[CLIENT/LOGO]

[VESSEL]

HULL No.: [IF AVAILABLE]
IMO#: XXXXXXX

ISPS

INTERNAL AUDIT
**[DATE OF AUDIT]**

✠[OTHER INFORMATION HERE, FOR EXAMPLE]
[CLASS NOTATION OR SIMILAR]

|  |  |  |  |
| --- | --- | --- | --- |
| Doc. Title | **[VESSEL NAME]ISPS Internal Audit** | **Aluciant Ref.** | **ALU-[JOB]-[Insp.]-RXX** |
| Client Ref. |  | **Template Rev.** | **ALUH-ISPSAudit-Rev.1** |
| Distribution List |  |

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| **DOCUMENT ISSUE CONTROL** |
| **Rev.** | **Date** | **Description** | **Author** | **QC** | **Approval** |
|  |  | Reason for issue |  |  |  |
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**Digital Signature of Approver: ………………………………………………**

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| **DOCUMENT CHANGE RECORD** |
| **Rev.** | **Section/Page** | **Description of Change** |
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****EXECUTIVE SUMMARY****

**Doc. No.**

ALU-XXXXXX-XXX-XX Rev.X

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Aluciant, LLC were instructed by [CLIENT] of [COMPANY] to complete an Internal Audit of the ISPS system of the [VESSEL] at [LOCATION]

[INSPECTOR] attended the vessel at [LOCATION].The audit was completed on the [DATE].

The audit was coordinated with the vessels Master or his nominee and included assistance from [CREW MEMBERS] and [SHORE MANAGEMENT]

Additional information here as required. This is basically the executive summary area and should include:

Inspection requested by, attendance on, attendance by.

High level points on the ISM system etc.

Degree of knowledge from the vessel crew

Details on close-out meeting

Any observations

**NOTE THAT THE ISPS INTERNAL AUDIT CANNOT GENERATE NON-CONFORMITIES, AND AS SUCH ANY OBSERVATIONS SHOULD BE DEALT WITH AS SOON AS PRACTICABLE**.

