$R\epsilon$	ecord No.
Name of Ship	
Flag	
Name of Company	
Date	
Place	
Checked by	
☐ Is a copy of valid DOC and a valid SMC placed onboard the ship?	
Are the company Name and Address given in the SSP exactly same as those given on DOC and SMC?	

	Note for verification		ISPS Code	YES	NO	N/A	Remark	
1.	SHIP SECURITY PLAN (SSP) Information 1. The Revision Status of the Ship Security Plan (SSP) onboard 2. Approval date of the latest revised SSP: " 3. Initial Approval date of the SSP: "	is Rev.""dated on" "/Nil*						
1.0	Has SSP been developed based upon SSA?		A/8.1					
1.1	Who approved the SSP?		A/9.1	Ц.				
1.2	Are all changes to the security plan approved by the Administration or I	RSO?	A/9.5	Ш	Ш			
1.3	Does the SSP address the following items?  Measures designed to prevent weapons, dangerous substances and devi	assistanded for use socient persons shine or	A/9.4					
1.4	ports and the carriage of which is not authorized from being taken on b	oard the ship	A/9.4.1					
1.5	Identification of the restricted areas and measures for the prevention of	unauthorized access to them	A/9.4.2				B/9.18	
	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, Othe	ers (	), 1	V.A.*		
	11. Other space ( )	post guard, patrol, lock, CCTV, Alarm, Single point	access, Othe	ers (	), 1	V.A.*		
1.6	Measures for the prevention of unauthorized access to the ship		A/9.4.3				B/9.9	
	List of access points given in the SSP and protective measures						_	

	Note for veri	fication	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.*	 L
	.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	V.A.*	
	.7 Others	Guard, Watch, Patrol, CCTV, Alarm, Others (			), N	V.A.*	
				1	r	1	
1.7	procedures for responding to security threats or breaches of operations of the ship or ship/port interface	security, including provisions for maintaining critical	A/9.4.4				
1.8	procedures for responding to any security instructions Contra	cting Governments may give at security level 3	A/9.4.5				
1.9	procedures for evacuation in case of security threats or breach	hes of security	A/9.4.6				
1.10	duties of shipboard personnel assigned security responsibiliti	es and of other shipboard personnel on security aspects	A/9.4.7				
1.11	procedures for auditing the security activities		A/9.4.8				
1.12	procedures for training, drills and exercises associated with t	he plan	A/9.4.9				
1.13	procedures for interfacing with port facility security activities		A/9.4.10				
1.14	procedures for the periodic review of the plan and for updatin	g	A/9.4.11				
1.15	procedures for reporting security incidents		A/9.4.12				
1.16	identification of the ship security officer		A/9.4.13				
1.17	identification of the company security officer including 24-ho	ur contact details	A/9.4.14				
1.18	procedures to ensure the inspection, testing, calibration, and board	d maintenance of any security equipment provided on	A/9.4.15				
	List of areas Security equipment and its location & condition						
	Security Equipment		Location			Condi	ition (to be checked during our)

	Note for verification	ISPS Code	YES	NO	N/A	Remark
	Ship Security Alert System  ManufacturerType Result of operation test					
	(Other security and surveillance equipment)					
						***************************************
		•				
						T
1.19	frequency for testing or calibration of any security equipment provided on board	A/9.4.16				
1.20	identification of the locations where the ship security alert system activation points are provided	A/9.4.17				
1.21	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				
1.22	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				
1.23	Is the security plan property protected from unauthorized access or disclosure?	A/9.7				
1.24	Does the SSP include the following items?	A/9.4				B/9.2
1.25	Organizational structure of security for the ship	A/9.4				B/9.2.1
1.26	Details on the ship's relationships with the Company, port facilities, other ships and relevant authorities with security responsibility	A/9.4				B/9.2.2
1.27	Details on the communication systems to other ships and to port facilities	A/9.4				B/9.2.3
1.28	Details on basic security measures for Security Level 1	A/9.4				B/9.2.4
1.29	Details on how to upgrade the ship to Security Level 2 without delay	A/9.4				B/9.2.5
1.30	Regular review and audit	A/9.4				B/9.2.6
1.31	Reporting procedures to appropriate Contracting Governments' contact points	A/9.4				B/9.2.7
1.32	Whether the SSP incorporates special requirements issued by the flag Administration?					
		_				

