ACCES
TO FRENCH
GUIANA
SPACE CENTRE
SITES

CENTRE SPATIAL GUYANAIS

Port spatial de l'Europe
Europe's Spaceport

esa

arianespace
arianegroup

cnes

WELCOME TO
THE GUIANA SPACE

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This booklet is intended for anyone working at the Guiana Space Centre.
It reiterates the main rules and useful information relating to the conditions for accessing and circulating within the controlled areas.

The sensitivity of the Guiana Space Centre facilities (protection of property) and the nature of the activities that take place there (protection of people) require strict control of access and circulation.

THIS BOOKLET IS TO BE KEPT IN A SAFE PLACE

Badges must be worn visibly and continuously on all of the CSG sites

Access to and circulation within the Guiana Space Centre sites is controlled by means of an **access pass** as well as a **vehicle badge**. The access pass consists of:
➤ A photo badge.
➤ An electronic access card.

Human Check: security officers at the access checkpoints are responsible for checking:
➤ Badges are worn.
➤ The validity date of the badge.
➤ The photograph matches the badge holder.
➤ The colour authorising access to the site.
➤ The vehicle badge with the year.

Technical Check: through a system of pass readers installed at the entrance of the sites and sensitive areas. In some cases, this reader system is supported by a digital authentication keypad.

CENTRE

Summary

1. PHOTO BADGES

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IMPORTANT: In order for any person to be authorised to enter the CSG, they must have submitted a request, at least 30 days prior to their arrival, for a badge allowing access to the facilities.

This authorisation, which is established through the issuance of an access badge, is issued following an administrative security check carried out by the French State, also known as a basic check. It is supplemented by signing a commitment form relating to wearing the access badge.

■ How to obtain a personal badge?

Obtain a badge request form. Request forms are available:
– On the **GALAXI** portal
– In all department or site administration offices
– In the ALPHA Badge Reception building

For satellite customers: from ARIANESPACE

Who validates the request?

According to your activities, and the need substantiated by the company manager and approved by the CSG project manager, one or more colours will be requested and must be validated individually by each site manager.

For a satellite customer: validation by the mission director and Security and Protection manager for the campaign is compulsory

■ How to collect the badge?

Go to the ALPHA Badge Reception building, with a valid proof of identity to hand.

You will be given the photo badge and a PIN in an envelope upon signing a confidentiality and non-disclosure liability commitment.

To request vehicle access, obtain the form: from the ALPHA building and on GALAXI, with driving licence, vehicle registration documents (with up-to-date MOT), and insurance to hand

■ How long is the badge valid for?

Permanent personnel	3 years
Personnel on temporary missions and satellite customers	2 years
External Company Personnel	1 year
Occasional personnel	1 year
Administrative personnel	1 year
Industrial personnel	1 year
Construction personnel	duration of the construction work
Trainees	duration of the work placement

**IMPORTANT: All specific schedules are definitively deleted
3 months after the badge's expiry date.**

■ What is the colour code?

According to your activities or the need substantiated, the colour code on the badge shows the access authorisations to the various sites.

Area access*

🟦	CT • EPCU S1 • MDP** • METEO • MONTABO • PARIACABO • PANDORA
🟥	ELA • EPCU (S3 et S5) • ELV • ALSG • ZTO
🟩	ELA 4
⬛	EUROPROPULSION • REGULUS • BEAP/PCE • EFF
⬜	ELS
🟨	DIANE, route de l'Espace between KAROUABO and the MALMANOURY gate

* Details of the areas and buildings are found in the notes for the badge request form
** MDP: Montagne des Pères.

■ How to renew a badge?

30 days prior to the expiry date, complete the badge request renewal form, while ensuring the validity of your safety training with the BCS (Safety Coordination Office).

■ How to modify access rights or the type of badge?

If area access requirements change, complete the badge request form stating the modifications.

■ What to do in the event of a lost or stolen badge?

You MUST immediately notify:
– Your manager (project manager, mission director or DDO).
– And the ALPHA Badge Reception (see chapter on useful numbers) during working hours
– Or the alarms centre (Arago CDA, see the chapter on useful numbers) outside of working hours.

2. BADGE ELECTRONIC ACCESS CARDS

■ How to obtain access rights?

Access rights are automatically associated with colours but some more specific areas/buildings/premises require specific access schedule requests (permanent or one-off).

