

**N.T. BRANCH CIRCULAR NO : NT/ISPS/SHIP/2/2006**

**No. 44-NT(4)/SHIPS/2003-II**

**Dated : Feb 14, 2006**

**Subject : Guidelines on preparation/ Minor amendments to Ship Security Plan.**

The Directorate General of Shipping has issued [M.S. Notice no. 12 dated May 30, 2003](#) on the above subject and based on experience gained from the large number of Ship Security Plans, the following guidelines may please be adhered to:

1. A standard format for the approval page attached as [Annex-1](#) should be used. The approval page should be duly filled in with the name, signature and seal of the Company Security Officer.
2. The contents of the Ship Security Plans issued vide [M.S. Notice 12 of 2003](#) dated May 30, 2003 have now been amended and a modified version of contents is enclosed as [Annex- 2](#) for the benefit of the shipping industry.
3. The Ship Security Plan submitted for approval should be accompanied with the Ship Security Assessment in all cases and all recommendations made in the Ship Security Assessment should be incorporated in the Ship Security Plan. The first page of the Ship Security Assessment should be duly completed with the name, designation and signature of the Assessor. A copy of the Company Security Officer/ Ship Security Officer Course Certificate from a D.G. approved institution attended by the assessor should be attached to the Ship Security Assessment.
4. All pages of the Ship Security Plan and Ship Security Assessment should be original prints and legible. A correction by hand/ using white fluid is not desirable.
5. The General Arrangement plan submitted along with the Ship Security Plan should be drawn to a reasonable scale and legible. The General Arrangement plan should clearly mark restricted areas and authorized access points.
6. The details of lighting, automatic intrusion devices and surveillance equipment where provided should be listed in the Ship Security Plan
7. All the 5 points as listed in Section 5 □ Part A of the ISPS Code should be incorporated and addressed in the Ship Security Plan for Declaration of Security
8. The Ship Details/ General particulars (APPENDIX 1 of Ship Security Plan Contents) should list the main particulars of the ship and Trading Pattern of the vessel clearly as □ Coastal □ or □ Foreign Going □ only. It may be noted that for a vessel plying on the NCV voyages, the trading pattern is treated as □ Foreign Going □. The term □ NCV □ does not come under the purview of the ISPS Code, accordingly, the term □ NCV □ should not be reflected in the Ship Security Plan.
9. Complete Contact details such as name, address, phone nos., fax nos., e-mail address and mobile no. of the owners as reflected in the ship □s registry should be mentioned in the Ship Security Plan.
10. Complete Contact details including address, phone nos., fax nos., e-mail address and mobile no. of the Company who has assumed the responsibility for operation of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the ISM Code and employment of the crew should be mentioned in the Ship Security Plan.

11. Security Equipment provided on board foreign-going ships should meet the requirements listed in 44-NT (9)/ISPS- EQUIP/2003 dated 11 December 2003 as applicable, which are as follows:

- 1) Hand held metal detectors for non- tanker ships.
- 2) High beam flashlights.
- 3) Dog-leg mirrors.
- 4) Night vision binoculars.
- 5) Cable-ties.
- 6) Walkie-Talkies (existing ones could be used).
- 7) Whistles.
- 8) Different code colour passes to regulate/ monitor persons visiting ship.

For coastal vessels, the requirements for security equipment to be provided on board are as listed in ISPS Circular: [NT/ ISPS/ SHIP/ 09/ 2004 dated October 10, 2004](#), copy of which is available on the DG website.

12. The Flag State details should be listed as under:

The Directorate General of Shipping,  
Jahaz Bhavan, Walchand Hirachand Marg  
Ballard Estate, Mumbai- 400 038.  
Phone: 91- 22- 2261 3651/2/3/4  
Fax: 91- 22- 2261 3655.

D.G. Communication Centre:  
Tel: +91 22 2261 0606/ +91 22 2261 4646/ +91 22 3095 9320.  
Fax: +91 22 2261 3636.  
E-mail: dgcommcentre@vsnl.net: for reception of Ship Security

Alerts.

dgcommcentre@satyammail.net: for routine communications.

14. ***These guidelines are to be observed with effect from 1<sup>st</sup> April 2006. SSPs and any amendments to SSPs approved prior to 1<sup>st</sup> April 2006 are to be revised incorporating these guidelines.***

All ship owners/ operators and those concerned are advised to visit the website of the Directorate [dgshipping.nic.in](http://dgshipping.nic.in) or [www.dgshipping.com](http://www.dgshipping.com) regularly for obtaining the latest information.

15. The Directorate recognizes that unapproved modifications of contact details of SSO/ CSO in Ship Security Plans may attract the attention of the Port State Control and Flag State authorities. Accordingly, the under mentioned changes in the SSP made by the Company Security Officer/ Deputy Company Security Officer are permissible. A copy of such amendments may however be forwarded to the Directorate General of Shipping for records, without payment of any fees:

- 15.1 Change in names and contact details of the Company Security Officer/ Deputy Company Security Officer due to termination, transfer, retirement, incapacitation or death and

- 15.2 Change in names and contact details of personnel of other organizations detailed in the SSP due to termination, transfer, retirement, incapacitation or death need immediate corrective measures, as non implementation of such changes may attract the attention of Port State Control/ Flag State authorities.

**Sd/-**  
**(Capt. V. Baijal)**  
**Dy. Nautical Adviser to the Govt. of India-cum-**  
**Sr. Dy. Director General (Technical)**

Name of the Shipping Company.

**SHIP SECURITY PLAN**

<b>SHIP SECURITY PLAN APPROVAL PAGE</b>	Revision:	Prep. By:	Page 1 of 1
	Date:	Reviewed By:	

Amendment no:	Section/s revised:
Date of Revision:	
ISSUED BY CSO:  <b>NAME OF THE SHIPPING COMPANY.</b>	SIGNATURE:  NAME:  SEAL:
APPROVED BY:  <b>DIRECTORATE GENERAL OF SHIPPING, MUMBAI.</b>  <i>Note: The Ship Security Plan complies with SOLAS Ch XI-2, Reg. 4 and ISPS Code. In the development of the SSP in accordance with ISPS Code Part A/9.4, the provisions of ISPS Code Part B/8.1 to 13.8 have been duly taken into account and applied as appropriate for the ship.</i>	SIGNATURE:  NAME:  SEAL:
<b>DISTRIBUTION OF MANUAL:</b>  Approving Authority (Electronic form)  On Board Ship (Vessel's Name)  Owners	

(VESSEL'S NAME)

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