

## F - Industrial Security

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**F0000D (01/12/92) Industrial Security - General Remarks**

This clause is cancelled effective 24/05/02.

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**F0001D (03/02/97) Security Requirements**

This clause is cancelled effective 24/05/02.

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**F0001D (15/12/95) Security Requirements**

Effective 03/02/97, this clause is superseded by F0001D.

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**F0005D (03/02/97) Security Requirements**

This clause is cancelled effective 24/05/02.

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**F0005D (15/12/95) Security Requirements**

Effective 03/02/97, this clause is superseded by F0005D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca>.

**F1005D (30/05/03) Protected Information - No Document Safeguarding Capability**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).

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2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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### F1005D (13/12/02) Protected Information - No Document Safeguarding Capability

Effective 30/05/03, this clause is superseded by F1005D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause when:

- **RELIABILITY** screening is required (Block #12);
- Access to **SENSITIVE WORK SITES ONLY** for janitorial, maintenance, snow removal, etc. types of procurement.

**NOTE:** \*\* The clause must identify the procurement, i.e. a Contract or Standing Offer, as applicable.

### PERSONNEL ASSIGNED - PROTECTED

### F1006D (13/12/02) Security Requirement for Canadian Supplier - No Access to Protected Information

**Security Requirement:** \*\* PWGSC FILE # \_\_\_\_\_

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) at the level of RELIABILITY STATUS, issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca>.

### F1010D (30/05/03) Document Safeguarding and/or Production Capabilities - No EDP

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved: **(Choose only one of the following options and delete the others.)**
  - Document Safeguarding at the level of PROTECTED \_\_\_\_\_.
  - Document Safeguarding and Production Capabilities at the level of PROTECTED \_\_\_\_\_.
  - Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
3. Processing of PROTECTED materiel on Automatic/Electronic Data Processing equipment at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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### F1010D (13/12/02) Document Safeguarding and/or Production Capabilities - No EDP

Effective 30/05/03, this clause is superseded by F1010D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and available on line at <http://www.ciisd.gc.ca>.

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**F1015D (30/05/03) Reliability Status, Designated Organization Screening and Production Capability - No EDP**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved: **(Choose only one of the following options and delete the others.)**  
  
Document Safeguarding at the level of PROTECTED \_\_\_\_\_.  
  
Document Safeguarding and Production Capabilities at the level of PROTECTED \_\_\_\_\_.  
  
Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror MUST NOT perform any PROTECTED Automatic/Electronic Data Processing and/or production until CIISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED \_\_\_\_\_.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) Industrial Security Manual (latest edition)

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**F1015D (13/12/02) Reliability Status, Designated Organization Screening and Production Capability - No EDP**

Effective 30/05/03, this clause is superseded by F1015D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory. The form is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

**NOTE:** \*\*The clause must identify the procurement, i.e. a Contract or Standing Offer as applicable.

**F1020D (10/06/05) Designated Organization Screening and COMSEC - No EDP**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer \*\*, hold a valid Designated Organization Screening with approved Document Safeguarding at the level of PROTECTED \_\_\_\_\_ granted by the Canadian and International Industrial Security Directorate (CIISD), as well as a Communications-Electronic Security (COMSEC) at the level of PROTECTED \_\_\_\_\_, and a COMSEC account, issued by the Information Technology Security Directorate (ITSD), Public Works and Government Services Canada (PWGSC).

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2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
3. The Contractor/Offeror personnel requiring access to COMSEC information or assets must have undergone a COMSEC briefing.
4. The Contractor/Offeror MUST NOT perform any PROTECTED Automatic/Electronic Data Processing and/or production until CIISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED \_\_\_\_\_.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition), and the *Industrial COMSEC Material Control Manual* issued through CIISD/PWGSC.

**NOTE:** Keying material and associated devices bearing (or intended to bear) the caveat, "CRYPTO", are subject to special safeguards at all times, whether: in bulk storage; in custody at user locations; in current use; or awaiting destruction. Keying material must be stored in a locked, approved security container, in an area protected by security guards or by an intrusion-detection system when left unattended by COMSEC account personnel or authorized users.

