

INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE



**ISPS CODE
GUIDELINES FOR SHIP SUPPLIERS
AUGUST 2016**

INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE

General

The ISPS Code will come into force worldwide on July 1st 2004 and will affect all shipping over 500 g.r.t. and all ports servicing ships engaged on International Voyages. The Code does not refer specifically to Ship Suppliers, but it does cover ship stores. All ISSA Members should therefore have a clear understanding on how the implementation of this Code could affect their business activities.

The Code is written in two parts with an additional annex spelling out particular requirements that ships have to comply with under the rules of SOLAS (Safety of Life at Sea). Part A of the Code is Mandatory, while Part B is Voluntary and gives additional guidance on the implementation of Part A. In this document the requirements under Part A have been identified and any areas that are important for ISSA Members to appreciate have been highlighted in “red”. It should also be made clear, that the implementation of the Code, with the requirements for people to follow will differ, not only from Country to Country, but also from Port to Port within a Country and in extreme cases even within a single port. For example, some large ports will have many different operations such as a ferry terminal, bulk terminal, chemical and oil jetties, container berths etc. In such locations it quite possible to have different “levels” of security in operation at the same time. There could well be different persons identified as a P.F.S.O. It is therefore impossible to lay down fixed rules to follow and it is the responsibility of each ISSA Member to identify prior to delivery of stores to a ship, any special requirements that are being implemented at the intended port of delivery.

Key Points

1. There are three key Security People that ISSA Members need to be aware of in their day-to-day business.

COMPANY SECURITY OFFICER (CSO)

He is the person appointed by the Company to be responsible for the security on all ships operated by the Company and to meet the requirements of the ISPS Code.

SHIP SECURITY OFFICER (SSO)

He is the person appointed by the Company to be responsible for the security on each ship operated by the Company and to meet the requirements of the ISPS Code.

PORT FACILITY SECURITY OFFICER (PFSO)

He is the person appointed by the Port Authority to be responsible for the security in the port and to meet the requirements of the ISPS Code.

In all cases ISSA Members will have to communicate at times with one or other of the above when making deliveries to ships. It is important therefore to find out who they are and to start a dialogue with the individuals.

2. There are three security levels that are mandatory on board all ships and in all ports. These are covered in the attached “PART N but ISSA Members should be aware that under certain conditions when operating at Level 3, stores and personnel may not be allowed on board ship and in some cases to even enter the port.
3. In order to ensure that minimum disruption occurs during the delivery of stores and spares, all ISSA Members are strongly advised to pay attention to the following guidelines.
 - (a) All stores and spares should only be supplied against a written order from the ship or the Company.
 - (b) All stores and spares being delivered MUST be accompanied by proper documentation on the Company’s headed paper.
 - (c) All documentation must be complete including any required certificates to cover the goods being supplied.
 - (d) If 3rd party goods are being delivered on behalf of the Ship Owner, it is essential that you are provided with proper paperwork from the original supplier, including the order from the Ship Owner to the 3rd Party.
 - (e) When delivering stores or spares to the ship, if you are not using your own transportation with your own personal, you need to ensure that your goods are the only goods on the vehicle and you have a system of securing the vehicle and this must be intact at the time of delivery. While this may not be strictly enforced when the Port and the Ship are at “Level 1” security, it

almost certainly will be enforced at an increased “Level”. It may therefore be necessary to revisit your procedures on how you deliver goods to a ship, especially if the port of delivery is some distance from your place of business.

- (f) It may be a good practice to check with the CSO, SSO or PFSO what are their requirements on board the ship or in the port under the three different levels of security. This could well prevent additional costs and missed deliveries.
- (g) The supply of stores in containers may be the most simple delivery to control from the loading in your place of business, but if delivery is by a 3rd Party it may well bring in additional complications from a security aspect.
- (h) In all cases of delivery of stores and spares it is essential that each ISSA Member looks at his current system of delivery and takes into account the issues that will definitely come into force with the implementation of the ISPS Code.
- (i) All ISSA Members should be aware that in the event of a heightened Security Level in the port or on the ship, stores may not be permitted to enter the port or taken on board the ship. It is therefore essential to determine what action takes place in ports or ships in which the Member operates.

In summary it is the responsibility of each ISSA Member to follow the guidelines identified in this brief guide, communicate with the relevant personal, follow good strict delivery procedures and ensure that his supply cannot be tampered with by any 3rd Party who may be attempting a threat to the port or ship in question.

In the following document, all paragraphs that have been highlighted in red could have an effect on the Ship Supplier and should be borne in mind when planning delivery to a ship. It follows that the closer the port of delivery to your main place of business should ease the burden and possible implications. However proper planning and communication, coupled with good operating procedures, will minimize the possibility of any risks.

However, it should always be remembered that ships and ports have to follow the full requirements of this Code and therefore the closer the links between each ISSA Member and the CSO, SSO and PFSO, the less chance of problems will be encountered.

Part A

THE SAFETY OF LIFE AT SEA, 1974 AS AMENDED MANDATORY REQUIREMENTS REGARDING THE PROVISIONS OF CHAPTER XI-2 OF THE INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974, AS AMENDED

1. GENERAL

1.1 Introduction

This part of the International Code for the Security of Ships and Port Facilities contains mandatory provisions to which reference is made in chapter XI-2 of the International Convention for the Safety of Life at Sea, 1974 as amended.

