

Commonwealth of Dominica



Office of the Maritime Administrator

- TO:** ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND AUTHORIZED CLASSIFICATION SOCIETIES AND DMRI REGIONAL OFFICES
- SUBJECT:** COMBINED PROCEDURES FOR SHIP SECURITY PLANS APPROVAL AND ISPS CODE VERIFICATION AND CERTIFICATION
- REFERENCE:**
- (a) SOLAS, Chapter XI-2
 - (b) ISPS Code
 - (c) Dominica Marine Safety Circular no. CD-MSC 05-04
 - (d) Dominica Marine Safety Circular no. CD-MSC 08-04
- ATTACHMENTS:**
- 1. DMRI procedures on issuing respective International Ship Security Certificates – table
 - 2. List of Recognized Security Organizations authorized to conduct an ISPS verification audit and issue a short-term ISSC
- PURPOSE:** The purpose of this Safety Circular is to provide information and guidance to all the authorized classification societies and DMRI Regional Offices, as well as the whole maritime industry, regarding Ship Security Plans approval and ships verification and certification in accordance with relevant SOLAS Chapter XI-2 and ISPS Code requirements
- APPLICABILITY:** Dominica flag ISPS vessels – meaning vessels engaged on international voyages, as follows:
- a) passenger vessels, including high-speed passenger craft;
 - b) cargo vessels, including high-speed craft, of 500 gross tonnage and upwards; and
 - c) mobile offshore drilling units.
- PROVISIONS:**

The Dominica Maritime Registry, Inc. (DMRI) does hereby bring to attention of all concerned the procedures adopted by the Office of Deputy Maritime Administrator for Commonwealth of Dominica, as follows:

1 SSP approval

- 1.1 All ISPS vessels registered, or applying for registration, with Commonwealth of Dominica must have their Ship Security Plans approved by the Dominica Flag Administration.
- 1.2 Owners or representatives of vessels referred to in section 1.1 are required to send Ship Security Plans for their vessels, developed in accordance with the tool provided in Safety Circular no. CD-MS-C 04-04, for approval, to the Office of Deputy Maritime Administrator Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719, USA.
- 1.3 For record-keeping purposes the Plans should be also sent in an electronic format to the following address: registration@dominica-registry.com
- 1.4 After reviewing the Plan DMRI shall issue an Approval Letter to the Company, stating that the Ship Security Plan is in compliance with relevant ISPS regulations and that the ship is to undergo a verification of its implementation onboard.

2 Ship verification and “short-term” certification

- 2.1 The verification of ship’s compliance with relevant security requirements should be conducted by one of the organizations on the attached list (Attachment 2).
- 2.2 Upon the satisfactory verification the respective organization shall issue International Ship Security Certificate to the ship. Such a certificate shall be valid for five months.
- 2.3 The ship should forward a copy of the received certificate, along with an application for Continuous Synopsis Record, to the Office of Deputy Maritime Administrator in Fairhaven.

3 “Full-term” ISSC

- 3.1 A “full-term” International Ship Security Certificate is issued only by the DMRI Head Office.
- 3.2 Upon receipt of the copy of the certificate referred to in section 2.3 the period of validity thereof shall be extended to five years, except where sections 3.3 or 3.4 are applicable.
- 3.3 Where the Ship Security Plan had been conditionally approved, International Ship Security Certificate shall be extended for a period of one year and may then be extended, upon satisfactory verification of compliance with set conditions. The SSP corrections need to be approved and their implementation needs to be verified.
- 3.4 Where the ship is not fitted with the ship security alert system (SSAS), International Ship Security Certificate shall be extended for a period of time provided in respective SOLAS regulations for the system installation. The radio installation survey schedule for the vessel is required to establish, when she’s due to have the SSAS installed. So issued Certificate may be extended, upon satisfactory verification of the system’s installation, accuracy and compliance with IMO standards.