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### F1020D (12/12/03) Designated Organization Screening and COMSEC - No EDP

Effective 10/06/05, this clause is superseded by F1020D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

### F1025D (10/06/05) Designated Organization Screening, Reliability Status and Production Capability - No EDP

1. This clause and all or part of the Work covered by this clause are PROTECTED and require safeguarding.
2. PRIOR TO THE RELEASE of documentation to the Contractor/Offeror, and at all times during the performance of the Contract/Standing Offer, the Contractor/Offeror must hold a valid Designated Organization Screening (DOS), with approved: **(Choose only one of the following options and delete the others.)**

Document Safeguarding at the level of PROTECTED \_\_\_\_\_.

Document Safeguarding and Production Capabilities at the level of PROTECTED \_\_\_\_\_.

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Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services.

3. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services (PWGSC).
4. Processing of PROTECTED material on Automatic/Electronic Data Processing equipment at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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**F1025D (30/05/03) Designated Organization Screening, Enhanced Reliability and Production Capability - No EDP**

Effective 10/06/05, this clause is superseded by F1025D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** use in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103 is mandatory and is available on line at <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

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**F1030D (10/06/05) Designated Organization Screening - No Safeguarding of Material Overnight**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening issued by the Canadian and International Industrial Security Division (CIISD), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
3. The Contractor/Offeror may remove PROTECTED information or assets from the work site(s) as required by this Contract/Standing Offer, but is NOT AUTHORIZED TO SAFEGUARD MATERIAL OVERNIGHT. Undelivered documents must be returned to the originator. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;

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- (b) *Industrial Security Manual* (latest edition).
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**F1030D (30/05/03) Designated Organization Screening - No Safeguarding of Material Overnight**

Effective 10/06/05, this clause is superseded by F1030D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

**F1035D (30/05/03) Document Safeguard for Shredding - Protected**

1. The attached Security Requirements Check List (SRCL) identifies the security requirements for the destruction of PROTECTED information at the PROTECTED A and B levels using approved shredding equipment on the Contractor/Offeror's premises.
  2. The client department must ensure that only PROTECTED material no higher than PROTECTED B level is provided to the Contractor/Offeror for destruction under any resulting Contract/Standing Offer.
  3. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
  4. The Contractor/Offeror personnel performing the shredding services and/or requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CIISD/PWGSC.
  5. Should the Contractor/Offeror choose to utilize the services of mentally challenged individuals, then RELIABILITY STATUS will NOT be required; however, these individuals must be under the constant supervision of an authorized company representative who must hold the required level of RELIABILITY STATUS.
  6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
  7. The Contractor/Offeror must comply with the provisions of the:
    - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
    - (b) *Industrial Security Manual* (latest edition).
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**F1035D (13/12/02) Document Safeguard for Shredding - Protected**

Effective 30/05/03, this clause is superseded by F1035D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

**F2005D (30/05/03) Facility Security Clearance - No Document Safeguarding Capability**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by CIISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_
  - (b) *Industrial Security Manual* (latest edition).

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**F2005D (13/12/02) Facility Security Clearance - No Document Safeguarding Capability**

Effective 30/05/03, this clause is superseded by F2005D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.



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**F2010D (30/05/03) Facility Security Clearance, Document Safeguarding and Production Capabilities - No EDP**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, with approved: **(Choose only one of the following options and delete the others.)**

Document safeguarding at the level of \_\_\_\_\_.

Document Safeguarding and Production Capabilities at the level of \_\_\_\_\_.

Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
3. Processing of CLASSIFIED information on Automatic/Electronic Data Processing equipment at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
- (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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**F2010D (13/12/02) Facility Security Clearance, Document Safeguarding and Production Capabilities - No EDP**

Effective 30/05/03, this clause is superseded by F2010D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

**F2015D (30/05/03) Facility Security Clearance, Document Safeguarding and Production Capabilities - EDP Approved by CIISD**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, with approved: **(Choose only one of the following options and delete the others.)**

Document Safeguarding at the level of \_\_\_\_\_.

