

Ship Security Plan

Ship Name : _____

IMO Number: _____

Company Name: _____

Established: _____

Revised: _____

Record of Revision

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0	2003/8/1	All	Newly established

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1. Company Security Policy

The Company has established the Ship Security Plan to detect security threats and take preventive measures against security incident that may affect safety and security of ships under management of our Company, personnel and property on those ships, in accordance with requirements of SOLAS Chapter XI-2 and ISPS Code (the International Code for the Security of Ships and Port Facilities). This Ship Security Plan has been approved by the Administration (or by Recognized Security Organizations).

The master and all crewmembers shall give effect to those requirements stipulated in the Ship Security Plan and shall be familiar with their duties. They should also undergo necessary training given by the master or ship security officer designated by the company.

On behalf of the Company, the undersigned declares as follows.

1. The master has the overriding authority and responsibility to make decisions with respect to the security of the ship;
2. The Company shall give necessary support to the ship when requested by the company security officer, the master and the ship security officer with respect to the security of the ship.

The above Company Security Policy is entered with the date and signature, and attached to this document as Annex 1.

2. Definitions

- 2.1 “Ship Security Plan (SSP)” 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. (ISPS-A 2.1.4)
- 2.2 “Company Security Officer (CSO)” 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. (ISPS-A 2.1.7)
- 2.3 “Ship Security Officer (SSO)” 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. (ISPS-A 2.1.6)
- 2.4 “Port facility” is a location, as determined by the Contracting Government or by Designated Authority, where the ship/port interface takes place. This includes areas such as anchorage, waiting berths and approaches from seaward, as appropriate. (SOLAS XI-2.1.19)
- 2.5 “Ship/port interface” means the interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons, goods or the provisions of port services to or from the ship. (SOLAS XI-2.1.18)
- 2.6 “Port Facility Security Officer (PFSO)” 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. (ISPS-A 2.1.8)
- 2.7 “Designated Authority” means the organizations (s) or the administration(s) identified, within the Contracting Government, as responsible for ensuring the implementation of the provisions of this chapter pertaining to port facility security and ship/port interface, from the point of view of the port facility. (R/ 1.11)

- 2.8 “Declaration of Security (DoS)” means an agreement reached between a ship and either a port facility or another ship with which it interfaces specifying the security measures each will implement. (SOLAS XI-2 1.1.15)
- 2.9 “Security level” means the qualification of the degree of risk that a security incident will be attempted or will occur. (SOLAS XI-2 1.1.14)
- 2.10 “Security level 1” means the level for which minimum appropriate protective security measures shall be maintained at all times. (ISPS-A 2.1.9)
- 2.11 “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. (ISPS-A/2.1.10)
- 2.12 “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. (ISPS-A/2.1.11)

3. Particulars of Ship(s) and Company

3.1 Particulars of Ship(s)

Name of ship	Flag of Ship
Signal letters	IMO number
Type of ship	Service area
Length	Breadth
Gross tonnage	Net tonnage
Draught (summer)	Freeboard (summer)
Displacement	Deadweight

3.2 Particulars of Company

Name of Company :

Address :

Telephone number :

Fax number :

The following information is given by company to the master in separate document as shown on Annex 2. The master is to produce this document to an officer who is duly authorized by the Government, when this information is required.

1. Name of responsible person for assignment of crew members
2. Parties concerned with bareboat charter
3. Parties concerned with time charter
4. Parties concerned with voyage charter

4. Security Responsibilities of Ship, Company, Port Facility, Interacting Ships Relevant Authority and Others

The ship is an indispensable component of a framework relating to security established by the ISPS Code. Obligations of concerned parties are summarized as follows.

4.1 Flag Administration

Flag Administration shall set security levels and ensure the provision of security level information to ships entitled to fly its flag. When changes in security level occur, security level information shall be updated as the circumstance dictates.

4.2 Contracting Government

Contracting Government shall set security levels and ensure the provision of security level information to port facilities within its territory, and to ships prior to entering a port or whilst in a port within its territory. When changes in security level occur, security level information shall be updated as the circumstance dictates. Contact List of Countries for Security is shown on separate Annex 5.

4.3 Ship

Master shall respond to relevant requirements set forth in the Ship Security Plan. Prior to entering a port or whilst in a port within the territory of a Contracting Government, a ship shall comply with the requirements of the security level set by that Contracting Government, if such security level is higher than the security level set by the Administration of that ship.

4.3.1 Arrival in Ports

Prior to entering a port, the ship shall confirm that the port is subject to the IPS Code and holds the Port Facility Security Plan.

- a. When the port holds Port Facility Security Plan
 - CSO or SSO shall liaise with PFSO and confirm the security level of both sides.
 - When a Declaration of Security is required by Contracting Government of PFSO, the master shall instruct SSO to prepare this Declaration of Security.
 - When the ship has a higher security level than that of the port facility, the master shall inform this fact to Contracting Government and PFSO, and require him to prepare a Declaration of Security to coordinate the appropriate security actions.
- b. When the port does not hold Port Facility Security Plan
 - The ship shall liaise with Contracting Government, inform them the ship's Security level, and require appropriate security measures.
 - The ship shall request the port to prepare a Declaration of Security.