Obtain the access schedule request forms (permanent or one-off):
– On the GALAXI portal
– In all department or site administration offices
– In the ALPHA Badge Reception building

Completed forms must be sent to

BADGES MUST BE WORN VISIBLY ON ALL SITES

The security protection department and its officers may check your badge at any time

the validating entities 72 hours in advance.
For the customer: From ARIANESPACE or the DDO

NOTE: this procedure remains applicable for making changes to access rights.

■ What to do in the event of an operational incident?
Contact the access schedule department, Telephone:
0594 33 50 43.

The schedule department is active:
– Monday to Friday from 6 am to 8 pm
Outside of these periods,
contact the CSG alarms centre
on 0594 33 65 85.

3. RETURNING / REPLACING THE BADGE
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■ When to return the badge?
MANDATORY: at the end of the stay, campaign, mission or badge validity.

■ Where to return the badge?
To Badge Reception personnel:
– Monday to Friday from 6 am to 6.30 pm

Outside this period, in the special secure letterbox located at the entrance to the ALPHA Badge Reception building.

■ How to obtain a replacement for a lost badge?
Complete a declaration of loss (available from the ALPHA Badge Reception building or on the GALAXI portal), countersigned by your department head or your director.

For the customer, it shall be countersigned by the campaign mission director.

A replacement badge may only be considered after consultation with the CNES/CSG security officer.
A new PIN will be issued in an envelope upon signing a confidentiality and non-disclosure liability commitment.

4. ACCESS AND CIRCULATION

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■ Badge checks

SITE ACCESS RULES:
This compulsory visual check is carried out by security officers at the checkpoints.

Stop at the checkpoints for each site.

Facilitate the checks by the security officers:
– You must show your access pass (photo badge) and your vehicle access card.
– All occupants of a vehicle must show their access pass.
– Comply with requests to visually inspect the habitable space and to open the boot of the vehicle.
– Random vehicle searches may be conducted upon entering and exiting the sites.

In the event of refusal to co-operate, you will be denied access authorisation.

■ Use of vehicle access gates

Vehicle SAS, which are active outside of working hours, allow access to the Technical Centre, the ELAs (KAROUABO) and the Boosters area (PECARI).

The vehicle SAS and the site entrance gates are open:
– Monday to Friday from 6 am to 8 pm except for specific operations.

In order to open the gate outside of working hours you must show your badge to a video gatekeeper.

PROCEDURE
To enter:
➤ Show the badge of all occupants of the vehicle to the video gatekeeper.
➤ Drive into the SAS when the first gate is open, only one vehicle at a time.
➤ Leave the SAS and enter into the area after the second gate has opened.

To exit:
➤ Stop at the exit gate, it will open automatically.
➤ Drive into the SAS when the first gate is open, only one vehicle at a time.
➤ Leave the SAS and exit after the second gate has opened.

For any problems encountered at the gate:
– If the exit gate's automatic mode is not activated, use the dedicated orange telephone to ask for the gate to be opened.
– Call the Alarms Centre (Arago CDA, see the chapter on useful numbers), or by picking up the nearest dedicated orange telephone.

IN THE EVENT OF A LONG WAIT, PICK UP THE TELEPHONE

■ **Checks at the vehicle barriers**
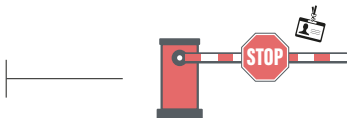
Automatic checkpoints at area entrance and exit via the barrier consisting of an access card reader.

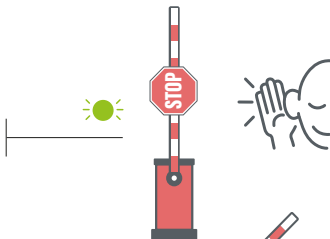☞ *The barrier is closed.*
Present the access card
to the reader.
The access card is identified
by the reade

☞ *Rights are valid.*
The LED turns green
and a beep sounds
indicating that your request
has been received.
The barrier rises.

☞ *The vehicle may go through.*
The barrier closes as soon
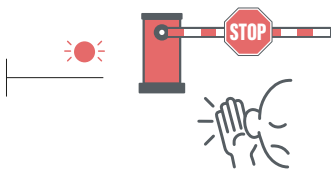as the vehicle has
passed through the barriers.

