



CLAWR ACCESS & REGULATIONS for INDUSTRY

RECORD OF AMENDMENTS

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POLICY

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1. CLAWR ACCESS

1.1 ELIGIBILITY

- Range Control manages access to the Cold Lake Air Weapons Range (CLAWR) under the authority of the 4 Wing Commander and in accordance with the April 1, 1985 Memorandum of Agreement (MoA). Defined terms and conditions from the MoA relating to CLAWR access will be applied to individuals employed by Oil and Gas companies (Prime Companies) with legal access rights within the CLAWR.
- CLAWR access, occupation and use will be provided to employees and contractors directly associated with developing, producing and transporting oil and gas during times when they are scheduled to work.
- Employees of the following Prime Companies have legal rights to access the CLAWR for oil and gas exploration, development, production, and product transportation:
 - Cenovus Energy Inc. (Alberta assignee);
 - Canadian Natural Resources Limited;
 - Heart Land Oil (Saskatchewan);
 - Enbridge Pipeline;
 - Inter Pipeline Limited; and
 - TC Energy.
- All other personnel seeking access to the CLAWR are required to verify employment status by providing a completed Proof of Employment Form signed by an employee of a prime, or the Contractor Employer.

1.2 ACCESS REQUIREMENTS

- Prior to CLAWR access being authorized, all clients must:
 - be at least 18 years of age
 - summer students will be permitted access through prior coordination with 4 Wing through CLAWR Range Control;
 - complete the CLAWR Access Orientation Training; and
 - Canadian clients must present valid Government issued picture identification including:
 - Full name;
 - Date of birth;
 - Proof of employment as per eligibility requirements; and,
 - Location and anticipated duration of work.
- For all others, one of the following documents are required for access to the CLAWR:
 - Valid passport (with picture) from their country of origin or certified copy;
 - Valid Canadian Permanent Resident Card;
 - Valid Canadian Landed Immigrant Status documentation; and
 - Valid Canadian Refugee Protection Claim with associated Federal Government Work permit.

1.3 CLAWR ACCESS PASS

- Clients who meet entrance requirements will be issued a CLAWR Access Pass with a validity period of two (2) years, or to expire at the end of the employment period.
- Clients issued a CLAWR Access Pass must carry it on their person while on the CLAWR and produce it upon demand from a Security Guard (e.g. Military Police, Range Patrol Officers, Commissionaires, etc).
- The CLAWR Pass must always remain under positive control or secured in such a way as it cannot be misused.

1.4 END OF EMPLOYMENT NOTIFICATION

- It is the responsibility of the Prime Company or the Contractor Employer to immediately notify crc@rangesafety.ca when a client has completed their employment on the CLAWR and no longer requires access.

1.5 EXCEPTIONS TO ORIENTATION / ACCESS PASS REQUIREMENT

- Emergency Response Services are exempt from CLAWR Access Pass requirements. Names of responding Emergency Services Personnel will be recorded by South Gate Guards and RPO escort will be arranged.
- Hot-shot requests for urgent delivery of critical materials or specialized industrial services can be requested through Emergency Call Centre (ECC) at (780) 815-6642.

1.6 GOVERNMENT AGENCY / FIRST NATIONS ACCESS

- Federal and Provincial Government employees and First Nations members must coordinate CLAWR access with 4 Wing Cold Lake by contacting the Range Activities Officer (RAO) at CLAWRACCESS@forces.gc.ca, or (780) 840-8000 ext 7978.

1.7 INTERNATIONAL AND DIGNITARY VISITOR REQUESTS

- International visitors and dignitaries wishing to visit the CLAWR must be sponsored by a Prime Company employee and are required to be communicated through CLAWR Range Control.

1.8 COMMERCIAL AIRCRAFT ACCESS

- 4 Wing Cold Lake has ownership of the CLAWR airspace (CYR204). Anyone wishing to enter this airspace is required to obtain prior approval from 4 Wing through CLAWR Range Control.
- Commercial flying activities in support of oil and gas within the CLAWR will normally be conducted during daylight hours and only after 4 Wing has confirmed military flying operations for the day have concluded.
- Flight access requests outside these parameters may be requested through CLAWR Range Control for special consideration.

1.9 REMOTELY PILOTED AIRCRAFT SYSTEM (RPAS) OPERATIONS

- All RPAS operations within the CLAWR must abide by Transport Canada RPAS minimum performance standards.
- Civilian RPAS Operators are required to include their Special Flight Operations Certificate (SFOC), their RPAS certificate of registration, and their Advanced Operator Licence within the RPAS request application. Should the RPAS meet Transport Canada's exemption requirements the RPAS Operator shall include proof of the exemption.
- Application for RPAS Operations within the CLAWR must be submitted to CRC at crc@rangesafety.ca by a Prime Company sponsor 7 days prior to the planned flight date.