	Que	stionnaire	ISPS Code	YES	NO	N/A	Remark (incl. relevant guidance)		
	Ship Tour								
2.1	Are security duties implemented in an appropriate man	ner?	A/7.2.1						
2.2	Is the control of access is implemented in an appropria	te manner?	A/7.2.2						
	Are the visitors and their belongings control in an appropriate manner?	Measures in place (Mark/Delete as appropriate)	A/7.2.3						
2.2	- ID Checked?	Check ID Document, Register in the log, use visitor badge (If random, indicate %; Level.1 2 3 )	(B/9.14.1)	П					
2.3	- Body search area designated/established - search is carried out?	Body search, personal effect search, metal detector, (If random, indicate %; Level.1 2 3 )	(B/9.14.2)						
	- Checked person/items segregated from unchecked?	Segregation of checked/unchecked (If random, indicate %; Level.1 2 3 )	(B/9.14.4)						
2.4	Is the access to the restricted area is controlled in orde	r to allow access to the duly authorized person only?	A/7.2.4						
	Are the upper deck and surroundings of the ship monitored?	Security measures in place (Mark/Delete as appropriate)	A/7.2.5						
2.5	- Monitoring the security of the ship, restricted area and surrounding	Lighting, patrol, guard, watch, CCTV, Alarm, Others ( ), N.A.*	(B/9.42)						
	Is the handling of cargo and ship's store supervised?	Security measures in place (Mark/Delete as appropriate)	A/7.2.6						
	- Handling of cargo (for prevent tampering & prevent cargo that is not meant for carriage from being accepted)	Watch/ Guard, Check seal on cargo/valves, visual inspection, scanned by port, search, dogs, document check, Others ( ), N.A.	(B/9.25)						
2.6	- <b>Delivery of ship's store</b> (for checking of ship's stores and package integrity, prevent ship's stores from being accepted without inspection, prevent tampering, prevent ship's store from being accepted unless ordered)	Visual check, Physical inspection, Check seal on, screened by port, search, dogs, document check, inspection before acceptance, seal/lock lockers, Others ( ), N.A.*	(B/9.33)						
	- Handling unaccompanied baggage (for identifying the unaccompanied baggage & screening the unaccompanied baggage)	Open & search, X-ray, Search on shore side, reject Others ( ), N.A.	(B/9.38)						
2.7	Is the security communication readily available?		A/7.2.7						
2.8	Safety requirements are ensured even the security meas	ures are in place.							

delete/mark as appropriate

	Questionnaire		ISPS Code	YES	NO	N/A	Remark (incl. relevant guidance)
	*						
<i>3</i> .	MASTER						
3.1	How do you contact the CSO? Where in the SSP gives such contact point?		A/6.1				
3.2	Where in your SSP is it stipulated that the master has ultimate responsibility for the say	, , ,	A/6.1				
3.3	Please explain the master's overriding authority and ultimate responsibility briefly. your SSP?	•	A/6.1				
3.4	Do you know that you may request assistance to the company & contracting g description in you SSP?	government? Where is such	A/6.1				
3.5	Please indicate any evidence that you are given support from the company.		A/6.2				
3.6	Please explain the duty of the SSO briefly.		A/6.1				
4	Ship Security Officer						
4.1	Please show me the certificate of competency for SSO by the flag administration or course you completed prior to assigned as SSO SSO's Name: - Issuer (the Administration) or Training body:	the certificate of the training	A/12.1				
4.2	Who is the CSO of the company? Where is such description given in the SSP?		A/11.1				
4.3	How do you contact CSO in charge of the ship? Where is such description given in the	he SSP?	<i>A/11.1</i> <i>A/12.2.9</i>				
4.4	What is duty and responsibility of the CSO in charge of the ship? Where is such described	ription given in the SSP?	A/11.2				

	Questionnaire	ISPS Code	YES	NO	N/A	Remark (incl. relevant guidance)
	SHIP'S PERSONNEL WITH SECURITY DUTIES					
5	Interview should be conducted a person other than master/SSO.					
	(Rank Name )					
5.1	Please explain the company's security policy briefly.	A/13.3				
5.2	Who is designated as a Ship Security Officer of this ship?	A/13.3				
5.3	Please explain the measure adopted onboard for controlling external access.  (In addition, question the following standard inquiry used by the USCG).  - How do you segregate checked persons and their personal effects from unchecked persons and their personal effect?  - How do you identify persons coming and ensure they have valid reason for being onboard?  - How Do you intensify such screening activities related to personal identification and valid reason to be onboard as the security level increased?  - How do you identify the access points to the vessel when it is moored and how do you protect these areas against unauthorized access?	A/13.3				NVIC 06-03 Enclosure 3C 4.a & b
5.4	When was the last time you participated in a security drill, training session, or exercise?	A/13.3		П		
5.5	How do you report security breaches or incidents?	A/13.3	一一	Ħ		
5.6	What do you do if someone tries to bring an unauthorized weapon on board the vessel? Dangerous substance? Device?	A/13.3				
5.7	How do you prevent unauthorized persons from coming on board?	A/13.3				
5.8	What do you do to search persons and their belongings when they come on board? (In addition, question the following standard inquiry used by the USCG) - How do you screen carry on baggage and persons coming onboard from bringing on board unauthorized weapons?	A/13.3				NVIC 06-03 Enclosure 3C 4.a
5.9	What are your procedures to search unaccompanied baggage?	A/13.3				
5.10	How do you monitor the security of the ship when underway? When pier side? At anchor?	A/13.3				
5.11	Please explain the restricted area of this ship.	A/13.3				
	SHIP'S PERSONNEL WITHOUT SECURITY DUTIES					
6.	Interview should be conducted a person other than master/SSO/the person interviewed in 5 above.					
	(Rank Name )					
6.1	Who is the Ship Security Officer of this ship?	A/13.3				
6.2	What do you do if there is a security breach? Or security threat?	A/13.3				
7.	SECURITY RECORDS (minimum period for record keeping is to be specified by the Administration)					

