

Handbook for Ship Security System Audit (For Non-Japanese Ships)

**Based on the ISPS Code
(International Ship and Port Facility Security Code)**

ClassNK

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September 2017 (Ver.17)

The Society's Home Page (www.classnk.or.jp) →

Regarding the jurisdiction of each Branch or Office of the Society

Please refer to the "DIRECTORY" which is published by the Society.
Note: an updated version of the same is available on the Society's web site.

For any questions about this "Handbook" please do not hesitate to contact the Ship Management Systems Department of the Society (ClassNK) Head Office.

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1. Introduction

This Handbook for Ship Security System Audit (For Non-Japanese Ships) has been revised as the 17th version, owing to the change of Documents to be submitted for SSP approval.

This Handbook is available from our Home page as following address.

(<http://www.classnk.or.jp/hp/en/activities/statutory/isps/index.html>)

An online application service, **e-Application**, is available for users to apply shipboard audit.

Please refer to our Home page as following address.

(<http://www.classnk.or.jp/hp/en/activities/portal/e-appli.html>)

2. Abbreviations of terms

ISPS Code: International Ship and Port Facility Security Code

(Formal name: The International Code for the Security of Ships and of Port Facility)

ISSC:	International Ship Security Certificate
SSP:	Ship Security Plan
SSA:	Ship Security Assessment
CSO:	Company Security Officer
SSO:	Ship Security Officer
RSO:	Recognized Security Organization
DOC:	Document of Compliance
SMC:	Safety Management Certificate
SSAS:	Ship Security Alert System

3. Definitions of Terms used in the Regulation and Code

3.1 Definitions of Terms in SOLASXI-2

“*Company*” means a Company as defined in regulation IX/1.

“*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.

3.2 Definitions of Terms in the ISPS Code

“*Ship Security Plan (SSP)*” means a plan developed to ensure the application of measures designed to protect the persons on board, cargo, cargo transport units, ship’s stores or the ship from the risks of a 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. It was agreed at IMO that nothing would prevent the master from being appointed as an SSO.

Since 1 July 2009, it is required a “Certificate of proficiency” for SSO issued by the Administration in accordance with STCW Reg. VI/5.

“*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 ship security officer.

4. Applicable Ship Types

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

1. passenger ships, including high-speed passenger craft;
2. cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
3. mobile offshore drilling units.

Please be advised that for Japanese ships, ClassNK prepared a separate Rule and Handbook.

5. Certificates

5.1 Types of Certificate and Validity

The types of certificate issued are International Ship Security Certificates (hereunder referred to as ISSC) which is issued only to a ship. There is no certificate issued to the Company. The types of ISSC are as follows.

1. ISSC: Full term certificate issued under the authority of the Flag State.
2. Short Term ISSC: A certificate issued to cover the period until a full-term ISSC is issued. As a rule, it is issued after Initial Audit or Additional Audit.
3. Interim ISSC: A certificate that may be issued after 1st July 2004, to a ship which has newly joined under management of a Company, or which has changed her Flag (in case of not approval of SSP or according to flag requirement).

5.1.1 ISSC

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

The validity of ISSC issued after the Initial Audit shall be five years from the last date of the Audit subject to execution of an Intermediate Audit. The validity of an ISSC issued after the Renewal Audit shall be five years from the next day after the expiry date of existing ISSC when the Renewal Audit is completed within three months before the expiry date of existing ISSC; but when the Renewal Audit is completed more than three months before the expiry date of old ISSC, the new ISSC shall be valid from the date of completion of Renewal Audit for a period of five years.

The ISSC shall be endorsed upon successful completion of an Intermediate Audit, or of an Additional Audit where the flag Administration authorized to do so.

The original of 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 on Safety Management Certificate (SMC) of the ship at the request of the Company.

Some flag Administrations, e.g., Panama, Belgium, Netherlands Antilles, St Vincent & Grenadines, etc., have not granted authorization for the issuance of ISSC. Therefore, if the ship is registered in such flags please approach flag Administration for the issuance of ISSCs. Moreover, the flag Administration of Belgium and Netherlands Antilles have not granted the authorization to issue a short term ISSC to ClassNK. With regard to Commonwealth of Dominica, while the Society is authorized to carry out initial audits and to issue a short term ISSC (full term ISSC is issued by the Administration), the Society is not authorized to carry out an audit for the issuance of an Interim ISSC. Therefore, please apply for the audit to the flag Administration. With regard to Japanese ships, as it is indicated in the Rule and the Handbook applicable to the Japanese ships, ClassNK is not authorized to issue any form of certificate, while ClassNK is authorized to carry out audits. Please contact the Japanese Government for the issuance of certificates.