1.2 Objectives

The objectives of this Code are:

- 1.2.1 to establish an international framework involving co-operation between Contracting Governments, Government agencies, local administrations and the shipping and port industries to detect security threats and take preventive measures against security incidents affecting ships or port facilities used in international trade;
- 1.2.2 to establish the respective roles and responsibilities of the Contracting Governments, Government agencies, local administrations and the shipping and port industries, at the national and international level for ensuring maritime security;
- 1.2.3 to ensure the early and efficient collection and exchange of security-related information;
- 1.2.4 to provide a methodology for security assessments so as to have in place plans and procedures to react to changing security levels; and
- 1.2.5 to ensure confidence that adequate and proportionate maritime security measures are in place.

1.3 Functional requirements

In order to achieve its objectives, this Code embodies a number of functional requirements. These include, but are not limited to:

- 1.3.1 gathering and assessing information with respect to security threats and exchanging such information with appropriate Contracting Governments;
- 1.3.2 requiring the maintenance of communication protocols for ships and port facilities;
- 1.3.3 preventing unauthorized access to ships, port facilities and their restricted areas;
- 1.3.4 preventing the introduction of unauthorized weapons, incendiary devices or explosives to ships or port facilities;

- 1.3.5 providing means for raising the alarm in reaction to security threats or security incidents;
- 1.3.6 requiring ship and port facility security plans based upon security assessments; and
- 1.3.7 requiring training, drills and exercises to ensure familiarity with security plans and procedures.

2. DEFINITIONS

2.1 For the purpose of this part, unless expressly provided otherwise:

- 2.1.1 Convention means the International Convention for the Safety of Life at Sea, 1974 as amended.
- 2.1.2 Regulation means a regulation of the Convention.
- 2.1.3 Chapter means a chapter of the Convention.
- 2.1.4 Ship security plan means a plan developed to ensure the application of measures on board the ship designed to protect persons on board, cargo, cargo transport units, ship's stores or the ship from the risks of a security incident.
- 2.1.5 Port facility security plan means a plan developed to ensure the application of measures designed to protect the port facility and ships, persons, cargo, cargo transport units and ship's stores within the port facility from the risks of a security incident.
- 2.1.6 Ship security officer means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan and for liaison with the company security officer and port facility security officers.
- 2.1.7 Company security officer means the person designated by the Company for ensuring that a ship security assessment is carried out; that a ship security plan is developed, submitted for approval, and thereafter implemented and maintained and for liaison with port facility security officers and the ship security officer.
- 2.1.8 Port facility security officer means the person designated as responsible for the development, implementation, revision and maintenance of the port facility security plan and for liaison with the ship security officers and company security officers.
- 2.1.9 Security level 1 means the level for which minimum appropriate protective security measures shall be maintained at all times.
- 2.1.10 Security level 2 means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a security incident.

2.1.11 Security level 3 means the level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

2.2 The term “ship”, when used in this Code, includes mobile offshore drilling units and high-speed craft as defined in regulation XI-2/1.

2.3 The term “Contracting Government” in connection with any reference to a port facility, when used in sections 14 to 18, includes a reference to the “Designated Authority”.

2.4 Terms not otherwise defined in this part shall have the same meaning as the meaning attributed to them in chapters I and XI-2.

3. APPLICATION

3.1 This Code applies to the following types of ships engaged on international voyages:

3.1.1 passenger ships, including high-speed passenger craft;

3.1.2 cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and

3.1.3 mobile offshore drilling units; and

3.1.4 port facilities serving such ships engaged on international voyages.

3.2 Notwithstanding the provisions of section 3.1.2, Contracting Governments shall decide the extent of application of this part of the Code to those port facilities within their territory which, although used primarily by ships not engaged on international voyages, are required, occasionally, to serve ships arriving or departing on an international voyage.

3.2.1 Contracting Governments shall base their decisions, under section 3.2, on a port facility security assessment carried out in accordance with this part of the Code.

3.2.2 Any decision which a Contracting Government makes, under section 3.2, shall not compromise the level of security intended to be achieved by chapter XI-2 or by this part of the Code.

3.3 This Code does not apply to warships, naval auxiliaries or other ships owned or operated by a Contracting Government and used only on Government noncommercial service.

3.4 Sections 5 to 13 and 19 of this part apply to Companies and ships as specified in regulation XI-2/4.

3.5 Sections 5 and 14 to 18 of this part apply to port facilities as specified in regulation XI-2/10.

3.6 Nothing in this Code shall prejudice the rights or obligations of States under international law.

4. RESPONSIBILITIES OF CONTRACTING GOVERNMENTS

4.1 Subject to the provisions of regulation XI-2/3, Contracting Governments shall set security levels and provide guidance for protection from security incidents. Higher security levels indicate greater likelihood of occurrence of a security incident. Factors to be considered in setting the appropriate security level include:

4.1.1 the degree that the threat information is credible;

4.1.2 the degree that the threat information is corroborated;

4.1.3 the degree that the threat information is specific or imminent; and

4.1.4 the potential consequences of such a security incident.

Contracting Governments, when they set security level 3, shall issue, as necessary, appropriate instructions and shall provide security related information to the ships and port facilities that may be affected.

4.2 Contracting Governments may delegate to a recognized security organization certain of their security related duties under chapter XI-2 and this part of the Code with the exception of:

4.2.1 setting of the applicable security level;

4.2.2 approving a Port Facility Security Assessment and subsequent amendments to an approved assessment;

4.2.3 determining the port facilities which will be required to designate a Port Facility Security Officer;

4.2.4 approving a Port Facility Security Plan and subsequent amendments to an approved plan;

4.2.5 exercising control and compliance measures pursuant to regulation XI-2/9; and

4.2.6 establishing the requirements for a Declaration of Security.

4.3 Contracting Governments shall, to the extent they consider appropriate, test the effectiveness of the Ship or the Port Facility Security Plans, or of amendments to such plans, they have approved, or, in the case of ships, of plans which have been approved on their behalf.

