

BIRO KLASIFIKASI INDONESIA

GUIDANCE FOR THE VERIFICATION AND REGISTRATION OF SHIP SECURITY MANAGEMENT SYSTEMS

EDITION 2004

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INTRODUCTION

Following the tragic events of 11 th September 2001, the 22nd Session of the Assembly of the International Maritime Organization (IMO) in November 2001, unanimously agreed to the development of new measures and procedures relating to the security of ships and of port facilities further herein after referred to as International Ship and Part Facility Security Code or ISPS -Code, for adoption by the Diplomatic Conference of Contracting Governments to the International Convention for Safety of Life at Sea (SOLAS) 1974, held in December 2002.

Resolution No.1 of the above mentioned Diplomatic Conference on Maritime Security has adopted the ISPS-Code and other Resolutions of the Conference also include the necessary amendments to Chapters V and XI of SOLAS.

The International Ship and Port Facility Security Code or ISPS - Code will become mandatory as of the 1st July 2004.

The Rules and Guidance herein are established based on the ISPS-Code of 2003 edition, IACS Procedural Requirements for ISPS -Code certification (PR No. 24 May 2003) and IACS Procedure For Training And Qualification of Maritime Security Audit (PR No. 25 May 2003).

Application.

The Rules and Guidance for the Verification and Registration of Ship Security Management System are applicable to the following types of ships engaged on International voyages and port facilities serving such ships, i.e :

- Passenger ships, including high speed passenger crafts;
- Cargo ships, including high speed cargo crafts of 500 GT and above;
- Mobile off-shore drilling units (MODU); and
- Port facilities serving such ships engaged on international voyages.

Scope.

The scope of the Procedural Guidelines for Verification and Certification in accordance with ISPS-Code are :

- As a base for BKI Maritime Security Auditors to carry out verification according to the requirements of ISPS - Code.
- As a guide for issuing the International Ship Security Certificate (ISSC) to ships on behalf of the Administration which has authorized BKI.
- As a guide for issuing the International Ship Security Certificate (ISSC) to ships of the Flag State Administration which has authorized BKI.

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Chapter 1

GENERAL PROVISIONS

1.1 Application

As a rule the requirements apply to the following types of ships engaged on international voyages:

- .1 Passenger ships, including passenger high speed craft.
- .2 Cargo ships, including cargo high speed craft, of 500 Gross Tonnage and upwards, and
- .3 Mobile offshore drilling units.

For non-convention ships and ships not engaged in international voyages to refer to paragraphs 4.4.5 and 4.4.6 of Part B of ISPS Code.

1.2 Abbreviation, Definition of Terms

- .1 **ISPS Code** – International Ship and Port Facility Security Code.
- .2 **ISSC** – International Ship Security Certificate.
- .3 **SSP** – Ship Security Plan
- .4 **SSA** – Ship Security Assessment.
- .5 **CSO** – Company Security Officer.
- .6 **SSO** – Ship Security Officer.
- .7 **RSO** – Recognized Security Organization.
- .8 **DOC** – Document of Compliance.

- .9 **SMC** – Safety Management Certificate.

Company means as defined in 1.2.3 (a), (b) and (c) of the Rules.

Recognized Security Organization (RSO) means an organization with appropriate expertise in security matters and with appropriate knowledge of ship and port operations authorized to carry out an assessment, or a certification activity, required by this chapter or by Part A of the ISPS Code.

Ship Security Plan (SSP) means a plan developed to ensure the application of measures designed to protect the persons on board, cargoes, cargo transport units, ships stores or the ship from the risks of security incident.

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.

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 there after implemented and maintained and for liaison with Port Facility Security Officers (PFSO).

Chapter 2

REGISTRATION OF SHIP SECURITY MANAGEMENT SYSTEMS

2.1 Registration of Ship Security Management System

As a rule, Short Term ISSC is issued after completion of Initial or Additional Verifications.

The words "data for registration" in paragraph 2.1.4 of Rules are the following:

- (1) ISPS registration number.
- (2) Date of ISPS registration.
- (3) Name and type of ship
- (4) Distinctive number or letters of ship.
- (5) Port of registry of ship.
- (6) Gross tonnage of ship.
- (7) Name and address of the Company, and
- (8) IMO number of ship.

.3 Interim ISSC is issued after 1st July 2004, to a ship which has newly joined under management of a Company, or which has changed her flag.

.4 An ISSC is issued to a ship which holds a Ship Security Plan (SSP) approved by the Flag State Administration or by the Society or other Recognized Security Organization (RSO) on behalf of the Flag State Administration, upon successful completion of an Initial Audit after at least two months operation of SSP on board the ship.

The validity of an ISSC issued after the Initial Verification shall be five years from the last date of the Verification subject to an execution of an Intermediate Audit.

2.2 Maintenance of ISPS registration

See paragraph 2.2. of the Rules.

2.3 Certificates

2.3.1 Certificates and their periods of validity

Certificates means International Ship Security Certificates (hereinafter referred as "ISSC"), issued only for the ship.

