

BIRO KLASIFIKASI INDONESIA

RULES FOR THE VERIFICATION AND REGISTRATION OF SHIP SECURITY MANAGEMENT SYSTEMS

EDITION 2004

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RULES FOR THE VERIFICATION AND REGISTRATION OF SHIP SECURITY MANAGEMENT SYSTEMS



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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

.1 Biro Klasifikasi Indonesia (herein after referred to as "BKI") shall verify and register the Ship Security Management System in compliance with the International Ship and Port Facility Security Code (hereinafter referred to as the "ISPS Code") and conducted in accordance with the provisions in these Rules for the Verification and Registration of Security Management Systems (herein after referred to as the "Rules").

.2 The Rules will apply to Security Management System for ship with Indonesian flag and their Management Companies who have responsibility for the operation of ships (hereinafter referred to as "Company") according to the assignment from the Indonesian Government (hereinafter referred to as the "Administration") to BKI.

For ships flying other than Indonesian flag have to follow the requirements and regulations of the respective flag state.

.3 Registration of a Ship Security Management System will be made based on the application submitted by the Company.

.4 BKI shall only review the Ship Security Plan (SSP).

1.2 Definition of Terms

.1 Convention means the International Convention for the Safety of Life At Sea (SOLAS) 1974 as amended.

.2 International Ship and Port Facility Security Code (ISPS Code) means the International Code for Security

Management of Ship and Port Facilities for safe operation of ship and to prevent security threats which may disturb the security of passengers, the ship's crew and the ship itself, as adopted by the International Maritime Organization (IMO) through Resolution No. A.924 (22) on the 12th of December 2002 as may be amended by the International Maritime Organization.

.3 Ship Security Management System means a structured and documented system which enable the personnel of the Company to implement the policy of the Company on measures and procedures of security system onboard the ship effectively.

.4 In ISPS Code (Regulation 1, Chapter XI of SOLAS) Company means either of the following:

(a) An independent organization or an individual who is responsible for the operation, maintenance, manning, etc. of a ship based on a management contract or a bare boat charter party contract with the ship owner.

(b) A ship owner or operator who has a ship management section as part of their organization and in such case, the section (or sections) is (are) in charge of the activities covering the overall management of ship operation, maintenance and manning.

(c) A ship operator, ship manager, bare boat charterer, or any other organization or person who has assumed the responsibility of the ship from the ship owner and who

- on assuming such responsibility has agreed to take over all duties and responsibilities as required by Chapter XI of the SOLAS, hereinafter referred to as ISPS Code.
- .5 Ship security requirements mean the following:
- .5.1 Regulation 4,5 and 8, Chapter XI-2 of the SOLAS.
- .5.2 Section 5 through 13 of the ISPS Code Part A.
- .5.3 Paragraph 8 through 13 of the ISPS Code Part B.
- .6 Ship Security Management System means a system built up to ensure the effective implementation of the Ship Security Plan (SSP).
- .7 Ship Security Assessment (SSA) means the identification of the possible threats to key shipboard operations, existing security measures and weaknesses in the infrastructure, policies and procedures.
- .8 Ship Security Plan (SSP) means a documented plan developed to ensure the application of measures onboard the ship designed to protect person on board, cargoes, cargo transport units, ship's stores and the ship from the risks of a security incident.
- .9 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 (PFSO) and Ship Security Officer (SSO).
- .10 Ship Security Officer (SSO) means the person onboard 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.
- .11 Security Incident means any suspicious or circumstance threatening the security of a ship, including a mobile offshore drilling unit and high speed craft, or of port facility or of any ship/port interface or any ship to ship activity.
- .12 Security Level means the qualification of the degree of risk that a security incident will be attempted or occur.
- .13 Security Level 1 means the level for which minimum appropriate security measures shall be maintained at all times.
- .14 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 security incident.
- .15 Security Level 3 means the level of which under specific protective security measures shall be maintained for a period of time when a security incident is probable or imminent (although it may not be possible to identify the specific target).
- .16 Regulation means a regulation of the Convention.
- .17 Chapter means a chapter of the Convention.
- .18 Section means a section of part A of the ISPS Code.
- .19 Paragraph means a paragraph of Part B of the ISPS Code.