5.1.2 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 an Audit by a Marine management Systems Auditor (a person qualified to this title in addition to the qualification to perform ISM Certification, herein after, called Auditor) to prove satisfactory completion of an Initial Audit and Renewal Audit.

A Short term ISSC shall be issued at an Additional Audit which existing ISSC are re-written.

With regard to ships flagged with Panama, the Society does not authorize the issuance of

a short term ISSC upon completion of the Initial Audit. Therefore the company is requested arrange for the ship to apply and complete for an initial ISPS audit during the validity of Interim ISSC carrying on board the ship, considering that the company needs to apply for the full term ISSC.

5.1.3 Interim ISSC

An Interim ISSC valid for six months shall be issued to a ship subject to the following conditions, and its validity shall not be extended. Where it is not possible to verify compliance with the SSP due to not enough implementation period, an Audit for Issuing Interim ISSC will be conducted even when a SSP is approved

1. when a ship does not hold ISSC, at delivery of the ship;
2. when a Company newly commences management of the ship;
3. when a ship's Flag is transferred (in case of not approval of SSP or according to flag requirement).

5.2 Extension, Invalidation, Re-issuance, Revision and Returning of Certificates

5.2.1 Extension of Validity of a Certificate

When a ship is underway to an intended port to undergo a Renewal Audit at the time of due date of the certificate, ISSC may be extended by not more than three months upon receipt authorization for extension issued by the Administration. However, when a ship arrives at the intended port, it shall not be permitted to leave the port without a renewal certificate or the current certificate with endorsement for extension based on the completion of renewal audit.

5.2.2 Invalidation of a Certificate

An existing certificate shall become invalid when;

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

5.2.3 Re-issuance of a Certificate

When a certificate is lost or damaged, please request the Head Office of the

Society for re-issue of the same.

5.2.4 Revising entries on a Certificate

When the particulars, such as ship's name, indicated on the certificate are changed, an Additional Audit 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 Shipboard Audit is required. Where the description of the SSP regarding changes for the name or address of the Company is amended, re-approval for the revision of the SSP may be required, therefore, please contact a local office of ClassNK.

5.2.5 Returning a Certificate

The Company is requested to return the certificate to Head Office of the Society in the following cases:

- .1 when a new certificate is issued through renewal or re-writing, 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

6. Type of Ship Security System Audit and Timing for conduct of the Audit

Types of Audit include the following:

Initial Audit: Audit to issue an ISSC to a ship for the first time

Renewal Audit: Audit to renew the ISSC within not more than 5 years as defined by the Flag State.

Intermediate Audit: Audit to be conducted between the 2nd and 3rd anniversary date.(Note 1)

Additional Audit: Includes the following Audits:

- a. Additional Audit for issuing Interim ISSC.
- b. Additional Audit to lift any non-compliance.
- c. Additional Audit to be conducted after re-approval of an SSP.
- d. Additional Audit other than the above.
 - Name/Flag/Particular change
 - SSAS related (replacement, repair or modification)

(Note 1)

Anniversary date means the day and month of each year that corresponds to the date of expiry of the ISSC.

Initial, Renewal or Intermediate Audit may be carried out in conjunction with an ISM Audit. However, execution of Ship Security Audit and Safety Management

Audits shall not be conducted concurrently but must be conducted separately, one after the other.

7. Application for Audit and SSP Approval

Please use the application forms “(Form MS-APPLI), (Form APPLI-CSA) or (MS-APPLI-SSP)” available on our Home page.

(http://www.classnk.or.jp/hp/en/download/dl_appli.aspx)

Applications will be accepted only for those ships that are flying the Flag of States which have given authorization to the Society to act on their behalf as an RSO. Please confirm these Flag States on our Home page or by contacting your nearest NK office.

Online web application service (e-Application) for ISPS shipboard audits is also provided for applicants.

Please access to the contents of e-Application in our website.