2. DEFENCE CONTROLLED ACCESS AREA REGULATIONS (DCAAR)

The Department of National Defence has regulations respecting access to, exclusion from and safety and conduct of persons in, on or about any Defence controlled access area. These regulations in part apply to Oil and Gas personnel wishing to access the CLAWR. The following information is meant to generally inform people of these requirements:

2.1 PERSONNEL / PROPERTY SEARCHES

- Under the authority of the 4 Wing Commander, CLAWR Range Control personnel and their contracted security personnel are designated as Security Guards. Under this delegated authority CLAWR Range Control is authorized to perform searches of vehicles, persons, and property.
- DCAAR state several conditions which must be met before an individual is authorized to access a Controlled Access Area. These conditions include:
 - Being subject to search on entering, while on, or on exiting the CLAWR;
 - Providing information so a pass can be issued to enter the area; and,
 - Rules of conduct while on or about the area.
- Should a person refuse to submit to a DCAAR authorized search that person may:
 - if attempting to enter, be denied access;
 - if on the CLAWR be removed; or
 - if exiting, be advised to remain at their location and the assistance of the Military Police be requested.

2.2 ALCOHOL / CANNABIS

- The possession, use of, or being intoxicated by alcohol or cannabis on the CLAWR is prohibited.
- Cannabis derivatives, Tetrahydrocannabinol (THC), Cannabidiol Oil (CBD), synthetic cannabinoids, and any substance containing THC / CBD, in any form (unless prescribed by a medical doctor) are prohibited on the CLAWR. Please note that company-specific health and safety guidelines still apply on industrial sites.

2.3 PHOTOGRAPHY

- Industry related photography within the CLAWR is authorized with the following conditions:
 - No image capture of:
 - Military Infrastructure;
 - Target sets;
 - Military aircraft or military contracted aircraft;
 - Threat emitters or communication sites;
 - Military maneuvers; and
 - Military access points or areas posted no photography.
 - In the interest of safety, munitions may be photographed for the purpose of EOD identification.
 - Corporate images depicting or suggesting the association or affiliation of corporate activities within the CLAWR to DND are to be reviewed by 4 Wing prior to release to anyone.
 - Vehicle Dashboard Cameras may be operated strictly for the purpose of safety and vehicle accident investigations; however, images of military infrastructure, equipment, and personnel shall not be released to the public or placed on any form of social media.

- All access requests for media support must be pre-approved by 4 Wing. Requests can be made via email through CLAWR Range Control at crc@rangesafety.ca.

3. TRAFFIC REGULATIONS

3.1 GOVERNMENT PROPERTY TRAFFIC REGULATIONS (GPTR) - MOTOR VEHICLE REGULATIONS

- Driving surfaces within the CLAWR are private roads, and the responsibility for traffic safety, control and enforcement falls to CLAWR Range Patrol.

3.2 STANDARD SPEEDS

- The maximum speed on the Ken Baker Road is 80 km/h unless otherwise posted.
- The maximum speed on seasonal roads (e.g., ice roads) is 50 km/h unless otherwise posted.
- The maximum speed when passing emergency vehicles (Police, Medical, Fire Response and CLAWR Range Patrol) with emergency lighting activated or in a Construction Zone is 60 km/h.

3.3 CLAWR INFRACTION NOTICE (CIN)

- Traffic infractions will result in a CIN being issued by a CLAWR Range Patrol Officer. The client will be issued a copy with instructions to be presented to their company safety representative.
- Common traffic offences, have been arranged into the following distinct “Zones” with an associated / graduated response scale:

Zone 1:

- a) exceeding the posted speed limit by up to 19 km/h;
- b) as an operator or passenger, failure to wear a seatbelt;
- c) failure to obey a traffic control device;
- d) stunting;
- e) failure to yield to a pedestrian;
- f) driving too fast for road conditions;
- g) circumnavigating an authorized roadway barricade;
- h) all mandatory Restricted Zone equipment deficiencies;
- i) travelling out of the Integrated Zone without knowledge of approved Work Zone boundaries;
- j) operating a motor vehicle without due care and attention;
- k) distracted driving;
- l) passing while not permitted by road markings / signs;
- m) failing to report a “reportable” MVA;
- n) GPTR vehicle equipment non-compliance; and,
- o) intentionally discarding flammable material from a vehicle.

Zone 2:

- a) exceeding the posted speed limit by 20 - 29 km/h;
- b) failure to obey direction from a designated Security Guard;
- c) passing when unsafe to do so;
- d) improperly secured load;
- e) operating a motor vehicle without a valid driver's licence;
- f) operating a motor vehicle without valid vehicle registration and/or insurance;
- g) failure to yield the right of way to an emergency vehicle;
- h) exceeding speed limit in a construction zone with workers present (*Penalty Doubled*);
- i) exceeding 60KPH while passing emergency vehicles with emergency lights activated (*Penalty Doubled*);
- j) travelling out of the Integrated Zone into an Approved Work Zone without clearance;
- k) any described "Zone" offence resulting in a non-injury motor vehicle accident.

Zone 3:

- a) exceeding the posted speed limit by 30 km/h or more;
- b) operating a motor vehicle while impaired;
- c) operating a motor vehicle while prohibited;
- d) dangerous driving;
- e) any motor vehicle "Zone" offence resulting in an injury motor vehicle accident;
- f) Deviating from an approved Work Zone;
- g) Securing or using a CLAWR call sign under false pretenses; and,
- h) Intentionally misleading a designated Security Guard.

