when carried) - The four main spheres of responsibility are materiel management, financial management, ship's administration and personnel services and commissary and housekeeping services.

Program Operations

PROGRAM HEAD (Chief Scientist, Fisheries Officer in Charge, etc.) - The Program Head is the primary liaison between program personnel and the Commanding Officer and is responsible for the organization and execution of the program. In planning for the cruise, the Program Head should ensure that there are adequate personnel to accomplish the program. He/she is responsible for sending a list of the team members to the Regional Operations Center, who will arrange for their introduction to the Commanding Officer and their embarkation aboard the vessel. As the program is the responsibility of the respective Program Head, any difficulties experienced by their staff should be reported to the Program Head, who in turn will notify the Commanding Officer should the situation warrant it. On many cruises there are multiple projects which may result in snarls; in all cases of dispute, the designated Program Head is the ultimate decision maker, only defaulting to the Commanding Officer should the incident in question jeopardize the vessel in any way. The Program Head is responsible for complying with all pertinent Fisheries Management, Fisheries Research and Canadian Hydrographic Service Standing Orders, marine regulations pursuant to the Canada Shipping Act, relevant operational policies, and Canadian Coast Guard Fleet Orders. The internal maintenance of discipline of the ship borne party is subject to regulations approved by the Regional Director General under the Delegation of Authority on Matters of Personnel. (Matters concerning the safety of the ship are the responsibility of the Commanding Officer under the Canada Shipping Act and cannot be delegated.) (Reference: Canadian Coast Guard Fleet Safety Manual 5.0 and 5.A.)

The Program Head will ensure that the Commanding Officer is provided with an itinerary or plan, identifying any safety risks inherent in the program and taking precautions to mitigate these risks.

The Program Head is responsible to ensure:

- all wires, hooks, chains and gear additional to the ship's equipment used in any part of the processes have appropriate certificates (or an agreed upon equivalent, such as a recognized and reputable manufacturer's certificate) as required under the Tackle Regulations. Copies of the certificates must be given to the Chief Officer/1st Officer prior to sailing;
- training and familiarization is provided to all those involved in the processes;
- all equipment brought onboard is secured to the satisfaction of the Chief Officer;
- all hazardous materials to be identified and stowed according to TDG standards with a list of same provided to the Chief Officer;
- communications are set up and agreed upon before any work takes place;

- small craft operations are conducted in accordance with CCG procedures;
- personal safety equipment is identified and used by all personnel involved in the processes;
- persons not involved in the processes shall remain clear of the area where the work is being done as far as possible;
- lifting points on heavy scientific gear, etc. are inspected prior to deployment;
- any gear brought back on the vessel during processes is properly secured;
- any personnel working with helicopters is properly trained;
- upon completion of the program, where toxic chemicals and/or radioactive materials have been used, stored or retrieved, an appropriate authority tests and clears the area for any residual or trace elements. Areas found to have unacceptable trace elements shall be quarantined until such time as they have been 'cleared' for use. Personnel shall be informed, and steps taken, to ensure their health is protected;
- contingency plans must be in place, addressing all health, safety and environmental risks related to the project;
- people who are given authority by the Program Head to work directly with the bridge must keep the bridge fully informed of intentions. **NEVER PUT GEAR OVER THE SIDE WITHOUT FIRST CONSULTING THE BRIDGE.** When the watch changes, those on the previous watch should inform the oncoming watch of ongoing activities, in sufficient detail that the routine can continue without a break.
- the Commanding Officer is advised on the duties particular to the program staff.

GENERAL INFORMATION

Social conditions at sea are different from those on land. Since quarters are close, personal privacy is greatly reduced and should be respected. As well, it is important to be aware of noise at all times, as a consideration to watch-keepers that may be sleeping.

Injury at the work place - It is the responsibility of the employee to notify his/her immediate supervisor of **any** accident or injury on board the vessel or at a work site. (Notifying your supervisor is for entry into the first aid attendant's record book and for the completion of various WCB forms and other accident reports if required.) The program head is responsible for the reporting of all accidents and injuries to the Commanding Officer, including property loss and/or damage to equipment.

DRUG AND ALCOHOL POLICY - Psychoactive Substances

Canadian Coast Guard ships and aircraft are multi-taskable platforms that can be engaged in escort, fisheries enforcement, damage control, or search and rescue activities with little or no warning. It is incompatible with these roles and responsibilities, for persons aboard the ship or aircraft to be unable to perform their duties due to being impaired by psychoactive substances.

Under the *Criminal Code of Canada*, (Section 253) an offence is committed by anyone who operates a motor vehicle, a vessel or aircraft, or who has the care and control of a motor vehicle, a vessel or aircraft, whether the motor vehicle, vessel or aircraft is in motion or not, while that person's ability is impaired by a psychoactive substance. This would include all persons required to be on watch as defined in *CSA 2001 Marine Personnel Regulations*.

Therefore:

- All persons boarding CCG vessels or aircraft and those conducting work activities ashore are to be made aware of the rules of conduct and behaviour expected of them. The familiarization routine for persons boarding CCG vessels and aircraft (Section 6.B.1 of the FSM) shall include a reference to this policy.
- No person shall perform, or attempt to perform, any duties while impaired by a psychoactive substance.
- No person shall consume any mood-altering substance while on watch or duty. A person may consume a legal prescription or non-prescription drug, provided it does not cause the person to become impaired.
- No person shall consume a beverage containing alcohol, or consume any other psychoactive substance which causes them to be impaired, in the **eight-hour** period immediately prior to their scheduled period of work.

