

ISPS Code Part B Section 9

Ref: International Maritime Organization

<https://www.edumaritime.net/isps-code>

Ship Security Plan (SSP)

Guidance Regarding the Provisions of Chapter Xi-2 of the Annex to The International Convention for The Safety of Life At Sea, 1974 As Amended And [Part A](#) of this Code

9 Ship Security Plan

General

9.1 The Company Security Officer (CSO) has the responsibility of ensuring that a Ship Security Plan (SSP) is prepared and submitted for approval. The content of each individual SSP should vary depending on the particular ship it covers. The Ship Security Assessment (SSA) will have identified the particular features of the ship and the potential threats and vulnerabilities. The preparation of the SSP will require these features to be addressed in detail. Administrations may prepare advice on the preparation and content of a SSP.

9.2 All SSPs should:

- .1 detail the organizational structure of security for the ship;
- .2 detail the ship's relationships with the Company, port facilities, other ships and relevant authorities with security responsibility;
- .3 detail the communication systems to allow effective continuous communication within the ship and between the ship and others, including port facilities;
- .4 detail the basic security measures for security level 1, both operational and physical, that will always be in place;
- .5 detail the additional security measures that will allow the ship to progress without delay to security level 2 and, when necessary, to security level 3;
- .6 provide for regular review, or audit, of the SSP and for its amendment in response to experience or changing circumstances; and
- .7 reporting procedures to the appropriate Contracting Governments contact points.

9.3 Preparation of an effective SSP should rest on a thorough assessment of all issues that relate to the security of the ship, including, in particular, a thorough appreciation of the physical and operational characteristics, including the voyage pattern, of the individual ship.

9.4 All SSPs should be approved by, or on behalf of, the Administration. If an Administration uses a Recognized Security Organization (RSO) to review or approve the SSP the RSO should not be associated with any other RSO that prepared, or assisted in the preparation of, the plan.

9.5 CSOs and Ship Security Officers (SSOs) should develop procedures to:

- .1 assess the continuing effectiveness of the SSP; and
- .2 prepare amendments of the plan subsequent to its approval.

9.6 The security measures included in the SSP should be in place when the initial verification for compliance with the requirements of chapter XI-2 and part A of this Code will be carried out. Otherwise the process of issue to the ship of the required International Ship Security Certificate cannot be carried out. If there is any subsequent failure of security equipment or systems, or suspension of a security measure for whatever reason, equivalent temporary security measures should be adopted, notified to, and agreed by, the Administration.

Organization and performance of ship security duties

9.7 In addition to the guidance given in section 9.2, the SSP should establish the following which relate to all security levels:

- .1 the duties and responsibilities of all shipboard personnel with a security role;
- .2 the procedures or safeguards necessary to allow such continuous communications to be maintained at all times;
- .3 the procedures needed to assess the continuing effectiveness of security procedures and any security and surveillance equipment and systems, including procedures for identifying and responding to equipment or systems failure or malfunction;
- .4 the procedures and practices to protect security sensitive information held in paper or electronic format;
- .5 the type and maintenance requirements, of security and surveillance equipment and systems, if any;
- .6 the procedures to ensure the timely submission, and assessment, of reports relating to possible breaches of security or security concerns; and
- .7 procedures to establish, maintain and up-date an inventory of any dangerous goods or hazardous substances carried on board, including their location.

9.8 The remainder of this section addresses specifically the security measures that could be taken at each security level covering:

- .1 access to the ship by ship's personnel, passengers, visitors, etc;
- .2 restricted areas on the ship;
- .3 handling of cargo;
- .4 delivery of ship's stores;

- .5 handling unaccompanied baggage; and
- .6 monitoring the security of the ship.

Access to the ship

9.9 The SSP should establish the security measures covering all means of access to the ship identified in the SSA. This should include any:

- .1 access ladders;
- .2 access gangways;
- .3 access ramps;
- .4 access doors, side scuttles, windows and ports;
- .5 mooring lines and anchor chains; and
- .6 cranes and hoisting gear.