- .20 Ship when used in this code, includes mobile offshore drilling units and high speed craft as defined in SOLAS Chapter XI -2/1.
- .21 Verification means the audit of SSP associated procedures, checking the operational status of the Ship Security System and representative sample of associated security and surveillance equipment and systems mentioned in the SSP.
- .22 Periodical Verification means Intermediate and Renewal Verifications.
- .23 Non Compliance means non fulfillment of a specified requirement or the subject matter is inappropriate for the ship.
- .24 Certificate means an International Ship Security Certificate (hereinafter referred to as "ISSC") or Short Term/Interim International Ship Security Certificate (further referred to as "Interim ISSC")
- .25 Anniversary date means the yearly date corresponding to the expiry date of the period of validity of ISSC, which excludes the expiry date of the period of validity of the certificate.
- .26 Recognized Security Organization (RSO) means an organization authorized by a Contracting Government in accordance with SOLAS Chapter XI-2 and Paragraph 4 of Part B of the Code.
- .27 Automatic Identification System (AIS) means that required by SOLAS Chapter V, Reg. 19.
- .28 Document of Compliance (DOC) means a Document in Regulation 4, Chapter IX of SOLAS

Chapter 2

REGISTRATION OF SHIP SECURITY MANAGEMENT SYSTEMS

2.1 Registration of Ship Security Management Systems

- .1 BKI shall carry out verification on the ship security management system based on the application submitted by the Company as described in 1.1.3 in accordance with the provisions in Chapter 3 or these Rules, and register the Ship Security Management System into the Ship Security Management Systems Register Book, when the Ship Security Management System has been found to satisfy the ship security requirements of the ISPS Code (herein after referred to as the "ISPS Registration")
- .2 BKI shall enter the name of the Company, the name and type of the ships under management of the Company and other relevant details for registering the Company and enter the name of each respective ship into the Ship Security Management Systems Register Book.
- .3 BKI shall revise the entries in Ship Security Management Systems Register Book whenever the content of any registered item or items are changed.
- .4 BKI shall enter the registered items prescribed in .2 above in the Ship Security Management Systems Register Book and publish it.
- .5 The Company should notify BKI of any changes made to any of the items listed as entries in the Ship Security Management Systems Register Book in a prompt and timely manner.
- .6 BKI shall report register of Company and it's ships periodically to the Administration

2.2 Maintenance of ISPS Registration

- .1 The Company and each ship registered as described in 2.1 above are to undergo Periodical Verifications in accordance with the provisions of 3.4 and 3.5 in order to maintain ISPS registration.
- .2 The Company is not to change the Ship Security Plan without the approval of BKI.
- .3 BKI shall carry out Renewal Verification and issue Short Term International Ship Security Certificate if the SSP is found effectively in accordance with ISPS Code.

2.3 Certificates

2.3.1 Issuance of Certificates (ISSC)

- .1 BKI shall issue the Short Term International Ship Security Certificate (ISSC) (hereinafter referred to as "Short Term ISSC") to the ISPS registered ship under the authority given by the "Administration", provided that the SSP of the ship satisfies the requirements of the ISPS Code and the Rules.
- .2 Further BKI shall submit the application and verification report to the Administration for processing the issuance of Full Term ISSC (hereinafter referred to as "ISSC").
- .3 ISSC issued by the Administration sent to BKI for further submission to the Company which had made the request for verification.
- .4 BKI shall issue an Interim ISSC at the Additional Verification as specified in 3.5.1 (1)

2.3.2 Validity of Certificates (ISSC)

- .1 The period of Certificates of an ISSC shall be five years from the date of completion of the Initial Verification as prescribed in 3.3 or the Renewal Verification prescribed in 3.4.1.
- .2 When a Renewal Verification is carried out and completed within 3 months prior to the expiry date of ISSC, the period of validity of the ISSC to be newly issued shall be the period counting from the date of completion of the Renewal Audit to a date of five years from expiry date of the existing ISSC.
- .3 The period of validity of a Short Term ISSC is to be not exceeding five months after the date of completion of the Initial Verification with satisfactory result.
- .4 The period of validity of an Interim ISSC is to be not exceeding six months after the date of completion of the Additional Verification prescribed in 3.5.1(1).

