Self-Checklist of Audit for Issuing Interim ISSC

Record No. _____

Name of Ship	
Flag	
Name of Company	
Date of Checking	
Initiation Date of SSP implementation onboard the ship	
Place	
Checked by	

☐ **Is the copy of valid DOC placed onboard the ship?**

	Questionnaire	ISPS Code	YES	NO	N/A	Remark
1.	*SHIP SECURITY PLAN*					
1.1	*Has SSP been submitted to an RSO for approval, or already approved ?*		☐	☐		
1.2	*Does the SSP address the following items?*	A/9.4				
	.1 measures designed to prevent weapons, dangerous substances and devices intended for use against persons, ships or ports and the carriage of which is not authorized from being taken on board the ship	A/9.4.1	☐	☐		
	.2 identification of the restricted areas and measures for the prevention of unauthorized access to them	A/9.4.2	☐	☐		
	.3 measures for the prevention of unauthorized access to the ship	A/9.4.3	☐	☐		
	List of areas designated as restricted area in the SSP and protective measures					
	Area	Protective measures				
	1. navigation bridge	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A. *				
	2. machinery spaces	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	3. spaces with security and surveillance equipment & systems	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	4. above control and lighting system control	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	5. ventilation and air conditional spaces	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	6. spaces with access to potable water tanks, pumps and manifolds	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	7. spaces containing cargo pumps and their control	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	8. cargo spaces	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A.*				
	9. spaces containing ship's stores	post guard, patrol, lock, seal, CCTV, Alarm, Others ( ), N.A. *				
	10. crew accommodation	post guard, patrol, lock, CCTV, Alarm, Single point access, Others ( ), N.A.*				
	11. Other space ( )	post guard, patrol, lock, CCTV, Alarm, Single point access, Others ( ), N.A.*				
	List of access points given in the SSP and protective measures					

	Questionnaire		ISPS Code	YES	NO	N/A	Remark
	Access point	*Protective measures*					
	.1 access ladder	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.2 access gangways	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.3 access ramps	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.4 access doors, side scuttles, windows and ports	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.5 mooring lines and anchor chains	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.6 cranes and hoisting gear	Guard, Watch/manned, Patrol, CCTV, shut off, Others ( ), N.A.*					
	.7 Others	Guard, Watch, Patrol, CCTV, Alarm, Others ( ), N.A.*					
	.4 procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship or ship/port interface		A/9.4.4	☐	☐		
	.5 procedures for responding to any security instructions Contracting Governments may give at security level 3		A/9.4.5	☐	☐		
	.6 procedures for evacuation in case of security threats or breaches of security		A/9.4.6	☐	☐		
	.7 duties of shipboard personnel assigned security responsibilities and of other shipboard personnel on security aspects		A/9.4.7	☐	☐		
	.8 procedures for auditing the security activities		A/9.4.8	☐	☐		
	.9 procedures for training, drills and exercises associated with the plan		A/9.4.9	☐	☐		
	.10 procedures for interfacing with port facility security activities		A/9.4.10	☐	☐		
	.11 procedures for the periodic review of the plan and for updating		A/9.4.11	☐	☐		
	.12 procedures for reporting security incidents		A/9.4.12	☐	☐		
	.13 identification of the ship security officer		A/9.4.13	☐	☐		
	.14 identification of the company security officer including 24-hour contact details		A/9.4.14	☐	☐		
	.15 procedures to ensure the inspection, testing, calibration, and maintenance of any security equipment provided on board		A/9.4.15	☐	☐		
	.16 frequency for testing or calibration of any security equipment provided on board		A/9.4.16	☐	☐		
	.17 identification of the locations where the ship security alert system activation points are provided		A/9.4.17	☐	☐		
	.18 procedures, instructions and guidance on the use of the ship security alert system, including the testing, activation, deactivation and resetting and to limit false alerts		A/9.4.18	☐	☐		

