Section 9 – On-Scene Security Survey

The on-scene security survey forms an integral part of the ship security assessment. It is through the on-scene security survey that ship security plans accurately reflect ship specific aspects, including those of seemingly identical sister ships.

Prior to conducting the on-scene security survey, information has been collected on the ship (Sections 1 and 3), access points (Section 4), restricted areas (Section 5), evacuation routes (Section 6) and existing security measures (Section 7). In addition, a threat evaluation and risk assessment has been carried out (Section 8) and additional security measures have been identified.

The on-scene security survey brings all this information together **onboard the ship**. During the on-scene security survey the accuracy of this information is confirmed and the details of all security measures finalised for the three security levels adopted in the ISPS Code.

The following documentation, which was prepared in previous sections, now can be completed:

- Section 1 – Documentation
- Section 3 – Ship's General Arrangements
- Section 4 – Ship Access
- Section 5 – Restricted
- Section 6 – Emergency Evacuation Routes
- Section 7 – Existing Security Systems

During the on-scene security survey the following items are also addressed:

- Section 10 – Ship Communications
- Section 11 – Embarkation of Persons and Baggage
- Section 12 – Cargo and Ships Stores Handling
- Section 13 – Security Monitoring
- Section 14 – Contingency Plans

ISPS Code – Practical Pack

Documentation (Section 1)

Not all information will be available at an initial ship security assessment and on-scene security survey.

Information Item	Location Held And Means Available By	Yes	No	Remarks
Company Policy And Responsibilities				
Company Security Policy Statement				
Master's Authority Statement				
Responsibility For Crew Hire				
Company Security Officer's Responsibilities				
Ships Security Officers Responsibilities				
Persons Authorised To Enter In To A Declaration Of Security				
Company Security Organisation				
Ship's Current Employment				
Owner / Company				
Charter Details				
Trade Pattern				
Cargo				

ISPS Code – Practical Pack

Information Item	Location Held And Means Available By	Yes	No	Remarks
Contact List				
Company Security Officer				
Ships Security Officer				
Port Details (To Include Port Facility Security Officer, Shipping Agents etc.)				
Records				
Security records for previous 10 (minimum) Ship/Port and Ship/Ship interfaces and any previous Declaration of Security documents				
Security Drills (At Least Once Every 3 Months)				
Security Exercises (Annually with not more than 18 months between)				
Security Training				
Audits (Internal and External)				
Previous assessments				
Approved amendments and supporting records				
Security Reports (Daily, Routine, Incident, Acknowledgements to Security level Change)				

ISPS Code – Practical Pack

Maintenance of Security Equipment

Quoted from ISPS Code, Part A 9.8.1

"Nevertheless, the provisions in the plan relating to section 9.4 subsection .2, .4, .5, .7, **.15**, .17 and .18 of this Part of the Code are considered as confidential information, and cannot be subject to inspection unless otherwise agreed by the Contracting Governments concerned."

Quoted from ISPS Code, Part A 9.4.15

"Procedures to **ensure** the inspection, testing, calibration, and maintenance of any security equipment provided on board."

Please note that it is the procedures to **ensure that maintenance is carried out** that are considered as confidential information. The actual maintenance of the equipment may be incorporated into the ships' planned maintenance system.

The following information is required for each individual item of security equipment provided on board:

This can be in electronic form or in hard copy in the ships maintenance records.

Procedures to ensure that the inspection, testing, calibration and maintenance of security equipment are included in the ship security procedures attached to the ship security plan.

Information Item		Location Held And Means Available By	Yes	No	Remarks
Maintenance Of Security Equipment					
Date for next test/calibration	Each Item				
Date for next test/calibration	Each Item				
Details of faults	Each Item				
Details of repairs	Each Item				

Section 4 – Ship Access

All access should be marked on the ship's GA plan and documented in the relevant Access table.

Access 1 – to vessel	Access 2 – within vessel
Mooring lines	Doors
Anchor chains	Ramps
Pilot ladders/Jacobs ladder	Emergency/Escape hatches
Gangways	Cargo hatches, doors, ports
Ramps	Ports, scuttles
Cranes	
Hoists	
Bunker Stations	
Discharge hoses	

Information must be included for:

In port alongside

At anchor

At sea under passage

Each door or entry point requires an identification number. The easiest way to do this is deck by deck using the ship's GA plan and confirmed during the On-scene Security Survey. See the example GA plan and tables on the following pages.