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Standard Abbreviations List

|  |  |
| --- | --- |
| ABB | ASEA Brown Boveri |
| ABS | American Bureau of Shipping |
| AC | Alternating Current |
| ACU | Air Conditioning Unit |
| AHU | Air Handling Unit |
| AHV | Anchor Handling Vessel |
| AMS | Alarm Management System |
| ASOG | Activity Specific Operating Guidelines |
| AVC | Automatic Vessel Control system |
| AVR | Automatic Voltage Regulator |
| BV | Bureau Veritas |
| BT | Bow Thruster |
| BTT | Bow Tunnel Thruster |
| CAM | Critical Activity Mode |
| CAN | Control Area Network |
| CB | Circuit Breaker |
| CCR | Central Control Room |
| CCTV | Closed Circuit Television |
| CCW | Counter Clockwise |
| CMF | Common Mode Failure |
| CPP | Controllable Pitch Propeller |
| CPU | Central Processing Unit |
| CW | Cold/Cooling Water or Clockwise |
| DC | Direct Current |
| DG | Diesel Generator |
| DGNSS | Differential Global Navigation Satellite System |
| DGPS | Differential Global Positioning System |
| DNV | Det Norske Veritas |
| DP | Dynamic Positioning |
| DPC | Dynamic Positioning Controller |
| DPO | Dynamic Positioning Operator |
| DPS | Dynamic Positioning System |
| DSC | Digital Speed Controller |
| ECR | Engine Control Room |
| ECU | Engine Control Unit |
| EG | Emergency Generator |
| EPDB | Emergency Power Distribution Board |
| ER | Engine Room |
| ESB | Emergency Switchboard |
| ESD | Emergency Shutdown |
| ETA | Estimated Time of Arrival |
| ETD | Estimated Time of Departure |
| F&G | Fire and Gas |
| FMEA | Failure Mode and Effects Analysis |
| FMECA | Failure Mode, Effects and Criticality Analysis |
| FO | Fuel Oil |
| FS | Field Process Station |
| FSVAD | Flag State Verification and Acceptance Document |
| FW | Fresh Water |
| Fwd | Forward |
| G | Generator |
| GCB | Generator Circuit Breaker |
| GCP | Generator Control Panel |
| GPS | Global Positioning System |
| GVR | Generator Voltage Relay |
| H | High |
| HF | High Frequency |
| HH | High High |
| HIL | Hardware in the Loop |
| HMI | Human Machine Interface |
| HO | Heavy Oil |
| HPR | Hydro acoustic Position Reference |
| HPU | Hydraulic Power Unit |
| HT | High Temperature |
| HV | High Voltage |
| HVAC | Heating, Ventilation & Air Conditioning |
| I/O | Input/Output |
| IAS | Integrated Automation System |
| ICMS | Integrated Control & Monitoring System |
| IEEE | Institute of Electrical and Electronic Engineers |
| IJS | Independent Joystick System |
| IMCA | International Marine Contractors Association |
| IMO | International Maritime Organization |
| IP | Internet Protocol |
| KFDD | Kongsberg Functional Design Document |
| KM | Kongsberg Maritime |
| KR | Korean Registry |
| kVA | Kilo Volt Ampere |
| kVAr | Kile Volt Ampere Reactive |
| kW | Kilo Watts |
| L | Low |
| LAN | Local Area Network |
| LBL | Long Base Line |
| LED | Light Emitting Diode |
| LL | Low Low |
| LO | Lube Oil |
| LOP | Loss of Position |
| LR | Lloyds Register |
| LT | Low Temperature |
| LUSBL | Long Ultra Short Base Line |
| LV | Low Voltage |
| mA | Milliamps |
| MCB | Main Circuit Breaker |
| MCC | Motor Control Center |
| MF | Medium Frequency |
| MGPS | Marine Growth Protection System |
| MMI | Man Machine Interface |
| MMS | Marine Management System |
| MR | Multiple Reference |
| MRU | Motion Reference Unit |
| MSB | Main Switchboard |
| MSC | IMO Maritime Safety Committee |
| MTBF | Mean Time Between Failures |
| MTS | Marine Technology Society |
| MUX | Multiplexer |
| MV | Medium Voltage |
| MVAr | Mega Volt Ampere reactive |
| MW | Mega Watts |
| NI | Nautical Institute |
| NDE | Non Drive End |
| NE | Normally Energized |
| NET | Network |
| NFU | Non Follow Up |
| NIC | Network Interface Cards |
| NORSOK | Norwegian Technology Standards Institution |
| OIM | Offshore Installation Manager |
| OICNW | Officer In Charge of Navigational Watch |
| OR | Open Relay |
| OR&R | Observe Results and Restore |
| OS | Operator Station |
| OSV | Offshore Support Vessel |
| OR | Observe Results |
| OR&R | Observe Results and Restore |
| OT | Operator Terminal |
| (P) | Port Side |
| PA | Public Address or Power Available |
| PC | Personal Computer |
| PCI | Peripheral Controller Interface |
| PDB | Power Distribution Board |
| PLC | Programmable Logic Controller |
| PM | Planned Maintenance |
| PMS | Power Management System |
| PRS | Position Reference System |
| PSU | Power Supply Unit |
| PSV | Platform Supply Vessel |
| PX | Position |
| QC | Quick Closing |
| QCV | Quick Closing Valve |
| RCS | Remote Control System |
| RCU | Remote Controller Unit |
| RIO | Remote Input/Output |
| ROV | Remote Operated Vehicle |
| RPM | Revolutions Per Minute |
| (S) | Starboard Side |
| SBC | Single Board Computer |
| SBL | Short Base Line |
| SCE | Safety Critical Element |
| SDPO | Senior Dynamic Positioning Operator |
| SG | Specific Gravity |
| SIMOPS | Simultaneous Operations |
| SMO | Safest Mode of Operation |
| SMS | Safety Management System |
| SNMP | Simple Network Management Protocol |
| STCW | International Convention on Standards of Training Certification & Watchkeeping for Seafarers |
| SW | Sea Water |
| Swbd | Switchboard |
| T | Thruster |
| TAGOS | Thruster and Generator Operating Strategy |
| TAM | Task Appropriate Mode |
| TC | Thruster Control |
| TCP IP | Transmission Control Protocol / Internet Protocol |
| TCU | Thruster Control Unit |
| TTT | Time To Terminate |
| U/V | Under Voltage |
| UHF | Ultra High Frequency |
| UMS | Unmanned Machinery Space |
| UPS | Uninterrupted Power Supply |
| USBL | Ultra Short Base Line |
| USCG | United States Coast Guard |
| Var | Volt Ampere Reactive |
| VDU | Visual Display Unit |
| VFD | Variable Frequency Drive |
| VHF | Very High Frequency |
| VMS | Vessel Management System |
| VRU | Vertical Reference Unit |
| VSD | Variable Speed Drive |
| WCF | Worst Case Failure |
| WCFDI | Worst Case Failure Design Intent |
| WSOG | Well Specific Operating Guidelines |

