

## 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:** PROCEDURES FOR APPROVAL OF AMENDMENTS TO SHIP SECURITY PLANS
- 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
  - (e) Dominica Marine Safety Circular no. CD-MSC 11-04
- ATTACHMENTS:** 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 the Owners and Operators of Dominica flag ISPS vessels, regarding approval of amendments to Ship Security Plans
- 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:****1 Changes in Ship Security Plans**

- 1.1 All the changes in the provisions of Ship Security Plans are required to be approved by this Administration prior to their implementation onboard the vessels.
- 1.2 Revised Plans need to be submitted to the Office of Deputy Maritime Administrator, Commonwealth of Dominica, 32 Washington St., Fairhaven, Massachusetts, 02719 USA, at least

in electronic form, together with the Ship Security Assessments they are based on, if also amended.

## **2 Approval of the amendments**

- 2.1 Approval of the amendments to the Ship Security Plan is granted in the form of a letter with the attached stamped and signed Revision / Amendment Record and/or the cover pages of the Plan / Assessment.

## **3 Re-issuance of the Certificate**

- 3.1 The International Ship Security Certificate needs to be re-issued for the vessel, if the amendments to the Plan included any of the following:

- .1 change of vessel's name
- .2 change of gross tonnage
- .3 change of vessel's type / purpose
- .4 change of Operating Company.

- 3.2 Upon the approval of the amendments to the Ship Security Plan, where any of the changes referred to in section 3.1 above, points 1 through 3, were made, vessel's International Ship Security Certificate is replaced with one reflecting the respective changes, valid for the period of time the Certificate being replaced was valid for.

- 3.3.1 Where the amendments to the Ship Security Plan include the change of Operating Company, the Certificate held by the vessel is replaced immediately upon receipt of amendment approval request, with the Interim International Ship Security Certificate valid for two months.

- 3.3.2 Upon approval of the amendments to the Ship Security Plan, referred to in section 3.3.1 above, a full-term International Ship Security Certificate is issued for the vessel in accordance with Dominica Marine Safety Circulars nos. CD-MSC 05-04 and CD-MSC 11-04, unless the audit, referred to in section 4.1, is required.

- 3.3.3 When an audit, referred to in section 4.1, is required for the new Operating Company, a full-term International Ship Security Certificate is issued upon receipt of satisfactory report of that audit.

## **4 Additional audit**

- 4.1 It is in the Administration's discretion to decide whether an additional audit should be required upon approval of the amendments to the Ship Security Plan to verify implementation thereof onboard the vessel and/or in the Company.

- 4.2 An audit, referred to in section 4.1, shall be required especially, when the approved amendments included the following:

- .1 changes in restriction areas designation;
- .2 introduction of new and/or changes in the existing security measures;

- .3 changes in procedures for interfacing with port facilities and/or other vessels;
  - .4 introduction of new and/or changes in the existing security systems and equipment (including the communication systems and equipment).
- 4.3 An audit, referred to in section 4.1, may be conducted by this Administration's flag State inspectors or by one of the Recognized Security Organizations, the list whereof is provided in the Attachment to this Circular.
- 5 Fees**
- 5.1 The following fees, payable upfront, are applicable for the services of the Office of the Deputy Maritime Administrator:
- .1 50.00 USD for review and approval of each amended section of the Ship Security Plan, but no more than 500.00 USD, or
  - .2 50.00 USD for review and approval of the following amendments to the Ship Security Plan:
    - .1 change of vessel's name and/or particulars
    - .2 change of Company and/or Company Security Officer
    - .3 change of Owner;regardless of number of sections affected; and
  - .3 150.00 USD for review and approval of Ship Security Assessment;
  - .4 150.00 USD for issuance of the Approval letter;
  - .5 150.00 USD for issuance of each new ISSC, if necessary.
- 5.2 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.