4.3.2 Passing through Territorial Sea

When the master finds that there is a security threat while the ship is operating in a territorial sea of a coastal state, he shall inform this coastal state of the circumstances. When a ship received an advice of security alert from the coastal state while operating in its coastal sea, the master shall obey this instruction and put the ship on alert. This instruction could include advice :

- to alter or delay their intended passage;
- to navigate on a particular course or proceed to a specific location;
- on the availability of any personnel or equipment that could be placed on the ship;
- to co-ordinate the passage, arrival into port or departure from port, to allow escort by patrol craft or aircraft.

4.3.3 Ship to Ship Interface

Prior to Commencement of interface between other ship, the master shall confirm if other ship holds a Ship Security Plan.

- a. When other ship holds SSP

- CSO or SSO shall liaise with SSO of other ship and confirm the security level of both sides
- When a Declaration of Security is required by other ship, the master shall instruct SSO to prepare the same
- When the security level is higher than that of other ship, the master shall instruct SSO to prepare the same
- When the security level is higher than that of other ship, the master shall inform this fact to other ship and request them to prepare a Declaration of Security in order to determine appropriate security measures between both ships.

b. When other ship does not hold SSP

- Confirm if other ship has implemented security measures in accordance with other regulations
- Confirm if other ship has implemented security measures in accordance with other regulations
- Request of submit a copy of Security Certificate issued under other regulations
- Request other ship to prepare a Declaration of Security and determine appropriate security measures between both ships
- Take record of measures performed during the interface

4.4 Company

Company shall ensure that the master is provided with information of the following items, which he may prove to an officer duly authorized by the Contracting Government at his request.

1. Who is responsible for assignment of crew members or others working on board the ship, under any business mode of the ship?
2. Who is responsible to make decision for use of the ship?
3. Who is responsible for the contract of the ship when she enters into a charter party ?

A relevant information of the above items is shown on Annex 2.

4.5 The Port Facility

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.

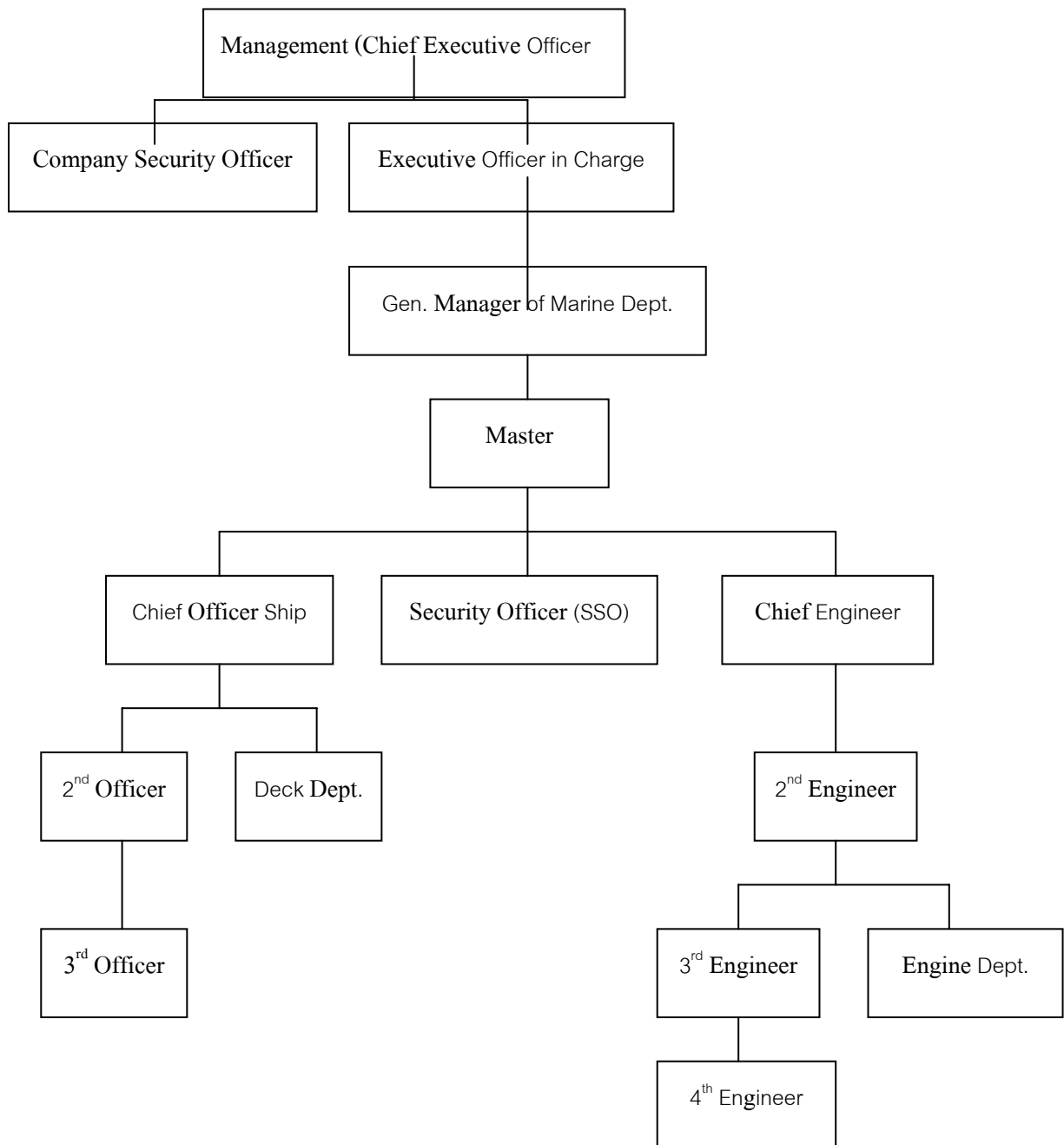
4.6 Recognized Security Organizations

Contracting Government may authorize a Recognized Security Organization (RSO) to undertake certain security-related activities, including :

1. approval of Ship Security Plans, or amendments thereto, on behalf of the Administration;
2. verification and certification of compliance of ships with the requirement of chapter XI-2 and part A of ISPS Code on behalf of the Administration.