(<http://www.classnk.or.jp/hp/en/activities/portal/e-appli.html>)

7.1 Application for Ship Security Plan (SSP) Approval

Please submit Applications for SSP approval or for re-approval of amendments to the approved SSP to the local offices of the Society, but not Ship Management Systems Department of the Head Office. As for the SSP approval or re-approval for Japanese Flag ships, please submit Applications to the local offices of the Society located in Japan.

7.1.1 Initial Approval

7.1.1.1 Documents to be submitted

Please submit the following documents when the Application of Initial SSP Approval is made.

.1	Application form (Form MS-APPLI-SSP)	1 copy
.2	SSP	2 copies
.3	Report of Ship Security Assessment (SSA)	2 copies
.4	Copy of CSO's Training Certificate	1 copy
.5	Copy of (Provisional) Certificate of Registry (To be attached in case of Non-NK Class ship)	1 copy
.6	Copy of valid DOC of ISM Code (To be attached in case of DOC issued by other Party than NK)	1 copy

Also please submit the following documents when these are not included in the SSP.

- .1 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.

- .2 Declaration of the Company stating that Company shall give necessary assistance to the CSO and master of ship to achieve their duties relating to the ship security.

And also please submit the following documents.

- .3 Documents indicating the latest information on the following.
 - 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 ship is chartered)

7.1.1.2 Review of the SSP

The submitted SSP shall be reviewed 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, the Society shall request its correction in writing. Approved SSPs shall be stamped (two copies, both for the ship and for the company) as so on their cover, records of amendment and the page of contents as well as cover page of the SSA report will also be stamped, and then be returned to the Company together with the other submitted documents, (except a copy of the DOC). The Society shall retain only one copy each of the cover, record of amendments and contents of the SSP and the cover of the SSA report. In addition to the above procedure, the Society will issue a document certifying approval of the SSP. (Form LOA - Approval of Ship Security Plan)

7.1.2 Approval of Amendments to the approved SSP

In principle, any amendments made to the approved SSP, including amendments on SSAS, require re-approval. Please re-submit the SSP to the local offices of the Society for re-approval. Also please be noted that a Revision list should be updated at any amendments to the SSP. As for the SSP re-approval for Japanese Flag ships, please submit Applications to the local offices of the Society located in Japan. In case of amendment not related to ISPS Code A/9.4.1 - A/9.4.18, or approval of such amendments are waived by the flag Administration, a formal approval procedure is not necessary to, however, it is necessary notify ClassNK of such amendment made to the SSP. The Society will approve as Initial approval for the amendments made to the SSP which is not approved by this Society.

7.1.2.1 Documents to be submitted

Approval of the amendment to the approved SSP and Notification of the amendments

to the SSP to which approval is not required.

Please submit the following documents when the Application for approval of amendments to the approved SSP or notification of the amendments to the SSP is made.

.1	Application form (MS-APPLI-SSP)	1 copy
.2	Cover, Index & revision record of the amended SSP	2 copies
.3	Pages of the SSP where amendments are made	2 copies
.4	Report of the SSA that resulted in the amendment to the SSP (if any)(Note 2)	2 copies
.5	Copy of existing page which shall be superseded	1 copy
.6	Copy of CSO's Training Certificate	1 copy
.7	Copy of (Provisional) Certificate of Registry (To be attached in case of Non-NK Class ship)	1 copy
.8	Copy of valid DOC of ISM Code (To be attached in case of DOC issued by other Party than NK)	1 copy

(Note 2)

Same as the initial approval, an SSA report, including On-scene security survey shall be included in the report for the SSA submitted for the approval of the amendment accordingly, if possible.

(B) Notification of the amendments to the SSP to which approval is not required.

(Amendment not related to ISPS Code A/9.4.1 - A/9.4.18, or approval of such amendments are waived by the flag Administration)

Please submit the following documents when the Application for approval of amendments to the approved SSP is made.

.1	Application form (MS-APPLI-SSP)	1 copy
.2	Cover page of the SSP (If amended)	2 copies
.3	Index of the SSP (If amended)	2 copies
.4	Revision record of the amended SSP	2 copies
.5	Copy of existing page which shall be superseded	1 copy
.6	Pages of the SSP where amendments are made	2 copies

Please be advised that companies which wish to obtain re-approval of editorial correction, please submit the relevant documents specified in 7.1.2.1 (B) .2 to .6 above to the local offices of the Society. Please be noted that as for the editorial correction, there should be no alteration in the cover, revision list and contents of the SSP. If any alteration in such pages is found, we shall treat the

case in accordance with 7.1.2 above.