- (1) When the Periodical Verification or Additional Verification prescribed in 3.4 or 3.5 is not undergone.
- (2) When the improvement or corrective action required at a Verification has not been completed within the specified period
- (3) When the Ship Security Management System is changed without the approval of BKI
- (4) When verification fees of expenses have not been paid by the Company
- (5) When the Company assumes the responsibility for the operation of a ship not previously operated by the Company
- (6) When the ship's flag has been changed;
- (7) For Interim ISSC, if the ISSC is issued; or
- (8) When a Company request withdrawal of the ship from the ISPS Register.

2.3.3 Extension of Validity of Certificates

The validity of an ISSC may be extended for a period not exceeding three months where a ship at the time when the ISSC expires is not in port in which the ship is to be audited, but this extension is to be granted only for the purpose of allowing the ship to complete her voyage to the port in which she will undergo verification, and the only in cases where it appears proper and reasonable to do so.

The validity of an Interim ISSC is not to be extended.

2.3.4 Invalidation of Certificates

ISSC or Short Term ISSC is to become invalid when any of the following conditions (1) through (8) is applicable:

2.4 Retention, Re-issuance, Revision, or Returning of Certificates

2.4.1 Retention of Certificates

The International Ship Security Certificate/ISSC is to be retained on board the ship and the copy of the ISSC of each ship is to be retained in one file in the Company.

The Company should present them to BKI upon request

2.4.2 Re-issuance of Certificates

- .1 When the Full Term ISSC or Short Term ISSC has been lost or damaged, the Company should submit a request to BKI without delay to reissue the relevant certificate as replacement.

- .2 BKI shall issue the Short Term ISSC for further processing of the issuance of the Replacement Full Term ISSC by the Administration as described in 2.3.1.
- .3 The replacement ISSC shall be identified as "Re-issued" with the period of validity remains same with previous certificate which has been lost or damaged.

2.4.3 Revising Entries in The Certificates

The Company should, without delay, apply to BKI to rewrite and reissue the Certificate whenever there is a change in the content of the same.

2.4.4 Returning the Certificates

- .1 The Company shall immediately return the Short Term ISSC of each ship if the Full Term ISSC is already issued as described in 2.3.1
- .2 The Company should immediately return the previous ISSC to BKI, whenever an ISSC is re-issued (except in case of replacement of missing ISSC) as per 2.4.2 or when data at the ISSC are to be revised as per 2.4.3 above.

- .3 The Company should immediately return the Full Term ISSC or Short Term ISSC of each ship, when registration of the Company is withdrawn and the certification have been invalidated under the provisions of 2.5.
- .4 When the lost Full Term ISSC or Short Term ISSC has been found after the same has already been re-issued, the Company should immediately return the former certificate thus found to BKI.

2.5 Termination of ISPS Registration

BKI shall withdraw the ISPS Registration of the Company and notify the Company of such termination whenever any of the following conditions (1) through (3) become applicable:

- (1) When an application to cancel the ISPS Registration is received from the Company
- (2) When the Company has quitted the ship's management, or
- (3) When the Certificate / ISSC becomes invalid under the provisions 2.3.4 (1) through(4).

Chapter 3

VERIFICATION OF SHIP SECURITY MANAGEMENT SYSTEMS

3.1 Conduct and Preparation of Verification

- .1 At the request of the Company, the verification is to be carried out by the Maritime Security Auditor of BKI (hereinafter referred to as the "Auditor") who has been properly qualified and assigned under the requirements provided separately.
- .2 The Company whose ship is to undergo a verification is to arrange necessary preparation based on the audit plan submitted to the Company by BKI and the instructions given by the Auditor, if any. This includes to ensure that all documents, records, etc. relevant to the Ship Security Management System are made available to the Auditor to carry out the verification.
- .3 When undergoing a verification, the Company is to assign a person who is fully conversant with verification procedures and capable of arranging the preparation of the verification, and to give an assistance when the Auditor requests.
- .4 The verification may be suspended in cases where the Company fails to arrange necessary preparations for the verification or does not provide the proper person to attend the verifications, or when the Auditor considers that it is difficult to continue the smooth execution of the verification.