ISPS Code – Practical Pack

Access 1 – to vessel

To vessel / Type	No	Location	Level 1		Level 2		Level 3		Remarks
			Yes	No	Yes	No	Yes	No	
Mooring Lines	*Var*	*Bow, stern, amidships*							*Conical "rat guards" are to be fitted to all mooring lines at security level 2 & 3*
Monitor visually				*No*		*No*	*Yes*		
Monitor by cameras				*No*	*Yes*		*Yes*		
Use of alarms and sensors				*No*		*No*		*No*	
Use of security lighting			*Yes*		*Yes*		*Yes*		
Man access points						*No*		*No*	
Lock, secure access points						*No*		*No*	
Checked at intervals by security patrol			*Yes*			*No*	*Yes*		
Checked regularly by security patrol				*No*	*Yes*		*Yes*		
Anchor chains	*2*	*1. Bow port* *2. Bow stbd*							
Monitor visually									
Monitor by cameras									
Use of alarms and sensors									
Use of security lighting									
Man access points									
Lock, secure access points									
Checked at intervals by security patrol									
Checked regularly by security patrol									

ISPS Code – Practical Pack

To vessel	No	Location	Level 1		Level 2		Level 3		Remarks
Type			Yes	No	Yes	No	Yes	No	
Pilot ladder/Jacobs ladder Secured in board when not in use Manned when in use Checked at intervals by security patrol Checked regularly by security patrol Only used with Masters authority or for emergency	*2*	*1. Port side mid ship* *2. Starboard side mid ship*							
Gangways Monitor visually Monitor by cameras Use of alarms and sensors Use of security lighting Man access points Lock, secure access points Checked at intervals by security patrol Checked regularly by security patrol	*1*	*Port side*	*Yes* *Yes* *Yes*	*No* *No* *No* *No* *No*	*Yes* *Yes* *Yes* *Yes* *Yes*	*No* *No*	*Yes* *Yes* *Yes* *Yes* *Yes* *Yes* *Yes*	*No*	*At Security Level 3 all gangways are to be raised when not in use. Gangways are only to be lowered on instruction of the master or SSO.*
Ramps Monitor visually Monitor by cameras Use of alarms and sensors Use of security lighting Man access points Lock, secure access points Checked at intervals by security patrol Checked regularly by security patrol	*NIL*								

ISPS Code – Practical Pack

To vessel	No	Location	Level 1		Level 2		Level 3		Remarks
Type			Yes	No	Yes	No	Yes	No	
Cranes (ship) Manned when in use Secured inboard when not in use Not to be used	*4*	*1. Port mid ship* *2. Stbd mid ship* *3. Port stern* *4. Stbd stern*							
Hoists Manned when in use Secured inboard when not in use Not to be used	*NIL*								
Hoses (Bunkers, etc) Monitor visually Monitor by cameras Use of security lighting Manned when in use Checked at intervals by security patrol Checked regularly by security patrol Not to be used	*NIL*								
Cargo hoses Monitor visually Monitor by cameras Use of security lighting Manned when in use Checked at intervals by security patrol Checked regularly by security patrol Not to be used	*10*	*1. 1-5 manifold Port mid ship* *2. 6-10 manifold Stud mid ship*							

ISPS Code – Practical Pack

To vessel	No	Location	Level 1		Level 2		Level 3		Remarks
Type			Yes	No	Yes	No	Yes	No	
Any other(paint punts, etc)									

ISPS Code – Practical Pack

📄   **Access 2 – within vessel**

Within vessel	No	Location	Level 1		Level 2		Level 3		Remarks
Deck			**Open**	**Lock**	**Open**	**Lock**	**Open**	**Lock**	
Nav Bridge									
Sliding doors	*2*	*NBD 1. Port side in to bridge* *NBD 2. Stbd side in to bridge*							
E Deck	*NIL*								
D Deck									
External door	*3*	*D1. Port side in to lift* *D2. Port side of stbd side stairwell* *D3. Stbd side of stbd side stairwell*							
C Deck									
External door	*2*	*C1. Port side door to main passage* *C2. Stbd side door to main passage*							

ISPS Code – Practical Pack

Within vessel	No	Location	Level 1		Level 2		Level 3		Remarks
Deck			Open	Lock	Open	Lock	Open	Lock	
B Deck									
External door	*2*	*B1. Port side door to main passage* *B2. Stbd side door to main passage*							