7.1.2.2 Review of amendments to the approved SSP

1. In case of above 7.1.2.1. (A), 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 ensure replacing these pages of the SSP onboard. In addition to the above procedure, the Society will issue a document certifying approval of the SSP (Form MS-LOA-AMD, Approval of Amendments to Ship Security Plan and Form MS-LOA-AMD-ATT, Attachment to MS-LOA-AMD). In order to verify the implementation of the amended part of the SSP, the due date of the Additional Audit is to be specified in Form MS-LOA-AMD-ATT. The due date of the Additional Audit is to be specified, in general, at the next periodical Audit when the revision is made for other than the major changes or newly installation in the security equipment such as Ship Security Alert System, monitoring devices or alarm devices.
2. In case of above 7.1.2.1.(B), the submitted documents shall be reviewed to verify that the amendments do not include any amendment which require formal approval. Upon completion of the review, amended pages shall be stamped as an evidence for the submission to the ClassNK and then shall be returned to the applicant. Companies are to replace relevant pages of the SSP, upon receiving stamped amendment from the Society. In addition, ClassNK shall issue a document as an evidence of receiving a notification on the amendment to the SSP (MS-SSP-NOTE), which is to be kept together with the SSP.

7.2 **Application for Shipboard Audit**

Please submit an Application for Shipboard Audit to the nearest Branch or Overseas Office of the Society, where an audit will take place directly. (Please be advised that such application will not be dealt with at the head office)

When a port, where a ship is scheduled to undergo the Audit, has a security level 3 or ship's security level is 3, the Society may not accept an application because a smooth execution of security Audit may be difficult. Also please pay attention that, as a rule, a ship is not in normal operation, such as in dry-dock or at lay-up, the Society may not undergo a Ship Security Audit except for an Audit for

issuing Interim ISSC and for an audit for the verification of SSAS installation.

7.2.1 Documents to be submitted

Please submit the following documents:

- | | | |
|----|--|--------|
| .1 | Application (Form APPLI-CSA) | 1 copy |
| .2 | Copy of (Provisional) Certificate of Registry
(To be attached in case of Non-NK Class ship) | 1 copy |
| .3 | Copy of DOC and SMC (or Interim SMC) of ISM Code.
(To be attached in case of DOC/SMC issued by other Party than NK) | 1 copy |
| .4 | “Certificate of proficiency” for SSO issued by the Administration
in accordance with STCW Reg. VI/5 | 1 copy |

7.3 Application for the transfer of ISPS Certification from the other IACS member society

7.3.1 If a company requests transfer of ISPS certification from the other IACS member society (hereunder referred to as "Losing Society"), please submit an application to the Society at the earliest possible opportunity together with the following document. It will take, at least, one week to complete the procedure. On the application form, please indicate as **TC** in large letters.

- .1 Copy of ISSC and copy of latest DOC and SMC issued by the losing Society.
- .2 Records of final Audit conducted by the Losing Society.
- .3 A copy of a document certifying approval of the SSP

7.3.2 It is not possible to accept a request for the transfer of ISPS certification in following cases:

- .1 when ISSC has been invalid
- .2 when change of flag is intended simultaneously
- .3 when change of management company is intended simultaneously
- .4 when an application is made to the Losing Society for an audit but the audit is not yet carried out
- .5 when corrective action has not been yet completed after a failure was pointed out during the previous audit by the Losing Society.

7.3.3 The Society will contact the Losing Society in order to obtain records of audit in the past.

7.3.4 The audit for the transfer is to be carried out as an Additional Audit with a scope and degree equivalent to an Intermediate Audit. However, if it is carried out at the audit window for an initial, intermediate or a renewal audit, an applicable

audit is to be carried out.

- 7.3.5 The Society will issue a new Full Term ISSC, taking-over the expiry date of the previous certificate issued by the losing society in case of the completion of intermediate audit for the transfer.
- 7.3.6 In case of the Panamanian flag ship, an Initial audit will be conducted in accordance with the instruction of Flag Administration (Panama MMC 205 Section 9).