4 Interim ISSC

- 4.1 An Interim International Ship Security Certificate may be issued either by the Office of Deputy Maritime Administrator or the relevant DMRI Regional Office for an ISPS vessel, as follows:
- .1 upon transfer to the flag of Commonwealth of Dominica; or
 - .2 registered with Commonwealth of Dominica, with the SSP already submitted for approval but not yet approved, as follows:
 - .1 without International Ship Security Certificate issued on behalf of Dominica;
 - .2 on delivery or prior to her entry or re-entry into service; or
 - .3 upon a Company assuming responsibility of the vessel not previously operated by that Company.
- 4.2 An Interim ISSC shall only be issued upon receipt of a Ship Security Plan for the vessel and a Company Security Officer's statement of vessel's compliance with SOLAS Chapter XI-2 and ISPS Code requirements (as attached to the CD-MSC 08-04).
- 4.3 An Interim ISSC shall be valid for 2 months, or until the "full-term" ISSC is issued, whichever comes first, and may not be extended above the period exceeding 6 months from the initial date of issue.
- 4.4 During the Interim Certificate's period of validity, the SSP is reviewed and corrected, if necessary, and an ISPS compliance verification is scheduled for the vessel with one of the Recognized Security Organizations on the attached list.

5 Fees

- 5.1 The fee for review and approval of Ship Security Plan by the Office of the Deputy Maritime Administrator is USD \$1000.00. The fee is payable upfront. The receipt of payment should be sent along with the Plan. In addition, there is a USD \$500.00 fee to issue an Interim International Ship Security Certificate and subsequently an extended International Ship Security Certificate. Fees and charges by class societies for their verification surveys on behalf of the Office of the Deputy Maritime Administrator are set by the class societies.
- 5.2 The issuance of Continuous Synopsis Record for the first time is free of charge. The fee for every subsequent amendment to the document is USD \$150.00.

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DMRI PROCEDURES ON ISSUING RESPECTIVE INTERNATIONAL SHIP SECURITY CERTIFICATES

	I. Interim ISSC	II. 5 month ISSC	III. “full-term” ISSC
APPLICABILITY	ISPS vessels, as follows: 1. upon transfer to the flag of Commonwealth of Dominica; or 2. registered with Commonwealth of Dominica (SSP submitted but not yet approved): a) without International Ship Security Certificates issued on behalf of Dominica; b) on delivery or prior to their entry or re-entry into service; or c) upon a Company assuming responsibility of the vessel not previously operated by that Company.	ISPS vessels with SSPs approved by DMRI, requesting an ISSC from a Recognized Security Organization (class society or DMRI regional office, as listed)	ISPS vessels with SSPs approved by DMRI and: 1. with satisfactorily completed verification audits by an RSO; and 2. wishing to have their: a) Interim ISSCs replaced by a full-term; or b) 5 month ISSCs extended
PROCEDURES	1. the vessel needs to submit an SSP and a CSO Statement of Ship’s Compliance (as attached to the CD-MS-C 08-04) to the DMRI Head Office in Fairhaven, MA 2. upon receipt of the abovementioned documents, an Interim ISSC is issued either by the DMRI Head Office or the relevant DMRI Regional Office 3. the Interim ISSC is issued for the period of 2 months (or until the full-term ISSC is issued – whichever comes first) and cannot be extended over a period of 6 months 4. during the validity period of Interim ISSC, the SSP is reviewed and corrected, if necessary, and an ISPS compliance verification is scheduled for the vessel with one of the RSOs	1. upon receipt of the Approval Letter from DMRI, the vessel should request a verification audit from one of the RSOs 2. upon satisfactory completion of the audit the RSO issues a “final” ISSC for the vessel, the certificate is valid for 5 months 3. a vessel holding an Interim ISSC may request a full-term certificate to be issued by DMRI (provided there is enough time to do that before the Interim ISSC expires) – in that case the audit report and a Statement of Compliance by the RSO must be submitted to DMRI	1. a full-term ISSC is issued only by the DMRI Head Office 2. a vessel needs to provide a copy of the audit report and the currently held ISSC 3. for <u>vessels with conditionally approved SSPs</u> , the ISSC is issued for a period of one year and may be then extended, upon satisfactory verification of compliance with set conditions (the SSP corrections need to be approved and their implementation needs to be verified – the audit report is required) 4. for <u>vessels without ship security alert system</u> (SSAS) installed, the ISSC is issued for a period of time provided in respective SOLAS regulations for the system installation (we need the radio installation survey schedule for the vessel to establish when she’s due to have the SSAS installed) and may then be extended, upon satisfactory verification of the system’s installation, accuracy and compliance with IMO standards (an audit report is required) 5. for <u>fully approved vessels with SSAS installed</u> and verified by the time of issuance of the ISSC, the certificate is issued for a period of 5 years (we need to have the audit report)
FEEES	1. The fee for review and approval of Ship Security Plan by the Office of the Deputy Maritime Administrator is USD \$1000.00. The fee is payable upfront. The receipt of payment should be sent along with the Plan. 2. In addition, there is a USD \$500.00 fee to issue an Interim International Ship Security Certificate and subsequently an extended International Ship Security Certificate. 3. Fees and charges by class societies for their verification surveys on behalf of the Office of the Deputy Maritime Administrator are set by the class societies.		
	DMRI Head Office only	DMRI Head or Regional Offices	DMRI Offices or Class Society