Vessel Particulars

* 1. MV. [SHIP] is a ... According to her IHS sea-web entry, the vessel has the following general particulars: (Below is a table, use tab to go from cell to cell)

|  |  |
| --- | --- |
| Owners: | XYZ Shipping |
| Operators: | ABC Operators |
| Flag: | A Red One |
| Class Society: | A good one |
| Class Notation: | Some numbers, symbols ✠ Ⓔ |
| Tonnages: | Gross: | In tonnes |
|  | Net: | In tonnes |
|  | Deadweight | In tonnes |
| Dimensions: | Length O.A: | In metres |
|  | Length B.P: | In metres |
|  | Breadth: | In metres |
|  | Depth: | In metres |
|  | Draught (S): | In metres |
| Cargo Holds: | How many? |
| Container Capacity: | How many TEU? FEU? Reefers? |
| Grain Capacity: | How much? |
| Main Engine: | Size, make, model? |
| Aux. Engines: | Size, make, model? |

* 1. The “VESSEL NAME” is classed by XXX with DOC and SMC issued by XXX on the dd-MMM-YYYY. Intermediate surveys were noted as being carried out on the xx-MMM-YYYY. OTHER INFORMATION HERE in regard to certification for the vessel.
	2. The “VESSEL NAME” normally operates in “LOCATIONS”.