ZONE 1 PENALTIES

- a) Penalties for initial Zone 1 offences will range from a verbal warning to a written warning;
- b) A second Zone 1 offence within 12 months of their last infraction may result in a suspension of CLAWR driving privileges of no less than 7 days and no more than 30 days.
- c) A third Zone 1 offence within 24 months of their last infraction may result in a suspension of CLAWR driving privileges of 30 days to 1 year.

ZONE 2 PENALTIES

- a. Penalty for initial Zone 2 offences will be a suspension of CLAWR driving privileges of up to 7 days.
- b. For all second Zone 2 offences within 12 months of a last infraction will result the suspension of all driving for a period not less than 30 days, and not to exceed 6 months.
- c. A third Zone 2 offence within 24 months of their last infraction will result in a suspension of CLAWR driving privileges for 6 months to 1 year and /or a recommendation to 4 Wing DND of a 1-year CLAWR suspension.

ZONE 3 PENALTIES

Penalties for all Zone 3 offences will be no less than a suspension of CLAWR driving privileges for up to 1 year and no more than a recommendation to 4 Wing DND of a 1-year CLAWR suspension.

3.4 MOTOR VEHICLE ACCIDENT REPORTING

- RPOs are authorized by 4 Wing Military Police to investigate minor motor vehicle accidents and compile Alberta Motor Vehicle Collision Reports. All vehicle accidents and collisions occurring on the CLAWR must be reported to ECC (780) 815-6642

3.5 TRANSPORTATION OF WIDE LOADS

- Transportation of items exceeding 4.45m (or 14'7") in width require the closure of the Ken Baker Road (KBR). Contact CRC@Rangesafety.ca for updated notification requirements. Information regarding wide loads impacting the KBR can be found at www.rangesafety.ca.

3.6 CLAWR RADIO MOVEMENT AUTHORITY

- CLAWR ECC is the only authority for movement control on the CLAWR;
- Only call-signs issued by CLAWR ECC may be used for radio movement control; and
- Radio terminology and etiquette guidelines are available at the CLAWR Orientation Centre or online at www.rangesafety.ca

3.7 RESTRICTED ZONE REQUIREMENTS

- CLAWR Industry Orientation is required for all personnel seeking to travel out of the Integrated Zone into Restricted or Work Zones.
- All Personnel travelling out of the Integrated Zone are required to have knowledge of the parameters of the Approved Work Zones and Active Fire grids within the CLAWR.
- Before proceeding out of the Integrated Zone, vehicles and Off Highway Vehicles (OHVs) must be equipped with:
 - a functioning two-way radio equipped with CLAWR Range Safety zone channels and CLAWR Emergency Channel 9;
 - a CLAWR approved GPS tracking device;
 - a CLAWR approved map (GeoVerra) for the intended work area; and,
 - 2 axle vehicles (Pick-up, SUV, or Van body style) must have a high visibility whip flag on the left side (Driver's) extending a minimum of 1 meter above the highest point of the vehicle (2 meters above the chassis for OHV's).

3.8 OHV REQUIREMENTS

- OHV are not permitted to operate on any high-grade roads or seasonal ice roads. The only exception is for short transitions from one work area to another in a safe manner.
- Operators of OHVs not equipped with roll-over protection must wear appropriate head protection (CSA or DOT approved helmet).

3.9 WORK ZONE APPROVAL

- Work Zones must be booked through www.rangesafety.ca by 12 PM Tuesday for

the following week.

3.10 PROHIBITED DRIVER

Individuals restricted from operating a motor vehicle by virtue of:

- Penalties imposed under this section;
- Inability to produce valid driver's licence; or,
- Civilian judicial process.

are prohibited from operating a motor vehicle on the CLAWR and may be subject to additional Police investigation if discovered driving in violation of their prohibition.

4. DND SPECIFIC REQUIREMENTS

4.1 HISTORICAL

- The CLAWR has been in use as an Air Weapons Range since 1954, and a great number of air weapons have been expended in this time. There are currently two high explosive (500 lb) bombs which were jettisoned somewhere in Range 7, Townships 68 and 69 which are unaccounted for. This area is adjacent to the border between Caribou Lake and Fisher Creek development regions.

4.2 REPORTING PROCEDURE FOR FOUND MILITARY OBJECTS OR ORDNANCE

- If found military objects or ordnance are encountered on the CLAWR, they are to be marked and strictly avoided. Do not attempt to move these objects or disturb the surrounding area.
- The following shall be followed if an unusual object (i.e. suspected Unexploded Ordnance (UXO)) is discovered:
 - Do not approach any closer;
 - Obtain photos of the object only if you are able to achieve this without approaching any closer;
 - Mark the area with survey tape;
 - Note the distance and bearing to the object from the marking;
 - If possible capture GPS coordinates of the suspected UXO;
 - Leave the area, posting warnings at 1000m from the suspected UXO along the path you approached/departed the area from; and
 - Immediately advise CLAWR ECC (780-815-6642) of the following:
 - GPS coordinates, LSD, Range and bearing
 - Description of the object (shape, size, colour, and markings)
 - What marking you used to identify the point of observation;
 - Where the object is in relation to your marks;
 - A photograph or a sketch of the object;
 - Your name, company and contact information;
 - Date and time found; and
 - Any information relating to impact of work (e.g. delay to clearing/construction).