Certificate shall not be issued for the Company.

Kind of ISSC are as follows :

- .1 Full Term ISSC, issued under the authority of the Flag State Administration,
- .2 Short Term ISSC, issued to cover the period until a Full Term ISSC is issued.

The validity of an ISSC issued after the Renewal Verification shall be five years from the next day after the expired date of existing ISSC when the Renewal Verification is completed within three months before the expiry date of existing ISSC, but when the Renewal Verification is completed more than three months before the expiry date of previous ISSC than the new ISSC shall be valid from the date of completion of Renewal Verification for a period of five years.

The ISSC shall be endorsed upon successful completion of an Intermediate Verification.

The Original ISSC shall be kept on board the ship and a copy of the ISSC shall be kept by the Company.

The expiry date of the ISSC may be harmonized to the expiry date of the Safety

Management Certificate (SMC) of the ship at the request of the Company.

2.3.2 Short Term ISSC

A Short Term ISSC valid for five months shall be issued to a ship under the authority of Flag State upon completion of Verification by Maritime Security Auditor to prove satisfactory completion of an Initial Verification. For the renewal verification the Maritime Security Auditor shall issue the Short Term ISSC to show that the certificate is valid for the next period.

2.3.3 Interim ISSC

An Interim ISSC valid for five months shall be issued to a ship subject to the following conditions, under mentioned below:

- .1 When a ship does not hold an ISSC, at the delivery of the ship;
- .2 When a Company newly commences management of the ship; and
- .3 When the ship changes her Flag.

In principle, it shall be issued after 1st July 2004, and it's validity shall not be extended.

2.4 Extension, Invalidation, Re-Issuance, Revision and Returning of Certificates

2.4.1 Extension of Validity of a Certificate

When a ship is underway to an intended port to undergo a Verification at time of due date of the certification, it may be extended by not more than three months. However, when a ship arrives at the intended port, it shall not be permitted to leave the port without a new certificate.

2.4.2 Invalidation of a Certificate

A Certificate shall become invalid when:

- .1 a ship has not undergone the periodical verification (Intermediate, Renewal);
- .2 remedial actions for non-compliance set out at the Verification have not been completed within the agreed period of time;
- .3 a part of the SSP, has been amended without approval;
- .4 when a Company ceases managing the ship;
- .5 when a ship changes her Flag ;
- .6 when verification fees and expenses have not been paid;
- .7 when an ISSC is issued to replace an Interim ISSC;
- .8 when a Company request withdrawal of the ship from the ISPS Register.

2.4.3 Re-issuance of a Certificate

When a certificate is lost or damaged, please request BKI Head Office for re-issuance of the same.

2.2.4 Revising entries on a Certificate

When the particulars, such as ship's name indicated on the certificate are changed an Additional Verification is required to revise the entry on the ISSC. However, when changes are made only to the name or address of the Company, no Additional Verification is required. The Company shall contact BKI Head Office about detail of changes for the revision of an entry on the ISSC.

2.4.5 Returning The Certificate

The Company is requested to return the Certificate to BKI Head Office in the following cases:

- .1 when a new certificate is issued after Renewal Verification or other reason ;
- .2 when a certificate has become invalid or expired;
- .3 when a lost certificate is found after receiving a re-issued certificate.

2.5 Termination of ISSP Registration

The ship of which ISSP Registration had been withdrawn may apply for re-registration.

The number of registration is to be determined giving due consideration to the condition under which the ISPS Registration had been withdrawn.

Chapter 3

VERIFICATION OF SHIP SECURITY MANAGEMENT SYSTEMS

3.1 Conduct and Preparation for Verification

3.1.1 Application for Verification

BKI Form F.280 shall be used for application for Verification of Ship Security Management System and be submitted to BKI Head Office.

3.1.2 Application for Ship Security Plan (SSP) Approval

Application for Ship Security Plan (SSP) or for re-approval of amendments to the approved SSP is to be submitted to the BKI Head Office.

3.1.3 Initial Approval

The following documents to be submitted to BKI for approval of SSP:

- .1 Copy of valid DOC of ISM Code - 1 copy .
 - .2 SSP - 2 copies.
 - .3 Report of SSA - 1 copy.
- Other documents are also to be submitted to BKI when these are not included in the SSP.
- .4 Procedure and organization chart of the Company that specify the responsibility and authority of the Company Security Officer (CSO) and other shore – based personnel relating to the ship security.
 - .5 Declaration of the Company stating that the Company shall give necessary assistance to the CSO and master of the ship to perform their duties relating to the ship security.

Further other than those mentioned above the following documents shall also be submitted to BKI.