	Questionnaire	ISPS Code	YES	NO	N/A	Remark (incl. relevant guidance)
7.1	Are records of the information for last 10 port calls kept onboard?	SOLAS				
	Which forms of the information are used? (e.g., DoS)	XI-2/9.2				
7.2	If so, are DoSs for the last 10 port visits kept onboard? Please show me the records. (Are there signature by both port facility and the ship and date on the DoS?)	A/5.7				D.5. 4.1. D.5. 5
7.2	(Are the DoSs are entered in common language between ship & port facility, or English, French or Spanish?)	A/5.4				B/5.4.1, B/5.5
7.3	Is there any case where the flag Administration requires exchange of a DoS? If so, did you acknowledged the receipt of such an instruction? Please show me the record.	A5.1				B/5.2.1
7.4	When security level 2 or 3 were set by the flag Administration or other contracting government, did you acknowledge receipt of the instruction notifying the change? Please show me the record.	A/7.5 A/7.6				
7.5	When the security level of the ship is higher than that of the port facility, did you advise the fact to the designated authority and Port Facility Security Officer? In such a case, did SSO co-ordinate appropriate measures with the PFSO? Please show me the record.	A/7.7 A/7.7.1				
7.6	Are records of training, drills and exercises kept onboard?	A/10.1.1				
7.7	Is the drill conducted at least once every 3 months? In case the drill has been conducted, what kind of drill?	A/13.3				B/13.6
7.8	In cases where more than 25 percent of the ship's personnel has been changed, at any one time, with personnel that has not previously participated in any drill on that ship, within the last 3 months, is the drill conducted within one week of the change?	A/13.3				B/13.6
7.9	Has the SSO participated in the exercise? If so, what kind of exercise, and who shall convene the exercise?	A/13.4				B/13.7
7.10	How do you conduct regular security inspection? Please show me the record.	A/12.2.1				
	How do you report deficiencies, non-compliance and security incidents? Please show me the record.	A/12.2.5				
7.11	(If there is a case of security incident, question the following standard inquiry used by USCG)	A/12.2.3 A/12.2.8				NVIC 06-03 Enclosure 3C 4l
	- If so, what happened, what action did the ship take, and did these action conform to the SSP?					
7.12	Please show me the record of corrective actions.	A/12.2.5				
7.13	Are records of reports of security incidents kept onboard?	A/10.1.2				
7.14	Are records of breaches of security kept onboard?	A/10.1.3				
7.15	Are records of changes in security level kept onboard?	A/10.1.4				
7.16	Are records of communications relating to the security of the ship are kept onboard?	A/10.1.5				
7.17	Are records of internal audits and reviews of security activities?	A/10.1.6				
7.18	Has the internal audit been conducted by the person who is independent of the activities being audited?	A/9.4.1				
7.19	Have deficiencies or non-compliances been found during the internal audit?	A11.2.4				
7.20	If found, how have the deficiencies or non-compliances corrected? Please show me the records on these matters.	A11.2.7				
7.21	Are records of periodic review of the ship security assessment kept onboard?	A/10.1.7				
7.22	Are records of periodic review of the SSP kept on board?	A/10.1.8				
7.23	Are records of implementation of any amendments to the SSP kept on board?	A/10.1.9				
7.24	Are records of maintenance, calibration and testing of security measures and related equipment kept onboard?	A/10.1.10 A/12.2.10				