- No person shall turn over the conduct of a watch or duty to any other person who appears, on reasonable grounds, to be impaired.
- While engaged as crew to a CCG vessel that is tasked to primary duties in Search and Rescue, Environmental Response, Conservation and Protection, Maritime Security or enforcement-related duties, no person shall consume a beverage containing alcohol or consume any other psychoactive substance which causes them to be impaired. Permitted consumption aboard other vessels shall cease whenever these vessels are temporarily assigned to, and for the duration of, these duties.
- Any contravention of this policy shall be regarded as a serious misconduct that could potentially lead to severe disciplinary penalties including discharge.
- Any person, over whom the Commanding Officer or shore side manager has no line authority, who is found to be in contravention of this policy shall be formally reported to the Assistant Commissioner, CCG, who shall report the incident, in detail, to the appropriate person having authority over the individual concerned.
- The Commanding Officer or shore side manager has the absolute authority to remove any person from the vessel or aircraft or workplace who is in violation of this policy.

(Reference: Fleet Safety Manual – Section 2.0 – September 01, 2012)

This policy applies to all supernumeraries as well as ship's personnel.

No person shall carry or offer to transport any illegal substances on any CCG motor vehicle, vessel or aircraft unless specifically tasked as part of an enforcement tasking from the Regional Operations Center (ROC).

The Department of Fisheries and Oceans has an Employee Assistance Program which can provide professional assistance to employees who have alcohol or chemical dependencies. It is the responsibility of the employee to request this assistance. Contacts with the Employee Assistance Program are confidential and shall not be revealed to the supervisor.

Some vessels are classed as strictly dry vessels. Alcohol, in any form, is prohibited at all times. The Chief Scientist should consult with the Marine Superintendent and the Commanding Officer of the vessel regarding the control of alcohol, and is responsible for advising his/her program team.

Supernumeraries are not to bring any psychoactive substances, including alcohol, to the vessel or work site.

Please ask your supervisor for more information on the policy specifics as they relate to the vessel or site you have been assigned to.

Smoking Policy

The Federal Government has a Public Service Smoking Policy. Due to the varying configurations of ships, each vessel will have a detailed smoking policy, and this can be found in the Commanding Officer's Standing Orders.

Workplace Hazardous Material Information System (WHMIS)

WHMIS is a program established and regulated nationally by the Hazardous Products Act to ensure workers working with, or in proximity to, hazardous materials receive information and training in the use and handling of hazardous materials. The Coast Guard requires that every hazardous material product used by Coast Guard employees is accompanied by a supplier developed Material Safety Data Sheet (MSDS). These MSDS are maintained in specific binders at designated WHMIS stations. For more information on WHMIS and MSDS, contact your supervisor.

Harassment in the workplace

The Commanding Officer, Chief Scientist and other Program Heads are required by Treasury Board policy to ensure an atmosphere free of harassment and to take definite action to correct any such situations.

Harassment - is any improper conduct by an individual, that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation

or embarrassment, and any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act*.

DFO Harassment Policy is available in hard copy on board all Coast Guard vessels. The Policy is available electronically at: www.tbs-sct.gc.ca/ve/hrs-eng.asp

Garbage / Recycling - Each vessel will vary in their ability to recycle, etc. It will be important to check with your supervisor or shipmates regarding the disposal of all garbage.

Shore leave - Occasionally there is shore leave during a patrol. Sailing time (departure time) is generally posted on a board at the end of the gangway. It is important to sign out in the sign out log or notify the bridge on where you are going and how you can be contacted prior to disembarking. During primary SAR, the vessel is on 30 minute stand-by. It is your responsibility to know the ship's sailing time and advise the Officer-of-the-Watch when you leave the vessel.

Communications - Communications equipment for personal use is at the discretion of the Commanding Officer. As this access will vary from vessel to vessel, it is recommended that you refer to the Commanding Officer's Standing Orders on the vessel.

Emergency Contact Number - It is recommended that in order for shore-side families to contact supernumeraries in the case of an emergency or an urgent family matter, a message be left with the Regional Operations Center (ROC). They will ensure this message is forwarded to the vessel or site you are located at. The number at the ROC is **250-413-2800** and is available 24 hours (through MCTS between 1830 and 0700).

Cabins - may be occupied by two or more people. The Commanding Officer, in conjunction with the Chief Scientist or other Program Head, will decide on these arrangements. Departmental policy is to put members of the same sex together in multi-berth cabins. Toilets (heads) and showers may be located in the cabin on larger vessels, outside the cabin, or on another deck.

Meals are prepared by the ship's cooks. Program staff (scientists, fisheries officers, etc.) are served in the ship's mess and are expected to wear suitable clothing. In crowded conditions a second sitting may be required; persons in the first sitting should finish promptly. Persons on watch (ship's crew or other program people on watch) or relieving the watch, have priority in the serving line. Seating arrangements are informal, although a few specific seats may be designated for the Commanding Officer and certain other ship's officers and senior staff.

Snacks - There are usually snacks available for a night lunch. Find out what rules apply to snacking. (Where should used dishes be stacked? Which refrigerator and cupboard supplies are available outside of meal hours?) Notify the Chief Cook if you have any known allergies to certain foods or ingredients.

APPENDIX I

ADDRESS/PHONE LIST

Call the Regional Operations Centre first at (250) 413-2800 to determine a vessel's location or if you need to contact a vessel that is at sea.