- .6 Results of training (certificates or the like) which proves that the CSO has received the necessary training to perform the CSO's duty and responsibilities.
- .7 Documents to show the practical schedule to perform an Internal Audit of the ship (when it had been already performed, the Internal Audit record including the non-conformity and corrective action are to be submitted).
- .8 Documents indicating the latest information on the followings :
 - i) person responsible for appointing shipboard personnel;
 - ii) person responsible for deciding the employment of the ship;
 - iii) parties who are chartering the ship (when the ship is chartered).
- .9 Questionnaire (BKI Form F.281)

3.1.4 Document Review of the SSP

The submitted SSP shall be received and approved when it is verified to be in compliance with the ISPS Code.

When the submitted SSP is found to be not in compliance, BKI shall request it's correction in writing. Approved SSP shall be stamped as so on their cover, records of amendment and the page of contents will also be stamped, and then returned to the Company together with the

other submitted components, (except the copy of the DOC).

The Company is requested to keep the original SSP with the approval stamps on board the ship. A copy of the SSP with the approval stamps should be kept at the Company and shall also be stamped with "Copy". BKI shall retain only one copy of each of the cover, record of amendments and contents stamped with the approval stamp.

3.1.5 Approval of Amendments to the approved SSP

Each Administration is responsible for determining which SSP amendments to the original approved SSP need to be re-approved. BKI shall seek to obtain this information and show it on its home page.

3.1.6 Documents to be submitted

The following documents are to be submitted when the Application is made for approval of amendments to the approved SSP:

- .1 Copy of existing page which shall be amended – 1 copy;
- .2 Complete set of the SSP incorporating the amendment – 2 copies
- .3 Report of the SSA that resulted in the amendment to the SSP – 1 copy.

3.1.7 Review of Amendments to the approved SSP

The submitted documents shall be reviewed and the SSP be re-approved when the amendment made to the original SSP is verified to be in compliance with the ISPS Code. The re-approved SSP shall be stamped on its cover, record of amendment and to contents with approval stamp, and be returned to the Company together with the other submitted documents.

The Company is requested to keep the revised authentic book of the SSP stamped with the approval stamp on board the ship. A copy, stamped with the approval stamp should be kept in the Company and shall also be stamped "Copy". BKI shall retain only one copy of each of the cover, record of amendment and contents with the approval stamp.

3.2 Types of Verifications

Types of verifications of ship security management systems are as described in paragraph 3.2 of the Rules.

3.2.1 Application for Shipboard Verification

Application for Shipboard Verification is to be submitted to the BKI Head Office.

When a port, where a ship is scheduled to undergo the Verification, has a security level 3 or ship's security level is 3, BKI may not accept an application because a smooth execution of security verification may be difficult. It is also to be considered that as a rule, if a ship is not in normal operation, such as in dry – dock or at lay-up, then BKI shall not undergo a Ship Security Verification, except for a Verification for issuing Interim ISSC.

3.2.2 Initial Verification, Intermediate Verification, Renewal Verification

The following documents are to be submitted :

- .1 Copy of valid DOC of ISM Code – 1 copy .
- .2 When SSP was approved by other than BKI, copy of the cover page, record of revision and contents (index), each document bearing approval stamp – 1 copy.
- .3 When SSP was approved by other than BKI, documents listed up in .4 to .8 in paragraph 3.1.3 (for initial Verification only) – 1 copy;

- .4 Questionnaire (BKI Form F.282)
– 1 copy.

3.3 Initial Verification

At the time of Initial Verification the SSP established by the Company should have been in operation for at least two months. The starting point may be considered at the date when the master received the SSP on board (the SSP may not necessary have been approved on this date).

3.3.1 Execution of Shipboard Verification

The followings shall be verified as evidence of implementation of SSP:

- .1 Record of training, drills and exercises;
- .2 Record of Internal Audit;
- .3 Record of maintenance, calibration and testing of security equipment, including the ship security alert system.

3.3.2 A Maritime Security Auditor (a person separately qualified to this title in addition to the qualification of ISM Auditor), shall visit the port where the ship is to undergo a Verification. The Maritime Security Auditor shall conduct the Security Verification along with the Audit Plan, informed to the ship before hand, that includes an interview with the master, SSO, specific security personnel (if nominated), verification of records and checking of the security measures of the ship.

3.3.3 When a non-compliance in security measures or malfunction in the security system is found during the Initial or Renewal Verification ISSC shall not be issued.

3.3.4 When a failure in security measures or security system is found during the Intermediate or the Additional Verification, the Maritime Security Auditor shall request correction of the failure.

If the Maritime Security Auditor finds the plan is appropriate, then he / she shall issue a “Statement of Approval Remedial Action Plan” together with the “Statement of Non-Compliance”. When the Society is not given authority to act as above from the Flag State, than the Company is requested to obtain the authorization from the Flag State Administration by submitting a “ Statement of Non-Compliance “ issued by the Maritime Security Auditor together with the Remedial Action Plan and alternative measures proposed by the Company. Upon receipt of waiver of special authorization from the Flag State Administration, BKI shall issue a “ Statement of Approved Remedial Action Plan” attaching the approval document of the Flag State Administration.