Document Safeguarding and Production Capabilities at the level of \_\_\_\_\_.

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Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.

2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror MUST NOT perform any sensitive CLASSIFIED Automatic/Electronic Data Processing and/or production until CIISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of \_\_\_\_\_.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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**F2015D (13/12/02) Facility Security Clearance, Document Safeguarding and Production Capabilities - No EDP**

Effective 30/05/03, this clause is superseded by F2015D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory. The form is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

**F2020D (10/06/05) Facility Security Clearance, Document Safeguarding and Production Capability/COMSEC - No EDP**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, with approved: ***(Choose only one of the following options and delete the others.)***

Document Safeguarding at the level of Communications-Electronic Security (COMSEC) \_\_\_\_\_.

Document Safeguarding and Production Capabilities at the level of Communications-Electronic Security (COMSEC) \_\_\_\_\_.

Document Safeguarding at the level of Communications-Electronic Security (COMSEC) \_\_\_\_\_, and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.

COMSEC accounts are issued by the Information Technology Security Directorate, PWGSC.

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2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to COMSEC information/assets must have undergone a COMSEC briefing.
4. The Contractor/Offeror MUST NOT perform any sensitive CLASSIFIED Automatic/Electronic Data Processing and/or production until CIISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of \_\_\_\_\_.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition) and the *Industrial COMSEC Material Control Manual*, issued through CIISD/PWGSC.

**NOTE:** Keying material and associated devices bearing (or intended to bear) the caveat, "CRYPTO", are subject to special safeguards at all times, whether: in bulk storage; in custody at user locations; in current use; or awaiting destruction. Keying material must be stored in a locked, approved security container, in an area protected by security guards or by an intrusion-detection system when left unattended by COMSEC account personnel or authorized users.

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**F2020D (12/12/03) Facility Security Clearance, Document Safeguarding and Production Capability/COMSEC - No EDP**

Effective 10/06/05, this clause is superseded by F2020D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

**F2025D (30/05/03) Classified Information/Assets and Document Safeguarding Clearance**

1. This clause and all or part of the Work covered by this clause are CLASSIFIED and require safeguarding.
2. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, with approved: **(Choose only one of the following options and delete the others.)**
  - Document Safeguarding at the level of \_\_\_\_\_.
  - Document Safeguarding and Production Capabilities at the level of \_\_\_\_\_.

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Document Safeguarding at the \_\_\_\_\_ level and Production Capabilities at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.

3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
4. Processing of CLASSIFIED information on Automatic/Electronic Data Processing equipment at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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### **F2025D (13/12/02) Classified Information/Assets and Document Safeguarding Clearance**

Effective 30/05/03, this clause is superseded by F2025D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

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### **F2030D (10/06/05) Facility Security Clearance and Classified Information/Assets - No Safeguarding of Material Overnight**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of \_\_\_\_\_, issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by CIISD/PWGSC.
3. The Contractor/Offeror may remove sensitive CLASSIFIED information or assets from the work site(s) as required by this Contract/Standing Offer, but is NOT AUTHORIZED TO SAFEGUARD MATERIEL OVERNIGHT. Undelivered documents must be returned to the originator. The Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;

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(b) *Industrial Security Manual* (latest edition).