4.3 PROHIBITED ITEMS

- Firearms are not permitted within the boundaries of the CLAWR with the following exceptions:
 - Law Enforcement agencies on official duty;
 - Range Patrol Officers; and
 - those persons authorized by the 4 Wing Commander to conduct traditional pursuits in accordance with the Cold Lake First Nations Special Access Agreement.
- The following items are considered “weapons” and are prohibited on the CLAWR:
 - anything designed for inflicting bodily harm or damage;
 - anything capable of launching a projectile, to include but not limited to air guns, paint-ball guns, pipe guns or manufactured devices, e.g. potato guns, blow guns, etc;
 - all archery tackle;
 - sling shots;

- any substance intentionally used to injure, immobilize, or otherwise incapacitate a person;
 - any prohibited weapon listed in the Criminal Code of Canada.
- While on the CLAWR, no person shall possess:
 - a controlled drug or substance;
 - drug paraphernalia (including items or materials used in the preparation, use, transportation, concealment or dispensing of illegal drugs); and
 - devices, medications, or deception kits used to mask the presence of illegal drugs or defeat the purpose of substance screening / testing.
 - Pets of any kind are prohibited from entering the CLAWR. Note that First Nations may be exempt from this as approved by the Access Agreements for Traditional Purposes. Service Dogs are exempt from this restriction.

4.4 WILDLIFE

- If you encounter **injured** wildlife while working on the CLAWR please follow these steps:
 - Do not approach the animal;
 - Contact the ECC
 - Non-Emergency 780-815-6642
 - Emergency 780-573-7321
 - Contact your company safety personnel.
- Range Patrol Officers will deal with injured wildlife on the CLAWR under the direction of Alberta Environment and Parks.

4.5 TALL RIGS & CRANES

- Tall rigs and cranes greater than 115 feet Above Ground Level (AGL) in height must be approved by 4 Wing Cold Lake.
- Approved tall rigs and cranes must be equipped with a white light at the highest point of the structure.
- During 4 Wings EXERCISE MAPLE FLAG and other infrequent times requested by 4 Wing, no tall rigs and cranes will be permitted to exceed 115 feet AGL.
- Requests for use of a tall rig or crane on the CLAWR must be submitted to CLAWR Range Control.
- Prime Company contacts for approved requests are responsible to notify CLAWR Range Control via email at crc@rangesafety.ca prior to tall rig or crane stand-up and at time of lay-down.

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1. ACRONYMS

DCAAR	Defence Controlled Access Area Regulations
GPTR	Government Property Traffic Regulations
WFRO	Wing Flying Regulations and Orders
CLAWR	Cold Lake Air Weapons Range
CRC	CLAWR Range Control
CivAir	Civilian Aircraft
RPAS	Remotely Piloted Aircraft System
DND	Department of National Defence
PNG	Petroleum and Natural Gas
KBR	Ken Baker Road
RPO	Range Patrol Officer

2. CLAWR AUTHORIZED ACCESS

References:

4 Wing CLAWR Policy Manual
Defence Controlled Access Area Regulations (DCAAR)
Government Property Traffic Regulations (GBTR)
Canada / Alberta - Memorandum of Agreement (and its amendments)
Canada / Saskatchewan - Memorandum of Agreement (and its amendments).

2.1 General Information

CRC will provide access to the CLAWR in accordance with 1986 Memorandum of Agreement augmented by the Department of National Defence (DND) / 4 Wing Cold Lake defined terms and conditions for those individuals employed by companies with legal access rights.

CRC is authorized to provide access to personnel for valid oil and gas related employment within the CLAWR, specifically for those times when they are required to carry out their related duties. All persons working for industry on the range must complete their verification and Acknowledgement Forms in person at the CLAWR Orientation Centre prior to accessing the range.

All primary identity documents presented must be originals. Photos, copies or other facsimiles of identification cannot be accepted, in accordance with 4 Wing policies. Supporting documents (identified in para 2.3 below) may be provided in colour copy or digital format, as a second piece of ID to supplement the primary identification.

Employees of the following Prime companies have legal access rights to the CLAWR for PNG related exploration, production, and delivery purposes:

- a. Cenovus Energy Inc (Alberta assignee);
- b. Canadian Natural Resources Limited;
- c. Heartland Oil Corp (Saskatchewan);
- d. Enbridge Pipeline;
- e. Inter Pipeline Limited; and,
- f. TransCanada Pipeline.

All other personnel seeking access to the CLAWR for PNG or Oil Sands related exploration, production and delivery purposes must provide proof of employment by presenting a completed **CLAWR Proof of Employment form** signed by their respective employer contracted to a Prime company or a Prime company representative.

2.2 Canadian Clients

Prior to access being authorized to the CLAWR, all Canadian clients are required to successfully complete the CLAWR General Access Orientation training. CLAWR General Access Orientation training can be taken in classroom during the CLAWR Orientation Centre Hours of Operation or online through our website training portal www.rangesafety.ca.