3.3.5 When a Statement of Non- Compliance is set out in the Verification, the ship is requested to undergo “ Additional Audit to clear the Non-Compliance” after removing the cause of Non-Compliance. It is to be considered that the ISSC becomes invalid if the Non-Compliance is not corrected by the agreed date.

3.3.6 The Company shall nominate the shore side personnel or shipboard personnel who are conversant with the SSP to attend the verification, including the master or SSO.

3.4 Periodical Verifications

3.4.1 Intermediate Verification

The same requirements apply for Intermediate Verification as applied for Initial Verification as described in 3.3. Also the function of the ship’s alert system is to be confirmed in good working condition. In this case, a record of the system’s function test carried out by an approved technical servicing Company at recent periodical /statutory survey may be accepted upon a general examination of the system.

3.4.2 Renewal Verification

The same requirements as described in 3.4.1 apply for Renewal Verification.

3.5 Additional Verification for issuing Interim ISSC

3.5.1 Documents to be submitted

- .1 Copy of valid DOC or Interim DOC of ISM Code – 1 copy
- .2 Questionnaire (BKI Form F.282)-1 copy

A Verification for Issuing Interim ISSC shall be conducted by a Maritime Security Auditor to verify the following items as mentioned below, provided that the ship is fully manned in accordance with the Safe Manning Certificate.

Interim ISSC shall only be issued when all of the following items have been verified:

- .1 the SSA has been completed;
- .2 a copy of an SSP meeting the requirements of SOLAS XI – 2 and Part A of ISPS Code is available on board, has been submitted for review and approval, and has been implemented on board the ship;
- .3 The ship is equipped with alert system and comply with SOLAS-XI;
- .4 CSO
 - (a) has ensured :
 - (i) the review of SSP for compliance with Part A of the Code;
 - (ii) that the SSP has been submitted for approval; and
 - (iii) that the SSP is being implemented on the ship, and

(b) has established the necessary arrangements, including arrangements for drills, exercises and Internal Audits, in preparation to undergo the Initial Verification within 6 months;

- .5 arrangements have been made for carrying out the Initial Verification;
- .6 the master, SSO and other ship's personnel with specific security duties are familiar with their duties and responsibilities as specified in the Code and with the relevant provisions of SSP placed on board; and have been provided information in the working language of the ship's personnel or languages understood by them; and
- .7 SSO meets the requirements of Code A/12.

In addition, the Maritime Security Auditor shall verify that a copy of valid DOC is placed on board the ship.

3.5.2 Other Additional Verification

- .1 Additional Verification to clear any Non-Compliance. The extent of Verification shall be limited to the areas related to the Non-Compliance.
- .2 Additional Verification after Re-Approval of an SSP.

Application for Additional Verification for verification of the amended part of the SSP, after re-approval of the SSP by BKI, to be submitted to BKI Head Office.

The Extent of Verification shall be limited to areas related to the amended part of the SSP.

- .3 Additional Verification for change of Particulars such as Ship's name and others.

When a ship's name has changed, a Maritime Security Auditor shall visit the ship to conduct an Additional Audit. During this Additional Audit, the Maritime Security Auditor shall verify that the Statutory Certificates have been changed appropriately.

When a visit by a Maritime Security Auditor is not possible, the change of Statutory Certificates shall be verified by the Maritime Security Auditor. In this case, a Short Term ISSC shall be issued.

.4 Additional Verification as required by a Flag State Administration.

Flag States Administration may require the ship to undergo Additional Verifications. In this case, BKI shall inform the ship of the extent of the Verification, in consideration of the background of Flag State's requirement. At this Additional Audit, BKI shall endorse the ISSC.

LAMPIRAN
APPENDIX

DAFTAR PERMOHONAN UNTUK VERIFIKASI/SERTIFIKASI
LIST OF APPLICATIONS FOR VERIFICATION/CERTIFICATION

SISTEM MANAJEMEN KEAMANAN KAPAL
OF SHIP SECURITY MANAGEMENTS SYSTEMS

- **PERMOHONAN UNTUK PERSETUJUAN RANCANGAN KEAMANAN KAPAL (SSP) DAN VERIFIKASI/SERTIFIKASI KEAMANAN KAPAL**
APPLICATION FOR SHIP SECURITY PLAN (SSP) APPROVAL AND VERIFICATION/CERTIFICATION OF SHIPBOARD SECURITY SYSTEM
(FORM F.280 - 2004)
- **KUESIONER UNTUK PERSETUJUAN RANCANGAN KEAMANAN KAPAL (SSP)**
QUESTIONNAIRE FOR SHIP SECURITY PLAN (SSP) APPROVAL
(FORM F.281- 2004)
- **KUESIONER UNTUK VERIFIKASI SISTEM KEAMANAN DI KAPAL**
QUESTIONNAIRE FOR SHIPBOARD SECURITY AUDIT
(FORM F.282 - 2004)