5. DECLARATION OF SECURITY

- 5.1** Contracting Governments shall determine when a Declaration of Security is required by assessing the risk the ship/port interface or ship to ship activity poses to people, property or the environment.
- 5.2** A ship can request completion of a Declaration of Security when::
- 5.2.1 the ship is operating at a higher security level than the port facility or another ship it is interfacing with;
 - 5.2.2 there is an agreement on Declaration of Security between Contracting Governments covering certain international voyages or specific ships on those voyages;
 - 5.2.3 there has been a security threat or a security incident involving the ship or involving the port facility, as applicable;
 - 5.2.4 the ship is at a port which is not required to have and implement an approved port facility security plan; or
 - 5.2.5 the ship is conducting ship to ship activities with another ship not required to have and implement an approved ship security plan.
- 5.3** Requests for the completion of a Declaration of Security, under this section, shall be acknowledged by the applicable port facility or ship.
- 5.4** The Declaration of Security shall be completed by:
- 5.4.1 the master or the ship security officer on behalf of the ship(s); and, if appropriate,
 - 5.4.2 the port facility security officer or, if the Contracting Government determines otherwise, by any other body responsible for shore-side security, on behalf of the port facility.
- 5.5** The Declaration of Security shall address the security requirements that could be shared between a port facility and a ship (or between ships) and shall state the responsibility for each.
- 5.6** Contracting Governments shall specify, bearing in mind the provisions of regulation XI-2 9.2.3, the minimum period for which Declarations of Security shall be kept by the port facilities located within their territory.
- 5.7** Administrations shall specify, bearing in mind the provisions of regulation XI-2 9.2.3, the minimum period for which Declarations of Security shall be kept by ships entitled to fly their flag.

6. OBLIGATIONS OF THE COMPANY

- 6.1** The Company shall ensure that the ship security plan contains a clear statement emphasizing the master's authority. The Company shall establish in the ship security plan that the master has the overriding authority and responsibility to make decisions with respect to the security of the ship and to request the assistance of the Company or of any Contracting Government as may be necessary.
- 6.2** 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 chapter XI-2 and this part of the Code.

7. SHIP SECURITY

- 7.1** A ship is required to act upon the security levels set by Contracting Governments as set out below.
- 7.2** At security level 1, the following activities shall be carried out, through appropriate measures, on all ships, taking into account the guidance given in part B of this Code, in order to identify and take preventive measures against security incidents:
- 7.2.1 ensuring the performance of all ship security duties;
 - 7.2.2 controlling access to the ship;
 - 7.2.3 controlling the embarkation of persons and their effects;
 - 7.2.4 monitoring restricted areas to ensure that only authorized persons have access;
 - 7.2.5 monitoring of deck areas and areas surrounding the ship;
 - 7.2.6 supervising the handling of cargo and ship's stores; and
 - 7.2.7 ensuring that security communication is readily available.
- 7.3** At security level 2, the additional protective measures, specified in the ship security plan, shall be implemented for each activity detailed in section 7.2, taking into account the guidance given in part B of this Code.
- 7.4** At security level 3, further specific protective measures, specified in the ship security plan, shall be implemented for each activity detailed in section 7.2, taking into account the guidance given in part B of this Code.

- 7.5 Whenever security level 2 or 3 is set by the Administration, the ship shall acknowledge receipt of the instructions on change of the security level.
- 7.6 Prior to entering a port, or whilst in a port within the territory of a Contracting Government that has set security level 2 or 3, the ship acknowledge receipt of this instruction and shall confirm to the port facility security officer the initiation of the implementation of the appropriate measures and procedures as detailed in the ship security plan, and in the case of security level 3 in instructions issued by the Contracting Government which has set security level 3 The ship shall report any difficulties in implementation. In such cases, the port facility security officer and ship security officer shall liaise and co-ordinate the appropriate actions.
- 7.7 If a ship is required by the Administration to set, or is already at, a higher security level than that set for the port it intends to enter or in which it is already located, then the ship shall advise, without delay, the competent authority of the Contracting Government within whose territory the port facility is located and the port facility security officer of the situation.
- 7.7.1 In such cases, the ship security officer shall liaise with the port facility security officer and coordinate appropriate actions, if necessary.
- 7.8 An Administration requiring ships entitled to fly its flag to set security level 2 or 3 in a port of another Contracting Government shall inform that Contracting Government without delay
- 7.9 When Contracting Governments set security levels and ensure the provision of security level information to ships operating in their territorial sea, or having communicated an intention to enter their territorial sea, such ships shall be advised to maintain vigilance and report immediately to their Administration and any nearby coastal States any information that comes to their attention that might affect maritime security in the area.
- 7.9.1 When advising such ships of the applicable security level, a Contracting Government shall, taking into account the guidance given in the part B of this Code, also advise those ships of any security measure that they should take and, if appropriate, of measures that have been taken by the Contracting Government to provide protection against the threat.

8. SHIP SECURITY ASSESSMENT

- 8.1 The ship security assessment is an essential and integral part of the process of developing and updating the ship security plan.
- 8.2 The company security officer shall ensure that the ship security assessment is carried out by persons with appropriate skills to evaluate the security of a ship, in accordance with this section, taking into account the guidance given in part B of this Code.

- 8.3** Subject to the provisions of section 9.2.1, a recognised security organisation may carry out the ship security assessment of a specific ship.
- 8.4** The ship security assessment shall include an on-scene security survey and, at least, the following elements:
- 8.4.1 identification of existing security measures, procedures and operations;
 - 8.4.2 identification and evaluation of key ship board operations that it is important to protect;
 - 8.4.3 identification of possible threats to the key ship board operations and the likelihood of their occurrence, in order to establish and prioritise security measures; and
 - 8.4.4 identification of weaknesses, including human factors in the infrastructure, policies and procedures.
- 8.5** The ship security assessment shall be documented, reviewed, accepted and retained by the Company.