If taking the training online a certificate will be emailed to the address used when setting up your account. Present the email, print, or take a photo of the certificate showing you have completed the training and present it to CLAWR Range Control orientation staff with valid Government issued picture Identification. The ID must include:

- a. Full name; and
- b. Date of birth (minimum entrance is 18 years of age).

A valid Driver's License (original) must be presented if intending to operate a motor vehicle within the CLAWR. If any ID other than a driver's license is presented at time of access card issue, your card will be traced as you cannot drive on the CLAWR. To remove the trace, you must provide a valid Driver's License to the orientation staff or at South Gate entrance for update to your file.

Range Control Staff will only accept stamped renewal applications for passports; all other renewal applications for documents are not accepted with one exception, interim Driver's License and interim ID's will be accepted for 30 days from date of issue or their expiry, whichever comes first. For a list of acceptable photo ID see Access Valid Identification. You will be asked to complete the Acknowledgement form and sign this document in the presence of the Orientation briefing staff.

2.2.1 Proof of Employment

If you are a contractor working for one of the prime companies on the CLAWR, you must also provide proof of employment by presenting a completed Proof of Employment form. The CLAWR Proof of Employment form can be found on our www.rangesafety.ca or using this link ([Proof of Employment Form](#)). The completed form can be presented in printed form or digitally on a phone or tablet.

2.2.2 CLAWR access and Violations

As a result of a DCAAR or CLAWR Policy infraction, your access privileges may be reviewed by 4 Wing Cold Lake.

2.3 Non-Canadian Clients

CLAWR General Access Orientation training can be taken in classroom during CLAWR Orientation Centre Hours of Operation or online through our website training portal www.rangesafety.ca.

If taking the training online a certificate will be emailed to the address used when setting up your account. Present the email, print, or take a photo of the certificate showing you have completed the training and present it to CLAWR Range Control orientation staff with valid Government issued picture Identification. The ID must include:

- a. Full name;
- b. Date of birth (minimum entrance is age 18 years).

A Valid Driver's License (original) must be presented if intending to operate a motor vehicle within the CLAWR. If any ID other than a driver's license is presented at time of access card issue, your card will be traced as you cannot drive on the CLAWR. To remove the trace, you must provide a valid Driver's License to the orientation staff or at South Gate entrance for update to your file.

Range Control Staff will only accept stamped renewal applications for passports; all other renewal applications for documents are not accepted with one exception, interim Driver's License and interim ID's will be accepted for 30 days from date of issue or their expiry, whichever comes first.

one of the following four documents is also required for Non-Canadian clients to access the CLAWR:

- a. Current dated passport (with picture) from their country of origin or certified "True Copy" thereof;
- b. Current dated Canadian Permanent Resident Card;
- c. Canadian Landed Immigrant Status documentation; or
- d. Current dated Canadian Refugee Protection Claim with associated Federal Government Work permit.

Because of the important nature of these documents, it is common for individuals to leave their Passports, Permanent Resident Card or Landed Immigrant Form at home. In some cases, a color copy or digital copy of the document may be acceptable. The copy MUST be the second piece of ID which accompanies the first ID, which MUST be an original ID.

The copy must be completely clear and legible, with the photo easily visible for identification purposes. For a list of acceptable photo ID see Access Valid Identification. You will be asked to complete the Acknowledgement form and sign this document in the presence of the Orientation briefing staff.

2.3.1 Proof of Employment

If you are a contractor working for one of the prime companies on the CLAWR, you must also provide Proof of employment by presenting a completed Proof of Employment form. The CLAWR Proof of Employment form can be found on our website www.rangesafety.ca or using this link [Proof of Employment Form](#). The completed form can be presented in printed form or digitally on a phone or tablet.

2.3.2 Restricted Zone Travel

Anyone travelling outside the Integrated Zone must take the CLAWR Industry Orientation prior to travel.

2.3.3 CLAWR Access and Violations

As a result of a DCAAR or CLAWR Policy infraction, your access privileges may be reviewed by 4 Wing Cold Lake.

2.4 Proof of Employment

(Link [Proof of Employment Form](#))

EMPLOYEE NAME: Legal name on the ID or Driver's License.

EMPLOYEE HOME ADDRESS: This is the client's home address, NOT the employers address.

EMPLOYEE CITIZENSHIP: Reflect proper citizenship. If Non-Canadian, indicate nationality.

COMPANY EMPLOYER: The company client is directly working for.

COMPANY / EMPLOYER PHONE NUMBER: Employer or Main company phone number.

COMPANY / EMPLOYER EMAIL: Employer or Main company email address.

PRIME COMPANY SPONSORING: The energy company name should be checked off. Multiple companies can be checked if applicable.

WORK SITE / LOCATION: Name of work location. A pad number, a plant name, a legal survey description (LSD) will suffice for a work site. If doing work with rigs, use the rig name and number for the work site.

ACCESS REQUIREMENT: Regular employment or visitor should be checked off.

REQUIRED EMPLOYMENT DATES: Ensure the day, month, year is indicated.