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**F2030D**      **(30/05/03)**      **Facility Security Clearance and Classified Information/Assets - No Safeguarding of Material Overnight**

Effective 10/06/05, this clause is superseded by F2030D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

**F2035D**      **(10/06/05)**      **Reliability Status, Facility Security Clearance and Classified Information/Assets**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening **and be upgraded to hold** a Facility Security Clearance at the level of SECRET, issued by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC) **within one year**.
  2. The Contractor personnel requiring access to CLASSIFIED/PROTECTED information, assets or sensitive work site(s) must be **a citizen of a NATO member country and** EACH hold a valid personnel security screening at the **requisite** level of RELIABILITY STATUS or SECRET, granted or approved by CIISD/PWGSC.
  3. The Contractor/Offeror MUST NOT remove any CLASSIFIED/PROTECTED information/assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
  4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
  5. The Contractor/Offeror must comply with the provisions of the:
    - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
    - (b) *Industrial Security Manual* (latest edition).
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**F2035D**      **(30/05/03)**      **Reliability Status, Facility Security Clearance and Classified Information/Assets**

Effective 10/06/05, this clause is superseded by F2035D.

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## F - Industrial Security

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**F2036D (13/12/99) Document Safeguard for Shredding - Designated**

This clause is cancelled effective 13/12/02.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

**F2037D (10/06/05) Document Safeguard for Shredding - Classified**

1. The attached Security Requirements Check List identifies the security requirements for the destruction of CLASSIFIED information at the \_\_\_\_\_ level using approved shredding equipment on the Contractor/Offeror's premises.
  2. The client department must ensure that only CLASSIFIED material no higher than the \_\_\_\_\_ level is provided to the Contractor/Offeror for destruction under any resulting Contract/Standing Offer.
  3. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance with approved Document Safeguarding at the level of \_\_\_\_\_, issued or approved by the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
  4. The Contractor/Offeror personnel performing the shredding services and/or requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid security screening at the level of \_\_\_\_\_, granted or approved by CIISD/PWGSC.
  5. Should the Contractor/Offeror choose to utilize the services of mentally challenged individuals, then the required security level of \_\_\_\_\_ will NOT be necessary; however, these individuals must be under the constant supervision of an authorized company representative who must hold the required security level of \_\_\_\_\_.
  6. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.
  7. The Contractor/Offeror must comply with the provisions of the:
    - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
    - (b) *Industrial Security Manual* (latest edition).
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**F2037D (30/05/03) Document Safeguard for Shredding - Classified**

Effective 10/06/05, this clause is superseded by F2037D.

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## F - Industrial Security

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause when shredding will be undertaken at the client site with security cleared personnel.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

NOTE: \*\*The clause must identify the procurement, i.e.: a Contract or Standing Offer, as applicable.

### **F2038D (30/05/03) Shredding Services at Client site with Security Cleared Personnel**

SECURITY REQUIREMENT: PWGSC FILE # \_\_\_\_\_.

1. The attached Security Requirements Check List (SRCL) identifies the security requirements for the destruction of PROTECTED/CLASSIFIED information up to the SECRET level using approved shredding equipment on the Client's premises.
2. The client department shall ensure that PROTECTED/CLASSIFIED material no higher than SECRET level is provided to the Contractor for destruction under any resulting Contract.
3. The Contractor shall, at all times during the performance of the Contract, hold a valid **Facility Security Clearance (FSC)** to the level of SECRET, issued or approved by the Canadian and International Industrial Security Division (CIISD) of Public Works and Government Services Canada (PWGSC).
4. Contractor personnel who will perform the shredding services and/or who will require access to PROTECTED/CLASSIFIED information, assets or sensitive work sites shall EACH hold a valid SECRET screening, granted or approved by CIISD/PWGSC.
5. Should the Contractor choose to utilize the services of mentally challenged individuals, then SECRET screening will NOT be required, however, these individuals shall be under the constant supervision of an authorized company representative who shall hold the required level of SECRET screening.
6. The Contractor shall comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_, which includes a Security Guide.
  - (b) the *Industrial Security Manual* (latest edition).

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause in contracts and/or subcontracts containing security requirements to be forwarded to foreign Contractor/Offeror.

Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

### **F2040D (10/06/05) Canadian Contracts - Foreign Contractor/Offeror**

1. The FOREIGN Contractor/Offeror shall, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance, issued by the National Security Authority/Designated Security Authority (NSA/DSA), for Industrial Security of \_\_\_\_\_ (**insert name of country**), at the level of \_\_\_\_\_.