3.2 Types of Verification

Verification towards the Ship Security Management System (SSMS) consists of the following types:

- (1) Initial Verification

(2) Periodical Verifications:

- a. Intermediate Verification
- b. Renewal Verification.

(3) Additional Verification.

3.3 Initial Verification

3.3.1 General

The Initial Verification is to be carried out when the Ship Security Management System is verified by BKI for the first time in accordance with the approved Ship Security Plan.

BKI is to examine the documents prescribed in 3.3.3.1 at the Initial Verification (hereinafter referred to as "Document Review").

Further BKI shall carry out the verification to ensure that the Ship Security Management System is being implemented effectively on board the ship for at least two months including the objective evidences (hereinafter referred to as "Shipboard Verification").

3.3.2 Documents to be submitted

- .1 The Company shall submit the following documents to BKI for review:
 - (1) A copy of DOC.
 - (2) The Ship Security Plan (SSP).
 - (3) Results of the Ship Security Assessments (SSA).
 - (4) Documents otherwise specified by BKI.

- .2 If deemed necessary, BKI may request other documents regarding the Ship Security Management System, in addition to those prescribed in .1 above.

3.3.3 Document Review

- .1 At the Document Review, BKI is to approve the Ship Security Plan where it complies with the ship security requirements which deemed necessary.
- .2 In .1 above, where the Ship Security Plan does not comply with the ship security requirements which deemed necessary, BKI shall require the Company to revise it as appropriate.
- .3 BKI shall notify the Company of the results of the Document Review in writing.

3.3.4 Shipboard Verification

- .1 BKI shall verify that the Ship Security Management System onboard the ship fully complies with the approved Ship Security Plan, is in satisfactory condition and fit for the service for which the ship is intended.
- .2 In .1 above, where the Ship Security Management System on board the ship is not considered to meet the requirement, BKI shall require the Company to improve it as appropriate.
- .3 BKI shall notify the Company of the results of the Shipboard Verification in writing.

3.4 Periodical Verifications

3.4.1 Intermediate Verification

- .1 The Intermediate Verification shall be carried out between the second and third anniversary dates following the Initial Verification or the previous Renewal Verification.

- .2 At the Intermediate Verification, BKI shall verify that the Ship Security Management System remains satisfactory for the service for which the ship is intended in accordance with the approved Ship Security Plan.
- .3 The Auditor shall endorse the ISSC upon completion of the Intermediate Verification.

3.4.2 Renewal Verification

- .1 The Renewal Verification shall be completed within three months before the expiry date of existing ISSC. However it may be carried out in advance of the due period at the request of the Company.
- .2 At the Renewal Verification, BKI shall verify that the Ship Security Management System fully complies with the approved Ship Security Plan, is in satisfactory condition and fit for the service for which the ship is intended.

3.5 Additional Verification

- .1 BKI shall carry out the Additional Verification prescribed in the following (1) and (2) at the request of the Company at any time.
 - (1) Verification for issuing of Interim ISSC:
 - (a) When a ship without a Certificate, on delivery or prior to her entry or re-entry into service.
 - (b) When a Company assumes the responsibility for the operation of a ship not previously operated by that Company, or
 - (c) When a ship's flag has been changed.

- (2) Verification which deemed necessary to be carried out additionally by BKI.
- .2 At a Verification prescribed in .1.(1) above, BKI shall verify that the Ship Security Management System complies with the requirements, otherwise specified.

Chapter 4

MISCELLANEOUS PROVISIONS

4.1 Supply of Information

The Company shall furnish BKI with complete and correct information deemed necessary for the maintenance of ISPS Registration.

4.2 Maintaining Confidentiality

BKI is responsible for not disclosing any confidential information found during the verifications carried out in accordance with the Rules to third parties without

first securing the prior written permission from the Company.

4.3 Appeals

In case when the Company has any complaint concerning the verification carried out by the Auditor of BKI in accordance with the Rules, the Company may request in writing, BKI to carry out a re-verification within 30 days from the day after completion of the verification.