ISPS Audit Checklist

1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***SHIP SECURITY PLAN (SSP)*** |
| **1.** | * The revision status of the SSP onboard is Rev “XX” dated “dd-MMM-YYYY”
* Approval date of the latest revised SSP “dd-MMM-YYYY”
* Initial Approval date of the SSP “dd-MMM-YYYY”
 |  |  |  |  |  |
| **1.1** | Has SSP been developed based on the Ship Security Assessment (SSA) | *A/8.1* |  |  |  |  |
| **1.2** | Who approved the SSP? | *A/9.1* |  |  |  |  |
| **1.3** | Does the SSP address the following items?* 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 onboard the ship.
* Identification of the restricted areas and measures for the prevention of access to them.
 | *A/9.4* |  |  |  | *B/9.18* |
|  | ***List of areas designated as restricted area in the SSP:*** | ***Protective Measures*** | ***Remarks*** |
|  | 1. Navigation Bridge
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Machinery Spaces
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Spaces with security surveillance equipment and systems
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. External space control and lighting controls
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Ventilation controls and air conditioned spaces
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Spaces with access to potable water tanks, pumps and manifolds
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Spaces containing cargo pumps and their control
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Cargo spaces
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Spaces containing ship’s stores
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  | 1. Crew accommodations
 | Post guard, patrol, lock, single point of access, CCTV, alarm? N/A |  |
|  | 1. Other spaces
 | Post guard, patrol, lock, seal CCTV, alarm, other? N/A |  |
|  |  |  |  |
| **1.4** | 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*** | ***Protective Measures*** | ***Remarks*** |
|  | 1. Access Ladder
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  | 1. Access gangways
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  | 1. Access ramps
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  | 1. Access doors, side scuttles, windows and ports
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  | 1. Mooring lines and anchor chains
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  | 1. Cranes and hoisting gear
 | Guard, Watch, Patrol, CCTV, Alarm, Shut-offs, Other? N/A |  |
|  | 1. Others
 | Guard, Watch, Patrol, CCTV, Alarm, Other? N/A |  |
|  |  |  |  |
| **1.5** | 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* |  |  |  |  |
| **1.6** | Procedures for responding to any security instructions Contracting Governments may give at security level 3 | *A/9.4.5* |  |  |  |  |
| **1.7** | Procedures for evacuation in case of security threats or breaches in security | *A/9.4.6* |  |  |  |  |
| **1.8** | Duties of shipboard personnel assigned security responsibilities and of other shipboard personnel on security aspects | *A/9.4.7* |  |  |  |  |
| **1.9** | Procedures for auditing the security activities | *A/9.4.8* |  |  |  |  |
| **1.10** | Procedures for training, drills and exercises associated with the plan | *A/9.4.9* |  |  |  |  |
| **1.11** | Procedures for interfacing with port facility security activities | *A/9.4.10* |  |  |  |  |
| **1.12** | Procedure for the periodic review of the plan and for updating | *A/9.4.11* |  |  |  |  |
| **1.13** | Procedures for reporting security incidents | *A/9.4.12* |  |  |  |  |
| **1.14** | Identification of the ships security officer | *A/9.4.13* |  |  |  |  |
| **1.15** | Identification of the company security officer including 24-hour contact details | *A/9.4.14* |  |  |  |  |
| **1.16** | Procedures to ensure the inspection, testing, calibration and maintenance of any security equipment provided onboard | *A/9.4.15* |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***List of security equipment and location*** | ***Condition (Checked during ship tour)*** | ***Remarks*** |
|  | Ship Security Alert System (SSAS)Manufacturer:Type: | Result of operation test during tour |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **1.17** | Frequency for testing or calibration of any security equipment provided onboard. | *A/9.4.16* |  |  |  |  |