9.10 For each of these the SSP should identify the appropriate locations where access restrictions or prohibitions should be applied for each of the security levels. For each security level the SSP should establish the type of restriction or prohibition to be applied and the means of enforcing them.

9.11 The SSP should establish for each security level the means of identification required to allow access to the ship and for individuals to remain on the ship without challenge, this may involve developing an appropriate identification system allowing for permanent and temporary identifications, for ship's personnel and visitors respectively. Any ship identification system should, when it is practicable to do so, be co-ordinated with that applying to the port facility. Passengers should be able to prove their identity by boarding passes, tickets, etc., but should not be permitted access to restricted areas unless supervised. The SSP should establish provisions to ensure that the identification systems are regularly updated, and that abuse of procedures should be subject to disciplinary action.

9.12 Those unwilling or unable to establish their identity and/or to confirm the purpose of their visit when requested to do so should be denied access to the ship and their attempt to obtain access should be reported, as appropriate, to the SSOs, the CSOs, the Port Facility Security Officer (PFSO) and to the national or local authorities with security responsibilities.

9.13 The SSP should establish the frequency of application of any access controls particularly if they are to be applied on a random, or occasional, basis.

Security Level 1

9.14 At security level 1, the SSP should establish the security measures to control access to the ship, where the following may be applied:

- .1 checking the identity of all persons seeking to board the ship and confirming their reasons for doing so by checking, for example, joining instructions, passenger tickets, boarding passes, work orders etc;

- .2 in liaison with the port facility the ship should ensure that designated secure areas are established in which inspections and searching of persons, baggage (including carry on items), personal effects, vehicles and their contents can take place;
- .3 in liaison with the port facility the ship should ensure that vehicles destined to be loaded on board car carriers, ro-ro and other passenger ships are subjected to search prior to loading, in accordance with the frequency required in the SSP;
- .4 segregating checked persons and their personal effects from unchecked persons and their personal effects;
- .5 segregating embarking from disembarking passengers;
- .6 identification of access points that should be secured or attended to prevent unauthorized access;
- .7 securing, by locking or other means, access to unattended spaces adjoining areas to which passengers and visitors have access; and
- .8 providing security briefings to all ship personnel on possible threats, the procedures for reporting suspicious persons, objects or activities and the need for vigilance.

9.15 At security level 1, all those seeking to board a ship should be liable to search. The frequency of such searches, including random searches, should be specified in the approved SSP and should be specifically approved by the Administration. Such searches may best be undertaken by the port facility in close co-operation with the ship and in close proximity to it. Unless there are clear security grounds for doing so, members of the ship's personnel should not be required to search their colleagues or their personal effects. Any such search shall be undertaken in a manner which fully takes into account the human rights of the individual and preserves their basic human dignity.

Security Level 2

9.16 At security level 2, the SSP should establish the security measures to be applied to protect against a heightened risk of a security incident to ensure higher vigilance and tighter control, which may include:

- .1 assigning additional personnel to patrol deck areas during silent hours to deter unauthorized access;
- .2 limiting the number of access points to the ship, identifying those to be closed and the means of adequately securing them;
- .3 deterring waterside access to the ship, including, for example, in liaison with the port facility, provision of boat patrols;
- .4 establishing a restricted area on the shore-side of the ship, in close co-operation with the port facility;
- .5 increasing the frequency and detail of searches of persons, personal effects, and vehicles being embarked or loaded onto the ship;

- .6 escorting visitors on the ship;
- .7 providing additional specific security briefings to all ship personnel on any identified threats, re-emphasising the procedures for reporting suspicious persons, objects, or activities and the stressing the need for increased vigilance; and
- .8 carrying out a full or partial search of the ship.

