**GUARDIAN BUREAU OF SHIPPING**

**CHECKLIST FOR VERIFICATION OF THE SECURITY OF THE SHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| Ship name |  | Company name |  |
| IMO No |  | Place of Audit |  |
| Date of Audit |  |  |  |

| **ISPS Code**  **Clause** | | **QUESTION** | | | **Application:**  **Yes (X)**  **No (-)**  **or N/A (not applicable) (N/A)** | | | **Comments** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | DECLARATION OF SECURITY | | | |  | |  | |  |
| B/5.1.2 | | Does the needs for Declaration of Security (DOS) is set out in the Ship Security Plan? | | | |  | |  | |  |
| A/5.7 | | Are Declarations of Security kept on board of the ship within the period specified by the Administration? | | | |  | |  | |  |
| B/5.4.1 | | Is the agreed DOS signed and dated by both the port facility and the Ship? | | | |  | |  | |  |
| B/5.5 | | Is the agreed DOS completed in English, French or Spanish or in a language common to both the port facility and the ship or the ships? | | | |  | |  | |  |
|  | | OBLIGATIONS OF THE COMPANY | | | |  | |  | |  |
| A/6.1 | | Has the Company ensured that the ship security plan contains a clear statement emphasizing the master’s authority? | | | |  | |  | |  |
| A/6.1 | | Has the Company established in the ship security plan that the master has the overriding authority and responsibility to make decisions with respect to the security of the ship and to request the assistance of the Company or of any Contracting Government as may be necessary? | | | |  | |  | |  |
| A/6.2 | | Has the Company ensured that the Company Security Officer, the Master and the Ship Security Officer are given the necessary support to fulfil their duties and responsibilities in accordance with Chapter XI-2 and Part A of the ISPS Code? | | | |  | |  | |  |
| B/6.1 | | Is the following information provided to the master of the ship: | | | |  | |  | |  |
| B/6.1.1 | | * parties responsible for appointing shipboard and personnel , such as ship management companies, manning agents, contractors, concessionaries (for example: retail sales outlets, casinos, etc) | | | |  | |  | |  |
| B/6.1.2 | | * parties responsible for deciding the employment of the ship, including time or bareboat charter(s) or any other entity acting in such capacity; | | | |  | |  | |  |
| B/6.1.3 | | * the contact details of time or voyage charterers in cases when the ship is employed under the terms of a charter party? | | | |  | |  | |  |
| A/7.1 | | Is there evidence that the ship act upon the security levels set by the Contracting Governments? | | | |  | |  | |  |
| A/7.2 | | Have the following activities been carried out through appropriate measures at security level 1: | | | |  | |  | |  |
| A/7.2.1 | | * ensuring the performance of all ship security duties; | | | |  | |  | |  |
| A/7.2.2 | | * controlling access to the ship; | | | |  | |  | |  |
| A/7.2.3 | | * controlling the embarkation of persons and their effects; | | | |  | |  | |  |
| A/7.2.4 | | * monitoring restricted areas to ensure that only authorized persons have access; | | | |  | |  | |  |
| A/7.2.5 | | * monitoring of deck areas and areas surrounding the ship; | | | |  | |  | |  |
| A/7.2.6 | | * supervising the handling of cargo and ship’s stores; | | | |  | |  | |  |
| A/7.2.7 | | * Ensuring that security communication is readily available? | | | |  | |  | |  |
| A/7.3 | | Have the additional protective measures, specified in the ship security plan, been implemented for each activity detailed in Section 7.2 at security level 2? | | | |  | |  | |  |
| A/7.4 | | Have further specific protective measures specified in the ship security plan, been implemented for each activity detailed in section 7.2 at security level 3? | | | |  | |  | |  |
|  | | SHIP SECURITY PLAN | | | |  | |  | |  |
| A/9.1 | | Does the ship carry on board the approved ship security plan? | | | |  | |  | |  |
| A/9.7 | | Is the plan protected from unauthorized access or disclosure? | | | |  | |  | |  |
|  | | RECORDS | | | |  | |  | |  |
| A/10.1 | | Are the records of the following activities addressed in the ship security plan kept on board for at least the minimum period specified by the administration? | | | |  | |  | |  |
| A/10.1.1 | | * training, drills and exercises; | | | |  | |  | |  |
| A/10.1.2 | | * security threats and security incidents; | | | |  | |  | |  |
| A/10.1.3 | | * breaches of security | | | |  | |  | |  |
| A/10.1.4 | | * changes in the security level; | | | |  | |  | |  |
| A/10.1.5 | | * communications relating to the direct security of the ship such as specific threats to the ship or to port facilities of the ship is, or has been; | | | |  | |  | |  |
| A/10.1.6 | | * internal audits and reviews of security activities; | | | |  | |  | |  |
| A/10.1.7. | | * periodic review of the ship security assessment | | | |  | |  | |  |
| A/10.1.8 | | * periodic review of the ship security plan | | | |  | |  | |  |
