

**Minimum Requirements for Ship Security Plans**

**1. Application of ISPS Code Part B**

- a. ISPS Code Part B Paragraphs 8.1 to 13.8 must be fully taken into account when conducting Ship Security Assessments (SSA) and developing Ship Security Plans (SSP). Not all paragraphs will be applicable to every ship. Where a paragraph is not considered applicable or suitable, the company submitting the SSA and SSP should be able to justify the paragraph's exclusion.
- b. Example: ISPS B/13.6 calls for the Drills & Exercises required by ISPS A/9.4.9 to include those threats identified in ISPS B/8.9. Not all of these threats will be appropriate to every ship. Should any of these threats not be included in the program of Drills and Exercises, the justification for their exclusion should be included in either the SSA or SSP.

**2. Requirements for Procedures**

- a. The ISPS Code requires several procedures to be included in the SSP (ISPS A/9.4). When a procedure is required, a procedure must be included.
- b. A procedure is not a simple re-statement of a Code requirement. A procedure must contain sufficient detail to make it clear as to how the requirement will be met.
- c. Example: ISPS A/9.4.8 requires "*procedures for the auditing of security activities*". A statement in the SSP that "*Internal Audits will be conducted annually*" does not constitute a procedure and will not be accepted as meeting the requirements of ISPS A/9.4.8.
- d. As a general guide: Procedures should make the following clear:
  - i. What is to be achieved?
  - ii. Who does it?
  - iii. How is it done?
  - iv. When is it done?
  - v. What controls are in place to ensure it is done properly?
  - vi. What records of the activity are kept?

**3. The SSP should be a Stand Alone Document**

- a. It is not permissible to reference other documentation (that does not form part of the SSP) as meeting a requirement for the SSP.
- b. Example: If the SSP states that "*Evacuation in case of security threats or breaches of security will be conducted in accordance with Proc XXX of the Safety Management System*" then the relevant procedure from the Safety Management System must be included as part of the SSP that is submitted for approval.

**4. Master's Overriding Authority**

- a. The SSP must contain a statement confirming the master's overriding authority for safety and security onboard. This statement must also confirm that masters may seek assistance from the Company or any Contracting Government as they feel appropriate.

## Appendix 2: Ship Security Plans

It is acceptable to use the same wording as contained in ISPS A/6.1 to meet this requirement in the SSP.

### 5. Access Control

- a. SSPs should recognise that **properly identified** “Duly Authorised Officers of Contracting Governments” and their belongings are not subject to search prior to boarding and can not be denied access to the ship. This is clearly stated in SOLAS XI-2/8.1.
- b. Further details are contained in Cayman Islands Security Advisory 02/04.

### 6. Identification of the Ship Security Officer (SSO)

- a. The SSP must identify the SSO by either name or position (rank) onboard. It is not permissible to only state that the SSO will be a suitably qualified member of the ship’s crew.
- b. The SSO should have sufficient authority onboard to enable the duties and responsibilities of the SSO to be effectively discharged.
- c. It is permissible for the master to also act as the SSO.

### 7. Declarations of Security

- a. The SSP should state that the ship is to request a Declaration of Security in all circumstances specified in ISPS A/5.2.

### 8. Records

- a. The SSP must specify how requirements for records contained in ISPS A/10 will be met.
- b. The SSP should state that all records required by SOLAS XI-2 or the ISPS Code are to be retained onboard for a period of not less than 3 years.
- c. The SSP must ensure that the records required by SOLAS XI-2/2.3 covering at least the last 10 calls at port facilities are available for inspection by Port State Control Officers.

### 9. Ship Security Alert System

- a. Procedures included in the SSP to meet the requirements of ISPS A/9.4.17 -18 must be compatible with the provisions of Cayman Islands Shipping Notice 01/05 (Ship Security Alert Systems), or its replacement.
- b. If the competent authority for receiving security alerts (See SOLAS XI-2/6.2.1) is not the Company, details of this competent authority and communication protocols must be included in the SSP.