Kepada : **BIRO KLASIFIKASI INDONESIA**
 To

TANGGAL :
 Date
 NOMOR :
 Ref

**PERMOHONAN UNTUK PERSETUJUAN RANCANGAN KEAMANAN KAPAL (SSP) DAN VERIFIKASI / SERTIFIKASI
 SISTEM KEAMANAN KAPAL
 APPLICATION FOR SHIP SECURITY PLAN (SSP) APPROVAL AND VERIFICATION / CERTIFICATION
 OF SHIPBOARD SECURITY SYSTEM**

KAMI MENYETUJUI PERSYARATAN YANG TERKANDUNG DALAM PERATURAN TENTANG VERIFIKASI ISPS Code DARI BIRO KLASIFIKASI INDONESIA BERSAMA INI MENGAJUKAN PERMINTAAN KEPADA BKI UNTUK PENELAHAHAN DAN PERSETUJUAN TERHADAP RANCANGAN KEAMANAN KAPAL (SSP) DAN VERIFIKASI SERTA REGISTRASI SESUAI DENGAN PERATURAN UNTUK PERUSAHAAN DAN KAPAL KAMI TERSEBUT DIBAWAH INI :
 We acknowledge the provision of Rules for Verification and Registration of Ship Security Management Systems / ISPS Code of Biro Klasifikasi Indonesia and request you to carry out a review and approval of our Ship Security Plan (SSP) and Verification and Registration in accordance with the Rules for the Company and Ship mentioned below :

<input type="checkbox"/> PERSETUJUAN SSP SSP Approval	<input type="checkbox"/> PERSETUJUAN AWAL SSP Initial Approval SSP	<input type="checkbox"/> PERSETUJUAN PERUBAHAN SSP Approval for Amendments of SSP	
<input type="checkbox"/> VERIFIKASI KAPAL Ship Verification	<input type="checkbox"/> VERIFIKASI AWAL Initial Verification	<input type="checkbox"/> VERIFIKASI ANTARA Intermediate Verification	<input type="checkbox"/> VERIFIKASI PEMBARUAN Renewal Verification
	<input type="checkbox"/> VERIFIKASI TAMBAHAN Additional Verification	<input type="checkbox"/> PENERBITAN ISSC INTERIM Issuing Interim ISSC	<input type="checkbox"/> Lain - lain Others
PERUSAHAAN Company	NAMA PERUSAHAAN : Company Name NAMA CSO (CSO untuk kapal ini) : Name of CSO (CSO for this ship) ALAMAT : PERSONIL PENGHUBUNG : Address Person in Charge NO. TELEPON : NO. FAX : E-MAIL : Telephone No. Fax No. E-mail Tempat dan Tanggal Verifikasi : Place and Date of Verification		
KAPAL Ship	NAMA KAPAL : KLASIFIKASI & NO. REGISTER : Name of Ship Classification & Register No. TANDA PANGGILAN : NOMOR IMO : Distinctive Letters IMO No. BENDERA : PELABUHAN PENDAFTARAN : Flag Port of Registry TIPE KAPAL : TONASE KOTOR : Type of Ship Gross Tonnage NO.SERTIPIKAT ISCC (Bila ada) : Cert.No. of ISCC (if any)		
DOKUMEN YANG DILAMPIRKAN Attached Document	<input type="checkbox"/> SALINAN DOC/SMC YANG MASIH BERLAKU Copy of effective DOC/SMC <input type="checkbox"/> 2 SET SSP/DALAM HAL PERSETUJUAN SSP, TERMASUK PERUBAHANNYA 2 Sets of SSP (in case of SSP Approval, incl. it's amendments) <input type="checkbox"/> KUESIONER UNTUK PERSETUJUAN SSP (..... & LAMPIRAN) (DALAM HAL PERSETUJUAN SSP TERMASUK PERUBAHANNYA) Questionnaire for SSP Approval (..... & attachment) (in case of SSP Approval, incl. it's amendments) <input type="checkbox"/> KUESIONER UNTUK VERIFIKASI DI KAPAL (.....) (DALAM HAL VERIFIKASI DI KAPAL) Questionnaire for shipboard audit (.....) (in case of shipboard audit)		

KAMI MENYETUJUI PEMBAYARAN IMBALAN JASA DAN BIAYA LAIN SEHUBUNGAN DENGAN PELAKSANAAN VERIFIKASI WALAUPUN SISTEM MANAJEMEN KEAMANAN KAPAL DITERIMA ATAU TIDAK.

We agree to pay all fees and expenses incurred in the verification whether the security management system is registered or not.