CCGS Bartlett

The general mailing address is:

CCGS Bartlett
Attn: Employee name
C/O Victoria Base
25 Huron Street
Victoria, BC V8V 4V9

Telephone number:

alongside Victoria Base.....250-480-2691/2692

alongside Pat Bay.....250-363-6524

e-mail address:

bartlett@pac.dfo-mpo.gc.ca

CCGS Gordon Reid

The general mailing address is:

CCGS Gordon Reid
Attn: Employee name
C/O Victoria Base
25 Huron Street
Victoria, BC V8V 4V9

Telephone number:

alongside Pat Bay.....250-363-6475

alongside Port Hardy.....250-949-8422

e-mail address

reidg@pac.dfo-mpo.gc.ca

CCGS John P. Tully

The general mailing address is:

CCGS John P. Tully
Attn: Employee name
C/O IOS at Pat Bay
P.O. Box 6000
9860 West Saanich Rd.
Sidney, BC V8L 4B2

Telephone number:

alongside Pat Bay.....250-363-6522/6532

alongside fax250-363-6888

e-mail address:

tullyjp@pac.dfo-mpo.gc.ca

Call the Regional Operations Centre first at (250) 413-2800 to determine a vessel's location or if you need to contact a vessel that is at sea.

CCGS Sir Wilfrid Laurier

The general mailing address is:

CCGS Sir Wilfrid Laurier
Attn: Employee name
C/O Victoria Base
25 Huron Street
Victoria, BC V8V 4V9

Telephone number:

alongside Victoria Base.....250-480-2695/2694

e-mail address:

laurier@pac.dfo-mpo.gc.ca

CCGS Vector

The general mailing address is:

CCGS Vector
Attn: Employee name
C/O IOS at Pat Bay
P.O. Box 6000
9860 West Saanich Rd.
Sidney, BC V8L 4B2

Telephone number:

alongside Pat Bay.....250-363-6540

e-mail address:

alongside fax250-363-6825
vector@pac.dfo-mpo.gc.ca

CCGS W.E. Ricker

The general mailing address is:

CCGS W.E. Ricker
Attn: Employee name
C/O PBS Nanaimo
3190 Hammond Bay Road
Nanaimo, BC V9R 5K6

Telephone number:

alongside Nanaimo.....250-756-7240/7241

e-mail address:

alongside fax250-756-7046
rickerwe@pac.dfo-mpo.gc.ca

CCGS Tanu

The general mailing address is:

CCGS Tanu
C/O IOS at Pat Bay
P.O. Box 6000
9860 West Saanich Rd.
Sidney, BC V8L 4B2

Telephone number:

alongside Pat Bay.....363-6475/6766

E-mail address

tanu@pac.dfo-mpo.gc.ca

APPENDIX II

Please review Fleet Safety Manual Procedure 6.D.1 to ensure that Supernumerary Personnel meet the condition(s) laid out and that they complete Annex A and Annex B Part Two. Please review a controlled copy of the Fleet Safety Manual to ensure that you have the most up to date procedure.

To ensure that all supernumerary personnel:

- understand and accept the risks inherent in taking passage aboard a Canadian Coast Guard (CCG) vessel.
- are in a state of health that will not be compromised by exposure to variable marine conditions or pose a hazard to others aboard.
- meet the security expectations of the Government of Canada in respect to their being granted access to a CCG vessel.

Supernumerary personnel shall sign on the Ship's Book when they join the vessel and be signed off upon their departure at the conclusion of their program. Supernumerary personnel who decline to sign the Ship's Book shall not be carried aboard.

Prior to departure, a signed copy of the *General Statement of Risks* and the signed *Statement of Medical Fitness* shall be deposited with the Commanding Officer, or the Commanding Officer's designate. Persons who cannot produce a Seafarer's Medical Certificate or equivalent or refuse to provide completed documentation shall not be carried aboard. For verification of documents only original certificates shall be accepted as verification.

Supernumerary personnel who frequently board CCG vessels shall, at a minimum, complete these forms annually or whenever they have not visited the same vessel for a period in excess of six calendar months.

Supernumerary personnel who will be sailing aboard CCG vessels for less than 12 hours are not required to complete the *Statement of Medical Fitness*.

Prior to departure, supernumerary personnel shall provide their Next-of-Kin information, shall receive a safety and security briefing and are to be familiarized with their duties, responsibilities, and obligations.

This procedure also applies in part to the carriage of passengers and official guests aboard CCG vessels. For more information, see *Canadian Coast Guard Fleet Order 454.00 – Passengers Aboard Ships*.

Supernumerary personnel who must respond TRUE to any of the questions numbered one (1) through six (6), when answering questions contained in the *Statement of Medical Fitness*, must consult a medical practitioner for a health assessment. The practitioner conducting the assessment must be made aware of the proposed duties of the supernumerary, the length of the voyage, and must be aware of the information contained in the *General Statement of Risks*.

Supernumerary personnel who hold a valid Medical Fitness Certificate for Seagoing Personnel issued under the *Canada Shipping Act 2001- Marine Personnel Regulations* do not need to complete the *Statement of Medical Fitness*. While aboard the vessel, such persons shall be bound by the medical limitations stated on the certificate.

Note 1: Pilots and aircraft maintenance engineers operating CCG helicopters from Coast Guard vessels who hold medically valid aviation licences are considered to possess an equivalent to a Seafarer's Medical Certificate.