5. **Organization and Responsibilities**

5.1 Shipboard Organization Chart relating to security Organization Chart – Company and Ship



5.2 Master's Overriding Authority

The Company should establish in the SSP that the master has the overriding authority and the responsibility to make decisions which, in his professional judgement, is necessary to maintain the safety and security of the ship. This includes denial of access to persons (except those identified as duly authorized by a Contracting Government) or their effects and refusal to load cargo, including containers or other closed cargo transport units.

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 necessary to maintain the safety of the ship. In such cases, the master shall give effect to those requirements necessary to maintain the safety of the ship. In such case, the master may implement temporary security whose port the ship is operating or intends to enter. Any such temporary security measures shall, to the highest possible degree, be commensurate with the prevailing security level.

5.3 Company Security Officer

5.3.1 Details of CSO in charge of this ship are written in Appendix 6.

5.3.2 Duty and Responsibility

The duties and responsibilities of the CSO shall 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 assessment 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 Ship 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 RSO;
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 SSO and the relevant PFSO;
11. ensuring consistency between security requirements and safety requirement;
12. ensuring that, if sister-ship or fleet security are used, the plan for each ship reflects the ship-specific information accurately; and
13. ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained.

5.4 Ship Security Officer

5.4.1 Designation

On this ship the Chief Officer is designated to SSO and his details is written in Appendix 7.

5.4.2 Duty and Responsibility

The duties and responsibilities of the SSO shall include, but are not limited to:

1. undertaking regular security inspections of the ship to ensure that appropriate security measures are 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 PFSO;
4. proposing modifications to the Ship Security Plan;
5. reporting to the CSO any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications 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 CSO and the relevant PFSO;
10. ensuring that security equipment is properly operated, tested, calibrated and maintained, if any; and
11. verifying the consent of Declaration of Security and to carry it out.

5.4.3.1 SSP has responsibility to liaise with PFSO. SSP and the master are given authority to exchange Declaration of Security with PFSO.

5.4.4 SSP has responsibility along with the master to liaise with the customs and other legal agencies.

5.5 Other Crew Members

5.5.1 Duties and Responsibilities

Duties and responsibilities assigned to crewmembers, during this ship at sea or in port are prescribed in Appendix 8.

5.5.2 Duty and Responsibility

All crewmembers should be aware of the current security level the ship is operating at that time. They are always required to perform careful look out, and report to duty officer of any abnormal condition of security equipment, suspicious person, material or activity.

5.6 Security measures at each Security Level

The Security measure in which the individual member of crew is required to respond at each security level is prescribed in Appendix 9.

6 Declaration of Security

6.1 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.

6.2 A ship can request completion of a Declaration of Security when:

1. the ship is operating at a higher security level than the port facility or another ship it is interfacing with;
2. there is an agreement on Declaration of Security between Contracting Governments covering certain international voyages or specific ships on those voyages;
3. there has been a security threat or a security incident involving the ship or involving the port facility, as applicable;
4. the ship is at a port which is not required to have and implement an approved port facility security plan; or
5. the ship is conducting ship to ship activities with another ship not required to have and implement an approved Ship Security Plan.

6.3 The applicable port facility or ship shall acknowledge request for the completion of a Declaration of Security.

6.4 The Declaration of Security shall be completed by:

1. the master or SSO on behalf of the ship; and, if appropriate,
2. the PFSO or if the Contracting Government determines otherwise, by any other body responsible for shore-side security, on behalf of the port facility.

6.5 A sample form of Declaration of Security is shown in Appendix 1.

7 Security Measure

There are 3 of security levels to be set out each responding to the degree of threat. In normal time of peace the ships act upon the security level 1. At security level 1, the following activities shall be carried out on all ships, in order to identify and take preventive measures against security incidents:

1. ensuring the performance of all ship security duties;
2. controlling access to the ship;
3. controlling the embarkation of persons and their effects;
4. monitoring restricted areas to ensure that only authorized persons have access;
5. monitoring of deck areas and areas surrounding the ship;
6. supervision the handling of cargo and ship's stores; and
7. ensuring that security communication is readily available.

The changes in security level occur when the degree of threat and risk has changed.

At Security level 2, the additional protective measures shall be implemented for each activity detailed in the above paragraph. At security level 3, further specific protective measures shall be implemented for each activity detailed in the above paragraph.

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 PFSO the initiation of the implementation of the appropriate measures and procedures as detailed in the SSP, and in the case of security level 3, an instruction issued by the Contracting Government which has set security level.

At security level 3, the ship shall follow the instruction issued by the organization, which respond to this security incident or its threat. Every security measures to be taken shall be such that they would closely coordinate with the activity of those who respond to the incident and with the port facility. The ship shall report to the company of the above instruction. The master is always responsible for the safety of ship. Even under security level 3, the master can request explanation or modification of instruction issued by organization who responds to the security incident or its threat, if there is an evidence to believe that implementation of instruction may endanger the safety of ship.