Security Level 3

9.17 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures which could be taken by the ship, in close co-operation with those responding and the port facility, which may include:

- .1 limiting access to a single, controlled, access point;
- .2 granting access only to those responding to the security incident or threat thereof;
- .3 directions of persons on board;
- .4 suspension of embarkation or disembarkation;
- .5 suspension of cargo handling operations, deliveries etc;
- .6 evacuation of the ship;
- .7 movement of the ship; and
- .8 preparing for a full or partial search of the ship.

Restricted areas on the ship

9.18 The SSP should identify the restricted areas to be established on the ship, specify their extent, times of application, the security measures to be taken to control access to them and those to be taken to control activities within them. The purpose of restricted areas are to:

- .1 prevent unauthorized access;
- .2 protect passengers, ship's personnel, and personnel from port facilities or other agencies authorized to be on board the ship;
- .3 protect sensitive security areas within the ship; and
- .4 protect cargo and ship's stores from tampering.

9.19 The SSP should ensure that there are clearly established policies and practices to control access to all restricted areas them.

9.20 The SSP should provide that all restricted areas should be clearly marked indicating that access to the area is restricted and that unauthorized presence within the area constitutes a breach of security.

9.21 Restricted areas may include:

- .1 navigation bridge, machinery spaces of category A and other control stations as defined in chapter II-2;
- .2 spaces containing security and surveillance equipment and systems and their controls and lighting system controls;
- .3 ventilation and air-conditioning systems and other similar spaces;
- .4 spaces with access to potable water tanks, pumps, or manifolds;
- .5 spaces containing dangerous goods or hazardous substances;
- .6 spaces containing cargo pumps and their controls;
- .7 cargo spaces and spaces containing ship's stores;
- .8 crew accommodation; and
- .9 any other areas as determined by the CSO, through the SSA to which access must be restricted to maintain the security of the ship.

Security Level 1

9.22 At security level 1, the SSP should establish the security measures to be applied to restricted areas, which may include:

- .1 locking or securing access points;
- .2 using surveillance equipment to monitor the areas;
- .3 using guards or patrols; and
- .4 using automatic intrusion detection devices to alert the ship's personnel of unauthorized access.

Security Level 2

9.23 At security level 2, the frequency and intensity of the monitoring of, and control of access to restricted areas should be increased to ensure that only authorized persons have access. The SSP should establish the additional security measures to be applied, which may include:

- .1 establishing restricted areas adjacent to access points;
- .2 continuously monitoring surveillance equipment; and
- .3 dedicating additional personnel to guard and patrol restricted areas.

Security Level 3

9.24 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures

which could be taken by the ship, in close co-operations with those responding and the port facility, which may include:

- .1 setting up of additional restricted areas on the ship in proximity to the security incident, or the believed location of the security threat, to which access is denied; and
- .2 searching of restricted areas as part of a search of the ship.

Handling of cargo

9.25 The security measures relating to cargo handling should:

- .1 prevent tampering; and
- .2 prevent cargo that is not meant for carriage from being accepted and stored on board the ship.

9.26 The security measures, some of which may have to be applied in liaison with the port facility, should include inventory control procedures at access points to the ship. Once on board the ship, cargo should be capable of being identified as having been approved for loading onto the ship. In addition, security measures should be developed to ensure that cargo, once on board, is not tampered with.

Security Level 1

9.27 At security level 1, the SSP should establish the security measures to be applied during cargo handling, which may include:

- .1 routine checking of cargo, cargo transport units and cargo spaces prior to, and during, cargo handling operations;
- .2 checks to ensure that cargo being loaded matches the cargo documentation;
- .3 ensuring, in liaison with the port facility, that vehicles to be loaded on board car-carriers, ro-ro and passenger ships are subjected to search prior to loading, in accordance with the frequency required in the SSP; and
- .4 checking of seals or other methods used to prevent tampering.

