

Contract Security Program

Secure worksites

Reference sheet



Document safeguarding

When your organization is required to store sensitive Government of Canada (GC) information and assets, it needs to obtain a **document safeguarding capability (DSC)** through the Public Services and Procurement Canada (PSPC) Contract Security Program (CSP).

Before an organization can obtain a DSC, it requires 1 of the following 2 clearances (valid):

- Designated Organization Screening (**DOS**)
- Facility Security Clearance (**FSC**)

Note: A DSC clearance level cannot exceed that of the organization clearance.

DSC is site-specific and may result in a physical inspection by a field industrial security officer (FISO).

There is no cost for inspections, but organizations must pay for the cost of any equipment or construction required to safeguard information and assets at their worksite as per the CSP and contract security requirements.

Organizations are required to develop **security orders** with the assistance of the FISO. They must be submitted to the FISO appointed to their organization.



Contact us:

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Document safeguarding subsets

Information technology

The authority to produce, process and store protected or classified information electronically is subject to PSPC approval.

Consult the [information technology security](#) reference sheet for further details.

For organizations with DSC, a minimum of 2 security officers, cleared to the level of DSC are required at each of the secure work sites.

Production

Production is a broad term that can encompass organizations required to build, manufacture, repair, retrofit or reproduce sensitive material or products at its site or sites.

COMSEC

COMSEC stands for Communications Security. COMSEC material is designed to secure or authenticate telecommunications information.

The [Communications Security Establishment](#) is Canada's national COMSEC authority and is involved in granting COMSEC clearances.

IT security, production and COMSEC are contract specific and only valid for the duration of the contract.

Inspection process

Before the inspection

A FISO with PSPC will review the following documents:

- [security requirements checklist](#) (SRCL) form
- [request for private sector organization screening](#) (PSOS) form
- contract security clauses
- statement of work

During the inspection

The FISO will identify:

- potential targets or risks for physical attacks
- intrusion detection systems
- physical security zones in accordance with the federal [Operational Security Standard on Physical Security](#)
- how information and assets are handled

The FISO will take or request photographs of:

- all interior and exterior access points, including locking hardware
- storage cabinets and their location
- access control doors to operations or security zone (if applicable)
- server room(s)

After the inspection

The organization can begin work on the contract once the inspection process is complete **and** the organization has been notified by PSPC in writing that they possess the required security level.

Inspections may be conducted at any time throughout the life of the contract.

Inspection timeframes will vary based on security levels and an organization's ability to comply with PSPC's recommendations.

Next step: [information technology](#)