The master shall report any problems, which may occur when implementing the security measures, In this case, the master shall co-ordinate to take appropriate action consulting with PFSO and SSO.

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 PFSO of the situation.

8. Access point and Measures to Prevent Unauthorized Access

8.1 Access Point and Measures to prevent unauthorized access

Access Point	Measures
(Example)	
Gangway	Post a guard/ post a look-out personnel
Pilot Ladder	Post a guard/ post a look-out personnel/ keep the ladder clear of water surface/ keep the ladder clear of wharf
Helicopter	Post a guard/ post a look-out personnel
Access by Crane or Other Hoisting Equipment	Post a guard/ post a look-out personnel
Vehicle Ramp Way	Post a guard / post a look-out personnel / secure from inside
Ship's Side Port	Post a guard / post a look-out personnel / secure from inside
Anchor Cable	Post a guard/ post a look-out personnel/close hawse pipe
Mooring Ropes	Post a guard/ post a look-out personnel / fit a large rat guard or close by other means

8.2 List to access to Restricted Area or Other Part of Ship when it was accessed, and List of Measures to prevent unauthorized access

Access Point	Measures
(Example)	
Emergency escape doors of each deck in accommodation space (list them up)	Secure from inside. These spaces should be kept free of obstacle. If secured for security reason, door must be able to open without key from evacuation direction.
All doors in accommodation space (list them up)	Lock the doors / secure from inside
All openings on deck (list up all openings capable to access from deck)	Lock the openings / secure from inside
Doors fitted to funnel at each deck (list them up)	Lock the doors / secure from inside

8.3 List of Restricted Area and Measures to prevent unauthorized access

All restricted areas should be clearly marked indicating that access to the area is restricted and that unauthorized presence within the area constitutes a breach of security.

Restricted Area	Measures
(Example)	
Bridge	Post a guard / lock the room
Machinery Space	Post a guard / lock the space

Radio Room	Post a guard / lock the room
Crew Accommodation	Post a guard / lock the accommodation space
Gyro Room	Post a guard / lock the room
Spaces containing security and surveillance equipment and systems	Post a guard / lock the space

8.5 Control of Dangerous Goods or Hazardous Substances

When ship has spaces containing dangerous goods or hazardous substances, SSO should complete inventory of them and verify their quantities at regular interval. (Form of Inventory is shown in Annex 6). These spaces should be identified as restricted area, and should follow the procedures of above 8.3.

9 Procedures responding to Security Threats and Breach of Security

9.1 Security Threats

Where there exist security threats, ship may be advised of security level 2 or 3 from the Administration or Contracting Government where the port facility is located. If ship is operating at security level 1 and the master or SSO considers that there exist security threats, they should take appropriate action to mitigate those threats. The master or SSO should also report to the Administration and Contracting Government of the port facility about the threats.

9.2 Breach of Security

Where there is a breach of security, the master should consider to:

1. activate ship security alert system,
2. issue that all crew stand on emergency station,
3. report to the Contracting Government of the port facility,
4. prepare to abandon ship,
5. prepare leave the port
6. follow instructions issued by the Contracting Government,
7. follow the Contingency Response Plan in Appendix 10, for:
 - a. Hijack
 - b. Bomb Threat
 - c. Unidentified Object/Explosive on Shipboard
 - d. Bomb Threat/Damage and Destruction to Port Facility
 - e. Pirate
 - f. Stowaway

10 Evacuation Procedure in Security Threats and Breach of Security

General Instruction

The final decision to abandon ship shall be made by the master when he believed that this action was imminent after every effort to save the ship had exhausted. Many seamen returned back to ship safely after once abandoned. The master should verify that every measure to save the ship had been taken before abandoning.

Nobody should abandon ship until clear instruction is given by the master.

It is important to keep the order, accomplish one's duty and maintain perfect control.

At Sea

Everybody should follow the Muster List for abandon ship.

In Port

Everybody should assemble in a place designated, and follow instruction given by PFSO. When there is no such instruction, every body shall take action considered necessary to minimize damage to human life, properties and environment.

11 Reporting Procedure of Security Incident

When a security incident occurred, SSO should report this incident to the Administration, Contracting Government in which port facility the ship is located and CSO, using a Form specified in Appendix 2.

12 Communication System on Shipboard and between other Stations

GMDSS is installed on shipboard as communication system. In addition to this, ship has portable transceiver for on board communication.

12.1. Communication on board the ship

Communication on shipboard may be made verbally, or by using loud speaker and transceiver. For security related communication, the master shall specify the frequency to be used.

12.2. Communication from ship to shore

Contracting Government of the port facility shall give advice on the communication system and its frequency to be used. When such instruction is not given, ship shall communicate by GMDSS. In addition, the ship security alert system is designed to transmit the security alert to Administration or Company. When Company received the security alert, CSO or his deputy staff should communicate to Administration without delay.

13. Frequency of Test and Calibration of Shipboard Security Device

(Establish the above instruction referring to manuals issued by security equipment makers)

14. Ship Security Alert System

Note :

- This may be established under separate volume, considering the case where the system has not yet been installed.
- Establishment under separate document may be considered, since the document may be disclosed only to senior officers nominated by the company and retained by the master, subject to approval of Administration.