9.28 Checking of cargo may be accomplished by the following means:

- .1 visual and physical examination; and
- .2 using scanning/detection equipment, mechanical devices, or dogs.

9.29 When there are regular, or repeated, cargo movement the CSO or SSO may, in consultation with the port facility, agree arrangements with shippers or others responsible for such cargo covering off-site checking, sealing, scheduling, supporting documentation, etc. Such arrangements should be communicated to and agreed with the PFSO concerned.

Security Level 2

9.30 At security level 2, the SSP should establish the additional security measures to be applied during cargo handling, which may include:

- .1 detailed checking of cargo, cargo transport units and cargo spaces;
- .2 intensified checks to ensure that only the intended cargo is loaded;
- .3 intensified searching of vehicles to be loaded on car-carriers, ro-ro and passenger ships; and
- .4 increased frequency and detail in checking of seals or other methods used to prevent tampering.

9.31 Detailed checking of cargo may be accomplished by the following means:

- .1 increasing the frequency and detail of visual and physical examination;
- .2 increasing the frequency of the use of scanning/detection equipment, mechanical devices, or dogs; and
- .3 co-ordinating enhanced security measures with the shipper or other responsible party in accordance with an established agreement and procedures.

Security Level 3

9.32 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures which could be taken by the ship, in close co-operation with those responding and the port facility, which may include:

- .1 suspension of the loading or unloading of cargo; and
- .2 verify the inventory of dangerous goods and hazardous substances carried on board, if any, and their location.

Delivery of ship's stores

9.33 The security measures relating to the delivery of ship's stores should:

- .1 ensure checking of ship's stores and package integrity;
- .2 prevent ship's stores from being accepted without inspection;
- .3 prevent tampering; and
- .4 prevent ship's stores from being accepted unless ordered.

9.34 For ships regularly using the port facility it may be appropriate to establish procedures involving the ship, its suppliers and the port facility covering notification and timing of deliveries

and their documentation. There should always be some way of confirming that stores presented for delivery are accompanied by evidence that they have been ordered by the ship.

Security Level 1

9.35 At security level 1, the SSP should establish the security measures to be applied during delivery of ship's stores, which may include:

- .1 checking to ensure stores match the order prior to being loaded on board; and
- .2 ensuring immediate secure stowage of ship's stores.

Security Level 2

9.36 At security level 2, the SSP should establish the additional security measures to be applied during delivery of ship's stores by exercising checks prior to receiving stores on board and intensifying inspections.

Security Level 3

9.37 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures which could be taken by the ship, in close co-operation with those responding and the port facility, which may include:

- .1 subjecting ship's stores to more extensive checking;
- .2 preparation for restriction or suspension of handling of ship's stores; and
- .3 refusal to accept ship's stores on board the ship.

Handling unaccompanied baggage

9.38 The SSP should establish the security measures to be applied to ensure that unaccompanied baggage (i.e. any baggage, including personal effects, which is not with the passenger or member of ship's personnel at the point of inspection or search) is identified and subjected to appropriate screening, including searching, before it is accepted on board the ship. It is not envisaged that such baggage will be subjected to screening by both the ship and the port facility, and in cases where both are suitably equipped, the responsibility for screening should rest with the port facility. Close co-operation with the port facility is essential and steps should be taken to ensure that unaccompanied baggage is handled securely after screening.

Security Level 1

9.39 At security level 1, the SSP should establish the security measures to be applied when handling unaccompanied baggage to ensure that unaccompanied baggage is screened or searched up to and including 100 percent, which may include use of x-ray screening.

Security Level 2

9.40 At security level 2, the SSP should establish the additional security measures to be applied when handling unaccompanied baggage which should include 100 percent x-ray screening of all unaccompanied baggage.

Security Level 3

9.41 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures which could be taken by the ship, in close co-operation with those responding and the port facility, which may include:

- .1 subjecting such baggage to more extensive screening, for example x-raying it from at least two different angles;
- .2 preparation for restriction or suspension of handling of unaccompanied baggage;
and
- .3 refusal to accept unaccompanied baggage on board the ship.