## F - Industrial Security

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2. All CLASSIFIED/PROTECTED information/assets, furnished to the Contractor/Offeror or produced by the Contractor/Offeror, shall be safeguarded as follows:
  - (a) the recipient Contractor/Offeror shall not disclose the CLASSIFIED /PROTECTED information to a third party government, person or firm, or representative thereof, without the prior written consent of the Canadian DSA. Such consent shall be sought from the recipient's NSA/DSA. The DSA for industrial matters in Canada is the Director, Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC).
  - (b) the recipient Contractor/Offeror shall provide the CLASSIFIED/PROTECTED information a degree of safeguarding as stated in the appropriate Bilateral Industrial Security Memorandum of Understanding (MOU), or in its absence, in accordance with NATO CM (2002).
  - (c) the recipient Contractor/Offeror shall not use the CLASSIFIED/PROTECTED information/assets for any purpose other than for the performance of the Contract/Standing Offer without the prior written approval of the Government of Canada. This approval must be obtained by contacting the Canadian DSA for industrial matters in Canada; and
  - d) such information/assets shall be released only to personnel, who have a need-to-know for the performance of the Contract/Standing Offer and who have a security clearance at a level appropriate to the classification of the information/assets, granted by their respective NSA/DSA.
  - e) CLASSIFIED/PROTECTED information/assets provided or generated pursuant to this Contract/Standing Offer shall be transferred only through government-to-government channels (in Canada, this is CIISD/PWGSC).
3. CLASSIFIED/PROTECTED information/assets generated pursuant to this Contract/Standing Offer, by the Government of Canada, shall be marked by the recipient Contractor/Offeror with its government's equivalent security classification.
4. All CLASSIFIED/PROTECTED information/assets generated pursuant to this Contract/Standing Offer shall be assigned a security classification in accordance with the security classification specifications provided on the Security Requirements Check List (SRCL) attached at Annex \_\_\_\_\_.
5. The Contractor/Offeror shall immediately report to its respective NSA/DSA all cases in which it is known or there is reason to suspect that CLASSIFIED/PROTECTED information/assets furnished to or generated for pursuant this Contract/Standing Offer have been lost or disclosed to unauthorized persons.
6. Upon completion of the Work, the Contractor/Offeror shall return to the Government of Canada, via government-to-government channels, all CLASSIFIED/PROTECTED information/assets furnished to or produced by the Contractor/Offeror pursuant to this Contract/Standing Offer, including all CLASSIFIED/PROTECTED information/assets released to or produced by its subcontractors, unless stated otherwise in the contract.
7. CLASSIFIED/PROTECTED information/assets provided or generated pursuant to this Contract/Standing Offer shall not be further provided to another potential contractor/offor or subcontractor unless:
  - (a) written assurance is obtained from the recipient's NSA/DSA to the effect that the potential contractor/offor or subcontractor has been approved for access to CLASSIFIED/PROTECTED information by the NSA/DSA; and
  - (b) written consent is obtained from the Contracting Authority (CIISD/PWGSC) for the prime contract, if the potential subcontractor is located in a third country.
8. All CLASSIFIED/PROTECTED information/assets provided or generated under this Contract/Standing Offer will continue to be safeguarded in the event of withdrawal by the recipient party or upon termination of the Contract/Standing Offer, in accordance with national regulations.



## F - Industrial Security

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9. The Contractor/Offeror shall contact their Industrial Security Authority in order to comply with the provisions of the Bilateral Industrial Security MOU signed with Canada in relation to equivalencies for CLASSIFIED/PROTECTED information and/or assets.
10. The recipient Contractor/Offeror shall also insert the above paragraphs in all subcontracts that involve access to CLASSIFIED/PROTECTED information/assets provided or generated under this Contract/Standing Offer.