| A/10.1.9 | | * implementation of any amendments to the plan | | | |  | |  | |  |
| A/10.1.10 | | * Maintenance, calibration and testing of security equipment, if any, including testing of the ship security alert system? | | | |  | |  | |  |
| A/10.2 | | Are the records kept in the working language or languages of the ship? If the language or languages used are not English, French or Spanish, is a translation into one of these languages included? | | | |  | |  | |  |
| A/10.4 | | Are the records protected from unauthorized access or disclosure? | | | |  | |  | |  |
|  | | COMPANY SECURITY OFFICER | | | |  | |  | |  |
| A/11.1 | | Is a company security officer designated for the ship? | | | |  | |  | |  |
|  | | SHIP SECURITY OFFICER | | | |  | |  | |  |
| A/12.1 | | Is a ship security officer designated on the ship? | | | |  | |  | |  |
|  | | TRAINING, DRILLS AND EXERCISES ON SHIP SECURITY | | | |  | |  | |  |
| A/13.2 | | Does the ship security officer have appropriate knowledge and training (see below) | | | |  | |  | |  |
| B/13.1 | | Does the ship security officer have the following knowledge and training: | | | |  | |  | |  |
| B/13.1.1 | | * Security administration: | | | |  | |  | |  |
| B/13.1.2 | | * Relevant international conventions, codes and recommendations | | | |  | |  | |  |
| B/13.1.3 | | * Relevant government legislation and regulations | | | |  | |  | |  |
| B/13.1.4 | | * Responsibilities and functions of other security organizations | | | |  | |  | |  |
| B/13.1.5 | | * Methodology of ship security assessment | | | |  | |  | |  |
| B/13.1.6 | | * Methods of ship security survey and inspections; | | | |  | |  | |  |
| B/13.1.7 | | * Ship and port operations and conditions | | | |  | |  | |  |
| B/13.1.8 | | * Ship and port facility security measures | | | |  | |  | |  |
| B/13.1.9 | | * Emergency preparedness and response and contingency planning | | | |  | |  | |  |
| B/13.1.10 | | * Instruction techniques for security training and education, including security measures and procedures | | | |  | |  | |  |
| B/13.1.11 | | * Handling sensitive security related information and security related communications | | | |  | |  | |  |
| B/13.1.12 | | Knowledge of current security threats and patterns; | | | |  | |  | |  |
| B/13.1.13 | | * Recognition and detection of weapons, dangerous substances and devices; | | | |  | |  | |  |
| B/13.1.14 | | * Recognition, on a non discriminating basis of characteristics and behavioural patters of persons who are likely to threaten security; | | | |  | |  | |  |
| B/13.1.15 | | * Techniques used to circumvent security measures; | | | |  | |  | |  |
| B/13.1.16 | | * Security equipment and systems and their operational limitations; | | | |  | |  | |  |
| B/13.1.17 | | * Methods of conducting audits, inspection, controlling and monitoring | | | |  | |  | |  |
| B/13.1.18 | | * Methods of physical searches and non-intrusive inspections; | | | |  | |  | |  |
| B/13.1.19 | | * Security drills exercises, including drills and exercises with port facilities | | | |  | |  | |  |
| B/13.1.20 | | * Assessment of security drills and exercises | | | |  | |  | |  |
| B/13.2.1 | | * The layout of the ship; | | | |  | |  | |  |
| B/13.2.2 | | * The ship security plan and related procedures (including scenario-based training and how to respond) | | | |  | |  | |  |
| B/13.2.3 | | * Crowd management and control techniques | | | |  | |  | |  |
| B/13.2.4 | | * Operations and security equipment and systems | | | |  | |  | |  |
| B/13.2.5 | | * Testing, calibration and whilst at sea maintenance of security equipment and systems? | | | |  | |  | |  |
| A/13.3 | | Do shipboard personnel having specific security duties and responsibilities understand their responsibilities for ship security as described in the ship security plan, and have sufficient knowledge and ability to perform assigned duties? | | | |  | |  | |  |
| B/13.3.1 | | * Knowledge of current security threats and patterns; | | | |  | |  | |  |
| B/13.3.2 | | * Recognition and detection of weapons, dangerous substances devices; | | | |  | |  | |  |
| B/13.3.3 | | * Recognition of characteristics and behavioural patterns of persons who are likely to threaten security; | | | |  | |  | |  |
| B/13.3.4 | | * Techniques used to circumvent security measures; | | | |  | |  | |  |
| B/13.3.5 | | * Crowd management and control techniques; | | | |  | |  | |  |
| B/13.3.6 | | * Security related communications | | | |  | |  | |  |
| B/13.3.7 | | * Knowledge of the emergency procedures and contingency plans; | | | |  | |  | |  |
| B/13.3.8 | | * Operations of security equipment and systems | | | |  | |  | |  |
| B/13.3.9 | | * Testing calibration and whilst at sea maintenance of security equipment and systems; | | | |  | |  | |  |
| B/13.3.10 | | * Inspection, control and monitoring techniques | | | |  | |  | |  |
| B/13.3.11 | | * Methods of physical searches of persons, personal effects, baggage, cargo and ship’s stores? | | | |  | |  | |  |