Monitoring the Security of the Ship

9.42 The ship should have the capability to monitor the ship, the restricted areas on board and areas surrounding the ship. Such monitoring capabilities may include use of:

- .1 lighting;
- .2 watch-keepers, security guards and deck watches including patrols; and
- .3 automatic intrusion detection devices and surveillance equipment.

9.43 When used, automatic intrusion detection devices should activate an audible and/or visual alarm at a location that is continuously attended or monitored.

9.44 The SSP should establish the procedures and equipment needed at each security level and the means of ensuring that monitoring equipment will be able to perform continually, including consideration of the possible effects of weather conditions or of power disruptions.

Security Level 1

9.45 At security level 1, the SSP should establish the security measures to be applied which may be a combination of lighting, watch keepers, security guards or use of security and surveillance equipment to allow ship's security personnel to observe the ship in general, and barriers and restricted areas in particular.

9.46 The ship's deck and access points to the ship should be illuminated during hours of darkness and periods of low visibility while conducting ship/port interface activities or at a port facility or anchorage when necessary. While underway, when necessary, ships should use the maximum lighting available consistent with safe navigation, having regard to the provisions of

the International Regulations for the Prevention of Collisions at Sea in force. The following should be considered when establishing the appropriate level and location of lighting:

- .1 the ship's personnel should be able to detect activities beyond the ship, on both the shore side and the waterside;
- .2 coverage should include the area on and around the ship;
- .3 coverage should facilitate personnel identification at access points; and
- .4 coverage may be provided through coordination with the port facility.

Security Level 2

9.47 At security level 2, the SSP should establish the additional security measures to be applied to enhance the monitoring and surveillance capabilities, which may include:

- .1 increasing the frequency and detail of security patrols;
- .2 increasing the coverage and intensity of lighting or the use of security and surveillance and equipment;
- .3 assigning additional personnel as security lookouts; and
- .4 ensuring coordination with waterside boat patrols, and foot or vehicle patrols on the shore-side, when provided.

9.48 Additional lighting may be necessary to protect against a heightened risk of a security incidents. When necessary, the additional lighting requirements may be accomplished by coordinating with the port facility to provide additional shore side lighting.

Security Level 3

9.49 At security level 3, the ship should comply with the instructions issued by those responding to the security incident or threat thereof. The SSP should detail the security measures which could be taken by the ship, in close co-operation with those responding and the port facility, which may include:

- .1 switching on of all lighting on, or illuminating the vicinity of, the ship;
- .2 switching on of all on board surveillance equipment capable of recording activities on, or in the vicinity of, the ship;
- .3 maximising the length of time such surveillance equipment can continue to record;
- .4 preparation for underwater inspection of the hull of the ship; and
- .5 initiation of measures, including the slow revolution of the ship's propellers, if practicable, to deter underwater access to the hull of the ship.

Differing security levels

9.50 The SSP should establish details of the procedures and security measures the ship could adopt if the ship is at a higher security level than that applying to a port facility.

Activities not covered by the Code

9.51 The SSP should establish details of the procedures and security measures the ship should apply when:

- .1 it is at a port of a State which is not a Contracting Government;
- .2 it is interfacing with a ship to which this Code does not apply⁷;
- .3 it is interfacing with fixed or floating platforms or a mobile drilling unit on location; or
- .4 it is interfacing with a port or port facility which is not required to comply with chapter XI-2 and part A of this Code.

Declarations of security

9.52 The SSP should detail how requests for DoS from a port facility will be handled and the circumstances under which the ship itself should request a DoS.

Audit and review

9.53 The SSP should establish how the CSO and the SSO intend to audit the continued effectiveness of the SSP and the procedure to be followed to review, update or amend the SSP.