NAMA PERUSAHAAN :
 Name of Company
 ALAMAT :
 Address
 No. Telepon : No. FAX : E-MAIL :
 Telephone No. Fax No. Email

TANDA TANGAN PEMOHON
 Applicant's Signature

Isi Tanda (√) dalam kotak
 Please tick (√) appropriate box

*) Coret yang tidak perlu
 Delete as appropriate

BIRO KLASIFIKASI INDONESIA

KUESIONER UNTUK PERSETUJUAN RANCANGAN KEAMANAN KAPAL QUESTIONNAIRE FOR SSP APPROVAL

Kepada : Biro Klasifikasi Indonesia
To Divisi Statutoria

Tanggal
Date

Nama Perusahaan :
Name of Company

Nama Kapal :
Name of Ship

Nomor IMO :
IMO Number

Bendera Kapal :
Ship's Flag

Nama dan Posisi Petugas Keamanan Perusahaan yang ditunjuk
Name and Position of the designated CSO

Nama Name	Posisi Position	Tanggal Menerima Pelatihan Date of Training Received

Catatan : Bukti pelatihan harus dilampirkan
Documented evidence for training must be attached

No	Kuesioner Questionnaire	Jawaban Answer
1	Tanggal Pelaksanaan Asesmen Keamanan Kapal Date of Ship Security Assessment carried out	Tgl : Date
2	Nama Personil Pelaksana Asesmen Keamanan Kapal (Jika bukan CSO) Name of the person who carried out the SSA (if other than the CSO)	Nama : Name Perusahaan : Company
3	Apakah Rencana Keamanan Kapal (SSP) telah diserahkan kepada nakhoda ? Has the SSP been provided to the ship's master ?	Yes* / No* Tgl : Date
4	Apakah Petugas Keamanan Perusahaan menjamin bahwa penelaahan terhadap Rancangan Keamanan Kapal memenuhi persyaratan ISPS Code ? Has the CSO ensured the review of the SSP for compliance with the requirements of the ISPS code ?	Yes* / No*
5	Apakah Rancangan Keamanan Kapal (SSP) diimplimentasikan diatas kapal ? Is the SSP being implemented onboard the ship ?	Yes* / No*
6	Bahasa kerja diatas kapal Working language (s) onboard the ship	
7	Apakah" Dokumen yang tercantum dalam Kuesioner pada hal 2/2 telah diserahkan ? Have the documents stated in Questionnaire page 2/2 been submitted ?	Yes* / No*

Petugas Keamanan Perusahaan yang ditunjuk (CSO):
CSO in Charge

Tanda tangan: _____
Signature

BIRO KLASIFIKASI INDONESIA

LAMPIRAN DOKUMEN UNTUK PERSETUJUAN SSP DOCUMENT ATTACHMENT FOR SSP APPROVAL

Dokumen yang disyaratkan untuk diserahkan dalam rangka persetujuan SSP (XI – 2/4.1) (Tidak perlu untuk diserahkan jika dokumen telah terdapat dalam SSP).

Document required to be submitted for SSP Approval (XI-2/4.1) (Not required to be submitted when document to included in the SSP).

Uraian / Description

1. Dokumen seperti Prosedur Perusahaan yang menjabarkan tanggung jawab dan wewenang dari CSO dan personil lain di darat yang terkait dengan keamanan maritime, dan suatu bagan organisasi (A/11.2) (Jika tidak terdapat dalam SSP).
A Document like a Company Procedure that specifies the responsibility and authority of the CSO and other shore-side personnel to maritime security, and an organization diagram (A/11.2) (if not included in SSP).
2. Dokumen seperti Pernyataan dari Manajemen Perusahaan yang menjamin perlunya dukungan kepada CSO, SSO, dan Nakhoda, agar mereka dapat melaksanakan tugas dan tanggung jawabnya yang terkait dengan keamanan kapal (A/6.2) (Jika tidak terdapat dalam SSP).
A Document like a declaration by Company Management that ensures the necessary assistance to the CSO,SSO and Master. so that they will be able to fulfill their duties and responsibilities relating to ship security (A/6.2) (if not included in SSP).
3. Laporan tentang SSA dan ringkasan pelaksanaan asesmen keamanan (A/9.3 & B/8.12).
A report on the SSA and summary of how the assessment was conducted (A/9.3 & B/8.12).
4. Dokumen yang menunjukkan bahwa hasil pelatihan yang diterima oleh CSO untuk pelaksanaan tugas dan tanggung jawabnya secara efektif (A/13.1).
A document showing the result of the training which the SSO has received to perform his duties and responsibilities effectively (A/13.1).
5. Rencana yang menunjukkan bahwa Audit Internal dan tinjauannya yang terkait dengan tugas keamanan telah dijadwalkan untuk diselesaikan untuk setiap kapal sebelum pelaksanaan Verifikasi Awal. Jika telah selesai dilaksanakan, maka salinan dari pencatatan tentang ketidaksesuaian dan tindakan perbaikannya dan Laporan Audit dan tinjauannya (IACS/PR.24) harus diserahkan.
A plan to show that an Internal Audit and its review relating to security duties are scheduled to be completed for each ship prior to the Initial Audit. If they have been completed, copy of record of non-compliance and corrective actions and report on Internal Audit and it's review (IACS/PR.24) are to be submitted.
6. Informasi terakhir tentang hal-hal sebagai berikut (XI-2/5 & B/6.1) :
 - Personil yang bertanggung jawab untuk penetapan awak kapal dn pesonil lainnya.
 - Pihak yang menjadi pencharter
 - Pihak mana yang menjadi pelaku time charter, atau voyage charter