Note: The client will not be granted access to the CLAWR if they arrive prior to the scheduled start date noted on their Proof of Employment.

SIGNATURE OF EMPLOYER: can be the signature of the contract company employer or the Prime Company employee. Signature must be in pen or a digital signature format.

EMAIL ADDRESS: Email address of the person signing the form.

PHONE NUMBER: Phone number of the person signing the form.

NAME / TITLE: Printed name of person signing as employer and their company title.

2.4.1 Group Access List

Should a group of personnel be required, one CLAWR Proof of Employment form can be

populated with "See Attached List" for employee applicable fields and all relevant employer fields completed including signature. The list must include all relevant fields applicable to each employee.

Employers must send notification when the employee's access requirements or the persons employment has concluded to crc@rangesafety.ca.

It is highly recommended an appointment be prearranged for groups of 10 or more in advance of arrival at the Orientation Centre to minimize delays in processing. Also, consider the hours of operation of the CLAWR Orientation Centre which are located on our website www.rangesafety.ca.

2.5 Valid Identification

DND designates the following list as to what is acceptable valid photo identification for access to the CLAWR:

- **DL#** Driver's License (international Driver's License must be accompanied by country of origin driver's license (original))
- **ID#** Identification Card
- **ST#** Status Card
- **PP#** Passport
- **PAL#** Firearm Certificate
- **HC#** Health Cards (from ON, QC and BC only)
- **PR#** Permanent Resident Card
- **DND#** Department of National Defense
- **DNDL#** Department of National Defense Driver's License (404)
- **CIT#** Citizenship Card
- **CC#** Corrections Canada
- **PPC#** Passport Card
- **REF# & WP#** Refugee Status Paper MUST be accompanied by a valid Work Permit
- **LI#** Landed Immigrant Paper
- **NRC#** Natural Resources Canada
- **PL#** Gov't Canada Aviation Document – Pilot License
- **CI#** Certificate of Identity

A Valid Driver's License (original) must be presented if intending to operate a motor vehicle within the CLAWR. If any ID other than a driver's license is presented at time of access card issue, your card will be traced as you cannot drive on the CLAWR. To remove the trace, you must provide a valid Driver's License (original) to the orientation staff or at South Gate entrance for update to your file.

Range Control Staff will only accept stamped renewal applications for passports; all other renewal applications for documents are not accepted with one exception, interim Driver's License and interim ID's will be accepted for 30 days from date of issue or their expiry, whichever comes first.

2.6 Lost, Stolen, or Misplaced Card

A lost or stolen CLAWR Access Pass must be immediately reported to crc@rangesafety.ca or CLAWR ECC at (780) 815-6642.

Clients who have forgotten / misplaced their CLAWR Access Pass may be issued a temporary pass by Orientation Centre staff or if outside normal business hours, at South Gate.

3. CLAWR Visits and Tours

International Visitor / Tour Application

All persons visiting/touring the industry on the range must have a sponsor from a Prime Company on the CLAWR.

Some visits/tours of CLAWR oil & gas industry sites will require prior clearance from the Department of National Defence - 4 Wing Cold Lake (DND- 4 Wing). A Tour Application is required if persons on the visit/tour are:

VIPs – including representatives of local, municipal, provincial or federal governments (including Band councils); any media representative; senior executives of industry unrelated to oil & gas industry operations.

International visitors/tour – all groups that include non-Canadian citizens. All VIP/International visitors must be vetted by DND - 4 Wing via the CRC CLAWR Visit Request. Please note the additional time requirements for these tours.

A tour application to 4 Wing/DND is NOT required for:

Canadian Visitors - For Canadian citizens who do not meet the criteria above, a CLAWR Proof of Employment Form completed by the Prime company is to be filled out and accompany the visitor when attending the CLAWR Orientation Centre (CLAWR Proof of Employment indicating the individual(s) as "Canadian Visitor").

CLAWR Visit Request – Application for Submission to DND - 4 Wing

At least 30 days prior to the planned visit, the Prime Company sponsor must complete and forward an CLAWR Visit Request form including copies of the visitors' government issued photo ID to crc@rangesafety.ca. Processing by DND may be delayed in the event additional information is required.

International visitors and dignitaries must complete CLAWR Access Orientation Training prior to being granted access. International visitors and dignitaries must be escorted by their Prime Company sponsor for the full duration of their time within the CLAWR. The Prime Company sponsor is responsible for all clients listed on the CLAWR Visit Request and ensuring compliance with CLAWR Policies and Procedures. The intention to conduct a visit/tour off-road must be included in the submission for the visit/tour.

CLAWR VISIT REQUEST

This is to be used by employees of Prime companies to request CLAWR access for international visitors and/or tour participants who are not gainfully employed or scheduled to work for the requesting company. All visits to the CLAWR will be sponsored by an employee of a Prime.

Tour requests are required no later than one month prior. Final tour itineraries and visit requests are required no later than TWO WEEKS prior to visit date – sent to crc@rangesafety.ca.