9. SHIP SECURITY PLAN

- 9.1** Each ship shall carry on board a ship security plan approved by the Administration. The plan shall make provisions for the three security levels as defined in this part of the Code.
- 9.1.1 Subject to the provisions of section 9.2.1, a recognized security organization may prepare the ship security plan for a specific ship.
- 9.2** The Administration may entrust the review and approval of ship security plans, or of amendments to a previously approved plan, to recognized security organizations.
- 9.2.1 In such cases the recognized security organization, undertaking the review and approval of a ship security plan, or its amendments, for a specific ship shall not have been involved in either the preparation of the ship security assessment or of the ship security plan, or of the amendments, under review.
- 9.3** The submission of a ship security plan, or of amendments to a previously approved plan, for approval shall be accompanied by the security assessment on the basis of which the plan, or the amendments, have been developed.
- 9.4** Such a plan shall be developed, taking into account the guidance given in part B of this Code and shall be written in the working language or languages of the ship. If the language or languages used is not English, French or Spanish, a translation into one of these languages shall be included.

The plan shall address, at least, the following:

- 9.4.1 measures designed to prevent weapons, dangerous substances and devices intended for use against people, ships or ports and the carriage of which is not authorized from being taken on board the ship;
- 9.4.2 identification of the restricted areas and measures for the prevention of unauthorized access;
- 9.4.3 measures for the prevention of unauthorized access to the ship;
- 9.4.4 procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship or ship/port interface;
- 9.4.5 procedures for responding to any security instructions Contracting Governments may give at security level 3;
- 9.4.6 procedures for evacuation in case of security threats or breaches of security;
- 9.4.7 duties of shipboard personnel assigned security responsibilities and of other shipboard personnel on security aspects;
- 9.4.8 procedures for auditing the security activities;
- 9.4.9 procedures for training, drills and exercises associated with the plan;
- 9.4.10 procedures for interfacing with port facility security activities;
- 9.4.11 procedures for the periodic review of the plan and for updating;
- 9.4.12 procedures for reporting security incidents;
- 9.4.13 identification of the ship security officer;
- 9.4.14 identification of the company security officer including with 24-hour contact details;
- 9.4.15 procedures to ensure the inspection, testing, calibration, and maintenance of any security equipment provided on board, if any;
- 9.4.16 frequency for testing or calibration any security equipment provided on board, if any;
- 9.4.17 identification of the locations where the ship security alert system activation points are provided;¹ and
- 9.4.18 procedures, instructions and guidance on the use of the ship security alert system, including the testing, activation, deactivation and resetting and to limit false alerts.¹

1 Administrations may allow, in order to avoid any compromising of the objective of providing on board the ship security alert system, this information to be kept elsewhere on board in a document known to the master; the ship security officer and other senior shipboard personnel as may be decided by the Company.

9.4.19 Personnel conducting internal audits of the security activities specified in the plan or evaluating its implementation shall be independent of the activities being audited unless this is impracticable due to the size and the nature of the Company or of the ship.

9.5 The Administration shall determine which changes to an approved ship security plan or to any security equipment specified in an approved plan shall not be implemented unless the relevant amendments to the plan are approved by the Administration. Any such changes shall be at least as effective as those measures prescribed in chapter XI-2 and this part of the Code.

9.5.1 The nature of the changes to the ship security plan or the security equipment that have been specifically approved by the Administration, pursuant to section 9.5, shall be documented in a manner that clearly indicates such approval. This approval shall be available on board and shall be presented together with the International Ship Security Certificate [(or the Interim International Ship Security Certificate)]. If these changes are temporary, once the original approved measures or equipment are reinstated, this documentation no longer needs to be retained by the ship.

9.6 The plan may be kept in an electronic format. In such a case, it shall be protected by procedures aimed at preventing its unauthorized deletion, destruction or amendment.

9.7 The plan shall be protected from unauthorized access or disclosure.

9.8 Ship security plans are not subject to inspection by officers duly authorized by a Contracting Government to carry out control and compliance measures in accordance with regulation XI-2/9, save in circumstances specified in section 9.8.1.

9.8.1 If the officers duly authorized by a Contracting Government have clear grounds to believe that the ship is not in compliance with the requirements of chapter XI-2 or part A of this Code, and the only means to verify or rectify the noncompliance is to review the relevant requirements of the ship security plan, limited access to the specific sections of the plan relating to the noncompliance is exceptionally allowed, but only with the consent of the Contracting Government of, or the master of, the ship concerned. Nevertheless, the provisions in the plan relating to section 9.4 subsections (b), (d), (e), (f), (n), (p) and (q) 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.

10. RECORDS

10.1 Records of the following activities addressed in the ship security plan shall be kept on board for at least the minimum period specified by the Administration, bearing in mind the provisions of regulation XI-2 9.2.3:

- 10.1.1 training, drills and exercises;
- 10.1.2 security threats and security incidents;
- 10.1.3 breaches of security;
- 10.1.4 changes in security level;
- 10.1.5 communications relating to the direct security of the ship such as specific threats to the ship or to port facilities the ship is, or has been;
- 10.1.6 internal audits and reviews of security activities;
- 10.1.7 periodic review of the ship security assessment;
- 10.1.8 periodic review of the ship security plan;
- 10.1.9 implementation of any amendments to the plan; and
- 10.1.10 maintenance, calibration and testing of security equipment, if any including testing of the ship security alert system.

10.2 The records shall be kept in the working language or languages of the ship. If the language or languages used are not English, French or Spanish, a translation into one of these languages shall be included.