The latest information on the following (XI-2/5 & B/6.1) :

 - *Who is responsible for appointing member of the crew or other persons*
 - *Who are the bare charter parties*
 - *Who are parties of time charter party, or voyage charter party.*

BIRO KLASIFIKASI INDONESIA
KUESIONER UNTUK VERIFIKASI SISTEM KEAMANAN DI KAPAL
QUESTIONNAIRE FOR SHIPBOARD SECURITY AUDIT

Kepada : BIRO KLASIFIKASI INDONESIA
 To : DIVISI STATUTORIA

Tanggal
 Date

Nama Perusahaan :
 Name of Company

Nama Kapal :
 Name of Ship

Nomor IMO :
 IMO Number

Bendera Kapal :
 Ship's Flag

Nama dan Posisi Petugas Keamanan yang ditunjuk
 Name of Position of the designated Company Security Officer

Nama Name	Posisi Position	Tanggal Menerima Pelatihan Date of Training Received

Catatan : Bukti pelatihan harus dilampirkan
 Note Documented evidence for training must be attached

Verifikasi Awal atau Berkala / Initial or Periodical Audit

No	Kuesioner / Questionnaire	Jawaban / Answer
1	Apakah SSP yang telah disetujui ditempatkan diatas kapal ? Has the Approval SSP been placed onboard ?	Yes* / No*
2*	Siapa menyetujui SSP ? / Who approved the SSP?	
3*	Apakah SSP yang telah disetujui telah diimplementasikan minimal 2 bulan sejak dari tanggal ditematkannya SSP diatas kapal ? Has the SSP been implemented for at least 2 months from the date the SSP was placed on board the ship ?	Yes* / No*
4*	Jika SSP disetujui oleh selain BKI, maka dokumen yang tercantum dalam Form.....harus diserahkan Where the SSP has been approved by other than BKI, documents stated in Form.....are to be submitted	
5	Jika SSP disetujui oleh selain BKI, salinan dari halaman sampul, halaman daftar revisi dan halaman daftar isi harus diserahkan Where the SSP has been approved by other than BKI, copy of the approved Cover page, Revision list page and Index page are to be submitted	
6	Apakah tingkat keamanan dikapal atau dari fasilitas pelabuhan dimana kapal akan berlabuh telah ditetapkan sebagai tingkat 1 atau 2 ? Has been security level of the ship or of the port facility to which the ship will call been set as 1 or 2 ?	Yes* / No*
7	Siapakah personil yang ditunjuk oleh perusahaan untuk mendampingi Auditor Keamanan Maritim ? (personil didarat atau diatas kapal yang paham dengan SSP yang telah disetujui) Who is the person appointed by the Company to accompany the Maritime Security Auditor? (Any person ashore or onboard who is familiar with the SSP is accepted)	Nama : Name Jabatan : Title

* Untuk Verifikasi Awal saja / For Initial Verification only

Verifikasi untuk Penerbitan ISSC Interim / Verification for Issuing Interim ISSC

No	Kuesioner / Questionnaire	ISPS Code
1	Tanggal pelaksanaan Asesmen Keamanan Kapal Date of Ship Security Assessment carried out	Tanggal : Date A/19.4.2.1
2	Tanggal penyerahan SSP ke kapal / Date of SSP provided on board	Tanggal : Date A/19.4.2.2
3	Tanggal penyerahan SSP untuk penelaahan dan persetujuan Date of SSP submitted for review and approval	Tanggal : Date A/19.4.2.2
4	Badan yang menyetujui SSP ? / Approval Body of SSP ?	
5	Apakah SSP diimplementasikan diatas kapal ? Is the SSP being implemented on board ?	Yes / No A/19.4.2.2
6	Apakah kapal dilengkapi dengan sistem tanda bahaya keamanan kapal? Is the ship provided with a Ship Security Alert System ?	Yes / No / Nil A/19.4.2.3
7	Apakah CSO telah membuat persiapan untuk Verifikasi Awal dalam waktu 6 bulan ? Has the CSO made arrangements for the Initial Verification within 6 months?	Yes / No A/19.4.2.5

Petugas Keamanan Perusahaan yang ditunjuk (CSO):
 CSO in Charge

Tanda tangan: _____
 Signature

LAMPIRAN
APPENDIX

DAFTAR FORMAT SERTIFIKAT
LIST OF FORMS OF CERTIFICATES

- **SERTIFIKAT KEAMANAN KAPAL INTERNASIONAL SEMENTARA**
SHORT TERM INTERNATIONAL SHIP SECURITY CERTIFICATE
(FORM F.290 - 2004)
- **SERTIFIKAT KEAMANAN KAPAL INTERNASIONAL INTERIM**
INTERIM INTERNATIONAL SHIP SECURITY CERTIFICATE
(FORM F.291 - 2004)