8. Execution of Shipboard Audit

8.1 Initial Audit, Intermediate Audit and Renewal Audit

- 8.1.1 Where the ship is to undergo the Audit, the Auditor will visit the ship from the Branch or Overseas Office of the Society nearest to the port (hereunder referred to as Branch Office in charge). The Auditor is to conduct the ship security Audit along with the Audit Program, informed to the ship beforehand, 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 and so on.
- 8.1.2 When a Non-conformity (NC) in security measures or malfunction in the security system is found during the Initial or Renewal Audit for the Flag vessels with full term ISSC issued by the Administration (such as Panamanian and Japanese Flag), ISSC shall not be issued since the Audit is not to be completed until the NC is rectified.
- 8.1.3 When a Non-conformity (NC) in security measures or security system is found during Intermediate, or Additional audit for any flagged vessels, or during Initial, or Renewal audit with issuing ISSC for the Flagged vessels with full term ISSC issued by the Society, the Auditor is to request correction of the NC. If the corrective action is not taken immediately during the audit, the Auditor is to request the Company to submit the collective action plan using Form MS-CAP to the auditor in charge within two weeks, namely after entering a schedule not exceeding three months for implementation of the necessary corrective action onto the same. Then, if the Auditor finds the plan is appropriate, this audit is completed.

The implementation of corrective actions had been taken will be verified at next periodical shipboard audit.

Considering the nature and seriousness of the Failure (Non-conformity), an “Additional audit to clear any Non-conformity” will be requested by the Auditor as necessary.

- 8.1.4 Where the ship is requested to undergo above “Additional Audit to clear any Non-conformity” please pay attention that the ISSC becomes invalid if the Non-conformity is not solved by the agreed date.
- 8.1.5 As attendants to the Audit, please nominate shore side personnel or shipboard personnel who are conversant with the SSP, including the master or SSO.
- 8.1.6 Prior to an initial verification audit, please conduct at least one security related drill onboard. If not, an auditor will require a drill during an initial audit.
- 8.1.7 As for the internal audits and review of SSP implementation, please carry out them once a year at least, and the record of such activities must be kept onboard.
- 8.1.8 As for the copies of the audit records issued by the Society upon completion of the audits, they must be kept, at least 5 years both onboard and in the company.
- 8.1.9 Please ensure that, as the copies of the audit records are considered as highly classified documents, they must be protected against unauthorized access or careless disclosure as well as records of security activities on board ship specified in SSP.

8.2 Additional Audit for Issuing Interim ISSC

- 8.2.1 An Audit for Issuing Interim ISSC is to be conducted by the Auditor from the Branch Office in charge to verify the following items, provided that the ship is fully manned in accordance with the Safe Manning Certificate. Please note that an Interim ISSC is to only be issued when all of the following items have been verified. Please be noted that where it is not possible to verify compliance with the SSP due to not enough implementation period, an Audit for Issuing Interim ISSC will be conducted even when a SSP is approved.
 - .1 shipboard personnel who has security duty are familiar with the duty and the responsibilities given in the SSP,
 - .2 SSO is given appropriate training and kept a “Certificate of proficiency” issued by the Administration in accordance with STCW Reg. VI/5
 - .3 a copy of an SSP meeting the requirements of SOLAS XI-2 and part A of ISPS Code A/9.4.1 - A/9.4.18 is available on board, has been

submitted for review and approval to the flag Administration or its RSO, or has been approved by the flag Administration or its RSO, and is being implemented on the ship. The evidence showing that the SSP has been submitted to a Flag Administration or its RSO for approval is to be submitted when an application is made, if any; (for instance, in case that the SSP has been submitted to this Society, a letter of Schedule for Review and Approve of SSP (Form MS-SPA) was issued. The other hand, in case that the SSP has been submitted to other RSO, it is a letter of receipt by the RSO or a letter of submission and etc.)

- .4 applicable national requirements are incorporated into the SSP;
- .5 at least one security related drill given in the SSP has been either carried out or planned by the SSO/CSO before the ship's departure;
- .6 security equipment given in the SSP has been incorporated into the ship security system and has been maintained accordingly
- .7 all security and surveillance system given in the SSP are operational and are meeting objectives;
- .8 the SSAS is verified the following item:
 - a) witnessing transmission test of the SSAS
 - b) operation of the SSAS as per ISPS Code A/9.4.17 and A/9.4.18
- 9 verification of the presence of CSR meeting SOLAS Reg. XI-1/5 or confirmation to submit to the Administration for approval..

8.2.2 In addition, the Auditor is to verify that a copy of valid DOC (including Interim DOC) is placed onboard the ship and the valid SMC (including Interim SMC) is/will be placed onboard the ship.

