

Public Services and Procurement Canada Contract Security Program (CSP)



Public Services and
Procurement Canada

Services publics et
Approvisionnement Canada

Canada

Presentation on the CSP 101

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Overview

- PSPCs Contract Security Program
- Types of organization security clearances and safeguards
- Eligibility Criteria for screening organizations
- Sponsorship and Registration process
- Completing the Registration package
- Solicitation process
- Organization and security clearance timelines, complexity and Service standards
- OLISS
- Aftercare
- Subcontracting process
- International Contracting
- Request for visit procedure
- Roles and responsibilities
- Webinars
- Useful links
- Contact us
- Questions

PSPCs Contract Security Program

- supports federal government departments and their suppliers in the delivery of services and activities requiring the protection of sensitive government information, assets and worksites
- provides security screening services (vetting) for organizations and their employees to enable their participation in sensitive government contracts in Canada and abroad
- ensures the necessary contract security clauses are included as part of contracting vehicles
- participates in the North Atlantic Treaty Organization and in the negotiation of bilateral industrial security instruments
- trains Canadian industry on their security responsibilities and ensures organizations comply with contracting security requirements when being awarded sensitive contracts
- processes visit requests



PSPCs Contract Security Program (cont'd)

Government clients and stakeholders

- contracting authorities and contract specialists
- chief security officers and unit security officers
- project and technical authorities
- lead security agencies
- foreign governments

Canada 



Industry clients and stakeholders

- suppliers screened by the Contract Security Program
- suppliers bidding on government contracts and foreign contracts with security requirements
- foreign suppliers wishing to contract with the government of Canada

Types of organization security clearance

Provisional security clearance

- allows organizations to access **protected or classified** information and assets at the **pre-solicitation or bid preparation stage** of a procurement process through the security screening of members of their bid preparation team to the **reliability status** level or to the level of **security clearance** required

Designated organization screening (DOS)

- allows organizations to access **protected** information and assets, and/or secure worksites through the security screening of employees to the **reliability status** level

Facility security clearance (FSC)

- allows organizations to access **classified** information and assets (confidential, secret, top secret or NATO) and/or **restricted security zones** through the security screening of employees to the level of the organization (confidential, **secret** or **top secret**)

Security requirements and screenings

	Organization security screening	Personnel security screening	Worksites	Information and assets
<u>Classified</u> National interest 	Facility security clearance (Top Secret / COSMIC)	Top Secret / COSMIC attestation	High security zone	Top Secret / COSMIC
	Facility security clearance (Confidential or Secret / NATO)	Secret / NATO attestation	Security zone	Secret / NATO
			Operations zone	Confidential / NATO
<u>Protected</u> Non-national interest 	Designated organization screening	Enhanced Reliability status	Security zone	Protected C
		Reliability status	Operations zone	Protected B Protected A

Organization security safeguards

Type of safeguards	Definition
Document safeguarding capability	Authorizes an organization to store and handle protected or classified information or assets at their work site(s).
Authority to process information technology	Authorizes an organization to produce, process and transmit sensitive information electronically for a specific contract.
Production capability	Authorizes an organization to build, manufacture, repair, modify and work on sensitive components or items at their work site.
COMSEC	Authorizes organizations to transmit and receive sensitive information using COMSEC material — items that are designed to secure or authenticate telecommunications information, such as a cryptographic key.
Shredding capability and bulk storage capability	Authorizes an organization to either destroy sensitive information or assets at their work site or store bulk information or assets at their work site.

Eligibility criteria for screening organizations

The CSP provides security screening services to eligible organizations bidding or working on government contracts with security requirements. The CSP will screen new organizations, renew or upgrade the security clearances of existing organizations who must:



- have responded to a **solicitation** that will result in a federal contract **with security requirements**
- be awarded a **contract** with security requirements
- be awarded a **subcontract** with security requirements
- have signed or will sign a **lease** with security requirements
- be **underrepresented**
- be involved in a **multinational program**
- be involved in **special activities**
 - meetings or projects, sponsored by foreign governments or organizations
(such as the North Atlantic Treaty Organization)

Sponsorship process

Approved sources

To be screened into the Contract Security Program (CSP), **organizations** must be **sponsored** by a Government of Canada **approved source**.