Note 2: DFO Fishery Officers assigned to a CCG vessel that hold current Health Canada medical certificates for the Fishery Officer Occupational Standard are considered to possess an equivalent to a Seafarer's Medical Certificate.

Note 3: Federal Government Scientists assigned to a CCG vessel who hold a current Health Canada medical certificate for the Field Scientist Occupational Standard are considered to possess an equivalent to a Seafarer's Medical Certificate.

Note 4: Royal Canadian Mounted Police (RCMP) assigned to a CCG vessel must hold a current RCMP medical certificate for members in active status to be considered to possess an equivalent to a Seafarer's Medical Certificate.

Note 5: Non-Fleet Employees while onboard the a CCG vessel have a responsibility to report all hazardous occurrences, injuries, significant near misses, and unsatisfactory conditions to the Commanding Officer in addition to their supervisor for their information and follow-up.

Supernumeraries carried aboard a CCG vessel, who require unescorted access and who are not employees of the Government of Canada already in possession of a valid security clearance, shall obtain, at a minimum, a RELIABILITY STATUS or for a foreign national, a RELIABILITY FOR ACCESS. For more information refer to the *Departmental Security Standard – Personnel Security Screening*.

For most Canadian citizens obtaining a determination of RELIABILITY STATUS is possible within 48 hours of providing proof of name and birth date. Some individuals may additionally require fingerprinting before a determination can be made and in these circumstances the determination process may take up to 3 months to complete.

Foreign nationals wishing to gain access to CCG vessels shall be directed to the *Departmental Security Guideline – Foreign Visitors*. Foreign nationals are advised that obtaining a determination may take up to one year from the date of application depending upon their citizenship and personal circumstances.

Any documentation provided by the supernumerary in conjunction with the application of this procedure, such as completed copies of the *General Statement of Risk*, completed copies of the *Statement of Medical Fitness*, medical practitioner's statements, or lists of medication, shall be handled as PROTECTED information. Documents shall be retained aboard for a period of at least six (6) months following the voyage, after which the documents shall be destroyed in a manner appropriate for PROTECTED material, or be transferred ashore for destruction.

Note 1: For reasons of privacy, supernumerary personnel may choose to provide information regarding allergies and prescription medication in a sealed envelope on the provision that the envelope is not to be opened except in the event of their being unconscious and unresponsive. Upon completion of the voyage, the envelope, if unopened, can be returned to the supernumerary for destruction. If circumstances were such that the envelope had to be opened, the contents shall be retained and handled as PROTECTED information.

APPENDIX III

Personal Data Sheet

To be completed by all supernumerary personnel prior to joining a CCG vessel

Name: _____
Surname Given names in full

P.R.I. number: _____
(If non-departmental please indicate agency)

Address: _____
Number and street City/town Postal code

Date of birth: _____
dd/mm/yyyy

Place: _____
City/town

Telephone number: _____

List any allergies, if applicable _____

In the event of an emergency, please contact:

Name: _____

Relationship: _____

Telephone: _____

Address: _____

**I have received a copy or have access to of the
“Familiarization Manual for Supernumeraries on
CCG Vessels.”**

Signature: _____

Date: _____

Completed forms go to the Commanding Officer of the assigned vessel.

GENERAL STATEMENT OF RISK

This part to be submitted to the Commanding Officer or their designate upon boarding.

By completing the bottom of this form, the undersigned acknowledges that he or she has read the content of this General Statement of Risks and accepts these risks as inherent in taking passage aboard a Canadian Coast Guard (CCG) Ship.

The ship will normally be operated in accordance with the policies and procedures stated in the Fleet Safety Manual (DFO/5737) issued to meet the requirements of the International Management Code for the Safe Operation of Ships and for the Prevention of Pollution (ISM Code). The ISM Code is Chapter IX of the International Maritime Organization's International Convention for the Safety of Life at Sea (SOLAS).

Regardless of the policies and procedures contained in the Fleet Safety Manual, "In matters of safety and pollution prevention, the Commanding Officer has the overriding authority to take whatever action the Commanding Officer considers to be in the best interests of the safety of the passengers, safety of the crew, safety of the ship, and the protection of the marine environment." (*The Coast Guard Fleet Safety Manual DFO/5737 – Procedure #5.0*)

Supernumerary personnel should also take note that the Canada Shipping Act provides that, "*The master or officer in command of a vessel on a voyage is justified in using as much force as he believes, on reasonable grounds, is necessary for the purpose of maintaining good order and discipline on the vessel.*" [SC 2001 c. 26, s.83(3).]

CCG ships are dynamic platforms with violent movements in three axes. Ships with hulls designed for icebreaking duties are even livelier in heavy sea conditions than other ships. For this reason, supernumerary personnel must have a good sense of balance and be extremely aware of the placement of their feet and use of handholds and grab rails when the vessel is working in a sea. Supernumerary personnel must also take care to secure equipment and personal effects to prevent these items from moving or being thrown about while at sea. Failure to do so can result in broken bones, lacerations, abrasions, burns, or, if the person is thrown overboard, drowning.

Persons who suffer from seasickness should be aware that they need to start a course of preventative medication well in advance of joining the ship. The ship's medical chest has limited quantities of motion sickness pills and suppositories but their effect is very limited when started after sickness is encountered. Failure to control seasickness could result in dehydration, confusion, or the loss of situational awareness that could be a contributing factor in falls and inappropriate response to stimuli.