10.3 The records may be kept in an electronic format. In such a case, they shall be protected by procedures aimed at preventing their unauthorised deletion, destruction or amendment.

10.4 The records shall be protected from unauthorized access or disclosure.

11. COMPANY SECURITY OFFICER

11.1 The Company shall designate a company security officer. A person designated as the company security officer may act as the company security officer for one or more ships, depending on the number or types of ships the Company operates provided it is clearly identified for which ships this person is responsible. A Company may, depending on the number or types of ships they operate designate several persons as company security officers provided it is clearly identified for which ships each person is responsible.

11.2 In addition to those specified elsewhere in this part of the Code, the duties and responsibilities of the company security officer shall include, but are not limited to:

- 11.2.1 advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information;
- 11.2.2 ensuring that ship security assessments are carried out;
- 11.2.3 ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the ship security plan;
- 11.2.4 ensuring that the ship security plan is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship;
- 11.2.5 arranging for internal audits and reviews of security activities;
- 11.2.6 arranging for the initial and subsequent verifications of the ship by the Administration or the recognized security organization;
- 11.2.7 ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;
- 11.2.8 enhancing security awareness and vigilance;
- 11.2.9 ensuring adequate training for personnel responsible for the security of the ship;
- 11.2.10 ensuring effective communication and co-operation between the ship security officer and the relevant port facility security officers;
- 11.2.11 ensuring consistency between security requirements and safety requirement;
- 11.2.12 ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the shipspecific information accurately; and
- 11.2.13 ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained.

12. SHIP SECURITY OFFICER

- 12.1 A ship security officer shall be designated on each ship.
- 12.2 In addition to those specified elsewhere in this part of the Code, the duties and responsibilities of the ship security officer shall include, but are not limited to
 - 12.2.1 undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;
 - 12.2.2 maintaining and supervising the implementation of the ship security plan, including any amendments to the plan;

- 12.2.3 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;
- 12.2.4 proposing modifications to the ship security plan;
- 12.2.5 reporting to the Company Security Officer any deficiencies and nonconformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions;
- 12.2.6 enhancing security awareness and vigilance on board;
- 12.2.7 ensuring that adequate training has been provided to shipboard personnel, as appropriate;
- 12.2.8 reporting all security incidents;
- 12.2.9 co-ordinating implementation of the ship security plan with the company security officer and the relevant port facility security officer; and
- 12.2.10 ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.

13. TRAINING, DRILLS AND EXERCISES ON SHIP SECURITY

- 13.1 The company security officer and appropriate shore-based personnel shall have knowledge and have received training, taking into account the guidance given in part B of this Code.
- 13.2 The ship security officer shall have knowledge and have received training, taking into account the guidance given in part B of this Code.
- 13.3 Shipboard personnel having specific security duties and responsibilities shall understand their responsibilities for ship security as described in the ship security plan and shall have sufficient knowledge and ability to perform their assigned duties, taking into account the guidance given in Part B of this Code.
- 13.4 To ensure the effective implementation of the ship security plan, drills shall be carried out at appropriate intervals taking into account the ship type, ship personnel changes, port facilities to be visited and other relevant circumstances, taking into account guidance given in part B of this Code.
- 13.5 The company security officer shall ensure the effective coordination and implementation of ship security plans by participating in exercises at appropriate intervals, taking into account the guidance given in part B of this Code.

14. PORT FACILITY SECURITY

- 14.1** A port facility is required to act upon the security levels set by the Contracting Government within whose territory it is located. Security measures and procedures shall be applied at the port facility in such a manner as to cause a minimum of interference with, or delay to, passengers, ship, ship's personnel and visitors, goods and services.
- 14.2** At security level 1, the following activities shall be carried out through appropriate measures in all port facilities, taking into account the guidance given in part B of this Code, in order to identify and take preventive measures against security incidents:
- 14.2.1 ensuring the performance of all port facility security duties;
 - 14.2.2 controlling access to the port facility;
 - 14.2.3 monitoring of the port facility, including anchoring and berthing area(s);
 - 14.2.4 monitoring restricted areas to ensure that only authorized persons have access;
 - 14.2.5 supervising the handling of cargo;
 - 14.2.6 supervising the handling of ship's stores; and
 - 14.2.7 ensuring that security communication is readily available.
- 14.3** At security level 2, the additional protective measures, specified in the port facility security plan, shall be implemented for each activity detailed in section 14.2, taking into account the guidance given in part B of this Code.
- 14.4** At security level 3, further specific protective measures, specified in the port facility security plan, shall be implemented for each activity detailed in section 14.2, taking into account the guidance given in part B of this Code.
- 14.4.1 In addition, at security level 3, port facilities are required to respond to and implement any security instructions given by the Contracting Government within whose territory the port facility is located.
- 14.5** When a port facility security officer is advised that a ship encounters difficulties in complying with the requirements of chapter XI-2 or this part or in implementing the appropriate measures and procedures as detailed in the ship security plan, and in the case of security level 3 following any security instructions given by the Contracting Government within whose territory the port facility is located, the port facility security officer and ship security officer shall liaise and co-ordinate appropriate actions.

- 14.6 When a port facility security officer is advised that a ship is at a security level, which is higher than that of the port facility, shall report the matter to the competent authority and shall liaise with the ship security officer and co-ordinate appropriate actions, if necessary.

15. PORT FACILITY SECURITY ASSESSMENT

- 15.1 The port facility security assessment is an essential and integral part of the process of developing and updating the port facility security plan.

- 15.2 The port facility security assessment shall be carried out by the Contracting Government within whose territory the port facility is located. A Contracting Government may authorize a recognized security organization to carry out the port facility security assessment of a specific port facility located within its territory.