**NOTE:** When the safeguarding of PROTECTED information/assets is not identified, please consult with CIISD/PWGSC.

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**F2040D (30/05/03) Canadian Contracts - Foreign Contractor/Offeror**

Effective 10/06/05, this clause is superseded by F2040D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause when there are no security requirements identified in the standing offer.

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**F2045D (31/03/95) Security Requirements**

No call-ups against this Standing Offer may contain security requirements.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

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**F2046C (13/12/02) Work Location**

The Offeror understands that, normally, the work shall be performed at the Offeror's own place of business. However, provision will be made for the Offeror's personnel on a need-to-know basis and with a suitable security screening, to have access to sensitive (protected/classified) information or assets as required.

PRIOR to the award of the Standing Offer or Call-Up, the completion of the Security Requirements Check List (SRCL), form TBS/SCT 350-103, will be required to identify the security concerns of the work and security screening of Offeror's personnel. Facilities will be provided as necessary by the Project Authority. Technical and clerical support, supplies and equipment necessary to accomplish the tasks are to be provided by the Offeror.

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**F2046C (31/03/95) Work Location**

Effective 13/12/02, this clause is superseded by F2046C.

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## F - Industrial Security

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirements Check List, form TBS/SCT 350-103, is mandatory. The form is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

### **F2050D (10/06/05) Foreign Ownership, Control or Influence Evaluation**

1. In order to have access to INFOSEC information/assets of United States or Canadian origin, the Contractor must, prior to contract award and at all times during the performance of the contract, hold a valid Foreign Ownership, Control or Influence (FOCI) Certification and Compliance Letter, issued by the Canadian and International Industrial Security Directorate (CIISD), in accordance with National Information Technology Security Memorandum 7/90.
2. All changes to any of the various FOCI evaluation factors must immediately be submitted to CIISD for further FOCI evaluation in order for the Company Certification and Compliance Letter to remain valid.
3. The Contractor/Offeror must also comply with the provisions of the:
  - (a) Security Requirements Check List, attached at Annex \_\_\_\_\_;
  - (b) *Industrial Security Manual* (latest edition).

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### **F2050D (12/12/03) Foreign Ownership, Control or Influence Evaluation**

Effective 10/06/05, this clause is superseded by F2050D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

### **F3010D (30/05/03) Site Access Requirements Only**

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid SITE ACCESS clearance, granted or approved by the Canadian and International Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List, attached at Annex \_\_\_\_\_.

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### **F3010D (24/05/02) Site Access Requirements Only**

Effective 30/05/03, this clause is superseded by F3010D.

## F - Industrial Security

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**F5000C (01/06/91) Security Classification**

This clause is cancelled effective 01/12/92.

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**F5000T (01/08/92) Security Classification**

This clause is cancelled effective 01/12/92.

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**F5000T (01/06/91) Security Classification**

Effective 01/08/92, this clause is superseded by F5000T.

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**F5001C (01/08/92) Security Classification**

This clause is cancelled effective 01/12/92.

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**F5001C (01/06/91) Security Classification**

Effective 01/08/92, this clause is superseded by F5001C.

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**F5001T (01/08/92) Security Classification**

This clause is cancelled effective 01/12/92.

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## F - Industrial Security

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**F5001T (01/06/91) Security Classification**

Effective 01/08/92, this clause is superseded by F5001T.

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**F5002C (01/06/91) Security Classification**

This clause is cancelled effective 01/12/92.

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**F5003D (01/06/91) Security Clearance**

This clause is cancelled effective 01/12/92.

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**F5005D (01/06/91) Security Clearance**

This clause is cancelled effective 01/12/92.

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**F5006D (01/06/91) Security Clearance**

This clause is cancelled effective 01/12/92.

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**F5007C (01/06/91) Security Clearance**

This clause is cancelled effective 01/12/92.

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## F - Industrial Security

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**F5008C (01/06/91) Security Requirements**

This clause is cancelled effective 01/12/92.

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**F9000D (01/06/91) Security**

This clause is cancelled effective 01/12/92.

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**F9001D (01/06/91) Secrecy and Protection of the Work**

This clause is cancelled effective 01/12/92.