ISPS Code – Practical Pack

Deck	No	Location	Level 1		Level 2		Level 3		Remarks
Doors			Open	Lock	Open	Lock	Open	Lock	
A Deck									
External door	*4*	*A1. Port side fwd to fwd passage* *A2. Port side aft to aft passage* *A3. Stbd side fwd to fwd passage* *A4. Stbd side aft to aft passage*							
Upper Deck									
External door	*2*	*UD1. Port side to main passage* *UD2. Stbd side to main passage*							

ISPS Code – Practical Pack

Deck	No	Location	Level 1		Level 2		Level 3		Remarks
Doors			**Open**	**Lock**	**Open**	**Lock**	**Open**	**Lock**	
Sunken Deck									
External door	*5*	*SD1. Port side aft to main passage* *SD2. Inboard aft to Provision Store* *SD3. Stbd inboard aft to main passage* *SD4. Stbd side aft to Fire cont. foam room* *SD5. Port side fwd funnel air lock to engine casing* *SD6. Stbd aft funnel to steering gear room and emergency fire pump room*							
Ramp									

ISPS Code – Practical Pack

Deck	No	Location	Level 1		Level 2		Level 3		Remarks
Doors			Open	Lock	Open	Lock	Open	Lock	
Sunken Deck									
Emergency/escape hatches	*1*	*SD7. Aft of funnel to steering gear room*							
Cargo hatches									
Ports, scuttles									

Section 5 – Restricted Areas

Restricted Areas means "**spaces that are essential to the operation, control, or safety of the vessel**".

Once these areas have been identified this information along with their location should be marked onto the General Arrangement plan.

This information should also be entered into the attached tables.

Examples of Restricted Area	
Bridge	Ships stores spaces
Radio/communications room	Crew and personnel accommodation
Engine control room	Safety and emergency equipment storage
Cat A mech. Spaces	Electrical control/equipment room
A/C vent and control room	Lighting control room
Potable water tanks, pump, manifold controls	Steering gear room
Security, surveillance, control room	Cargo storage areas
Areas containing dangerous goods, hazardous substances, unaccompanied baggage	External cargo storage areas (containers etc)
Spaces containing cargo pumps and their controls	

ISPS Code – Practical Pack

Security of Restricted Areas

Location	Deck	Level 1	Level 2	Level 3	Remarks
Wheelhouse & radio space Locked Unlocked Keys Held By Security Control / Check	Nav deck	*Unlocked crew access only Duty watch responsible*	*External doors locked access controlled by Duty watch keys held by duty watch*	*External and internal doors locked, access controlled by duty watch keys held by duty watch.*	
Electrical equipment room Locked Unlocked Keys Held By Security Control / Check	E Deck	*Locked keys held by Eng/Dept staff*	*Locked, Checked by security patrol. keys held by Eng/dept staff*	*.*	
Captains Day Cabin Locked Unlocked Keys Held By Security Control / Check	C Deck	*Locked when not in use Keys held by Captain*			
Captain's Office Locked	A Deck	*Locked when not in use Keys held by Captain*	*Locked checked by security patrol Keys held by Captain*	*Locked, Regular check by security patrol Keys held by*	

ISPS Code – Practical Pack

Location	Deck	Level 1	Level 2	Level 3	Remarks
Unlocked Keys Held By Security Control / Check				*Captain*	
Cargo control room Locked Unlocked Keys Held By Security Control / Check	A Deck	*Locked (Electronic Key Card) when not in use Card held by Cargo Officer*	*Locked checked by security patrol Card held by Cargo Officer*	*Locked, Regular checked by security patrol Card held by SSO*	
Bonded store room Locked Unlocked Keys Held By Security Control / Check	Upper Deck				
Hospital Locked Unlocked Keys Held By Security Control / Check	Upper Deck				
A/C Mach. Room Locked Unlocked Keys Held By Security Control / Check	Sunken Deck			*Locked, Regular check by security patrol Keys held by Eng/Dept staff*	

ISPS Code – Practical Pack

Location	Deck	Level 1	Level 2	Level 3	Remarks
Emergency generator room Locked Unlocked Keys Held By Security Control / Check	Sunken Deck	*Locked when not in use Keys held by Eng/Dept staff*		*Locked, Regular check by security patrol Keys held by Eng/Dept staff*	
Engine room Locked Unlocked Keys Held By Security Control / Check	Tank Top Deck				
Pump room Locked Unlocked Keys Held By Security Control / Check	Tank Top Deck				
Steering gear room and fresh water tanks, manifold and pump Locked Unlocked Keys Held By Security Control / Check	Tank Top Deck				

