

## Section 1 – Documentation

The following information is required to produce a ship security assessment:

Part 1 – Company Policy and Responsibilities

Part 2 – Company Security Organisation

Part 3 – Ship's Current Employment

Part 4 – Contact Lists

Part 5 – Records

Part 6 – Maintenance of Security Equipment

Once completed and documented it becomes the relevant section within the ship security assessment. A copy is then put forward and becomes the equivalent section within the ship security plan.



To avoid the same information being held on several systems within the ship and for ease of review or update, not all information may be directly documented within this section of the ship security assessment. However, it must clearly state where the information is held and must be readily accessible.



At the start of each part a list of the relevant headings is displayed and, subsequently, for each heading, an example has been compiled.

## **Part 1 - Company Policy and Responsibilities**

1. Company Security Policy Statement
2. Statement of Masters Authority
3. Responsibility for Crew Hire
4. Responsibility for Ship Employment
5. Company Security Officer Responsibilities (for specific ship)
6. Ship Security Officer Responsibilities (for specific ship)
7. Authority to Enter into a Declaration of Security



### Company Security Policy Statement

*It is the policy of XXX XXXXXXXX shipping company to provide a secure working environment, by establishing and maintaining the required security measures to prevent unlawful acts against ships, which endanger the safety and security of persons and property on board company ships.*

*Company objectives are to:*

- Provide security procedures and practices for ship operations to protect the security of ports and the wider community*
- Establish safeguards to reduce the risk to passengers, crew and port personnel on board company ships*
- Improve the security skills and awareness of company personnel ashore and onboard ship*
- Prepare contingency measures for emergencies relating to possible security incidents.*

*These objectives will be achieved by:*

- A Ship Security Assessment and a Ship Security Plan specific to each individual ship*
- Comprehensive training for company personnel*
- Actively promoting security awareness amongst company personnel*
- Regular documented reviews and internal audits of security procedures and plans, in order to allow for constant update and improvement to the plan.*

*All employees are expected to comply with the required procedures within the ship security plan and should be familiar with the relevant security duties required of them and the measures required to protect the ship from any unlawful act.*

*The company shall ensure that the company security officer, the master and the ship security officer are given the necessary support to fulfil their duties and responsibilities in accordance with XI-2 of the 1974 SOLAS Convention.*



### Statement of Masters Authority

- 1. The master shall not be constrained by the company, the charterer or any other person from taking or executing any decision, which, in the professional judgment of the master, is necessary to maintain the safety and security of the ship. This includes denial of access to persons (except those identified as duly authorised officers of a Contracting Government) or their effects and refusal to load cargo, including containers or other closed cargo transport units.*
- 2. If, in the professional judgement of the master, a conflict between any safety and security requirements applicable to the ship arises during its operations, the master shall give effect to those requirements to maintain the safety of the ship. In such cases, the master may implement temporary security measures and shall forthwith inform the Administration and, if appropriate, the Contracting Government in whose port the ship is operating or intends to enter. Any such temporary security measures under this regulation shall, to the highest possible degree, be commensurate with the prevailing security level. When such cases are identified, the Administration shall ensure that such conflicts are resolved and that the possibility of recurrence is minimised.*
- 3. The master has the authority to request the assistance of the company or of any Contracting Government as may be necessary in regard to the safety and security of the ship.*



### Responsibility for Crew Hire

*This information is available from the company office in electronic form through the ship management systems from Personnel Management Dept (include contact details).*



### Responsibility for Ship Employment

- 1. This information is available from the company office in electronic form through the ship management systems (include contact details).*
- 2. See the Continuous Synopsis Record (CSR), required by SOLAS XI-1 Regulation 5.*
- 3. Charter party information from Company/NVOCC.*



### Company Security Officer Responsibilities

The Company Security Officer designated for the ship “ *ships name* “ has the duties and responsibilities appertaining to that ship that include, but are not limited to:

1. *Advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information*
2. *Ensuring that ship security assessments are carried out*
3. *Ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the ship security plan*
4. *Ensuring that the ships security plan is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship*
5. *Arranging for internal audits and reviews of security activities*
6. *Arranging for the initial and subsequent verifications of the ship by the Administration or the recognised security organisation*
7. *Ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;*
8. *Enhancing security awareness and vigilance*
9. *Ensuring adequate training for personnel responsible for the security of the ship*
10. *Ensuring effective communication and co-operation between the ship security officer and the relevant port facility security officers*
11. *Ensuring consistency between security requirements and safety requirements*
12. *Ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship-specific information accurately*
13. *Ensuring that any alternative or equivalent arrangements approved for a particular ship or groups of ships are implemented and maintained*

*(The above requirements are taken directly from the ISPS Code)*

14. *Any company specific requirements...*



### Ship Security Officer Responsibilities

The Ship Security Officer designated for the ship “ *ships name* “ has the duties and responsibilities appertaining to that ship that include, but are not limited to:

1. *Undertaking regular security inspections of the ship to ensure that appropriate security measures are being maintained*
2. *Maintaining and supervising the implementation of the ship security plan, including any amendments to the plan*
3. *Co-ordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant port facility security officers*
4. *Proposing modifications to the ships security plan*
5. *Reporting to the company security officer any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verification of compliance and implementing any corrective actions*
6. *Enhancing security awareness and vigilance on board*
7. *Ensuring that adequate training has been provided to shipboard personnel, as appropriate*
8. *Reporting all security incidents*
9. *Co-ordinating implementation of the ship security plan with the company security officer and the relevant port facility security officers*
10. *Ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.*

*(The above requirements are taken directly from the ISPS Code)*

11. *Any company specific requirements...*



### Authority to Enter into a Declaration of Security

The following ship's personnel may enter into a Declaration of Security on behalf of the ship:

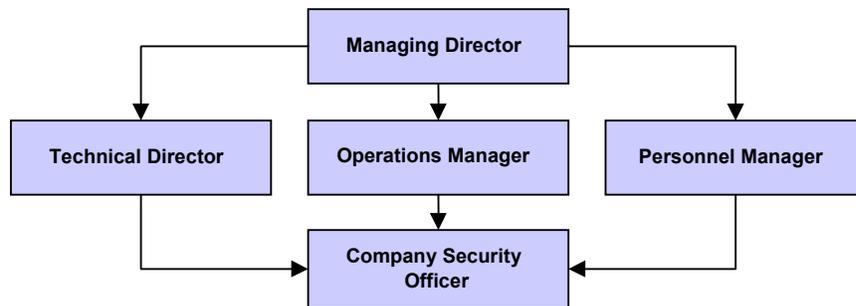
1. *Master*
2. *Ship security officer*
3. *Others directly authorised by the Master*

## Part 2 – Company Security Organisation

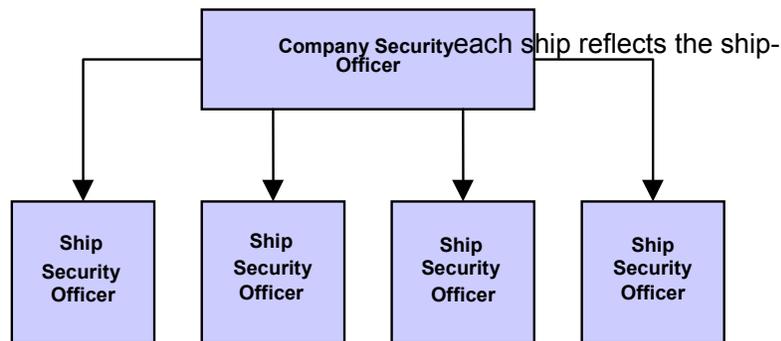
Organisation chart showing company security organisation, reflecting the management structure of the company. This will vary depending on the numbers of Company Security Officers (CSOs) and Ship Security Officers (SSOs) the company has. See possible examples below.



### Ashore

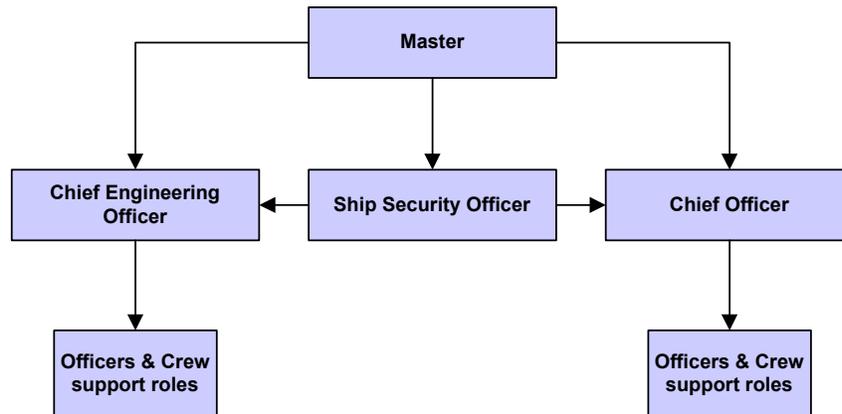


### Ship / Shore Interface





**Onboard**



## Part 3 – Ship's Current Employment

### Owner/Company



See CSR for information.

### Charter Details



Information may be available from company office in electronic form through ship management systems (contact details).



See CSR for information on bareboat charterer(s).

### Trade Pattern



Information should be available from company office in electronic form through ship management systems (contact details), for example: Liner Trade, Spot Charter Market.

### Cargo



Information may be held in electronic form under manifests through ship management systems.



Held in hard copy in manifests onboard.