List of organizations authorized and capable of conducting an initial verification and issuing International Ship Security Certificate as per ISPS Code

1. Class Societies

American Bureau of Shipping

ABS Plaza
16855 Northchase Drive
Houston, TX 77060 USA
Tel.: 1 281 877 6010
Fax: 1 281 877 6011
e-mail: GShark@eagle.org

Cyprus Bureau of Shipping

Corner Sp. Araouzou & Koumantaris St.
Tonia Court Two, 2nd Floor
P.O. Box 50214
Limassol CY-3602, Cyprus
Tel.: +357 25 343 321
Fax: +357 25 356 432
e-mail: cbs@cbs.com.cy

Det Norske Veritas

Veritasveien 1
13 22 Høvik
Oslo, Norway
Tel.: +47 67 57 9900
Fax: +47 67 57 9911
e-mail: DNV.Corporate@dnv.com

Korean Register of Shipping

54 Sinseongro, 23-7 Jang-dong
Yuseong-gu Daejeon
Republic of Korea
Tel.: +82 42 869 9330
Fax: +82 42 862 6015
e-mail: ykwon@krs.co.kr

Nippon Kaiji Kyokai

4-7 Kioi-cho, Chiyoda-ku
Tokyo 102-8567, Japan
Tel.: +81 3 5226 2038
Fax: +81 3 5226 2039
e-mail: xad@classnk.or.jp

Russian Maritime Register of Shipping

8, Dvortsovaya Nab.
191186, St. Petersburg, Russia
Tel.: +7 812 314 07 43
Fax: +7 812 314 10 87
e-mail: pobox@rs-head.spb.ru

Bureau Veritas

17 bis, Place des Relets
La Defense 2
92400 Courbevoie, France
Tel.: +33 1 42 91 52 89
Fax: +33 1 42 91 52 94
e-mail: jean-francois.fauduet@bureauveritas.com

Indian Register of Shipping

I.N. Bose
52 A, Adi Shankaracharya Marg
Opp. Powai Lake
Powai, Mumbai 400 072, India
Tel.: +91 22 570 3627
Fax: +91 22 570 3611
e-mail: irsho@bom3.vsnl.net.in

Germanischer Lloyd

Vorsetzen 35
20 459 Hamburg, Germany
Tel.: +49 40 361 490
Fax: +49 40 361 49 200
e-mail: headoffice@germanlloyd.org

Lloyd's Register

71 Fenchurch St., London
EC3M 4BS, UK
Tel.: +44 20 7209 9166
Fax: +44 20 7488 4796
e-mail: lloydsreg@lr.org

Polski Rejestr Statkow

Al. Gen. Jozefa Hallera 126
80-416 Gdansk, Poland
Tel.: 48 58 346 1700
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2. DMRI Regional Offices

DMRI Cyprus

Chr. Sozou and Chr. Hadjipavlou
 MANSOC Shipping
 Hawaii Royal Gardens
 P.O. Box 57021, P.C. 331
 Limassol, Cyprus
 Tel.: +357-5-748878, Fax: +357-5-748976
mansoc@mansoc.com.cy

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