14.1. Identification of Location where Activation Point of Ship Security Alert System is provided.

(Indicate the activation point of ship security alert system)

14.2. Procedure, Instruction and Guidance on the Use of Ship Security Alert System, including the Testing, Activation, Deactivation and Resetting and to limit false Alerts.

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

(To be developed based upon the instructions supplied by the manufacture of the ship security alert system)

15 Procedures of Training, Drills and Exercises

15.1 Training

15.1.1. Ship Security Officer (SSO)

SSO should have knowledge of, and receive training, in some or all of the following, as appropriate:

1. security administration;
2. relevant international conventions, codes and recommendations;
3. relevant Government legislation and regulations;

4. responsibilities and functions of other security organizations;
5. methodology of ship security assessment;
6. methods of ship security surveys and inspections;
7. ship and port operations and conditions;
8. ship and port facility security measures;
9. emergency preparedness and response and contingency planning;
10. instruction techniques for security training and education, including security measures and procedures;
11. handling sensitive security related information and security related communications;
12. knowledge of current security threats and patterns;
13. recognition and detection of weapons, dangerous substances and devices;
14. recognition, on a non discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security;
15. techniques used to circumvent security measures;
16. security equipment and systems and their operational limitations;
17. method of conducting audits, inspection, control and monitoring;
18. methods of physical searches and non-intrusive inspections;
19. security drills and exercises, including drills and exercises with port facilities; and
20. assessment of security drills and exercises.

In addition the SSO should have adequate knowledge of, and receive training, in some or all of the following, as appropriate:

1. the layout of the ship;
2. the SSP and related procedures (including scenario-based training on how to respond);
3. crowd management and control techniques;
4. operation of security equipment and systems; and
5. testing, calibration and whilst at sea maintenance of security equipment and systems.

15.1.2. Security Duties of Shipboard Personnel

Shipboard personnel having specific duties should have sufficient knowledge and ability to perform their assigned duties, including, as appropriate, The training pertaining to these duties shall be performed under responsibility of SSO.

1. knowledge of current security threats and patterns;
2. recognition and detection of weapons, dangerous substances and devices;
3. recognition of characteristics and behavioral patterns of persons who are likely to threaten security;
4. techniques used to circumvent security measures;
5. crowd management and control techniques;
6. security related communications;
7. knowledge of the emergency procedures and contingency plans;
8. operations of security equipment and systems;
9. testing, calibration and whilst at sea maintenance of security equipment and systems,
10. inspection, control, and monitoring techniques; and
11. methods of physical searches of persons, personal effects, baggage, cargo, and ship's stores.

15.1.3. All other Shipboard Personnel

All other shipboard personnel should have sufficient knowledge of and be familiar with relevant provisions of the SSP. The training pertaining to these duties shall be performed under responsibility of SSO.

1. the meaning and the consequential requirements of the different security level;
2. knowledge of the emergency procedures and contingency plans;
3. recognition and detection of weapons, dangerous substances and devices;

4. recognition, on a non discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security; and
5. techniques used to circumvent security measures.

15.2.Drills

The objective of drills and exercises is to ensure that shipboard personnel are proficient in all assigned security duties at all security levels and the identification of any security related deficiencies, which need to address.

To ensure the effective implementation of the provisions of the Ship Security Plan, drills should be conducted at least once every three months. In addition, in cases where more than 25 percent 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 3 months, a drill should be conducted within one week of the change.

Security training should take into consideration various emergency situations that may occur depending on type of ship and cargoes. SSO should establish scenario of the following, and perform the training:

- Prevention of pirate
- Search of unauthorized visitor on shipboard
- Recognition of materials that may cause security threat to ship
- Search of prohibited article on shipboard
- Training to deter attackers from approaching to ship
- Recognition of restricted area
- Abandon ship

15.3.Exercises

COS should participate, when requested, in exercises which should be carried out at least once each calendar year with no more than 18 months between the exercises.

In addition, SSOs of at least more than 1 vessel out of the fleet of the company should participate in the above exercise. When CSO participates in an exercise with the Contracting Government other than the Administration of the ship's flag state, the CSO should report this matter to the Administration.

In case CSO has the SSO of the ship participate in the exercise, the CSO should dispatch the SSO the scenarios in advance which the entity will make to implement the exercise. In case of no scenarios prepared, the CSO should liaise with the entity, clarify the SSO's role and familiarize those matters to the SSO. In case captain or SSO is requested to participate in the exercise without going through the CSO, the captain or the SSO should not participate at his discretion and report to the CSO to seek to respond to the situation.

16.Internal Audit

Internal audit of the ship should be conducted at least once a year. Normally, this audit shall be made at the same time when SMS audit is conducted.

CSO shall nominate an auditor for internal audit. The auditor should be independent of the duties to be audited.

CSO should verify that the internal audit has been conducted in accordance with these procedures.

17. Procedure of Periodical Review and Updating of Plan

SSO should perform periodic review of the SSP to verify that the same is effectively responding to the current situations.

The master should review the SSP at least once a year, together with SMS.

Review of SSP shall be made in consideration of necessity for improvement of its continuing effectiveness.

The objectives of review are to verify that it has possibility to improve the current procedures or it is still remaining adequate abreast of the times. Procedure should be revised at instruction of the company, or when new equipment is installed.