8.3 Additional Audits to clear any Non-conformity

Please refer to above 8.1.4. In principle, the extent of Audit is to be limited to the areas related to the Non-conformity.

8.4 Additional Audit after Re-Approval of Amendments to the SSP approved (change of substantial security measure etc.)

Please submit an Application for Additional Audit for verification of the amended part of the SSP, after re-approval of the SSP at the convenient opportunity but not later than the due date specified in Form MS-LOA-AMD-ATT when issued accompanying the re-approval of amendments to the SSP as aforementioned 7.1.2.2. In principle, the extent of the Audit shall be limited to areas related to the amended part of the SSP.

8.5 Other additional audit

8.5.1 Additional Audit for Change of Ship's Name

When a ship's name has been changed, the Auditor is to visit the ship to conduct an Additional Audit. During this Additional Audit, the Auditor is to verify that the Registry Certificate and the Statutory Certificates have been changed appropriately. Where the ship's name is to be included in the transmitted data of SSAS required by the flag Administration, the Auditor is to witness a ship security alert test.

8.5.2 Additional Audit as required by a Flag State

Flag States may require the ship to undergo Additional Audits. In this case, the Society is to inform of the extent of the Audit to the ship, in consideration of the background of Flag State's requirement.

8.5.3 Additional audit for verification of the installation/replacement/after repair of the Ship Security Alert System

Please refer to 8.6.2 below.

8.5.4 Additional Audit due to change of ship's flag

Additional Audit due to flag change is to be carried out subject to the following conditions:

- a) the new flag administration* shall have no specific instruction to take over the previous certification including the expiry date of previous certificate) subject to conducting an additional audit.
- b) the SSP (including the amendments) shall be completed under the new flag.
- c) the ship shall meet the specified requirements provided by the new flag.

* In case of Panamanian, the ship concerned shall be required to conduct an audit for issuing Interim ISSC according to the instruction of the Administration.

With regard to other Additional Audits please inquire at the nearest Branch Office or Head Office of the Society.

8.6 Verification of the Ship Security Alert System (SSAS) at Initial, Periodical and Additional Audit.

8.6.1 After installation of Ship Security Alert System (SSAS), a report is to be kept

onboard the ship prepared by an approved radio technician certifying successful completion of testing in order to verify compliance with the requirement SOLAS Reg. XI-2/6 paragraph 2 to 4 (Note 3). However, in case of Self-Contained SSAS (referred as "SSAS-SC" hereunder - see Note 4), such a report can be prepared by an SSO after relevant testing.

Note 3 SOLAS Reg. XI-2/6

- 2 *The ship security alert system, when activated, shall:*
 - .1 *initiate and transmit a ship-to-shore security alert to a competent authority designated by the Administration, which in these circumstances may include the Company, identifying the ship, its location and indicating that the security of the ship is under threat or it has been compromised;*
 - .2 *not send the ship security alert to any other ships;*
 - .3 *not raise any alarm on-board the ship; and*
 - .4 *continue the ship security alert until deactivated and/or reset.*

- 3 *The ship security alert system shall:*
 - .1 *be capable of being activated from the navigation bridge and in at least one other location; and*
 - .2 *conform to performance standards not inferior to those adopted by the Organization.*

- 4 *The ship security alert system activation points shall be designed so as to prevent the inadvertent initiation of the ship security alert.*

Note 4 Self-Contained SSAS

- 1 *The following definition is given in the Procedural Requirement established by IACS (PR24) " a SSAS which does not require any interface with, and/or depends on input from, radio and/or navigational equipment required by SOLAS IV and V to meet the performance standards required by SOLAS XI-2/6."*

8.6.2 At the initial verification after installation of the SSAS, the following items will be verified:

- .1 a description on the SSAS is incorporated into the SSP onboard.
- .2 verify the report prepared in accordance with paragraph 8.6.1 above.
- .3 attending transmission testing
- .4 verify the requirement as per ISPS Code A/9.4.17 & A/9.4.18

8.6.3 At the subsequent periodical audit, (Initial, Intermediate & Renewal Audit), the following will be verified:

- .1 examining record of maintenance, calibration & testing as required by ISPS Code A/10.1.10
- .2 examining record of transmission testing
- .3 verifying requirement given in ISPS Code A/9.4.17 & A/9.4.18