BIRO KLASIFIKASI INDONESIA

SERTIFIKAT KEAMANAN KAPAL INTERNASIONAL SEMENTARA

SHORT TERM INTERNATIONAL SHIP SECURITY CERTIFICATE

No. :

Diterbitkan berdasarkan ketentuan KODA INTERNASIONAL TENTANG
KEAMANAN KAPAL DAN FASILITAS PELABUHAN
*Issued under the provisions of the INTERNATIONAL CODE FOR
THE SECURITY OF SHIPS AND PORT FACILITIES (ISPS CODE)*

berdasarkan wewenang **PEMERINTAH REPUBLIK INDONESIA**
Under the Authority of the Government of the Republic of Indonesia

oleh **BIRO KLASIFIKASI INDONESIA**
by Biro Klasifikasi Indonesia

Nama Kapal : _____
Name of Ship
Nomor atau Huruf Pengenal : _____
Distinctive Number or Letters
Pelabuhan Pendaftaran : _____
Port of Registry
Tipe Kapal : _____
Type of Ship
Tonase Kotor : _____
Gross Tonnage
Nomor IMO : _____
IMO number
Nama dan Alamat Perusahaan : _____
Name and Address of the Company

Dengan ini dinyatakan :
This is to certify

1. bahwa sistim dan perlengkapan keamanan yang diperlukan oleh kapal telah diverifikasi sesuai seksi 19.1 Bagian A dari ISPS Code;
that the security system and associated security equipment of ship has been verified in accordance with section 19.1 of part A of the ISPS Code;
2. verifikasi menunjukkan bahwa sistim dan perlengkapan keamanan yang diperlukan oleh kapal dari segala aspek berada dalam kondisi memuaskan dan bahwa kapal telah memenuhi persyaratan yang berlaku dari Bab XI-2 dari Konvensi dan Bagian A dari ISPS Code;
that the verification showed that the security system and associated security equipment of the ship is in all respects satisfactory and that the ship complies with the applicable requirements of Chapter XI-2 of the Convention and part A of the ISPS Code;
3. bahwa kapal dilengkapi Rancangan Keamanan Kapal yang telah disetujui.
that the ship is provided with an approved Ship Security Plan

Tanggal Verifikasi Awal / Pembaruan
Date of Initial / Renewal Verification on which this certificate is based
Sertifikat Sementara ini berlaku sampai dengan
This Short Term Certificate is valid until

Diterbitkan di **Jakarta**
Issued at

Tanggal
Date of issue

BIRO KLASIFIKASI INDONESIA
DIREKTUR TEKNIK
Technical Director

*Menunggu penerbitan sertifikat permanen
Pending issuance of a final certificate*

NUP :



BIRO KLASIFIKASI INDONESIA

SERTIFIKAT KEAMANAN KAPAL INTERNASIONAL INTERIM

INTERIM INTERNATIONAL SHIP SECURITY CERTIFICATE

No. :

Diterbitkan berdasarkan ketentuan KODA INTERNASIONAL TENTANG
KEAMANAN KAPAL DAN FASILITAS PELABUHAN
*Issued under the provisions of the INTERNATIONAL CODE FOR
THE SECURITY OF SHIPS AND PORT FACILITIES (ISPS CODE)*

berdasarkan wewenang **PEMERINTAH REPUBLIK INDONESIA**
Under the Authority of the Government of the Republic of Indonesia

oleh **BIRO KLASIFIKASI INDONESIA**
by Biro Klasifikasi Indonesia

Nama Kapal : _____
Name of Ship

Nomor atau Huruf Pengenal : _____
Distinctive Number or Letters

Pelabuhan Pendaftaran : _____
Port of Registry

Tipe Kapal : _____
Type of Ship

Tonase Kotor : _____
Gross Tonnage

Nomor IMO : _____
IMO number

Nama dan Alamat Perusahaan : _____
Name and Address of the Company

Apakah Sertifikat Interim ini berurutan dengan sertifikat sebelumnya ? Ya/Tidak*
*Is this a subsequent, consecutive Interim Certificate ? Yes/ No **

Jika ya, tanggal penerbitan dari sertifikat Interim yang pertama.....
If Yes, date of issue of initial Interim Certificate

DENGAN INI MENYATAKAN BAHWA persyaratan seksi A/19.4.2 dari ISPS Code telah dipenuhi
THIS IS TO CERTIFY THAT the requirements of section A/19.4.2 of the ISPS Code have been complied with.

Sertifikat ini diterbitkan sesuai dengan seksi A/19.4 dari ISPS Code
This Certificate is issued pursuant to section A/19.4 of the ISPS Code.

Sertifikat ini berlaku sampai dengan.....
This Certificate is valid until

Diterbitkan di
Issued at

Jakarta

Tanggal
Date of issue

BIRO KLASIFIKASI INDONESIA
DIREKTUR TEKNIK
Technical Director

NUP :

*Coret yang tidak perlu
* Delete as appropriate