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**F9002D (31/01/92) Disclosure of Information**

This clause is cancelled effective 01/12/00.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use the following clause as an additional paragraph in a security requirement clause, ONLY after the customer department has given written permission for this arrangement.

Use this clause in consultation with the Canadian and International Industrial Security Directorate.

**NOTE:** \*\* The clause must identify the procurement, i.e. a Contract or Standing Offer, as applicable.

**F9005D (10/12/04) Personnel Security Screening**

**Security Requirement:** \*\*PWGSC FILE # \_\_\_\_\_

Contractor/Offeror personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

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## F - Industrial Security

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**F9005D (14/05/04) Personnel Security Screening**

Effective 10/12/04, this clause is superseded by F9005D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

Use this clause in procurement when the Foreign Contractor/Offeror WILL NOT SAFEGUARD/HANDLE classified information or assets at its own facility/facilities.

**NOTE:** \*\* The clause must identify the procurement, i.e. a Contract or Standing Offer, as applicable.

**F9010D (10/06/05) Foreign Contractor/Offeror - Canadian Organization/Department (Personnel Assigned)**

**Security Requirement: \*\* PWSC FILE # \_\_\_\_\_**

1. The FOREIGN Contractor/Offeror shall, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance, issued by the National Security Authority/Designated Security Authority (NSA/DSA), for Industrial Security of \_\_\_\_\_ (**Insert name of country**), at the level of \_\_\_\_\_.
  2. The FOREIGN Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or controlled site(s) shall EACH hold a valid personnel security screening at the level of \_\_\_\_\_, granted or approved by the NSA/DSA of \_\_\_\_\_ (**Insert name of country**).
  3. The FOREIGN Contractor/Offeror SHALL NOT remove any CLASSIFIED information from the identified access controlled site(s), and the FOREIGN Contractor/Offeror shall ensure that its personnel are made aware of and comply with this restriction.
  4. The FOREIGN Contractor/Offeror shall comply with the provision of the:
    - (a) industrial security regulations or the industrial security manual of the NSA/DSA of \_\_\_\_\_ (**Insert name of country**),
    - (b) Security Requirements Check List, attached at Annex \_\_\_\_\_.
  5. The above paragraphs shall also be inserted in all subcontracts that involve access to CLASSIFIED information/assets.
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**F9010D (30/05/03) Foreign Contractor/Offeror - Canadian Organization/Department**

Effective 10/06/05, this clause is superseded by F9010D.

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## F - Industrial Security

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause when Block 12 indicates Site Access and it is on a Treasury Board approved program.

Use this clause in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at: <http://www.ciisd.gc.ca/text/forms/form-e.asp>.

**NOTE:** \*\* The clause must identify the procurement, i.e. a Contract or Standing Offer, as applicable.

### **F9011D (10/06/05) Site Access Clearance TBS - approval Sites Only**

**Security Requirement: \*\* PWGSC FILE # \_\_\_\_\_**

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid SITE ACCESS clearance, granted or approved by the Canadian and International Industrial Security Directorate.
2. The Contractor/Offeror must comply with the provision of the Security Requirements Check List, attached at Annex \_\_\_\_\_.

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### **F9011D (30/05/03) Site Access Clearance**

Effective 10/06/05, this clause is superseded by F9011D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.** Use this clause when Canada Revenue Agency is the customer department, and in consultation with the Canadian and International Industrial Security Directorate.

Completion of the Security Requirement Check List, form TBS/SCT 350-103, is mandatory and is available on line at <http://www.ciisd.gc.ca>.

### **F9012D (14/05/04) Canada Revenue Agency**

The Contractor/Offeror must comply with the provisions of the *Security Requirements for Protection of Sensitive Information Manual* (March 1998), issued by Canada Revenue Agency, Security Directorate.

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### **F9012D (30/05/03) Canada Customs and Revenue Agency**

Effective 14/05/04, this clause is superseded by F9012D.