DND responses will be returned to the sponsor. The following details are required:

1. DATE OF INTERNATIONAL VISIT and/or CLAWR TOUR

(DAY/MONTH/ YEAR)

2. PURPOSE OF INTERNATIONAL VISIT and/or CLAWR TOUR

(PRIME COMPANY REQ'T FOR VISIT)

3. AFFILIATED COMPANIES BEING REPRESENTED

(ATTACH LIST IF REQ'D)

4. PRIME COMPANY SPONSOR

(CONTACT INFO OF SPONSOR(S))

5. DURATION OF INTERNATIONAL VISIT and/or CLAWR TOUR

(MAXIMUM DURATION OF VISIT)

6. PARTICIPANTS of INTERNATIONAL VISIT and/or CLAWR TOUR

FULL LEGAL NAME OF VISITOR	CITIZENSHIP	VALID GOV'T I.D. /PASSPORT INCLUDED	CLAWR ORIENTATION COMPLETE

SIGNATURE OF SPONSOR

DATE

4. RESTRICTED ZONE TRAVEL

Movement outside the Integrated Zone will only be approved after completion of the CLAWR Industry Orientation, a call sign being registered with the Emergency Call Centre (ECC), and a prior radio approval being issued through ECC (via radio).

Vehicle passengers do not require a call sign.

4.1 Obtain a Call Sign

Client contacts ECC via phone @ 780-815-6642 to request a call sign;

ECC will confirm active card status, CLAWR Industry Orientation and valid DL;

ECC issues and activates call sign.

4.2 Apply for a Work Zone

The CLAWR Work Zone request tool can be found at www.rangesafety.ca under the "Working on the CLAWR" tab.

Reservations must be submitted before 1200 hrs each Tuesday for the following week to ensure deconfliction with 4 Wing Operations.

5. CIVILIAN AIR ACCESS

Any industry client requiring air access to the CLAWR must submit a Civ Air Request to crc@rangesafety.ca nlt 1200 hrs on Thursday for access commencing on Friday.

Only an employee of a Prime Company can submit this request. Government agencies requiring access must get approval from 4 Wing by calling 780- 840-8000 ext. 7978 or emailing clawraccess@forces.gc.ca.

Approvals will normally be published each Thursday afternoon at www.rangesafety.ca.

Required radio frequencies and check-in procedures/restrictions will be indicated on the approval document.

Rotary wing operators and passengers must complete the CLAWR Industry Orientation Briefing found at www.rangesafety.ca or in person at the CLAWR Orientation Center. The following procedures must be followed for all operators and passengers landing on the CLAWR once every 2 years upon renewal of the Industry Orientation Briefing:

Canadian citizens: email the following documents to crc@rangesafety.ca and clawr.emergencycallcentre@rangesafety.ca:

- proof of identity (see CAR's Policy Manual section 1.2 for ID requirements) including the photo (to include name and document number at a minimum - interim documents will not be acceptable),
- a clearly readable "selfie" holding a valid ID with picture next to your face for verification of identity,
- properly completed and signed Acknowledgement form (available on request from CRC or ECC), and
- copy of a successfully completed Industry Orientation Briefing.

Once all 4 of these documents have been received and processed, air access will be granted without a range access card being issued. If the Canadian citizen chooses not to email the above documents, they will be required to attend the CLAWR Orientation Center in person to complete the required paperwork.

Non-Canadian citizens (including permanent residents): Must attend the CLAWR Orientation Center (without exception) and complete all the required paperwork to obtain access to the CLAWR. Bring the required documentation (see CAR's Policy Manual section 1.2 for access requirements) and you will be issued a range access card.

Fixed wing operators are not required to complete the orientation briefing or obtain a CLAWR access card unless entering the range by ground. Fixed Wing Operators must still submit a CIVAIR Access for approval to fly into the CLAWR and follow all procedures outlined in their approval.

A manifest to include the pilot's name and all passenger names with CLAWR card numbers (if applicable) must be emailed to clawr.emergencycallcentre@rangesafety.ca no later than the night before the approved flight.

A full description of how to fly on the CLAWR can be found in the Civilian Air Access Procedures document at www.rangesafety.ca.

CIVILIAN AIRCRAFT ACCESS REQUEST FORM

Prime Sponsor Name & Contact Info		
Requested Flight Dates		
Aircraft company, type, and number of aircraft requested		<input type="checkbox"/> Helicopter <input type="checkbox"/> Fixed Wing
Pilot's Name(s), contact information, & CLAWR Card #'s		
Passenger Names with CLAWR Card #'s (if applicable)		
Purpose of Flight		
Data collection being requested: (if other than photo/video)		
Company, Contractor and Aircraft Emergency Contact Info		
Additional Coordinating Details		

NOTE:

The civ air flight application for all flights is due no later than noon Thursday and is effective (once approved) from Friday to the following Thursday.

Email the completed form and .pdf map of flight areas / landing locations with any questions to crc@rangesafety.ca.

A manifest to include passenger names with CLAWR card numbers (if applicable) must be emailed to clawr.emergencycallcentre@rangesafety.ca nlt the night before the approved flight.

6. REMOTELY PILOTED AIRCRAFT SYSTEM (RPAS) OPERATION

Any Industry client requiring approval to operate an RPAS on the CLAWR must submit a 4 Wing RPAS Request to crc@rangesafety.ca no later than 7 calendar days prior to the planned flight date.