| **1.18** | Identification of the locations where the SSAS activation points are provided. | *A/9.4.17* |  |  |  |  |
| **1.19** | Procedures, instructions and guidance on the use of the SSAS, including the testing, activation, deactivation and resetting and limitation of false alerts. | *A/9.4.48* |  |  |  |  |
| **1.20** | In the case that the plan is to be kept in electronic format, is it to be protected by procedures aimed at preventing its unauthorized deletion, destruction or amendment? | *A/9.6* |  |  |  |  |
| **1.21** | Is the security plan properly protected from unauthorized access or disclosure? | *A/9.7* |  |  |  |  |
| **1.22** | Does the SSP include the following items:* Organizational structure of security for the ship.
* Details on the ship’s relationships with the Company, port facilities, other ships and relevant authorities with security responsibilities.
* Details on the communications systems to other ships and to port facilities.
* Details on the basic security measures for security level 1.
* Details on how to upgrade the ship to security level 2 without delay.
* Regular review and audit.
* Reporting procedures to appropriate Contracting Governments contact points.
* Whether the SSP incorporates special requirements issued by the Flag Administration.
 | *A/9.4* |  |  |  | B/9.2B/9.2.1B/9.2.2B/9.2.3B/9.2.4B/9.2.5B/9.2.6B/9.2.7 |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***SHIP TOUR*** |
| **2.1** | Are security duties implemented in an appropriate manner? | *A/7.2.1* |  |  |  |  |
| **2.2** | Is the control of access implemented in an appropriate manner? | *A/7.2.2* |  |  |  |  |
| **2.3** | Are visitors and their belongings controlled in an appropriate manner?* ID Checked? (Where recorded? Random? Required?)
* Body search? Area to complete this designated? (If random note %)
* Checked item segregated from unchecked items? (If random note %)
 | *A/7.2.3* |  |  |  | B/9.14.1B/9.14.2B/9.14.4 |
| **2.4** | Is the access to the restricted area controlled in order to allow access to the duly authorized persons only? | *A/7.2.4* |  |  |  |  |
| **2.5** | Are the upper deck and surroundings of the ship monitored?* Monitoring of the security of the ship, restricted area and surroundings. (Note measures in place)
 | *A/7.2.5* |  |  |  |  |
| **2.6** | Is the handling of cargo and ship’s stores supervised?* Handling of Cargo – Prevent tampering and unauthorized cargo (Note methods used)
* Delivery of ship’s stores – Checking integrity, prevent acceptance without inspection. (Note methods used)
* Handling unaccompanied baggage – Identification and screening of (Note methods in use)
 | *A/7.2.6* |  |  |  | B/9.25B/9.33B/9.38 |
| **2.7** | Is the security communication readily available? | *A/7.2.7* |  |  |  |  |
| **2.8** | Safety requirements are ensured even with the security measures in place? |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.9** | ***Findings or Comments from the ship tour*** |
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|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***INTERVIEW WITH THE MASTER*** |
| **3.1** | How do you contact the CSO? Where in the SSP is this contact point? | *A/6.1* |  |  |  |  |
| **3.2** | Where in your SSP is it stipulated that the master has ultimate responsibility for the safety and security of the ship? | *A/6.1* |  |  |  |  |
| **3.3** | Please explain the master’s overriding authority and ultimate responsibility briefly. Where is this description in the SSP? | *A/6.1* |  |  |  |  |
| **3.4** | Do you know that you may request assistance from the company and contracting government? Where is this in the SSP? | *A/6.1* |  |  |  |  |
| **3.5** | Please indicate any evidence you have that shows support given from the company | *A/6.2* |  |  |  |  |
| **3.6** | Please explain the duty of the SSO briefly. | *A/6.1* |  |  |  |  |
| **3.7** | Have you been provided with the following information?* Parties responsible for appointing shipboard personnel. Manning agencies, contractors etc.
* Parties responsible for determining the employment of the ship, including time or bareboat charters.
* Contact details of time or voyage charterers where the vessel is under terms of a charter party.
 | *B/6.1* |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.8** | ***Findings or Comments*** |
