

**ANNEX FOR INFORMATION PURPOSES ONLY**  
**DOCUMENTATION TO BE FILLED OUT UPON AWARD**

## **Annex I: Lester B. Pearson Rehabilitation Project**

### **Additional Security Requirements**

#### **EllisDon Construction Site**

##### **a) Personnel Security Information**

Each individual who requires access to the EllisDon Construction Site must submit the following information to [LBPSiteAccessRequests@bgis.com](mailto:LBPSiteAccessRequests@bgis.com). This information must be provided at least 5 business days in advance. All personnel must hold a valid Reliability Status screening through CISC/PWGC, at minimum. Access will not be granted until all Health & Safety requirements are also met.

- Name of the Worker
- Company Name of the Worker
- Security Clearance Level
- Security Clearance File #
- Security Clearance Expiry (renewal) Date
- Date of Birth

##### **b) Health & Safety Requirements**

Before access is granted to the EllisDon compound, all individuals must attend a 1 hour safety/security orientation in the EllisDon trailers. The following certificates must be submitted to [LBPSiteAccessRequests@bgis.com](mailto:LBPSiteAccessRequests@bgis.com) and handed over to the presenter before the orientation.

- WHMIS (2015 or later)
- Working at Heights (WAH) or Fall Awareness \*(based on scope of work)
- Ministry of Labour (MOL) Health and Safety Awareness training for workers and supervisors

##### **c) Vehicle Information**

All vehicles entering the project site must be pre-registered 48 hours in advance with an Authorization for Vehicular Access (AVA). AVA's must be submitted to [LBPSiteAccessRequests@bgis.com](mailto:LBPSiteAccessRequests@bgis.com) and require the following information:

- Date and Time of Access
- Company Name
- Company Contact Information
- Vehicle Description: Make, Model, Colour & Plate Number
- Name of the Driver
- Description of Material Delivery/Removal

**Note:** Vehicle occupants and delivery personnel do not need a security clearance if they are not leaving the vehicle. An AVA is still required for site access and project record. It is the responsibility of the contractor to coordinate an approved escort if the vehicle occupants are not cleared. The escort must always remain within sight of the occupants/vehicle when the vehicle is within the compound. Vehicle occupants are not permitted to leave the vehicle

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unless they hold a valid security clearance and have completed all required Health and Safety training, refer to process identified in Part 1A & 1B of this document.

### d) Personal Information Devices (PID)

All electronic devices (cell phones, cameras, laptops, MP3 players, smart watches etc...) are prohibited within the EllisDon compound. Exceptions for certain devices may be accommodated in ED's project management workspace/office or for the Construction Site if required to perform one's duties. Site specific radios are permitted with prior approval and must be pre-registered. Requests can be made to [LBPSiteAccessRequests@bgis.com](mailto:LBPSiteAccessRequests@bgis.com).

### **GAC-Occupied Buildings** (Towers A,B,C)

Access cards are restricted to personnel who have a regular requirement to gain access to occupied towers at 125 Sussex, and who possess secret level clearance or above.

To obtain card access to GAC buildings, a Card Access Request Form (2231) must be completed and submitted to [LBPSiteAccessRequests@bgis.com](mailto:LBPSiteAccessRequests@bgis.com) at least 48 hours in advance.

The following sections in the 2231 must be completed:

- Section 1: Contract Details
  - Employee Name, Company Name, Contact Person, Phone Number (for contact person), Contract Details (Contract Relationship with BGIS), Project Location, Start Date, End Date (use end of fiscal year), Hours of Access (Business Hours), Job Requirements (Work Description)
- Section 2: Contractor Details
  - For all contractors requiring access cards:
    - Names
    - Telephone Number
    - Dates of Birth
    - Clearance Level
    - Clearance Number

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