- end -

## List of organizations authorized and capable of conducting an additional verification 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: [abs-worldhq@eagle.org](mailto:abs-worldhq@eagle.org)

#### Cyprus Bureau of Shipping

Corner Sp. Araouzou & Koumantaris St.  
Tonia Court Two, 2<sup>nd</sup> 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](mailto:cbs@cbs.com.cy)

#### Germanischer Lloyd

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

#### International Naval Surveys Bureau

8 Kantharou & Sahtouri St.  
Piraeus 185 37  
Greece  
Tel.: +30 210 418 4172  
Fax: +30 210 418 4282  
e-mail: [insb@hol.gr](mailto:insb@hol.gr)

#### 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](mailto:lloydsreg@lr.org)

#### Polski Rejestr Statkow

Al. Gen. Jozefa Hallera 126  
80-416 Gdansk, Poland  
Tel.: 48 58 346 1700  
Fax: +48 58 346 0392  
e-mail: [mailbox@prs.pl](mailto:mailbox@prs.pl)

#### 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: [veristarinfo@bureauveritas.com](mailto:veristarinfo@bureauveritas.com)

#### 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](mailto:DNV.Corporate@dnv.com)

#### Indian Register of Shipping

52 A, Adi Shankaracharya Marg  
Opp. Powai Lake  
Powai, Mumbai 400 072, India  
Tel.: +91 22 2570 3627  
Fax: +91 22 2570 3611  
e-mail: [irsho@bom3.vsnl.net.in](mailto:irsho@bom3.vsnl.net.in)

#### 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](mailto: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](mailto: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](mailto:pobox@rs-head.spb.ru)

## 2. DMRI Regional Offices

### DMRI Chile

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 Merced 838-A Office 117  
 Santiago, Chile  
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 Fax: +562-673-2207  
[dominica@flagstate.com](mailto:dominica@flagstate.com)  
[www.flagstate.com](http://www.flagstate.com)

### DMRI China

Sinopan Maritime Consulting Services Co Ltd.  
 16 Zhuqing Street, Zhong Shan District  
 Dalian, China 116001  
 Telephone: 86-411-82896151  
 Fax: 86-411-82896151  
[captainzhang66@yahoo.com.cn](mailto:captainzhang66@yahoo.com.cn)

### DMRI Cyprus

Chr. Sozou and Chr. Hadjipavlou  
 MANSOC Shipping  
 Hawaii Royal Gardens  
 P.O. Box 57021, P.C. 331  
 Limassol, Cyprus  
 Tel.: +357-5-748-878  
 Fax: +357-5-748-976  
[mansoc@mansoc.com.cy](mailto:mansoc@mansoc.com.cy)

### DMRI Dubai

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 ISB Dubai  
 69 Al Riqqa Street  
 P.O.Box 14751  
 Dubai  
 United Arab Emirates  
 Tel.: +971-4-269-4878  
 Fax: +971-4-269-4397  
[isbuae@emirates.net.ae](mailto:isbuae@emirates.net.ae)

### DMRI Greece

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 2a, Perikleous Street  
 Vouliagmeni  
 Athens, Greece 16671  
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 Fax: +30-210-896-2152  
[ceo@dominica-registry-greece.com](mailto:ceo@dominica-registry-greece.com)

### DMRI Hong Kong

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 Wallem Group, Ltd.  
 12/F Warwick House East  
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 979 King's Road  
 Quarry Bay, Hing Kong  
 Tel.: +852-2876-8888  
[rg@wallem.com](mailto:rg@wallem.com)

### DMRI Netherlands

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 Essenlaan 41  
 3062 NK Rotterdam  
 The Netherlands  
 Tel.: +31-10-213-6171  
 Fax: +31-65-375-0157  
[cwdbom@hetnet.nl](mailto:cwdbom@hetnet.nl)

### DMRI New Zealand/Australia

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 631 Remuera Road  
 Remuera, Auckland 1005  
 New Zealand  
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 FAX:(+ 64) 9 520 3152  
[mikekay@michaelkay.co.nz](mailto:mikekay@michaelkay.co.nz)

### DMRI Pakistan/Persian Gulf

Kaiser ASGHAR  
 9c, Mezzanine Floor, 27th Street  
 Tauheed Commercial Area  
 DHA Phase V, Karachi  
 Tel.: +21-537-5415  
 Fax: +21-583-7174  
[kaiser-a@cyber.net.pk](mailto:kaiser-a@cyber.net.pk)

### DMRI Philippines

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 R.J. Del Pan & Co., Inc.  
 501 Don Alfonso Condominium  
 U.N. Avenue Corner Guerrero St.  
 Ermita, Manila, Philippines  
 Tel.: +632-522-0066  
 Fax: +632-521-0367  
[lee@rjdelpan.com.ph](mailto:lee@rjdelpan.com.ph)  
[mtss@starhub.net.sg](mailto:mtss@starhub.net.sg)

### DMRI Russia

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### DMRI Scandinavia

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