		Questionnaire	*ISPS Code*	*YES*	*NO*	*N/A*	*Remark*
1.3		*In the case that the Plan is to be kept in an electronic format, is it to be protected by procedures aimed at preventing its unauthorized deletion, destruction or amendment?*	*A/9.6*	☐	☐	☐	
1.4		*Is the security plan property protected from unauthorized access or disclosure?*	*A/9.7*	☐	☐		
1.5		*Does the SSP include the following items?*	*B/9.2*				
		.1 Organizational structure of security for the ship	*B/9.2.1*	☐	☐		
		.2 Details on the ship's relationships with the Company, port facilities, other ships and relevant authorities with security responsibility	*B/9.2.2*	☐	☐		
		.3 Details on the communication systems to other ships and to port facilities	*B/9.2.3*	☐	☐		
		.4 Details on basic security measures for Security Level 1	*B/9.2.4*	☐	☐		
		.5 Details on how to upgrade the ship to Security Level 2 without delay	*B/9.2.5*	☐	☐		
		.6 Regular review and audit	*B/9.2.6*	☐	☐		
		.7 Reporting procedures to appropriate Contracting Governments contact points	*B/9.2.7*	☐	☐		
2.		***COMPANY RESPONSIBILITIES***					
2.1		*Has the company appointed a CSO(s)?*	*A/11.1*	☐	☐		
2.2		*Is the CSO's duties and responsibilities clearly described in the ship security plan or another procedures?*	*A/11.2*	☐	☐		
2.3		*Is port specific security information (e.g. threats and their protective measures) readily available?*	*A/11.2.1*	☐	☐		
2.4		*Do the personnel responsible for the security of the ship receive adequate training?*	*A/11.2.9 A/12.2.7*	☐	☐		
2.5		*Do the ship's security requirements impede the safety requirements?*	*A/11.2.11*	☐	☐		
2.6		*The Master has available onboard updated documented information on who appoints the crew, who decided and decides the employment of the crew, and who signed and sings the charter party.*	*XI-2/5 B/6.1*	☐	☐		
2.7		*Is the above information written in English? (or French or Spanish)*	*B/6.3*	☐	☐		
3.		***Declaration of Security***					
3.1		*Is there a procedure available for the SSO to prepare a Declaration of Security for the purpose of co-ordination of SSO and PFSO responsibilities?*	*A & B/5*	☐	☐		
4.		***Ship Security***					
4.1		*Are the following measures taken in accordance with the approved SSP?*					
		.1 the performance of all ship security duties	*A/7.2.1*	☐	☐		
		.2 controlling access to the ship?	*A/7.2.2*	☐	☐		
		.3 controlling the embarkation of persons and their effects	*A/7.2.3*	☐	☐		
		.4 monitoring restricted areas to ensure that only authorized persons have access	*A/7.2.4*	☐	☐		
		.5 monitoring of deck areas and areas surrounding the ship	*A/7.2.5*	☐	☐		
		.6 supervising the handling of cargo and ship's store	*A/7.2.6*	☐	☐		

		Questionnaire	*ISPS Code*	*YES*	*NO*	*N/A*	*Remark*
		.7 ensuring that security communication is readily available	*A/7.2.7*	☐	☐		*d*

		.8 Ship Security Alert System (SSAS)
		    Manufacturer_____Type_____
		    Result of operation test
			SOLAS XI-2-6	☐	☐		***Result of operation test***

5.		***SHIP SECURITY OFFICER (SSO)***					
	5.1	*Who has been appointed as the SSO?*	*A/12.1*	☐	☐		
	5.2	*Is there any evidence that shows security awareness and vigilance onboard is enhancing by the SSO?*	*A/12.2.6*	☐	☐		
	5.3	*Is the Ship Security Officer knowledgeable about how to contact the CSO?*	*A/12.2.9*	☐	☐		
	5.4	*Does the SSO have knowledge on security administration?*	*A/13.2 B/13.1.1*	☐	☐		
	5.5	*Does the SSO have knowledge on relevant international conventions, codes and recommendations?*	*A/13.2 B/13.1.2*	☐	☐		
	5.6	*Does the SSO have the knowledge on relevant Government legislation and regulations?*	*A/13.2 B/13.1.3*	☐	☐		
	5.7	*Does the SSO have the knowledge on responsibilities and functions of other security organizations?*	*A/13.2 B/13.1.4*	☐	☐		
	5.8	*Does the SSO have the knowledge on methodology of ship security assessment?*	*A/13.2 B/13.1.5*	☐	☐		
	5.9	*Does the SSO have the knowledge on methods of ship security surveys and inspections?*	*A/13.2 B/13.1.6*	☐	☐		
	5.10	*Does the SSO have the knowledge on ship and port operations and conditions?*	*A/13.2 B/13.1.7*	☐	☐		
	5.11	*Does the SSO have the knowledge on ship and port facility security measures?*	*A/13.2 B/13.1.8*	☐	☐		
	5.12	*Does the SSO have the knowledge on emergency preparedness and response and contingency planning?*	*A/13.2 B/13.1.9*	☐	☐		
	5.13	*Does the SSO have the knowledge on instruction techniques for security training and education, including security measures and procedures?*	*A/13.2 B/13.1.10*	☐	☐		
	5.14	*Does the SSO have the knowledge on handling sensitive security related information and security related communications?*	*A/13.2 B/13.1.11*	☐	☐		
	5.15	*Does the SSO have knowledge of current security threats and patterns?*	*A/13.2 B/13.1.12*	☐	☐		
	5.16	*Does the SSO have knowledge on how to recognize and detect weapons, dangerous substances and devices?*	*A/13.2 B/13.1.13*	☐	☐		
	5.17	*Does the SSO have knowledge on how to recognize characteristics and behavioral patterns of persons who are likely to threaten security?*	*A/13.2 B/13.1.14*	☐	☐		
	5.18	*Does the SSO know techniques used to circumvent security measures?*	*A/13.2 B/13.1.15*	☐	☐		