15.2.1 When the port facility security assessment has been carried out by a recognized security organization, the security assessment shall be reviewed and approved for compliance with this section by the Contracting Government within whose territory the port facility is located.

- 15.3 The persons carrying out the assessment shall have appropriate skills to evaluate the security of the port facility in accordance with this section, taking into account the guidance given in part B of this Code.

- 15.4 The port facility security assessments shall periodically be reviewed and updated, taking account of changing threats and/or minor changes in the port facility and shall always be reviewed and updated when major changes to the port facility take place.

- 15.5 The port facility security assessment shall include, at least, the following elements:

15.5.1 identification and evaluation of important assets and infrastructure it is important to protect;

15.5.2 identification of possible threats to the assets and infrastructure and the likelihood of their occurrence, in order to establish and prioritize security measures;

15.5.3 identification, selection and prioritization of counter measures and procedural changes and their level of effectiveness in reducing vulnerability; and

15.5.4 identification of weaknesses, including human factors in the infrastructure, policies and procedures.

- 15.6 The Contracting Government may allow a port facility security assessment to cover more than one port facility if the operator, location, operation, equipment, and design of these port facilities

are similar. Any Contracting Government, which allows such an arrangement shall communicate to the Organization particulars thereof.

- 15.7 Upon completion of the port facility security assessment, a report shall be prepared, consisting of a summary of how the assessment was conducted, a description of each vulnerability found during the assessment and a description of counter measures that could be used to address each vulnerability. The report shall be protected from unauthorized access or disclosure.

16. PORT FACILITY SECURITY PLAN

- 16.1 A port facility security plan shall be developed and maintained, on the basis of a port facility security assessment, for each port facility, adequate for the ship/port interface. The plan shall make provisions for the three security levels, as defined in this part of the Code.

16.1.1 Subject to the provisions of section 16.2, a recognized security organization may prepare the port facility security plan of a specific port facility.

- 16.2 The port facility security plan shall be approved by the Contracting Government in whose territory the port facility is located.

- 16.3 Such a plan shall be developed taking into account the guidance given in Part B of this Code and shall be in the working language of the port facility. The plan shall address, at least, the following:

16.3.1 measures designed to prevent weapons or any other dangerous substances and devices intended for use against people, ships or ports and the carriage of which is not authorized, from being introduced into the port facility or on board a ship;

16.3.2 measures designed to prevent unauthorized access to the port facility, to ships moored at the facility, and to restricted areas of the facility;

16.3.3 procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the port facility or ship/port interface;

16.3.4 procedures for responding to any security instructions the Contracting Government, in whose territory the port facility is located, may give at security level 3;

16.3.5 procedures for evacuation in case of security threats or breaches of security;

16.3.6 duties of port facility personnel assigned security responsibilities and of other facility personnel on security aspects;

16.3.7 procedures for interfacing with ship security activities;

16.3.8 procedures for the periodic review of the plan and updating;

- 16.3.9 procedures for reporting security incidents;
 - 16.3.10 identification of the port facility security officer including 24-hour contact details;
 - 16.3.11 measures to ensure the security of the information contained in the plan;
 - 16.3.12 measures designed to ensure effective security of cargo and the cargo handling equipment at the port facility;
 - 16.3.13 procedures for auditing the port facility security plan;
 - 16.3.14 procedures for responding in case the ship security alert system of a ship at the port facility has been activated; and
 - 16.3.15 procedures for facilitating shore leave for ship's personnel or personnel changes, as well as access of visitors to the ship including representatives of seafarers' welfare and labour organizations.
- 16.4** Personnel conducting internal audits of the security activities specified in the plan or evaluating its implementation shall be independent of the activities being audited unless this is impracticable due to the size and the nature of the port facility.
- 16.5** The port facility security plan may be combined with, or be part of, the port security plan or any other port emergency plan or plans.
- 16.6** The Contracting Government in whose territory the port facility is located shall determine which changes to the port facility security plan shall not be implemented unless the relevant amendments to the plan are approved by them.
- 16.7** The plan may be kept in an electronic format. In such a case, it shall be protected by procedures aimed at preventing its unauthorised deletion, destruction or amendment.
- 16.8** The plan shall be protected from unauthorized access or disclosure.
- 16.9** Contracting Governments may allow a port facility security plan to cover more than one port facility if the operator, location, operation, equipment, and design of these port facilities are similar. Any Contracting Government, which allows such an alternative arrangement, shall communicate to the Organization particulars thereof.

17. PORT FACILITY SECURITY OFFICER

- 17.1** A port facility security officer shall be designated for each port facility. A person may be designated as the port facility security officer for one or more port facilities.

- 17.2** In addition to those specified elsewhere in this part of the Code, the duties and responsibilities of the port facility security officer shall include, but are not limited to:
- 17.2.1 conducting an initial comprehensive security survey of the port facility taking into account the relevant port facility security assessment;
 - 17.2.2 ensuring the development and maintenance of the port facility security plan;
 - 17.2.3 implementing and exercising the port facility security plan
 - 17.2.4 undertaking regular security inspections of the port facility to ensure the continuation of appropriate security measures;
 - 17.2.5 recommending and incorporating, as appropriate, modifications to the port facility security plan in order to correct deficiencies and to update the plan to take into account of relevant changes to the port facility;
 - 17.2.6 enhancing security awareness and vigilance of the port facility personnel;
 - 17.2.7 ensuring adequate training has been provided to personnel responsible for the security of the port facility;
 - 17.2.8 reporting to the relevant authorities and maintaining records of occurrences which threaten the security of the port facility;
 - 17.2.9 co-ordinating implementation of the port facility security plan with the appropriate Company and ship security officer(s);
 - 17.2.10 co-ordinating with security services, as appropriate;
 - 17.2.11 ensuring that standards for personnel responsible for security of the port facility are met;
 - 17.2.12 ensuring that security equipment is properly operated, tested, calibrated and maintained, if any; and
 - 17.2.13 assisting ship security officers in confirming the identity of those seeking to board the ship when requested.
- 17.3** The port facility security officer shall be given the necessary support to fulfil the duties and responsibilities imposed by chapter XI-2 and this part of this Code.