Potable water supplies on short duration voyages are normally supplied from tanks aboard the ship that have been filled with municipal supply. Ships have the ability to desalinate and purify water through a number of engineering systems fitted aboard. Potable water supplies are routinely checked for contamination. However, there is a possibility that desalination efforts may not be able to keep up with demand, the desalination plants will fail, or the supply will become contaminated. This will mean that there is a risk of being placed on rations for potable water, which imposes risk of dehydration. Non-potable water may contain a level of salt or tank minerals, which can irritate the skin.

CCG ships use a common messing system. That means that meals are centrally prepared from a cyclical menu. Cooks, at a minimum, are certified to the Ship's Cook certificate requirements of the Marine Certification Regulations of the Canada Shipping Act. There is a potential for allergic reactions to certain ingredients used in food preparation if the catering staff are not warned in advance of the supernumerary personnel's allergens or dietary needs. Allergic reactions may be manifested in loss of consciousness or swelling restricting breathing or circulation that could result in disability or death.

Many CCG ships are advanced in age and although well maintained and operated by proficient individuals there is always the possibility of mechanical or system failures. This may mean that there will be sudden electrical blackouts or temperature vagaries in the supply of domestic water. Emergency power can be supplied quickly to essential circuits but these circuits are not normally fitted in passenger cabins or laboratory work areas. These situations present a risk to individuals of disorientation, loss of power to personally essential equipment, destruction or deterioration of temperature sensitive samples resulting in contamination and bacterial development, burns, scalds, and falls or knocks.

CCG ships are working ships that may be involved in lifting large weights, ice-breaking, scientific research, search and rescue, fisheries enforcement operations, or aid to other government departments in suppression of criminal activity or surveillance and interception of migrant smugglers. Each of these various tasks carries its own set of risks. Normally supernumerary personnel are not directly involved in these operations. However, in the case of search and rescue, it is possible that supernumerary personnel may be required to assist in caring for survivors. This will expose the supernumerary personnel to unpleasant sights, smells, and sounds, which might include exposure to bodily fluids from victims. There is a risk of exposure to disease.

Work and life aboard a CCG ship will quite often involve the use of small boats operating remotely from the mother ship. While appropriate personal protective equipment will be supplied, there are still possibilities of injury from being struck by suspended loads, falling into the sea, slipping or falling in transfer between the boat and the ship or shore, as well as exposure to sea and weather conditions. This exposes the supernumerary personnel to possible hypothermia, drowning, lacerations, fractures, and other injuries.

CCG ships are required to be self reliant to face emergency situations aboard such as flooding and fire. While the ships are well maintained, well crewed, and contingency plans are in place, there is always a possibility of an untoward event. In these cases, the supernumerary personnel may find themselves assigned to assist the ship's crew in controlling flooding, fighting fire, or assisting in the readying of craft for abandoning ship. In these types of circumstances the supernumerary personnel will be working under direct supervision. There is a danger of being drowned, suffering severe burns, being struck or impaled, or reacting unfavourably to unaccustomed strenuous exertion in a high drama situation.

Medical treatment aboard CCG ships is normally limited to First Aid provided by a holder of a Marine First Aid Certificate. The ship's Rescue Specialists, when carried, may provide more aggressive treatment. However, in either case, medications and equipment carried aboard is extremely limited, is geared primarily to treat injuries as opposed to medical conditions, and is sufficient to stop bleeding, immobilize breaks, or maintain breathing. Personal requirements for prescription medication, or patent medicines, required to treat pre-existing conditions, are the personal responsibility of the individual. Supernumerary personnel with pre-existing medical conditions must ensure: that their condition is stable; that their medication is both established and available; that their condition is known to their on-board supervisor, the First Aid Attendant(s) and/or Rescue Specialist(s), and the Commanding Officer; and, that they have a sufficient supply of their prescribed medication with them for the planned duration of the voyage plus an appropriate additional amount to allow for the possibility of delays. Failure to do so could result in long and short-term complications or death.

In the event of medical emergencies or injuries at sea, the ship will contact medical authorities ashore to obtain advice. The ship may have to divert to the closest port of refuge to evacuate the patient. The time taken to gain port or to evacuate the patient depends on many variables – the distance to be travelled, sea conditions, weather conditions, the seaworthiness of the ship, and the speed of the ship. It is possible that the time taken to evacuate the patient may be measured in days. The condition of the patient may be adversely affected by this time factor.

Even though many CCG ships are helicopter landing capable or may be equipped with a helicopter, the ability of the helicopter to make an immediate evacuation cannot be assumed. The distance off shore, the weather, the sea-state, and the capacity of the helicopter will all have an effect on the time taken to affect an evacuation. The condition of the patient may be adversely affected by this time factor. It should also be noted that evacuation by helicopter where the patient is winched upwards to the helicopter in a stretcher or horse collar is a terrifying experience, especially when combined with rough sea conditions, darkness, and an already heightened apprehension of mortality on the part of the patient.

6.D.1

The CCG will take such steps as are necessary and within its competence to stabilize a patient for transportation to the shore for transfer to a shore medical facility. Charges for transportation by ambulance services and charges for medical care at the shore medical facility are the responsibility of the patient. For this reason, it is advisable that supernumerary personnel take appropriate steps, especially when the supernumerary is non-Canadian or when the voyage will be in foreign (non-Canadian) waters, to ensure that they have sufficient medical insurance coverage for such eventualities. Failure to have appropriate insurance coverage could result in delays in treatment, a reduced level of care, or detention pending settlement of the account.