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| --- | --- | --- | --- | --- | --- | --- |
|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***INTERVIEW WITH THE SHIPS SECURITY OFFICER*** |
| **4.1** | Please show me your COC for SSO by the flag administration or the certificate for the course prior to being assigned as SSO.* SSO Name:
* Issuer of training certificate:
 | A/12.1 |  |  |  |  |
| **4.2** | Who is the CSO of the company? Where is the description given in the SSP? | A/11.1 |  |  |  |  |
| **4.3** | How do you contact the CSO in charge of the ship? Where is this information in the SSP? | A/11.1A/12.2.9 |  |  |  |  |
| **4.4** | What is the responsibility and duty of the CSO in charge of the ship? Where is this information in the SSP? | A/11.2 |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.5** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***INTERVIEW WITH SHIP PERSONNEL WITH SECURITY DUTIES*** |
| **5.1** | * Name:
* Rank:
 |  |  |  |  |  |
| **5.2** | Please explain the companies security policy briefly | A/13.3 |  |  |  |  |
| **5.3** | Who is designated as the ships security officer?  | A/13.3 |  |  |  |  |
| **5.4** | Please explain the measure adopted onboard for controlling external access* How do you segregate checked persons and their personal effects from unchecked persons and their effects?
* How do you identify persons coming and ensure they have a valid reason to be on board?
* How do you intensify screening activities related to personnel identification and valid reason to be onboard as the security level increases?
* How do you identify the access points to the vessel when it is moored and how do you protect those areas against unauthorized access?
 | A/13.3 |  |  |  |  |
| **5.5** | When was the last time you participated in a security drill, training session or exercise? | A/13.3 |  |  |  |  |
| **5.6** | How do you report security incidents or breaches? | A/13.3 |  |  |  |  |
| **5.7** | What do you do if someone tries to bring an unauthorized weapon onboard the vessel? Dangerous Substance? Device? | A/13.3 |  |  |  |  |
| **5.8** | How do you prevent unauthorized personnel from coming onboard? | A/13.3 |  |  |  |  |
| **5.9** | What do you do to search persons and their belongings when they come onboard?* How do you screen carry on baggage and persons coming on board from bringing onboard unauthorized weapons?
 | A/13.3 |  |  |  |  |
| **5.10** | What are the procedures to search unaccompanied baggage? | A/13.3 |  |  |  |  |
| **5.11** | How do you monitor the security of the ship when underway? When alongside? When at anchor? | A/13.3 |  |  |  |  |
| **5.12** | Please explain the restricted areas of this ship | A/13.3 |  |  |  |  |
|  |  |  |  |  |  |  |
| **5.13** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***INTERVIEW WITH SHIP PERSONNEL WITHOUT SECURITY DUTIES*** |
| **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? | A/13.3 |  |  |  |  |
| **6.3** | What do you do if there is a security threat? | A/13.3 |  |  |  |  |
|  |  |  |  |  |  |  |
| **6.4** | ***Findings or Comments*** |
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| --- | --- | --- | --- | --- | --- | --- |
|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***SECURITY RECORDS*** |
| **7.1** | Are records of the information for the last 10 port calls kept onboard? Which forms of the information is used? (DoS? Etc.) | SOLAS XI-2/9.2 |  |  |  |  |
| **7.2** | If so, are DoS’s for the last 10 port visits retained on board? (Review records, check signatures by both port facility and the ship. Check language of DoS. | A/5.7A/5.4 |  |  |  | B/5.4.1B/5.5 |
| **7.3** | Is there any case where the flag administration requires exchange of DoS? If so, was this acknowledged and a receipt available for review? | A/5.1 |  |  |  | B/5.2.1 |
| **7.4** | When security level 2 or 3 was set by the flag administration or other contracting government, was the change acknowledged and a record for this change made? | A/7.5A/7.6 |  |  |  |  |
| **7.5** | When the security level of the ship is higher than the port facility was this communicated to the designated authority and port facility security officer? If so, did the SSO coordinate appropriate measures with the PFSO? Review the record of this. | A/7.7A/7.7.1 |  |  |  |  |