**IMPORTANT: All vehicle passengers must present
their access card to the reader in order to ensure their
access rights are fully taken into account.**

**Failure to comply with this rule at the area entrance will result
in access being refused at readers in any other area.**

☞ *Rights are refused.*
The LED turns red and a
beep sounds indicating
that your request has
not been accepted.
The barrier remains down.

A dedicated orange telephone
can be used to contact the Alarms
Centre (Arago CDA) in the event
of a problem with these barriers.

**PROHIBITED: NEVER ATTEMPT
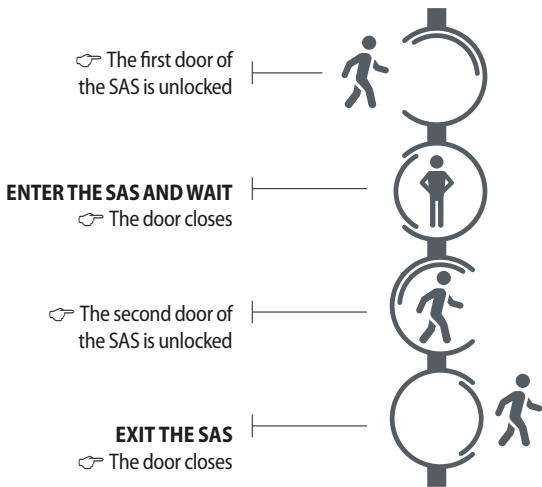TO FOLLOW THE VEHICLE IN FRONT.**

■ Single-passage access sas

These control means are used at the entrance and exit of some controlled areas with restricted access. Example: access to clean Halls EPCU, BAF, etc.

PROCEDURE

When an access request is pending, the doors of the SAS are closed.

Present the access card to the reader. Then enter your PIN.

☞ The first door of the SAS is unlocked

ENTER THE SAS AND WAIT
☞ The door closes

☞ The second door of the SAS is unlocked

EXIT THE SAS
☞ The door closes

WAIT 15 SECONDS, THE SAS IS AVAILABLE AGAIN

■ identification of controlled areas

Three notices are affixed on doors under controlled access, at the entrance to the zone.

> **RESTRICTED AREA CONTROLLED ACCESS**

> **AREA RESERVED FOR ACCESS CARD HOLDERS**

> **OPENING TIME CONTROLLED AND LIMITED TO 30 SECONDS**

In a controlled area, secondary exits that are not equipped with an access card reader are exclusively reserved for evacuations (except when required).

A notice indicates that opening these exits is prohibited.

> **RESTRICTED EXIT EXCLUSIVELY RESERVED FOR EVACUATIONS**

5. WHAT YOU MUST NEVER DO

Facilitate access for individuals to the controlled areas, whether or not they are scheduled.

Loan your access pass.

Leave it visible in your vehicle, or unattended

.Mechanically damage the access badge (pierce, cut, etc.). The electronic circuit will be rendered unusable and the card will not work. **Separate the electronic card and the photo badge**
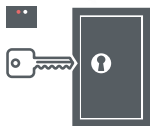
Submerge it in water.

Clearly display the badge outside of the CSG

Open an access-controlled door without swiping your badge.

Leave an access-controlled door open for longer than 30 seconds.

Use an alarm-controlled emergency exit, except in an emergency.

These actions trigger alarms and may conceal a real problem.

6. USEFUL NUMBERS

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Services

BADGE-RECEPTION DEPARTMENT
Tel.: **0594 33 53 52**
E-mail: accueil-pro-csg@cnes.fr

ACCESS SCHEDULE DEPARTMENT
Tel.: **0594 33 50 43**
E-mail: programmation-ssg@cnes.fr

CSG SWITCHBOARD
Tel.: **0594 33 71 92**

LEVEL 2 ON-CALL SECURITY-PROTECTION
Pager **641**

To call a pager:
From a landline located on the CSG site, dial:
➤ **78**
➤ Followed by the number of the pager
you are calling (*example* 641)
➤ Followed by the last 6 numbers of the phone
line on which you would like to be called:
33 XX XX

From outside the CSG
➤ Contact the CSG Alarm Centre (Arago CDA)
on 0594 33 65 85
➤ The security officer will undertake the
steps to contact the on-call personnel.