The Canadian Coast Guard assumes no liability for loss of, or damage to, any personal effects or equipment brought aboard the ship or the aircraft by supernumerary personnel. Supernumerary personnel may wish to consider purchasing insurance from their own insurance carrier to cover such eventualities as loss of personal property or damage to personal property, to avoid out-of-pocket expense.

Certain areas of the ship and access to certain items of ship's equipment such as the onboard local area network or secure communications may not be available to certain supernumeraries by reason of their security clearance status with the Canadian government. Any restrictions will be explained by the Commanding Officer upon the supernumerary joining the ship.

My signature below indicates that I have read The General Statement of Risks (Annex D – Forms) outlining the risks that may be encountered by me while aboard the below-named CCG ship during the below-stated period of time. I acknowledge that I have understood these risks. I also acknowledge that I have asked for additional information where necessary and that I have been satisfied with the response that I have received. Understanding that none, some, or all of the above listed events may arise while on board the vessel, I accept these risks as being inherent in being aboard the vessel.

Name: _____

Signature: _____ Date: _____

If applicable -
Parent/Guardian
Name: _____

Signature: _____ Date: _____

Aboard
CCGS: _____

From: _____ To: _____

Witnessed
By: _____

PART ONE OF TWO – STATEMENT OF MEDICAL FITNESS (INFORMATION)**FOR GUIDANCE ONLY - NOT FOR RELEASE TO VESSEL**

To ensure that you will not suffer undue risk to your health by taking passage aboard a Canadian Coast Guard (CCG) ship, you are required to determine whether any of the following statements apply to your personal situation.

IF ANY OF THE STATEMENTS NUMBERED 1 THROUGH 6 ARE ANSWERED “TRUE”, YOU MUST ARRANGE FOR A CONFIDENTIAL ASSESSMENT OF YOUR CASE BY A MEDICAL PROFESSIONAL PRIOR TO SAILING AND IN SUFFICIENT TIME TO ALLOW FOR YOUR CASE TO BE REVIEWED BY HEALTH CANADA IF NECESSARY (21 WORKING DAYS).

When your physician assesses your condition, he or she should do so knowing: the length of the voyage; the general location of the ship during the voyage; an outline of your duties and responsibilities; and, after having read The General Statement of Risks (Annex A to this procedure). If your physician indicates that he or she has limits that he or she would apply to pronouncing you fit to undertake the voyage, you must be prepared to waive any confidentiality in this specific regard and reveal those conditions to your supervisor, the ship's First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer. It is possible that those limiting conditions may impose a duty on the ship that is beyond the reasonable capacity of the ship to accommodate. In such circumstances, the Commanding Officer, taking into account the recommendations and/or advice of Health Canada medical professionals, will be the final arbiter as to your acceptance on board. Any disclosure made by you will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material.

1. Since my last health assessment, I have undergone treatment, or I have consulted a health practitioner, for symptoms related to: heart; lungs; blood vessels; high blood pressure; dizziness; shortness of breath; muscle weakness; persistent aches or pains; or, blurred vision.	<input type="checkbox"/> True	<input type="checkbox"/> False
2. I have a history of seizures.	<input type="checkbox"/> True	<input type="checkbox"/> False
3. I have fainted or have lost consciousness during the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
4. I am age 39, or under, and I have not had a full physical examination within the last 36 months, or; I am age 40, or over, and I have not had a full physical examination within the past 24 months; or, I am age 65, or over, and have not had a full physical examination within the past 12 months.	<input type="checkbox"/> True	<input type="checkbox"/> False
5. A medical practitioner, within the last 48 months, recommended restrictions on my activities.	<input type="checkbox"/> True	<input type="checkbox"/> False
6. I have an existing physical or mental condition that is unable to be corrected by prosthetics, eyeglasses, or hearing aids, thereby adversely affecting my ability to walk, to climb, to see, or to hear.	<input type="checkbox"/> True	<input type="checkbox"/> False
7. I am taking prescription medication regularly and/or suffer from known allergies.	<input type="checkbox"/> True	<input type="checkbox"/> False

Note: If Question #7 is answered “True”, please attach to Part Two of this form the names of the medication that you are taking, the dosage, the amount of medication that you are bringing on board ensuring that it is sufficient for the duration of the voyage, and the location where you will be storing the medication. If the medication is to be taken only upon the onset of certain symptoms, please indicate what those symptoms are and arrange to meet with the ship's First Aid Attendant(s) or the Rescue Specialist(s) to ensure that they are aware of your situation. Also indicate any known allergies.

PART TWO OF TWO – STATEMENT OF MEDICAL FITNESS

PROTECTED WHEN COMPLETED

STATEMENT OF MEDICAL FITNESS

This part to be submitted to the Commanding Officer or their designate upon boarding.

**MAKING A FALSE STATEMENT WILL RESULT
IN SEVERE PERSONAL PENALTIES**

“I declare that, after having read and understood the inherent risks in being aboard a Canadian Coast Guard (CCG) ship, as stated in The General Statement of Risks and after having completed the information portion of this form, titled Annex B - Part One of Two – Information Portion, I believe that I have no physical or health conditions which might endanger my life, the health and safety of the crew, or the safety of the ship on which I will be engaged. I further declare that, if completion of the information section of the form titled Annex B – Statement of Medical Fitness indicated that a health assessment of my condition was warranted that I have consulted a medical health professional who, in accordance with the conditions stated on the form, has determined that I am fit to undertake the voyage or that I am fit with certain limitations to undertake the voyage.”