		Questionnaire	*ISPS Code*	*YES*	*NO*	*N/A*	*Remark*
5.19	*Does the SSO know security equipment and systems and their operational limitations?*		*A/13.2 B/13.1.16*	☐	☐		
5.20	*Does the SSO know methods of conducting audits, inspection, control and monitoring?*		*A/13.2 B/13.1.17*	☐	☐		
5.21	*Does the SSO know methods of physical searches and non-intrusive inspection?*		*A/13.2 B/13.1.18*	☐	☐		
5.22	*Does the SSO know security drills and exercises?*		*A/13.2 B/13.1.19*	☐	☐		
5.23	*Does the SSO know assessment of security drills and exercises?*		*A/13.2 B/13.1.20*	☐	☐		
5.24	*Does the SSO have knowledge on the layout of the ship?*		*A/13.2 B/13.2.1*	☐	☐		
5.25	*Does the SSO have knowledge on the ship security plan and related procedures (including scenario-based training on how to respond)? ?*		*A/13.2 B/13.2.2*	☐	☐		
5.26	*Does the SSO have knowledge on crowd management and control techniques?*		*A/13.2 B/13.2.3*	☐	☐		
5.27	*Does the SSO have knowledge on operations of security equipment and systems?*		*A/13.2 B/13.2.4*	☐	☐		
5.28	*Does the SSO have knowledge on testing, calibration and whilst at sea maintenance of security equipment and systems?*		*A/13.2 B/13.2.5*	☐	☐		
6.	*MASTER*						
6.1	*Is the Master knowledgeable about how to contact the CSO?*		*A/6.1*	☐	☐		
6.2	*Is it established in the SSP that the Master has the overall responsibility for the ship's safety and security?*		*A/6.1*	☐	☐		
6.3	*Is it established in the SSP that the Master has the overriding authority and responsibility to make decisions with respect to the safety and security of the ship and to request the assistance of the Company or of any Contracting Government as may be necessary? And does the Master understand it?*		*A/6.1*				
6.4	*Does the Master have full understanding of the SSO's duties versus his/her own duties?*		*A/6.1*	☐	☐		
7	*SHIP'S PERSONNEL*						
7.1	*Is the crew familiar with the content of the company security policy and the related procedures, as described in the SSP?*		*A/13.3*	☐	☐		
7.2	*Is there evidence about the crew's awareness in security related issues (e.g., access control of people, cargo control, restricted areas onboard, responsibilities in case of security threats, etc)?*		*A/13.3*	☐	☐		
7.3	*Does the crew know how to respond to an attack or threat situation?*		*A/13.3*	☐	☐		

		Questionnaire	*ISPS Code*	*YES*	*NO*	*N/A*	*Remark*
8.		*SECURITY RECORDS (minimum period for record keeping is to be specified by the Administration)*					
8.1	*Are records of training, drills and exercises kept onboard?*		*A/10.1.1*	☐	☐		
8.2	*Are the records being kept in the working languages of the ship? If the language or languages used are not English, French or Spanish, does a translation into one of these languages being included?*		*A/10.2*	☐	☐		
8.3	*In the case that the records are to be kept in an electronic format, are they protected by procedures aimed at preventing unauthorized deletion, destruction or amendment?*		*A/10.3*	☐	☐	☐	
8.4	*Are the records being protected from unauthorized access or disclosure?*		*A/10.4*	☐	☐		
9.		*Arrangements for drills, exercises and internal audits*					
9.1	*The Company Security Officer has established the necessary arrangements, including arrangements for drills, exercises and internal audits.*		*A19.4.2.4 .2*	☐	☐		
10.		*"Certificate of Proficiency"(CoP) required by STCW VI/5 & 6*					
10.1	*For SSO; CoP issued by the (Flag) Administration (According to the Flag requirement)*		*STCW VI/5*	☐	☐		
10.2	*For all seafarers; CoP issued by CSO or SSO (According to the Flag requirement and transitional provisions)*		*STCW VI/6*	☐	☐	☐	