Only an employee of a Prime Company can submit this request.

If the request is approved by DND, the operator will be required to submit a Civilian Air Access Request for the flight as per the civilian air access procedures.

The RPAS pilot must inform Sentry 30 minutes prior to flight commencement and immediately following flight completion.

If requested, all imagery on DVD must be submitted to CRC for DND vetting.



**4 Wing Cold Lake
Unmanned Aircraft
Systems Prior Permission
Request (PPR) Form**

(3030-1)



Application for UAS operations within 4 Wing Cold Lake Military Airspace shall be submitted to the CRC for review no later than 7 working days prior to the planned operation. Applicants are to email the completed form including their Advanced Operations Pilot Certificate, Special Flight Operations Certificate (SFOC) if required, and a satellite map showing intended area of operations to the CRC. RPAS operators are expected to be familiar and comply with the RPAS policy as outlined in the CLAWR Access & Regulations for Industry document found at www.rangesafety.ca. The 4 Wing 4 OSS Commanding Officer reserves the right to approve, approve with restrictions or deny any PPR for any reason.

Please complete this form and return it via E-mail. For any questions, contact CRC.

Phone: 1-780-594-2554 x.5

Cell: 1-780-813-1803

Email: crc@rangesafety.ca**Operation Information**

Organization: _____

Start Date of Operations: _____ End Date of Operations: _____

Purpose: _____

Launch Location (Lat/Lon): _____ Recovery Location (Lat/Lon): _____

Ground Ops Location (Lat/Lon): _____ Handoff Location (Lat/Lon): _____

Operating Altitude: _____

Launch/recovery times: _____

Proposed Route:

Amplifying Information:

Give detailed explanation of any exceptions to 4 WFROs being requested:

Make and model of UAS including description of EM emissions (incl. freq & max power output):

EM/EO/IR sensors on board (incl. purpose and capability):

Sensor Plan (incl. where and what the sensors on board will be viewing) *(include as an attachment to this form)*

List of Onboard Navigational equipment:

What Class(es) of airspace will the UAS operate in?

Does the UAS have sense and avoid capabilities?

Is the UAS certified with the Federal Aviation Administration?

If yes, attach certification documents

List of operators names and qualifications:

Requestor Information

Name: _____

Email: _____ Phone: _____

4 Wing UAS OFFICER Recommendation (Office Use)

Recommended _____ Signature _____ Date _____

Comments

4 Wing CO 4 Operational Support Squadron Approval (Office Use)

Approved _____ Signature _____ Date _____

Comments

7. TALL RIG AND CRANE APPLICATION

Any industry client that requires a tall rig or crane over 115' AGL in height on the CLAWR must submit a Tall Rig and Crane Request to crc@rangesafety.ca no later than 7 calendar days in advance of the required stand-up date.

Only an employee of a Prime Company can submit this request.

Once approval is received, the DND AIF (approval document) must be posted at the location of the tall rig or crane.

Approvals will also be published on the website www.rangesafety.ca.

Clients are required to notify Range Control at crc@rangesafety.ca when the structure is stood up and stood down.

DND may occasionally require all tall structures be lowered to below 100' AGL, for example during Exercise Maple Flag.

TALL RIG / CRANE – CLAWR POSITIONING REQUEST FORM

1. Temporary structures (Drilling equipment, Cranes, etc) with a height in excess of 115' AGL cannot be erected on the Cold Lake Air Weapons Range (CLAWR) without a DND approved Aircrew Information File (AIF) received from Range Control and posted at the location of the tall structure.

2. Please complete this document and email to crc@rangesafety.ca.

Request Date:

Rig Drawing

☐

Estimated Derrick Up Date:

Positioning :

☐

Cenovus / CNRL

Duration :

☐

Range Control Contact:

AIF Issued :

☐

General Request:

Rig Specifications:

Pad Coordinates NAD 83 (Canada):

8. KEN BAKER ROAD WIDE LOAD MOVEMENT

Any load wider than 4.45m (14' 7") requires the closure of the KBR by RPO due to the lack of paved shoulders and narrow turns.

Road Closure request form can be found under Operational Notices at www.rangesafety.ca

Notification is made by an employee of a Prime Company to CRC by submitting the KBR Road Closure Request to crc@rangesafety.ca.

Minimum 48 hours notification must be provided to CLAWR Range Control (CRC) prior to a move commencing to ensure all impacted companies operating on the CLAWR have adequate notification. If your move is planned for a Monday, CRC must be advised no later than 1200 hrs the preceding Friday.

CRC will deconflict the move with other Prime companies and will post the notification to the CLAWR KBR Closures tab at www.rangesafety.ca.

Upon arrival at the South Gate complex, or at the point where the load will enter the KBR on the CLAWR, the Load Coordinator will contact the Emergency Call Centre (ECC) at (780) 815-6642 and request RPO attendance. ECC will transmit a radio call to all users, notifying them of the impending closure.

RPO will escort the load to where the load departs the KBR. At that point the road closure will be lifted, and normal traffic can continue.