| **7.6** | Are records of training and drills available onboard? | A/10.1.1 |  |  |  |  |
| **7.7** | Are drills carried out onboard at least once every 3 months? What kind of drill was last conducted onboard? | A/13.3 |  |  |  | B/13.6 |
| **7.8** | In cases where more than 25% of the ships personnel has been changed at any one time, with personnel that have not previously participated in any drill on the ship within the last 3 months, has a drill been conducted within one week of the change? | A13.3 |  |  |  | B/13.6 |
| **7.9** | Are records of security drills, including the CSO, PFSO and relevant authorities available onboard and conducted at least once per calendar year? | A/13.5 |  |  |  |  |
| **7.10** | Has the SSO participated in the exercise? If so, what type of exercise and who convened the exercise? | A/13.4 |  |  |  | B/13.7 |
| **7.11** | Do the drills and excercises test individual elements of the SSP such as those threats listed. | A/13.6 |  |  |  |  |
| **7.12** | How is a regular security inspection conducted? Review record of same. | A/12.2.1 |  |  |  |  |
| **7.13** | How are deficiencies, non-compliance and security incidents reported? Review the record.* If any are noted what happened? What action was taken? Did this conform to the SSP?
 | A/12.2.5A/12.2.8 |  |  |  |  |
| **7.14** | Review the record of corrective actions and comment | A/12.2.5 |  |  |  |  |
| **7.15** | Are records/reports of security incidents retained on board? | A/10.1.2 |  |  |  |  |
| **7.16** | Are records of breaches of security retained onboard? | A/10.1.3 |  |  |  |  |
| **7.17** | Are records of changes of security level retained onboard? | A/10.1.4 |  |  |  |  |
| **7.18** | Are records of communications relating to the security of the ship retained onboard? | A/10.1.5 |  |  |  |  |
| **7.19** | Are records of internal audits and reviews of security activities retained onboard? | A/10.1.6 |  |  |  |  |
| **7.20** | Has the internal audit been carried out by a person independent of the activities being audited? | A/9.4.1 |  |  |  |  |
| **7.21** | Have deficiencies or non-compliances been found during the audit process? | A/11.2.4 |  |  |  |  |
| **7.22** | Have deficiencies or non-compliances been corrected? Review records on these matters. | A/11.2.7 |  |  |  |  |
| **7.23** | Are records of periodic review of the SSA retained onboard? | A/10.1.7 |  |  |  |  |
| **7.24** | Are records of the periodic review of the SSP retained onboard? | A/10.1.8 |  |  |  |  |
| **7.25** | Are records of the implementation of any amendments to the SSP retained onboard? | A/10.1.9 |  |  |  |  |
| **7.26** | Are records of maintenance, calibration and testing of security measures and related equipment retained onboard? | A/10.1.10A/12.2.10 |  |  |  |  |
| **7.27** | Are records being maintained in the working language of the ship? | A/10.2 |  |  |  |  |
| **7.28** | If the records are maintained in an electronic format are they protected by procedures to prevent the unauthorized deletion, destruction or amendment? | A/10.3 |  |  |  |  |
| **7.29** | Are the records protected from unauthorized access or disclosure? | A/10.4 |  |  |  |  |
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| **7.30** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***OTHER NOTES*** |
| **8.1** | Is there any authorization letter? (If granted on a case-by-case basis.) |  |  |  |  |  |
| **8.2** | Is the ISSC endorsed? (Intermediate audit or additional audit.) |  |  |  |  |  |
| **8.3** | For SSO the Cert of Proficiency (CoP) is issued by the flag administration (According to flag requirement) | STCW VI/5 |  |  |  |  |
| **8.4** | For all seafarers: CoP issued by CSO or SSO (according to flag requirements.) | STCW VI/6 |  |  |  |  |
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| **8.5** | ***Findings or Comments*** |
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|  | ***Note for Verification*** | ***ISPS Code*** | ***YES*** | ***NO*** | ***N/A*** | ***Remarks*** |
| ***ANNEX – ADDITIONAL QUESTIONS FOR SSO*** |
| **9.1** | How is the security information for the port obtained? | A/11.2.1 |  |  |  |  |
| **9.2** | How do you ocmmunicate with the PFSO regarding implementation of the SSP? | A/11.2.9A/11.2.10 |  |  |  |  |
| **9.3** | Have any conflicts been identified between the safety of the ship and security measures? | A/11.2.11 |  |  |  |  |