18. TRAINING, DRILLS AND EXERCISES ON PORT FACILITY SECURITY

- 18.1** The port facility security officer and appropriate port facility security personnel shall have knowledge and have received training, taking into account the guidance given in part B of this Code.

- 18.2** Port facility personnel having specific security duties shall understand their duties and responsibilities for port facility security, as described in the port facility security plan and shall have sufficient knowledge and ability to perform their assigned duties, taking into account the guidance given in part B of this Code.
- 18.3** To ensure the effective implementation of the port facility security plan, drills shall be carried out at appropriate intervals taking into account the types of operations of the port facility, port facility personnel changes, the type of ship the port facility is serving and other relevant circumstances, taking into account guidance given in part B of this Code.
- 18.4** The port facility security officer shall ensure the effective coordination and implementation of the port facility security plan by participating in exercises at appropriate intervals, taking into account the guidance given in part B of this Code.

19. VERIFICATION AND CERTIFICATION FOR SHIPS

19.1 Verifications

- 19.1.1 Each ship to which this part of the Code applies shall be subject to the verifications specified below:
- (a) an initial verification before the ship is put in service or before the certificate required under section 19.2 is issued for the first time, which shall include a complete verification of its security system and any associated security equipment covered by the relevant provisions of chapter XI-2, this part of the Code and the approved ship security plan. This, verification shall ensure that the security system and any associated security equipment of the ship fully complies with the applicable requirements of chapter XI-2 and this part of the Code, is in satisfactory condition and fit for the service for which the ship is intended;
 - (b) a renewal verification at intervals specified by the Administration, but not exceeding five years, except where section 19.3.1 or 19.3.4 is applicable. This verification shall ensure that the security system and any associated security equipment of the ship fully complies with the applicable requirements of chapter XI-2, this part of the Code and the approved Ship Security Plan, is in satisfactory condition and fit for the service for which the ship is intended;
 - (c) at least one intermediate verification. If only one intermediate verification is carried out it shall take place between the second and third anniversary date of the certificate as defined in regulation 1/2 (n). The intermediate verification shall include inspection of the security system and any associated security equipment of the ship to ensure that it remains satisfactory for the service for which the ship is intended. Such intermediate verification shall be endorsed on the certificate;
 - (d) any additional verifications as determined by the Administration.

- 19.1.2 The verifications of ships shall be carried out by officers of the Administration. The Administration may, however, entrust the verifications to a recognized security organization referred to in regulation XI-2/1.
- 19.1.3 In every case, the Administration concerned shall fully guarantee the completeness and efficiency of the verification and shall undertake to ensure the necessary arrangements to satisfy this obligation.
- 19.1.4 The security system and any associated security equipment of the ship after verification shall be maintained to conform with the provisions of regulations XI-2/4.2 and XI-2/6, this part of the Code and the approved ship security plan. After any verification under section 19.1.1 has been completed, no changes shall be made in security system and in any associated security equipment or the approved ship security plan without the sanction of the Administration

19.2 Duration and validity of certificate

- 19.2.1 An International Ship Security Certificate shall be issued after the initial or renewal verification in accordance with the provisions of section 19.1.
- 19.2.2 Such certificate shall be issued or endorsed either by the Administration or by the recognized security organization acting on behalf of the Administration.
- 19.2.3 Another Contracting Government may, at the request of the Administration, cause the ship to be verified and, if satisfied that the provisions of section 19.1.1 are complied with, shall issue or authorize the issue of an International Ship Security Certificate to the ship and, where appropriate, endorse or authorize the endorsement of that certificate on the ship, in accordance with this Code.
 - 19.2.3.1 A copy of the certificate and a copy of the verification report shall be transmitted as soon as possible to the requesting Administration.
 - 19.2.3.2 A certificate so issued shall contain a statement to the effect that it has been issued at the request of the Administration and it shall have the same force and receive the same recognition as the certificate issued under section 19.2.2.
- 19.2.4 The International Ship Security Certificate shall be drawn up in a form corresponding to the model given in the appendix to this Code. If the language used is not English, French or Spanish, the text shall include a translation into one of these languages.

19.3 Issue or endorsement of certificate

- 19.3.1 An International Ship Security Certificate shall be issued for a period specified by the Administration which shall not exceed five years.
- 19.3.2 When the renewal verification is completed within three months before the expiry date of the existing certificate, the new certificate shall be valid from the date of completion

of the renewal verification to a date not exceeding five years from the date of expiry of the existing certificate.

19.3.2.1 When the renewal verification is completed after the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal verification to a date not exceeding five years from the date of expiry of the existing certificate.

19.3.2.2 When the renewal verification is completed more than three months before the expiry date of the existing certificate, the new certificate shall be valid from the date of completion of the renewal verification to a date not exceeding five years from the date of completion of the renewal verification.

19.3.4 If a renewal verification has been completed and a new certificate cannot be issued or placed on board the ship before the expiry date of the existing certificate, the Administration or recognized security organization acting on behalf of the Administration may endorse the existing certificate and such a certificate shall be accepted as valid for a further period which shall not exceed five months from the expiry date.