ISPS Code – Practical Pack

Location	Deck	Level 1	Level 2	Level 3	Remarks
Discharge manifolds Locked Unlocked Keys Held By Security Control / Check	Upper Deck				
Paint store Locked Unlocked Keys Held By Security Control / Check	Sunken Deck				
Engine casing Locked Unlocked Keys Held By Security Control / Check	Sunken Deck	*Locked when not in use Keys held by Eng/Dept staff*	*Locked checked by security patrol Keys held by Eng/Dept staff*	*Locked, Regular check by security patrol Keys held by Eng/Dept staff*	*At security level 2, patrols will cover access points. At security level 3, patrols will cover Eng Casing interior*

ISPS Code – Practical Pack

Location	Deck	Security State and Key Holder	Remarks
Incinerator space **Deck store**	Sunken Deck	*Locked when not in use Keys held by Bosun*	
O$_2$ Room **C$_2$H$_2$ Room**	Sunken Deck	*Locked when not in use Keys held by Eng/Dept staff*	
Cargo gear locker (Port) **Cargo gear locker (Stbd)** **Bosun's store (bow)** **Chain locker (bow)**	Upper Deck	*Locked when not in use Keys held by Bosun*	

Section 6 – Emergency Evacuation Routes

This information should be readily available onboard. However this will have to be updated and reviewed to enable the routes to be used in conjunction with the different access states at security levels 1, 2 and 3. Where possible this information should be shown on the ship's General Arrangement (GA) plan.

Confirm suitability of evacuation routes marked on GAs. Amend as necessary in line with actual circumstances onboard.

Section 7 – Existing Security Systems

Document the locations and coverage of existing on board security and surveillance systems.

The information should also be marked on the ship's General Arrangements (GA) plan and entered into the attached table:

Examples of Security Systems

- Cameras

- Alarms

- Sensors

- Security Lighting

- Key Pad Entry

- Electronic Card Entry (Swipe Card)

- Metal Detectors

- Security Locks/Seals

Existing Security Systems could include but are not limited to the examples above.

ISPS Code – Practical Pack

📄 **Existing Security Systems**

Location	Type	Area Covered	Monitor Point	Power Source	Remarks
Cameras					
Total No 3					
1. Port side aft of Nav. Bridge Deck	*Low light video*	*Port side Sunken Deck area and Port waterside*	*Bridge*	*Ships main*	
2. Stbd side aft of Nav Bridge Deck	*Low light video*	*Stbd side Sunken Deck area and Stbd waterside*	*Bridge*	*Ships main*	
3. Stbd side aft on funnel weather rail	*Low light video*	*Stern Sunken Deck area and astern waterside*	*Bridge*	*Ships main*	
Alarms					
Total No 1					
1. Bonded Store door Upper Deck	*Contact breaker*	*Access to Bonded Store*	*Bridge*	*Ship main*	*Silent alarm, reset in bonded store Key held in Capt Office*
Sensors					
Total No 1					
Captains Office on A Deck	*Contact breaker*	*Captains Safe*	*Bridge*	*Ship main*	*Silent alarm, reset alarm panel in Bridge*

ISPS Code – Practical Pack

Location	Type	Area Covered	Monitor Point	Power Source	Remarks
Security Lighting					
Total No *3*					
1. Port side 6 lights at 40 m intervals along length	*Halogen tilt*	*Complete length of port side, hull and waterside area*	*On each individual light*	*Ship main*	
2. Starboard side 6 lights at 40 m intervals along length	*Halogen tilt*	*Complete length of Stbd side, hull and waterside area*	*On each individual light*	*Ship main*	
3. Stern (single light)	*Halogen tilt*	*Stern waterside area*	*On individual light*	*Ship main*	
Key Pad Entry					
Total No *1*		**Control Access To**	**Combination (In Use)**	**Date Last Changed**	
Engine room Door on Sunken Deck	*4 Digit*	*Engine room*	*1234*	*24/12/02*	
Electronic Card Entry					
Total No *1*			**Card Issue No (In Use)**		
Cargo control room door on A Deck	*Swipe*	*Cargo Control room*	*No 13*	*24/12/02*	

ISPS Code – Practical Pack

Ship Communications, Embarkation of Persons and Baggage, Cargo and Ships Stores Handling, Security Monitoring and Contingency Plans

Sections 10 to 14 of this Practical Pack deal with the above areas. The content of these sections and the security measures to be employed will depend on the layout of the ship, company policy and the outcomes of the threat evaluation and risk assessment conducted in Section 8.

During the on-scene security survey the implementation and suitability of these measures should be confirmed. Again, controls on these measures will be contained in the ship security procedures, which are attached to the ship security plan.