Who can be an approved sources for Canadian contracts

Government of Canada

- Procurement officers, Project officers, leasing officer, project manager
Security officers or executive officers of the Federal Public Service
(for requesting exceptions)

Eligible organizations

- Security officers of an organization in good standing with the CSP that has been awarded a government contract with security requirements where the CSP has the authority to security screen the proposed subcontractor

Approved Source for international contracts

- Designated security authority, Foreign national government and the approved source acts on behalf of a foreign company or government that is contracting to your organization



Sponsorship process (cont'd)

When to be sponsored

Organizations can be sponsored for security screening at specific phases of the procurement life-cycle

pre-solicitation and bid preparation phases:



provisional security clearance

bid evaluation phase:

- sole-source contracts
- social procurement
- subcontracts



designated organization screening (DOS) /
facility security clearance (FSC)

Click the following link for additional information on how to be sponsored based on your contracting vehicle

<https://www.canada.ca/en/public-services-procurement/services/industrial-security/security-requirements-contracting/organization-security-screening/sponsorship-process.html>

Security requirements checklist (SRCL)

The security requirements checklist (SRCL) is a Treasury Board Secretariat of Canada form that is completed for all Government of Canada solicitations and contracts with security requirements

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat	
		Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		☐ No / Non ☐ Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		☐ No / Non ☐ Yes / Oui	

Screening process for Canadian suppliers

Upon receipt of a request for organization screening from a government department, the CSP:

- **confirms** the supplier's eligibility for security screening
- **reviews** the supplier's Application for Registration form (if applicable)
- **contacts** the supplier directly to obtain additional screening documentation (procurement officer is copied on main correspondences)
- **notifies** the procurement officer when the supplier submitted or failed to submit all the necessary screening documentation within the prescribed timeline
- **informs** the procurement officer of the results of the screening and confirms the selected supplier's security clearance in writing in advance of contract award
- **processes** the contractor's personnel security screening requests

Getting started – Completing the forms

To obtain a DOS or FSC your organization must complete the following forms:

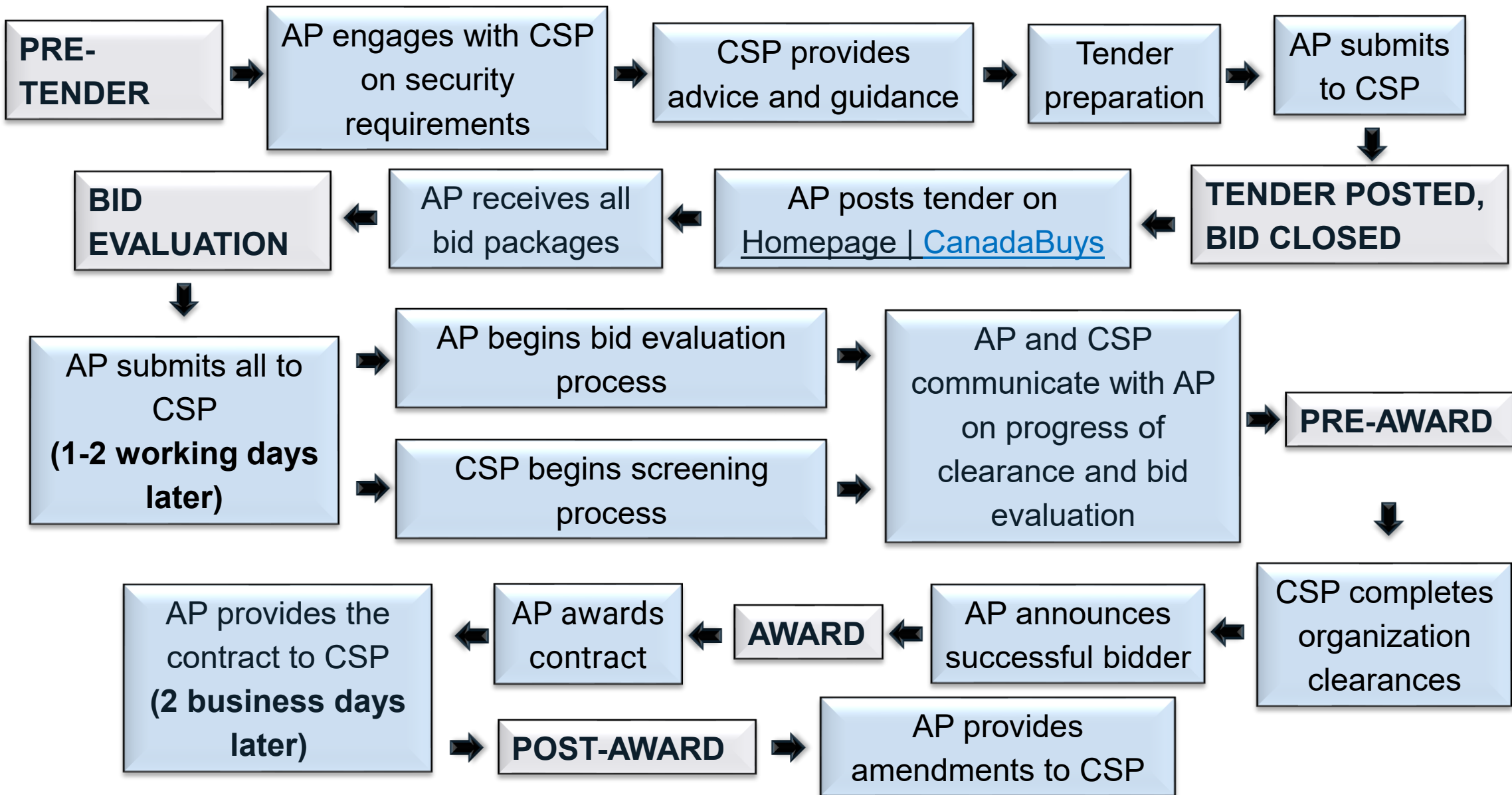
- Application For Registration (AFR)
- Security Agreement
- Company Security Officer (CSO) Appointment and Acknowledgement Form
- Alternate Company Security Officer and Authorization Form
- TBS/SCT 330-23 E Personnel Screening, Consent and Authorization Form
- TBS/SCT 330-60 Security Clearance Form (if classified)
- Fingerprints Applicant Request form
- 2 pieces of ID for the security officers