“Where the physician has indicated that I am fit with limitations for the voyage, I am, without reservation, disclosing the terms of those limitations to the ship’s First Aid Attendant(s), Rescue Specialist(s), Commanding Officer, and Health Canada health professionals on the reverse of this form or on an attached sheet. I release this information on the understanding that this information will be PROTECTED information and will be handled appropriately within the guidelines established by the Department of Fisheries and Oceans for such material.”

“I also declare that if I am required to take a regular course of prescription medication that I have a supply of medication with me that is sufficient for the duration of the voyage plus any reasonably anticipated delays that might occur. I will advise my on-board supervisor (where applicable), the ship’s First Aid Attendant(s) or Rescue Specialist(s), and the Commanding Officer of the location of such medication, the dosage and/or the symptoms which might indicate when the medication should be taken. I will also advise these persons of any known allergies.”

Failure to disclose information respecting your health could result in inappropriate emergency treatment in the event that you are incapacitated thereby resulting in your disability or death; or, could result in your injury or death through your inability to respond to shipboard challenges and emergency situations; or, could result in injury or death to others or damage to the ship and the environment in attempting to effect your rescue, treatment, or evacuation.

Declared by:

Name: _____

Signature: _____ Date: _____

If applicable -
Parent/Guardian Name: _____

Signature: _____ Date: _____

For a Voyage Aboard CCGS: _____

From: _____ To: _____

Witnessed By: _____

PROTECTED WHEN COMPLETED

**PROCESS FOR OBTAINING SECURITY CLEARANCE
FOR SUPERNUMERARY PERSONNEL**

The Superintendent of Fleet Planning or his/her delegate will send the appropriate forms to the sponsoring officer for the supernumerary or directly to the supernumerary and upon receipt of the information and duly signed forms, will transmit the security clearance request to Corporate security (fax copies are acceptable for the entire process).

1 FOR NON-CANADIAN CITIZENS:

1.1 Non-Canadian citizen includes Landed Immigrants or Permanent Residents who have been living in Canada for less than 5 years. The Visiting Foreign Nationals Forms shall be completed as follows:

1.1.1 Page 1 – Right to access ship verification: This page must be filled out entirely. **Both** the applicant and the sponsoring officer must sign the form. The following documents should also be attached:

- a) A letter of “good conduct” from your national police authorities, from a consulate or embassy (i.e. a copy of judicial record). French nationals can obtain this letter at www.cjn.justice.gouv.fr.

Note: There is no need to produce a letter if the applicant has been living in Canada for the last five years.

- b) A photocopy of the applicant passport and visa (when required) signed by their employer or sponsoring officer (ex: research supervisor, employer or collaborator, abroad or in Canada). The role of the employer or supervisor is to validate the authenticity of the documents and information contained therein.

1.1.2 Page 2 – Certificate and Briefing Form for Reliability Status for Access.

- a) Applicant to complete Personal information in Part A.
- b) Applicant to initial under the Visitor Initials column for each of the six restrictions identified in section B.
- c) Applicant to sign and date section C.

1.1.3 Where possible, a corporate security briefing shall occur and the person providing the briefing shall sign Part D and initial Part B under Manager Initials column for each of the six restrictions identified in section B. This briefing shall be given by the Commanding Officer, the Superintendent Fleet Planning, the DFO program manager or their delegate or the responsible person from the Canadian university organizing the visit.

1.2 If a security clearance is granted, Corporate Security will return the Certificate and Briefing Form for Reliability Status for Access with Part E signed.

1.3 If the Briefing was not conducted prior to submitting the security clearance request, it shall be done no later than when the applicant is granted access onboard.

1.4 The form shall then be returned to Corporate Security within 48 hours after the applicant has joined the vessel.

2 FOR CANADIAN CITIZENS:

2.1 Personnel Screening, Consent and Authorization Form “TBS/SCT 330-23English” must be completed as follow:

2.1.1 Section A – Administrative information - to be completed by the Superintendent, Operational Business or his/her delegate.

2.1.2 Section B – Biographical information - To be filled out entirely by the applicant.

2.1.3 Section C – Consent and verification – Applicant to initial beside checked boxes 1 and 2, sign and date at the end of section C.

2.2 If a security clearance is granted, a security screening certificate and briefing form will be issued by corporate security. Part C of the form shall be signed by the applicant and part D by the person providing the briefing (Commanding Officer or, Superintendent of Fleet Planning or, delegate) no later than when the applicant is granted access onboard. The form has to be returned to Corporate Security within 48 hours after the applicant has joined the vessel.

Note: The reliability status is only valid for one year but can be automatically renewed for applicants who need to access a CCG ship in the year following their previous application.

3 FOR CANADIAN AND NON CANADIAN CITIZENS:

3.1 When a security clearance has been granted, the information is available in the Security Module of PeopleSoft. Access to the module can be provided upon request to the Director, Fleet Safety and Security.