19.3.5 If a ship at the time when a certificate expires is not in a port in which it is to be verified, the Administration may extend the period of validity of the certificate but this extension shall be granted only for the purpose of allowing the ship to complete its voyage to the port in which it is verified, and then only in cases where it appears proper and reasonable to do so. No certificate shall be extended for a period longer than three months, and the ship to which an extension is granted shall not, on its arrival in the port in which it is to be verified, be entitled by virtue of such extension to leave that port without having a new certificate. When the renewal verification is completed, the new certificate shall be valid to a date not exceeding five years from the expiry date of the existing certificate before the extension was granted.

19.3.6 A certificate issued to a ship engaged on short voyages which has not been extended under the foregoing provisions of this section may be extended by the Administration for a period of grace of up to one month from the date of expiry stated on it. When the renewal verification is completed, the new certificate shall be valid to a date not exceeding five years from the date of expiry of the existing certificate before the extension was granted.

19.3.7 If an intermediate verification is completed before the period specified in section 19.1.1, then:

19.3.7.1 the expiry date shown on the certificate shall be amended by endorsement to a date which shall not be more than three years later than the date on which the intermediate verification was completed;

19.3.7.2 the expiry date may remain unchanged provided one or more additional verifications are carried out so that the maximum intervals between the verifications prescribed by section 19.1.1 are not exceeded.

19.3.8 A certificate issued under section 19.2 shall cease to be valid in any of the following cases:

19.3.8.1 if the relevant verifications are not completed within the periods specified under section 19.1.1;

- 19.3.8.2 if the certificate is not endorsed in accordance with section 19.1.1(c) and 19.3.7(b) if applicable;
 - 19.3.8.3 when a Company assumes the responsibility for the operation of a ship not previously operated by that Company; and
 - 19.3.8.4 upon transfer of the ship to the flag of another State.
- 19.3.9 In the case of:
- 19.3.9.1 a transfer of a ship to the flag of another Contracting Government, the Contracting Government whose flag the ship was formerly entitled to fly shall, as soon as possible, transmit to the receiving Administration copies of, or all information relating to, the International Ship Security Certificate carried by the ship before the transfer and copies of available verification reports, or
 - 19.3.9.2 a Company that assumes responsibility for the operation of a ship not previously operated by that Company, the previous Company shall as soon as possible, transmit to the receiving Company copies of any information related to the International Ship Security Certificate or to facilitate the verifications described in section

19.4 Interim certification

- 19.4.1 The certificates specified in section 19.2 shall be issued only when the Administration issuing the certificate is fully satisfied that the ship complies with the requirements of section 19.1. However, after [1 July 2004], for the purposes of:
- 19.4.1.1 a ship without a certificate, on delivery or prior to its entry or re entry into service;
 - 19.4.1.2 transfer of a ship from the flag of a Contracting Government to the flag of another Contracting Government;
 - 19.4.1.3 transfer of a ship to the flag of a Contracting Government from a State which is not a Contracting Government; or
 - 19.4.1.4 when a Company assumes the responsibility for the operation of a ship not previously operated by that Company; until the certificate referred to in section 19.2 is issued, the Administration may cause an Interim International Ship Security Certificate to be issued, in a form corresponding to the model given in the Appendix to this part of the Code.
- 19.4.2 An Interim International Ship Security Certificate shall only be issued when the Administration or recognized security organization, on behalf of the Administration, has verified that:
- 19.4.2.1 the ship security assessment required by this part of the Code has been completed,
 - 19.4.2.2 a copy of the ship security plan meeting the requirements of chapter XI-2 and

part of this Code is provided on board, has been submitted for review and approval, and is being implemented on the ship;

- 19.4.2.3 the ship is provided with a ship security alert system meeting the requirements of regulation XI-2/6, if required,
- 19.4.2.4 the Company Security Officer has ensured:
 - i. the review of the ship security plan for compliance with this part of the Code,
 - ii. that the plan has been submitted for approval, and
 - iii. that the plan is being implemented on the ship, and
 - iv. has established the necessary arrangements, including arrangements for drills, exercises and internal audits, through which the Company Security Officer is satisfied that the ship will successfully complete the required verification in accordance with section 19.1.1(a), within 6 months;
- 19.4.2.5 arrangements have been made for carrying out the required verifications under section 19.1.1(a);
- 19.4.2.6 the master, the ship's security officer and other ship's personnel with specific security duties are familiar with their duties and responsibilities as specified in this part of the Code; and with the relevant provisions of the ship security plan placed on board; and have been provided such information in the working language of the ship's personnel or languages understood by them; and
- 19.4.2.7 the ship security officer meets the requirements of this part of the Code.
- 19.4.3 An Interim International Ship Security Certificate may be issued by the Administration or by a recognized security organization authorized to act on its behalf.
- 19.4.4 An Interim International Ship Security Certificate shall be valid for 6 months, or until the certificate required by section 19.2 is issued, whichever comes first, and may not be extended.
- 19.4.5 No Contracting Government shall cause a subsequent, consecutive Interim International Ship Security Certificate to be issued to a ship if, in the judgment of the Administration or the recognized security organization, one of the purposes of the ship or a Company in requesting such certificate is to avoid full compliance with chapter XI-2 and this part of the Code beyond the period of the initial interim certificate as specified in section 19.4.4.
- 19.4.6 For the purposes of regulation XI-2/9, Contracting Governments may, prior to accepting an Interim International Ship Security Certificate as a valid certificate, ensure that the requirements of sections 19.4.2.4 to 19.4.2.6 have been met

INTERNATIONAL SHIP SUPPLIERS & SERVICES ASSOCIATION

**The Baltic Exchange, 38 St Mary Axe, London EC3A 8BH
United Kingdom**

Tel: +44 20 7626 6236 Fax: +44 20 7626 6234

E-mail: secretariat@shipsupply.org

www.shipsupply.org