Submission of forms

	Submission of Registration Forms	Submission of Personnel Security Screening Forms
Email:	TPSGC.SSIINSCRIPTION-ISSREGISTRATION.PWGSC@tpsgc-pwgsc.gc.ca	ssidsfpformulaire-.isspssdforms@tpsgc-pwgsc.gc.ca
Fax:	613-948-1762	613-948-1711
Mail:	Public Services and Procurement Canada Contract Security Program Registration Division Mail stop 33-4 130-161 Goldenrod Driveway Ottawa, ON K1A 0S5	Public Services and Procurement Canada Contract Security Program Personnel Security Screening Division Mail stop 33-4 130-161 Goldenrod Driveway Ottawa, ON K1A 0S5

Competitive tender– Flowchart for DOS and FSC



Organization screening timelines and validity

Type of screening	Timelines	Validity period
Provisional security clearance	Varies based on level	Duration of solicitation process
Designated organization screening	Up to 4 months	Minimum 2 year
Facility security clearance (conf/secret)	6 months or more	Minimum 1 year
Facility security clearance (top secret)	12 months or more	Minimum 1 year
FOCI evaluation	6 months or more	Duration of contract
Document safeguarding capability	45-90 business days	Duration of contract
Authority to process IT	45-90 business days	Duration of contract
Production capability	45-90 business days	Duration of contract
Shredding capability and mass storage authorization	45-90 business days	1 year

Personnel security screening service standards and validity period

Personnel security screening	Services standard	Validity period
Reliability status (simple)	7 business days	Up to 10 years
Reliability status (complex*)	up to 120 business days	Up to 10 years
Site Access Clearance	N/A	Up to 10 years
Secret/NATO (simple)	up to 75 business days**	Up to 10 years
Secret/NATO (complex*)	up to 120 business days**	Up to 10 years
Top Secret/COSMIC	12 months or more**	Up to 5 years

* Additional information and/or verification to be processed

**in addition to the reliability check time

Simple vs. complex screening

	Organization Screening	Personnel Screening
Simple	• Canadian parenthood and ownership • simple personnel screening for the • company security officer • alternate company security officer • key senior officials (classified level)	• verifiable background • 5 years for reliability status • 10 years for security clearances • fingerprint check • credit check • loyalty check (classified level)
Complex	• missing, omitted or false information on the organization screening forms • foreign parenthood and ownership • complex personnel screening for the • company security officer • alternate company security officer • key senior officials (classified level)	• missing, omitted or false information on the personnel screening forms • unverifiable background information • out of country verification • adverse credit information • past or ongoing criminal activity • loyalty concerns (classified level) • work dismissal (classified level) • security screening interview

Online industrial security services

Online services are available to help Security Officers do their work more efficiently. The online industrial security services or OLISS for short, have two user options: **PSSS and OIS**

Online Personnel Security Screening Service (PSSS)