| **9.4** | Are there any other measures that the ship may take if there is a change in security level?* Procedure in place to quickly respond to changes in security levels?
* Explain more examples of measures the ship may take.
 | NTIC 06-03 enclosure 3C 4e |  |  |  |  |
| **9.5** | How is the SSP implemented and maintained along with its supervision? | A/12.2.2 |  |  |  |  |
| **9.6** | How is the coordination of cargoes and ships’ stores handled with the PFSO? | A/12.2.3 |  |  |  |  |
| **9.7** | Have you proposed any amendments to the SSP? | A/12.2.4 |  |  |  |  |
| **9.8** | How have you promoted security awareness and vigilance onboard? | A/12.2.6 |  |  |  |  |
| **9.9** | What does security administration mean to you? | A/13.2B/13.1.1 |  |  |  |  |
| **9.10** | What international conventions, codes and recommendations exist regarding security? | A/13.2B/13.1.2 |  |  |  |  |
| **9.11** | Explain the flag or port requirements for national regulation briefly | A/13.2B/13.1.3 |  |  |  |  |
| **9.12** | 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/13.2B/13.1 |  |  |  |  |
| **9.13** | How do you conduct a ship security assessment? | A/13.2B13.1.5 |  |  |  |  |
| **9.14** | How is a security inspection conducted? | A/13.2B/13.1.6 |  |  |  |  |
| **9.15** | Please explain the operations and conditions of the current port facility briefly. | A/13.2B/13.1.7 |  |  |  |  |
| **9.16** | Please explain the security measures currently implemented onboard. | A/13.2B/13.1.8 |  |  |  |  |
| **9.17** | Please explain the security measures currently implemented by the port. | A/13.2B/13.1.8 |  |  |  |  |
| **9.18** | Please explain the preparation and responses for the emergency situations.* 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/13.2B/13.1.9 |  |  |  |  |
| **9.19** | Please explain the techniques for training and education (including security measures and procedure) briefly. | A/13.2B/13.1.10 |  |  |  |  |
| **9.20** | Please explain the way to handle sensitive security related information. | A/13.2B/13.1.11 |  |  |  |  |
| **9.21** | Please explain the way to handle security related communication. | A/13.2B/13.1.11 |  |  |  |  |
| **9.22** | Please explain the recent threat and pattern on concerning security. | A/13.2B/13.1.12 |  |  |  |  |
| **9.23** | Please explain the way to recognize and detect weapons, dangerous substances and devices? | A/13.2B/13.1.1 |  |  |  |  |
| **9.24** | Please explain the way to recognize characteristics and behavioral patters of person who are likely to threaten security. | A/13.2B/13.1.14 |  |  |  |  |
| **9.25** | Please explain techniques for circumventing security measures. | A/13.2B/13.1.15 |  |  |  |  |
| **9.26** | Please explain the way to operate security equipment and system | A/13.2B/13.2.4 |  |  |  |  |
| **9.27** | Please explain the way to text, calibrate and maintenance during voyage for security equipment and system | A/13.2B/13.2.5 |  |  |  |  |
| **9.28** | Please explain the operational limitation of security equipment and system. | A/13.2B/13.1.15 |  |  |  |  |
| **9.29** | Please explain the operational limitation of security equipment and system. | A/13.2B/13.1.17 |  |  |  |  |
| **9.30** | Please explain the way to conduct physical search and non-intrusive inspection. | A/13.2B/13.1.18 |  |  |  |  |
| **9.31** | Please explain the procedures for security drill & exercise briefly. | A/13.2B/13.1.19 |  |  |  |  |
| **9.32** | Please explain the procedure for assessing drill and exercise briefly. | A/13.2B/13.1.20 |  |  |  |  |
| **9.33** | Please explain the layout of the ship briefly. | A/13.2B/13.2.1 |  |  |  |  |
| **9.34** | Please explain the SSP and relevant procedures briefly. | A/13.2B/13.2.2 |  |  |  |  |
| **9.35** | Please explain the crowd management and control techniques | A/13.2B/13.2.3 |  |  |  |  |
| **9.36** | Have you received support from the company concerning security | A/6.2 |  |  |  |  |
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| **9.37** | ***Findings or Comments*** |
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Summary and Conclusions

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Note the findings here

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Signature: ………………………..

[SURVEYOR]

Aluciant, LLC