When SSP is used under security level 2 or 3 or responding to the training, all personnel participated in the event should report to SSO of their comments about details and effectiveness of SSP.

SSP is a controlled document approved by Administration. No part thereof, except the contact list, should be amended without re-approval.

With regard to the element of the plan for which amendment need be approved by Administration, the instruction of the Administration should be followed

18. Records

Records of the following activities relating to SSP shall be kept on board.

18.1. For at least 2 years or the minimum period specified by the Administration.

1. Training, drills and exercises;
2. changes in security level;
3. communications relating to the direct security of the ship such as specific threats to the ship or to port facility the ship is, or has been;
4. internal audits and reviews of security activities;
5. periodic review of the ship security assessment;
6. periodic review of the Ship Security Plan;
7. implementation of any amendments to the plan; and
8. maintenance, calibration and testing of security equipment, if any including testing of the ship security alert system.

For the period of 10 calls at ports or the minimum period specified by the Administration.

1. security threats and security incidents
2. breach of security
3. declaration of security
4. security level of last 10 calls at port

Form of record is attached as separate sheet in Annex 4.

Appendix 1 Form of Declaration of Security

Form of Declaration of Security

Name of Ship:	
Port of Registry:	
IMO Number	
Name of Port Facility:	

This Declaration of Security is valid from.....until.....,for the following activities below.

Security level (s) for the ship:	
Security level(s) for the port facility:	

To ensure compliance with the requirements of Part A of the ISPS, the port facility and ship will agree to the following security measures and responsibilities.

	The affixing of the initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with relevant approved plan	
Activity		
Ensuring the performance of all security duties		
Monitoring restricted areas to ensure that only authorized personnel have access		
Controlling access to the port facility		
Controlling access to the ship		
Monitoring of the ship, including berthing areas and areas surrounding the ship		
Handling of cargo		
Delivery of ship's stores		
Handling unaccompanied baggage Controlling the embarkation of persons and their effects		
Ensuring that security communication is readily available between the ship and port facility		

The signatories to this agreement certify that security measures and arrangements for both the port facility and the ship during the specified activities meet the provisions of chapter XI-2 and Part A of Code that will be implemented in accordance with the provisions already stipulated in their approved plan or the specific arrangements agreed to and set out in the attached annex.

Dated at.....on
the.....

Signature:	
The port facility:	The ship:

(Signature of Port Facility Security Officer) (Signature of Master or Ship Security Officer)

Name and title of person who signed	
Name:	Name:
Title :	Title :

Contact Details (to be completed as appropriate) (indicate the telephone numbers or the radio channels or frequencies to be used)

For the port facility:	For the ship:
------------------------	---------------

Port Facility
Port Facility Security Officer

Master
Ship Security Officer
Company
Company Security Officer

Appendix 2 Form of Security Incident Report

Report of Security Incidents

Date of Security Incidents: _____

Ship's Name:

Port of Destination:

Flag:

Master:

Ship Security Officer:

Other crew or port facility officer related to the incidents:

Description of port area (in case related):

Summary of the incidents or threats:

Name of attacker (if known):

Type of hazardous substance/equipment/used weapon (e.g. Handgun, explosives, knife):

How are the security measures circumvented?

Details of additional related matters:

Appendix 6: Company Security Officer

The Company security officer in charge of this ship is given hereunder

Name:

Title (in case he has other duties):

Contact points (Phone number during officer hours):
(Home – outside office hours):
(Mobile phone):

Appendix 7: Ship Security Officer

(Ship Security Officer of this ship is the first mate. Name and period of assignment is given hereunder)

(As Ship Security Officer of this ship, the following personnel is appointed)

Period	Name	Signature of the Master

Appendix 8 : Duties and Responsibilities

Security level _____

Name of the Port _____

Duties	Hours	Person in charge
Monitoring access to ship	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C
Control visitors and baggage	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C
Monitoring restricted area	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C
Monitoring Deck area and the vicinity of the ship	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C
Monitoring cargo	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C
Monitoring delivery of ship's store	0000-0400 & 1200-1600 hrs	Duty Officer / Seaman A
	0400-0800 & 1600-2000 hrs	Duty Officer / Seaman B
	0800-1200 & 2000-2400 hrs	Duty Officer / Seaman C

Appendix 9 : Security Measures at each Security Level

Title	Security level 1	Security level 2	Security level 3
Master			
1 st mate			
2 nd mate			
3 rd mate			
Chief Engineer			
1 st Engineer			
2 nd Engineer			
3 rd Engineer			
Radio Operator			
Boatswain			
Able Seaman A			
Able Seaman B			
Able Seaman C			
Ordinary Seaman A			
Ordinary Seaman B			
Oilier A			
Oilier B			
Oilier C			
Wiper A			
Cook			
Assistant Cook			

Appendix 10: Contingency Plan

1. Response to hijack cases

Action to follow when ship is hijacked

Behave as follow when hijacker or terrorist came on board the ship.