| B/13.4 | | Do all shipboard personnel have sufficient knowledge of the following items and are they familiar with relevant provisions of the ship security plan, if any: | | | |  | |  | |  |
| B/13.4.1 | | * The meaning and the consequential requirements of the different security levels; | | | |  | |  | |  |
| B/13.4.2. | | * Knowledge of the emergency procedures and contingency plans; | | | |  | |  | |  |
| B/13.4.3 | | * Recognition and detection of weapons, dangerous substances and devices | | | |  | |  | |  |
| B/13.4.4 | | * Recognition, on a non discriminatory basis, of characteristics and behavioural patterns of persons who are likely to threaten security; | | | |  | |  | |  |
| B/13.4.5 | | * Techniques used to circumvent security measures? | | | |  | |  | |  |
| A/13.4 | | Are the drills conducted at appropriate intervals? | | | |  | |  | |  |
| B/13.6 | | Are the drills conducted at least once every three months? | | | |  | |  | |  |
| B/13.6 | | Were the cases, when the ship’s personnel was simultaneously changed in more than 25% of the persons, at any one time, or with personnel that has not previously participated in any drill on the ship within the last 3 months.  Was the drill within the limit of week from date was carried out, when such situation has been created? | | | |  | |  | |  |
| B/13.6 | | Do the drills test individual elements of the plan such as those security threats listed in paragraph 8.9? | | | |  | |  | |  |
| B/8.9.1 | | Damage to or destruction of, the ship or port facility, e. g by explosive devices, arson, sabotage or vandalism? | | | |  | |  | |  |
| B/8.9.2 | | Hijacking or seizure of the ship or of persons on board? | | | |  | |  | |  |
| B/8.9.3 | | Tampering with cargo, essential ship equipment or systems or ship’s stores? | | | |  | |  | |  |
| B/8.9.4 | | Uncategorized access or use, including presence of stowaways? | | | |  | |  | |  |
| B/8.9.5 | | Smuggling the weapon or equipment including the weapon of mass destruction? | | | |  | |  | |  |
| B/8.9.6 | | Use of the ship for to carry those intending to cause a security incident, and or their equipment? | | | |  | |  | |  |
| B/8.9.7 | | Use of the ship itself as a weapon or as a means to cause defeat or destruction? | | | |  | |  | |  |
| B/8.9.8 | | Attacks from seaward whilst at berth or at anchor? | | | |  | |  | |  |
| B/8.9.9 | | Attacks whilst at sea? | | | |  | |  | |  |
| A/13.5 | | Does the company security officer ensure the effective coordination and implementation of ship security plans by participating in exercises at appropriate intervals? | | | |  | |  | |  |
| B/13.7 | | Are these exercises carried out at least once each calendar year with no more than 18 months between the exercises which may include participation of:   * + Company security officers?   + Port facility security officers?   + Relevant authorities of contracting governments   + Ship security officers? | | | |  | |  | |  |
| B/13.7 | | Do the exercises test communications, coordinations, resource availability and response? | | | |  | |  | |  |
| B/13.7 | | Are these exercises:   1. full scale or live? 2. tabletop simulation or seminar, or? 3. combined with other exercises held such as search and rescue or emergency response exercises? | | | |  | |  | |  |
| B/13.8 | | Is the company participation in an exercise with another contracting government recognized by the administration? | | | |  | |  | |  |
| B/8.14 | | Has the on-scene security survey been examined and evaluated existing shipboard protective measures, procedures and operations for following: | | | |  | |  | |  |
| B/8.14.1 | | Ensuring the performance of all ship security duties? | | | |  | |  | |  |
| B/8.14.2 | | Monitoring restricted areas to ensure that only authorized persons have access? | | | |  | |  | |  |
| B/8.14.3 | | Controlling access to the ship, including any identification systems? | | | |  | |  | |  |
| B/8.14.3 | | Monitoring of deck areas and areas surrounding the ship? | | | |  | |  | |  |
| B/8.14.5 | | Controlling the embarkation of persons and their effects (accompanied and unaccompanied baggage and ship’s personnel personal effects)? | | | |  | |  | |  |
| B/8.14.6 | | Supervising the handling of cargo and the delivery of the ship’s stores? | | | |  | |  | |  |
| B/8.14.7 | | Ensuring that ship security communication, information and equipment readily available? | | | |  | |  | |  |
| Other Items | | Whether examine the statutory survey records relating to AIS? | | | |  | |  | |  |
| Other Items | | Whether compare the Ship Identification Number with that appearing in other documents? | | | |  | |  | |  |
| Other Items | | Whether check that the CSR is consistent with the ship’s current status? | | | |  | |  | |  |
| Other items | | Whether check the installation of Ship Security Alert System (SSAS)? | | | |  | |  | |  |
| Issued at:: |  | | Date: |  | | | GBS Auditor Signature: | |  | |
|  | | | | | | | | | | |