	Questionnaire	ISPS Code	YES	NO	N/A	Remark (incl. relevant guidance)
7.25	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				
7.26	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				
7.27	Are the records being protected from unauthorized access or disclosure?	A/10.4				
<i>8</i> .	Others					
8.1	Is there any Authorization letter? (If authorization is granted on case by case / ship by ship basis)					
8.2	Is the ISSC endorsed? (at an intermediate audit or an additional audit)					
9	"Certificate of Proficiency" (CoP) required by STCW VI/5 & 6					
9.1	For SSO; CoP issued by the (Flag) Administration (According to the Flag requirement)	STCW VI/5				
9.2	For all seafarers; CoP issued by CSO or SSO (According to the Flag requirement and transitional provisions)	STCW VI/6				

# $\textbf{Annex} \quad (Additional \ checklist \ to \ check \ knowledge \ of \ SSO)$

	Additional questions to SSO	ISPS Code	e & Remark / Check
1	How do you obtain the security information on ports?	A/11.2.1	
2	How does the communicate/co-ordinate with PFSO regarding implementation of the SSP?	A/11.2.10 A/12.2.9	
3	The Safety requirements are ensured without being impeded by security measures. (Comment possible conflict found if any during the tour)	A/11.2.11	
4	Is there any other measure ship may take if there is a change in the security level? (Question the following standard inquiry used by USCG) - Do you have procedure in place quickly respond to change in security levels? - Could you explain some examples?	NVIC 06-03 Enclosure 3C 4e	
5	How do you implement and maintain SSP, as well as its supervision?	A/12.2.2	
6	How do you co-ordinate handling of cargoes and ship's store with crew and PFSO?	A/12.2.3	
7	Do you propose amendments to the SSP?	A/12.2.4	
8	How do you promote awareness and vigilance on security onboard?	A/12.2.6	

9	What does "Security Administration" means?	A/13.2 B/13.1.1	
1 0	Please list up international conventions, code and recommendation exists regarding security?	A/13.2 B/13.1.2	
1 1	Please explain flag or port requirements or national regulation briefly.	A/13.2 B/13.1.3	
1 2	What is the security organization in addition to those in the flag Administration or in the Port State government? What is the responsibility and function of these organizations?	A/13.2 B/13.1.	
1 3	How do you conduct ship security assessment?	A/13.2 B/13.1.5	
1 4	How do you conduct security inspection?	A/13.2 B/13.1.6	
1 5	Please explain operation and condition of this port facility briefly.	A/13.2 B/13.1.7	
1 6	Please explain security measures implemented onboard briefly.	A/13.2 B/13.1.8	
1 7	Please explain security measures implemented in this port facility briefly.	A/13.2 B/13.1.8	
1 8	Please explain the preparation and responses for the emergency situations. (In addition, question the following standard inquiry used by the USCG) - Do you have procedure in place to evacuate the vessel if the magnitude of security breach or threat justifies this action? - If so, how do you ensure visitors are accounted for? - How do you interface with port facility and contracting government during such an incident?	A/13.2 B/13.1.9 NVIC 06-03 Enclosure 3C 4f	
1 9	Please explain the techniques for training and education (including security measures and procedure) briefly.	A/13.2 B/13.1.10	
2 0	Please explain the way to handle sensitive security related information.	A/13.2 B/13.1.11	
2 1	Please explain the way to handle security related communication.	A/13.2 B/13.1.11	
2 2	Please explain the recent threat and pattern on concerning security.	A/13.2 B/13.1.12	
2 3	Please explain the way to recognize and detect weapons, dangerous substances and devices?	A/13.2 B/13.1.1	
2 4	Please explain the way to recognize characteristics and behavioral patters of person who are likely to threaten security.	A/13.2 B/13.1.14	
2 5	Please explain techniques for circumventing security measures.	A/13.2 B/13.1.15	
2 6	Please explain the way to operate security equipment and system	A/13.2 B/13.2.4	
2 7	Please explain the way to text, calibrate and maintenance during voyage for security equipment and system	A/13.2 B/13.2.5	
2 8	Please explain the operational limitation of security equipment and system.	A/13.2 B/13.1.16	
2 9	Please explain the way to conduct audit, inspection, control and monitoring.	A/13.2 B/13.1.17	
3 0	Please explain the way to conduct physical search and non-intrusive inspection.	A/13.2 B/13.1.18	
3 1	Please explain the procedures for security drill & exercise briefly.	A/13.2 B/13.1.19	
3 2	Please explain the procedure for assessing drill and exercise briefly.	A/13.2 B/13.1.20	

3 3	Please explain the layout of the ship briefly.	A/13.2 B/13.2.1	
3 4	Please explain the SSP and relevant procedures briefly.	A/13.2 B/13.2.2	
3 5	Please explain the crowd management and control techniques	A/13.2 B/13.2.3	
3 6	Have you received support from the company concerning security?	A/6.2	