**PROCESS FOR OBTAINING SECURITY CLEARANCE FOR
SUPERNUMERARY PERSONNEL, CONTINUED**

**Corporate Security Briefing Certificate
Reliability for Access for FOREIGN VISITORS**

PART A – TO BE COMPLETED BY DFO PROGRAM MANAGER		
Surname	Full given names (no initials)	
Country of Origin	Date of Birth	
Date of Visit From : _____ To : _____ YYYY – MM – DD YYYY – MM – DD	Access required while visiting Department (facility and/or vessels)	
PART B – BRIEFING SUMMARY AND RESTRICTIONS		
<p>If a Visitor fails to safeguard, releases without appropriate authority or uses information/assets for unauthorized purposes, such action may constitute a contravention of the <i>Security of Information Act</i>, the <i>Access to Information Act</i>, the <i>Privacy Act</i> or other Acts of Parliament, or a breach of the Policy on Government Security (PGS).</p> <p>These provisions apply both during and after the above noted visit. Specific safeguards are identified in the PGS and associated Standards and in corresponding departmental or organizational policies and guidelines which apply to classified and protected information/assets. These safeguards must be applied.</p>		
RESTRICTIONS	Manager Initials	Visitor Initials
The visitor will only be given the access required to perform their authorized work as defined in the agreement.		
No access to classified information, Cryptographic Controlled Items (CCI) or the areas where these items are stored.		
Reliability for DFO access is not transferable and is valid only for the visit noted above.		
Silent hour access to DFO facilities is restricted.		
Managers must brief DFO personnel working with the Visiting Foreign National of the security restrictions.		
PART C – ACKNOWLEDGMENT BY VISITOR		
I understand and agree to comply with the above briefing summary and restrictions.		
_____	_____	_____
Visitor's Signature	YYYY – MM – DD	
PART D – BRIEFING OFFICIAL (PROGRAM MANAGER OR HIS/HER REPRESENTATIVE)		
Name and initials	Phone Number () -	
I have briefed the above mentioned visitor.		
_____	_____	_____
Program Manager's Signature	YYYY – MM – DD	
PART E – SECURITY OFFICIAL (NATIONAL HEADQUARTERS)		
Name and title of authorized security official (National Headquarters)	Phone Number () -	
As the security official, I certify that the Reliability for Access has been granted.		
_____	_____	_____
Security Official (HQ) Signature	YYYY – MM – DD	
Office Address: 200 Kent Street Ottawa, ON, K1A 0E6	Facsimile: (613) 998-1493	

**PROCESS FOR OBTAINING SECURITY CLEARANCE FOR
SUPERNUMERARY PERSONNEL, CONTINUED**

**Personal Information Form
Reliability for Access for FOREIGN VISITORS**

PART A – TO BE COMPLETED BY VISITOR	
Surname	Full given names (no initials)
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (YYYY – MM – DD)
Country of Origin including address	Address while in Canada
Phone Number () -	Email
Name of originating institution (Company, University, etc.):	Name and title of responsible manager at institution of origin:
PART B – DECLARATION (VISITOR)	
I the undersigned understand and agree with all the information above and that all the documents submitted with this application are authentic.	
_____ Visitor's Signature	_____ YYYY – MM – DD
PART C – TO BE COMPLETED BY PROGRAM MANAGER	
Name of DFO facility or vessel visited	Name of DFO Program
DFO manager responsible for program	Phone number () -
Date of Visit From : _____ To : _____ YYYY – MM – DD YYYY – MM – DD	Purpose of Visit
Will the visitor be using/transporting radioisotopes during visit on DFO facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the visitor require access to DFO Corporate Networks during visit on DFO facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please contact the DFO National Radiation Safety Officer (250) 363-6449	If yes, please contact the DFO Corporate IT Security Coordinator (613) 993-8318
PART D – REQUIRED DOCUMENTATION	
<ul style="list-style-type: none"> • Letter of good conduct from national police authorities • Visa (Copy) – if applicable • Passport (Copy) • Letter of reference from sponsoring institution (Company, University, etc.) 	
PART E – DECLARATION (PROGRAM MANAGER)	
I the undersigned, understand and agree with all the information above and that all the documents submitted with this application are authentic to the best of my knowledge.	
_____ Program Manager's Signature	_____ YYYY – MM – DD
Office Address: 200 Kent Street Ottawa, ON, K1A 0E6	Facsimile : (613) 998-1493

**PROCESS FOR OBTAINING SECURITY CLEARANCE FOR
SUPERNUMERARY PERSONNEL, CONTINUED**



Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

**PERSONNEL SCREENING,
CONSENT AND AUTHORIZATION FORM**

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions.
Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)

New
 Update
 Upgrade
 Transfer
 Supplemental
 Re-activation

The requested level of reliability/security check(s)

Reliability Status
 Level I (CONFIDENTIAL)
 Level II (SECRET)
 Level III (TOP SECRET)

Other _____

PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT

Indefinite
 Term
 Contract
 Industry
 Other (specify secondment, assignment, etc.) _____

Justification for security screening requirement _____

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number ()	Facsimile number ()

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

Surname (Last name) _____ Full given names (no initials) underline or circle usual name used _____ Family name at birth _____

All other names used (i.e. Nickname) _____ Sex Male Female Date of birth _____ Country of birth _____ Date of entry into Canada if born outside Canada _____

RESIDENCE (provide addresses for the last five years, starting with the most current)

Home address _____ Daytime telephone number () _____ E-mail address _____

1	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
	City	Province or state	Postal code	Country	Telephone number ()	present
2	Apartment number	Street number	Street name	Civic number (if applicable)	From	To
	City	Province or state	Postal code	Country	Telephone number ()	

Have you previously completed a Government of Canada security screening form? Yes No If yes, give name of employer, level and year of screening. _____ Y

CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)

Have you ever been convicted of a criminal offence for which you have not been granted a pardon? Yes No If yes, give details: (charge(s), name of police force, city, province/state, country and date of conviction) _____

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction ()