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**Part 4 – Contact Lists**

The information may be held in electronic form on the ship's management system.

**Contact Lists**

1. CSO responsible for "*SHIP NAME*"

Contact Information	Details	Remarks
Name/Position		
Company		
Tel No		
FAX No		
Email		
Mobile No		
24 hr contact number		

2. SSO onboard "*SHIP NAME*"

Contact Information	Details	Remarks
Name/Position		
Company		
Tel No		
FAX No		
Email		
Mobile No		
24 hr contact number		
Ext No aboard		

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3. Company Security Manager (if applicable)

Main security manager dependant on number of CSOs the company has.

Contact Information	Details	Remarks
Name		
Company		
Tel No		
FAX No		
Email		
24 hr contact number		

4. Port Details

Contact information for the relevant agencies serving the ports frequented by the ship during the trading pattern. This may include details of any port on route that could be used for emergency purposes by the ship. Details of Coastal State Security Contacts are included in the security procedures which are attached to the ship security plan.

Port & Location	Port .....	Lat. and Long. ....	
		<b>Details</b>	<b>Remarks</b>
<b>Port Facility Security Officer</b>	Name Tel No Fax No E-Mail 24 hr Contact Radio Channel		
<b>Shipping Agents</b>	Name Company Tel No Fax No E-Mail 24 hr Contact		
Etc.			

## Part 5 – Records

The following records are required to be maintained by the ISPS Code Part A Section 10.

- Security records for previous ship/port facility and ship/ship interfaces
- Security Drills
- Security Exercises
- Security Training
- Audits (internal and external)
- Previous Assessments and Proposed Amendments
- Approved Amendments
- Security Reports (incidents and reports)

Additional records will need to be maintained to demonstrate full compliance with the requirements of the ISPS Code. Details of these records are included in the security procedures, which are attached to the ship security plan.

### Security records for previous ship/port facility and ship/ship interfaces

- Minimum of 10, taking account of Flag requirements
- Previous Declaration of Security documents

### Security Drills

All security drills carried out by the ship and the crew must be documented, reviewed and retained. This may be in electronic form or as an entry in the Ships Log, a copy of which should be sent to the CSO responsible for the ship.

Drills should be conducted at least once every three months. In addition, in cases where more than 25% of the ship's personnel has been changed, at any one time, with personnel that has not previously participated in any drill on that ship within the last three months, a drill should be conducted within one week of the change.

These drills should test individual elements of the plan such as those security threats listed in Part B paragraph 8.9 of the ISPS Code.

### Security Exercises

All security exercises carried out by the ship and the crew must be documented, reviewed and retained. This may be in electronic form or as an entry in the Ships Log, a copy of which should be sent to the CSO responsible for the ship.

Exercises should be carried out once each calendar year with no more than 18 months between the exercises and should include the involvement of

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others such as the CSO or Port Facility Security Officers and any other relevant authorities of Contracting Governments, if these people or agencies are available.

### **Security Training**

All security training carried out by the crew (which may be in the form of courses, awareness lectures, presentations, etc), including mandatory familiarisation training for all onboard and any accredited qualifications held by the crew must be documented and retained. This may be in electronic form or hard copy, a copy of which should be sent to the CSO responsible for the ship.

### **Audits**

Security audits, both external and internal, carried out on the ship must be documented, reviewed and retained. This may be in electronic form or hard copy, a copy of which should be sent to the CSO responsible for the ship.

Internal Audits should be carried out at least every 12 months and reports retained onboard for 5 years.

### **Previous Assessments and Proposed Amendments**

All previous assessments and proposed amendments to the ship security plan resulting from ongoing assessments, drills, exercises, and audits or a security incident must be documented, reviewed and retained. This may be in electronic form or hard copy, a copy of which is sent to the CSO responsible for the ship. The CSO shall advise which amendments require the approval of the Administration before they can be implemented onboard.

### **Approved Amendments**

Once an amendment has been approved by the Administration the amendment is inserted in to the relevant section of the plan and a copy must be retained and documented within records clearly indicating such approval. This may be in electronic form or hard copy, a copy of which is sent to the CSO responsible for the ship.

If these changes are temporary, once the original approved measures or equipment is reinstated, this documentation no longer needs to be retained by the ship.

### **Security Reports**

All security reports made by the ship's crew whilst carrying out their required duties or in the event of a security incident must be documented reviewed and retained. This must include any instruction to change the ship's security level and the ship's acknowledgement of that instruction. A security check and status report should be completed prior to or during normal watch keeping handover; this may be in electronic form, hard copy or as an entry in the Log.

## Part 6 – 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 philosophy of Inspection, Maintenance, Calibration and Test is “fit for purpose” and “in accordance with manufacturer’s recommendations”.

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

- Date for next test/calibration
- Date last test/calibration
- Details of faults
- Details of repairs

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