- a) Keep calm and advise all officers and members of crew to keep calm. Do not try to resist armed terrorists unless as a last resort in a clear life threatening situation.
- b) Ensure the safety of the ship
- c) Activate the ship security alert system
- d) (when ship is not fitted with the ship security alert system) Broadcast a distress message, if possible. Procedures to transmit alert signals to shore authority or to the company under distress or threatened situation should be prepared beforehand.
- e) Offer reasonable co-operation. Terrorists are very nervous and aggressive at the incident. Calm behavior of the master and officers may mitigate the strain of terrorists.
- f) There is danger that a terrorist gets excited. Among the terrorist there exists who has abnormal character, and seeking an excuse for murder. This excuse is intentionally built up by misunderstanding. Abuse of a special privilege or aggression should not be returned.
- g) Hijackers are unlikely to understand how a particular ship works, its capabilities and limitations and may be suspicious about routing operations. They need be relieved through trust of ship's personnel who respond without deception.
- h) Try to establish what group of terrorists is involved as early as possible.
- i) Try to increase the number of access point to the vessel. Without risk.
- j) Without suggesting what they may be, seek to establish the hijackers' demands and what deadlines have been set for meeting them.
- k) Assume that the incident will be prolonged. The longer incident drags on, the more likely they are to end without injury to the hostages.
- l) Recognize that hostages will feel isolated during the incident, as they will be unaware of steps being taken by the company and/or government authorities on their behalf. This can lead to antagonism against the authorities and sympathy for the terrorists. Every effort will be being made to end the incident with the utmost emphasis on the preservation of life and personal safety of all innocent parties involved.
- m) Understand that establishment of a reasonably rapport between hostages and captors are likely to reduce the chances of the terrorists acting violently against their hostages.
- n) Be aware that at some stage in the incident a confrontation between the terrorists and outside authorities may occur. Before this confrontation, an opportunity may arise or may be created to pass information about the hijackers, such as their number, descriptions, sex, how they are armed, how they deploy themselves, how they communicate with each other, their cause, nationality, language(s) spoken and understand, their standard of competence and their level of vigilance, and whether any of the hostages have been separately unidentified as to nationality, religion or occupation (e.g. forces personnel).
- o) Wherever and whenever possible, the hijackers should be encouraged to surrender peacefully and should be discouraged from mistreating either passengers or crew.

In the event or in anticipation of military action:

- a) **Do not react** to strangely dressed newcomers.
- b) **Do not attract** attention to any unusual activity.
- c) If shooting, or the loud command "GET DOWN", is heard immediately lie face down, cover ears, close eyes and slightly open mouth. Do not move until an "all clear" is given.
- d) If the loud command "STAND STELL" is heard, then freeze immediately.

- e) If the location of terrorist bombs or weapons is known, inform a member of the military assault force as soon as possible.
- f) **Do not** shelter or hide terrorists.
- g) **Do not** take photographs of the military assault force.

Following the incident, the master and his crew should avoid talking to the press and other media persons about the methods used to resolve the incidents.

2. Bomb threat (Intimidation)

Initial Action

- When there is threatening of bomb, a person who received telephonic menace shall ask the following questions.
 - When does the bomb explode?
 - Where is the bomb?
 - What shape does it have?
 - What type of bomb?
 - What measure causes it to explode?
 - Have you placed the bomb?
 - By what reason?
 - Where are you calling from?
 - Where is your address?
 - What is your name?
- Take notes of characteristics of voice you heard

- Calm	Slow	Crying	Obscure
- Stammer	Deep	Loud	Smattering (broken)
- Giggle	Accent	Angry	Fast
- Stressed	Nasal voice	Exiting with a slip	
- Disguised	Sincere	Screaming	Normal
- Have you ever heard of the voice, or it resembles somebody?
- Have you heard a background noise?
- Take note of the wording spoken correctly
- When ship is in port, report this telephone to the shore authority. (harbor master, police, fire, fighter, etc.)

Subsequent action

- Activate the ship security alert system
- Ring emergency bell. All members of crew stand on emergency station.
- Organize the search group, and explain them on the bomb threat.
- Fire hoses set at fire station, and prepare for emergency measure against hull damage.
- Prepare the unloading plan
- Prepare the stability calculation

3. Unidentified Object/Explosive on Shipboard

Initial Action

Activate the ship security alert system, and report to company and agent of nearest port about the description and others of the object accurately

- appearance, size, color, fittings
- location found on shipboard
- Do not put it in water or play water on it as this could short a control circuit and denote it
- Do not run in the vicinity of the device
- Do not use VHF/UHF radios in the vicinity, within 3m, of the device.
- Do not handle, touch, shake, open or move suspected explosives or suspected devices.
- Do not cut, pull or touch wires, switches, fuses or fastenings.

- Don not step on fuses.
- Do not pass metallic tools near the suspected device
- Do not move switches, open hooks or fastenings.
- Do not smoke near by.
- Do not get too near the device to inspect.
- Do not move the device away from people – move people away from the device.
- Do not come close to the device

Subsequent Action

- Put sandbags or mattress around the suspected device.
- Clear neighborhood including above and below of the device. (6 planes)
- Identify restricted area, and instruct the crew to keep away.
- Keep the doors and openings open, so as to minimize primary damage.
- Obey instructions given by the company and shore authorities.

If a bomb explodes without warning, onboard or near the ship, the master should, -

- Ensure watertight integrity and stability.
- Render first aid where/if necessary
- Take fire-fighting precautions
- Muster personnel to establish number and names of casualties.
- Inform company, local authorities (in port), and make distress call (at sea) if necessary.
- In port, be prepared to handle inquiries from press and next-of-kin.