OLISS hosts the online personnel security screening service for eligible organizations to submit personnel security screening requests

Benefits:

- secure and confidential
- available 24/7
- faster submissions
- greater accuracy



Online industrial security services (cont'd)

Online Inquiry Service (OIS)

Security officers may use this service to verify and/or confirm the status of their personnel security screening records

Benefits:

- expediting the confirmation/verification of personnel screening requests
- multiple options for querying records
- advanced search filters
- customized reporting in PDF format



To request, email us at:

tpsgc.ssisedsisensibilisation-issolissoutreach.pwgsc@tpsgc-pwgsc.gc.ca

Eligibility criteria for personnel security screenings:

[Personnel security screening overview](#)

Aftercare

What is the aftercare?

- new provision in the Treasury Board of Canada **Secretariat Standard on Security Screening (Appendix F):**
Archived [2025-01-06] - Standard on Security Screening
- assurance that the supplier will remain compliant
- minimizes risk in working with sensitive information
- reduces potential delays that could affect contract timelines and costs
- helps prevent security breaches



Aftercare (cont'd)

security briefing

ongoing assessment of eligibility

reporting changes in behaviour

reporting changes of circumstance

reporting unusual contact or incidents

Notify PSPC's Contract Security Program:
spac.dgsssidessn-dobissnssid.pspc@tpsgc-pwgsc.gc.ca

Aftercare (cont'd)

Reporting corporate changes

- legal structure
- legal name
- amalgamation
- mailing and physical address
- contact information (telephone, fax and email)
- key senior officials (for facility security clearances)
- ownership



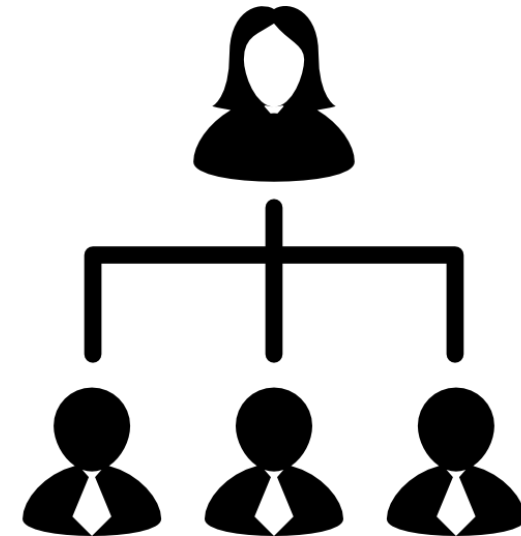
To report a change, send an email to ssiinscription.issregistration@tpsgc-pwgsc.gc.ca including any supporting documentation.

Subcontracting

Identify subcontractors

Before entering into a subcontract containing security requirements, **the prime contractor** must obtain prior authorization from PSPC's Contract Security Program to ensure that:

- the subcontract contains the **same security requirements** as the main contract (or lesser requirements)
- the subcontractor has obtained the **appropriate security clearance**



To subcontract, please send your SRCL to the following address

tpsgc.ssilvers-issrcl.pwgsc@tpsgc-pwgsc.gc.ca

Subcontracting process (cont'd)

Contractors can leverage the following options to simplify the subcontracting process:

- 1) Contractor requests and holds personnel security screenings for employees of their subcontractors (some conditions apply)
- 2) Contractor collects the organization security screening forms from their subcontractors, reviews them for quality assurance and submits them to the CSP for processing (subcontractor's written consent is required)

Contractors can:

- leverage both options for the same subcontracting organization
- continue to follow the current subcontracting process if the new options do not suit their circumstances

Contracting in a global market

Canadian organizations wanting to bid on classified solicitation requests from foreign countries must inform the Contract Security Program of their intent by emailing the Contract Division using the link on your screen.

- enables Canadian industries to access sensitive contracts with foreign governments
- allows Canadian industry to compete internationally and encourages foreign investment



Foreign organizations wanting to bid on Government of Canada solicitation requests with security requirements must contact their home country's **national security authority (NSA)** or designated security authority.

The information can be found on the CSP website at:
tpsgc.dgssiprojetintl-dobissintlproject.pwgsc@tpsgc-pwgsc.gc.ca

Contracting in a global market (cont'd)

International subcontracts

Canadian contractors must not award a subcontract to suppliers located outside of Canada without the prior written approval of PSPCs Contract Security Program's (CSP) Designated Security Authority (DSA)

When a bilateral security instrument exists, the contractor must engage their NSA/DSA to initiate the subcontracting process.

- A Canadian Prime must contact the CSPs DSA and provide the subcontracting SRCL.
- A foreign organization must contact their National Security Authority (NSA) to advise them of the subcontract; the NSA will contact Canada's DSA to initiate the request and provide the security requirements of the contract.

If the subcontract is at the PROTECTED level and no bilateral security instrument is in place for this level, the foreign organization must contact Canada's DSA directly to obtain information on alternate screening



Visit Clearance Request procedure

When is a Visit clearance request required?

A Visit clearance request is required for a security-cleared individual to:

- visit a government or private sector sites in Canada or abroad where there is a security requirement
- access protected/classified information or assets while visiting a restricted government installation

The CSP is the authority responsible for approving visits to secure government or private sector sites in Canada. The program also works with our international counterparts to approve visits to secure sites outside of Canada.

The request must include:

- a justification
- the contract number or the project/program name
- sufficient lead time to process the request



Foreign orgs seeking to initiate a visit to Canada must go through their NSA/DSA

Must be approved by PSPC's Contract Security Program.

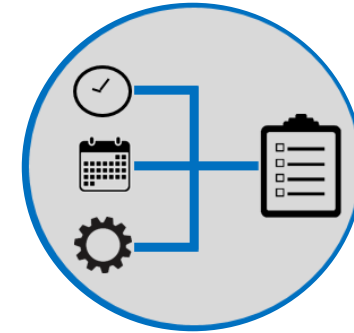
Types of Visit Clearance Requests (cont'd)

- a **one-time visit** is a single, not amendable, event over a specified period of time (less than a month) i.e., a meeting, conference or a symposium
- a **recurring visit** is a series of separate visits, amendable, for the length of the contract (renewable every year) i.e., a frequent check point verification
- an **emergency visit** is reserved for visits of an **urgent nature**
- **amendments** are for renewing a recurring visit, adding or removing individuals from the visitor listing or adding locations

Roles and responsibilities of a security officer

Below are a few of your key roles and responsibilities:

- comply with the contract security requirements
- maintains your organization's security clearance
- Screens your personnel at the proper level and on time
- secures information and assets that are in your care
- conduct aftercare with your employees
- provide a security briefing to your employees when cleared
- inform your employees of security awareness
- update and upgrade security attestations and authorizations when required
- report security concerns to the CSP
- terminate the security clearance of your employees when they leave



Refer to your appointment form for the full list of your responsibilities

Tools for suppliers

Information toolkit for suppliers

The CSP offers tools to help diverse suppliers navigate the security screening process and complete the necessary forms, including :

- an **Information toolkit** for suppliers
- **guidance** on completing the CSP Application for Registration form
- **pre-recorded webinars** on obtaining a designated organization screening, facility security clearance and document safeguarding capability
 - request a copy of the recording:
ssidsicsensibilisation.isscisoutreach@tpsgc-pwgsc.gc.ca
- **instructional videos** on completing personnel security screening forms
- a **guide** to completing and submitting personnel security screening forms



Useful links

- [Policy on Government Security](#)
- [Directive on Security Screening](#)
- [Department of Public Works and Government Services Act](#)
- [Privacy Act](#)
- [Contract Security Manual](#)
- [Organization security screening](#)
- [Security screening for government contracts](#)
- [Forms for contract security](#)
- [Work site security requirements](#)
- [Safeguarding equipment, sites, assets and information](#)
- [How to transfer sensitive information and assets](#)
- [RCMP Physical Security Guidelines](#)
- [Information technology security requirements](#)

Useful links

- [Contract security resources](#)
- [Common Centralized Professional Services: Security Requirement Checklists](#)
- [Online industrial security services](#)
- [Subcontracting security requirements](#)
- [International contract security requirements](#)
- [Reporting security incidents and changes in circumstances and behaviours](#)
- [Approval for visits to secure sites](#)
- [Contract security training](#)
- [Personnel screening, consent and authorization form \(TBS/SCT 330-23E\)](#)
- [Security clearance form \(TBS/SCT 330-60E\)](#)
- [Fingerprints applicant request form](#)
- [Company security officer or alternate company security officer attestation form](#)

Contact us

General inquiries

Phone

Toll-free: 1-866-368-4646

National capital region: 613-948-4176

Monday to Friday, 9 am to 12 pm and 1 pm to 5 pm (Eastern time)

Email

ssi-iss@tpsgc-pwgsc.gc.ca

Website

[Security requirements for contracting with the Government of Canada](#)



Questions



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