4. Bomb Threat/Damage and Destruction to Port Facility

- Activate the ship security alert system.
- Issue order to stand on emergency station.
- Report to the Contracting Government of the port facility.
- Obey instructions given by personnel responding to the threat (PFSO)
- Prepare to evacuate from the ship/ prepare departure of ship from the port.

5. Procedure for responding to pirates attack

Action when encountered with Attackers/Pirates

- Blow whistle to alert the crew and other ships.
- Increase ship's speed, and change the course to seaside, if possible.
- Light up the upper deck and ship's side, when appropriate, and hit the light to possible attackers, using searchlight, to dazzle them.
- If pirates/attackers try to endanger the ship, shoot rocket flares.
- If intruders try to get onboard using a hook, cut the rope of the hook.
- Activate the ship security alert system.
- (when ship is not fitted with this system) Give alert to shore authority and other ships in the vicinity. (When the pirate/armed robbers assaulted the ship, transmit the distress signal using the DSC device. GMDSS of INMARSAT is transmitting the pirate information via INMARSAT-C)

Action to take when Attackers/Pirates get on shipboard

Once the pirate gets on board, the action to take by the master and crew differs depending on the degree how much the attackers take command of the ship. However, the objectives of the master and crew are:

- to ensure safety of persons on board with the greatest possible effort;
- to ensure operation of ship by the member of crew;
- to ensure leaving of attackers from ship as soon as possible.

In any case, never expose human life to danger by challenging against violence to protect the properties on board.

Evacuate in pre-determined safe place, as appropriate, and ensure that all personnel are staying there. Members of crew should pay effort to stay together.

Report the circumstances using radio equipment and seek to get help, if possible. When intruder forbids use of radio, crew should pay attention on their ability to monitor the use of radio equipment

Crew should not stay in between the intruders and their boat. Because this would increase the risk of injury or violence. Priority should be given that the intruders may easily leave off a alongside the ship.

As a rule, not try to arrest the attackers. This action works to induce violence.

When the ship is hijacked by the intruders, liaise with them, if possible, to take command of ship's operation and seek to return hostages. However, in many cases, only one option to ensure safety is to accept the requirement of the attackers.

Action to take after assault is over

- Issue pre-determined signal to announce the finish of assault.
- Ensure safety of personnel and the ship.
- Call the roll to confirm all members of crew are on board.
- Inspect if anyone injured.
- Report to RCC.
- Ask for medical advice over radio, if needed.

6. Procedures for responding to stowaway cases

When a stowaway is found, the master shall immediately inspect this person. In order to identify this person, the ship shall collect as much document as possible pertaining to him such as passport, seamen's not, ID card, physical check record, letters, etc.

In general, a stowaway denies his possession of document, and uses a false name and false nationality. However, in many cases, the stowaways hold their identity paper in secret, near the compartment where they were found. Therefore, the ship should perform a systematic search of document.

Most important action at finding of stowaway is to report to the company, immediately, of this fact together with all information available.

Also report to the authority and agent where the stowaway came onboard, and to the same of next port.

Refrain from raising uproar for the stowaway, But give him a room and meal. During navigation along coastal water and in port, keep him in calm in locked room, and avoids unnecessary contact of crewmember with him, until further instruction is issued.

In general, ship's deviation just for disembarkation of the stowaway is not permitted in the charter party. He shall be disembarked only after approval of the company.

Annex 1 : Company Security Policy

Company Security Policy

The Company, in order to detect and eradicate all attempt that would threaten safety and security of the ship under our control and its personnel as well as asset on board, has developed this Ship Security Plan in accordance with chapter XI-1 of the SOLAS Convention and the ISPS Code (International Ship and Port facility Security Code). The plan is, dully approved by the flag Administration (or Recognized Security Organization acting on its behalf).

The master and crew shall act in accordance with the provision given in this Ship Security Plan developed for this ship. Further, all hands are expected to be fully familiar with all assigned security duty, and shall undergone training as necessary by the master or Ship Security Officer designated by the master.

I, hereby declare the following as a representative of the company:

The master, at any time, has overriding authority regarding the security of the ship and make decision as necessary.

The company shall render full assistance upon receiving a request from the master and/or the ship security officer, with co-ordination of the flag Administration.

1 August 2003

xxxxx Co Ltd.
CEO

Signature

Annex 2 : Information on Company’s Special Responsibility given to Master

The master shall provide information contain in this appendix upon the request by duly authorized officer of the government.

	Names	Contact Details
Parties responsible for appointing shipboard personnel		
Parties responsible for deciding bareboat charterers		
Parties responsible for deciding time charterers		
Parties responsible for deciding voyage carterers		

Annex 3 : Recent Security Level of 10 Ports

Voy. No	Name of Port	Arrival	Departure	Work	Security level		Special Measures taken
					Port	Ship	
24	Singapore	09/01/03	09/01/03	Bunker	1	1	Nil
23	Fukuyama	02/01/03	06/01/03	Dis Ore	1	1	Nil
23	Damper	20/12/02	22/12/02	Load Ore	1	1	Nil

Annex 4 : Record of Ship Security Plan (SSP)

This record should be kept on board for at least the minimum period specified by the Administration. Also this record should be protected from unauthorized access or disclosure.

(Use the definite form of the record if specified by the Administration)

Annex 5 : Contact List of Countries for Security

Annex 6 : Inventory of Dangerous Goods and Materials

Voy.No.

Kinds	Quantity	Stowage Place	Inspection Date	Person in Charge for Inspection