

Mercantile Marine Department, Mumbai SSP Approval Checklist

Ship Name:

Ship Flag:

Company Name:

Revision Status of SSP:

Checked by:

Checked on:

Initial

Amendments to the approved SSP

Signature:

Company Security officer

SSP Page Number and Section Number for compliance to be mentioned in 'Remarks' column for respective item

Date	
Hours spent on approval	

CSO Certificate no	Submitted	Yes/No
SSA done by qualified personnel.		Certificate Submitted: Yes/No
Date place and time of SSA		All recommendation of SSA incorporated in SSP : Yes/No
SSA submitted along with SSP		
The legible GA drawing of the ship showing details of : a) Restricted area b) Authorized Access points c) Unauthorized access points d) Deck and over side lighting e) Evacuation routes f) Patrol routes g) Search routes h) Any other details		

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Company Security officer

GENERAL ARRANGEMENT OF SSP		
Table of contents or Index	Yes / No	Remarks
First page as per format issued by DGS Document Identification, control, revision and approval pages		
Authorization and Distribution Purpose Objectives Authorization Distribution		
Definition		
Company Profile		
Company security Policy on company letterhead & signed by senior management		
CSO & contact details		
SSO & his official appointment		
Security Equipment		
Threat level, Communication and record		
Security Measures at different security level		

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Security Training	
Audits and Reviews	
Appendices as per ISPS code	
Is the SSP segregated into strictly confidential section as per ISPS Code A/9 8.1?	
Has the SSP been marked as confidential document?	
Format issue by the CSO has been marked in all pages	

Requirement	Yes / No	Remark
Ship security organization		
Overriding authority of the master		
General Duties of ship board personnel		
Interacting with port facility security activities		
Ship security team		
Determining threat level in port		
Determining threat level at sea		

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	Items to be checked	ISPS Code	Complies with		Remarks: Section & Page Number in SSP for compliance with each item to be mentioned
			YES	NO	
Part 1: SHIP SECURITY ASSESSMENT					
1	Is the result of Ship Security Assessment attached to the Ship Security Plan?	A/9.3			
2	Has the Ship Security Assessment being carried out for the ship by the person with appropriate skills to evaluate the ship's security, taking into account B/8.4	A/8.2			
3	<i>Where the SSA has not been carried out by the Company, has the report of the SSA reviewed and accepted by the CSO?</i>	A/8.2			
4	<i>Has the SSA included the followings?</i>	A/8.4			
	<i>.1 on-scene security survey</i>	A/8.4			
	<i>.2 identification of existing security measures, procedures and operations</i>	A/8.4.1			
	<i>.3 identification and evaluation of key ship board operations that it is important to protect</i>	A/8.4.2			
	<i>.4 identification of possible threats to the key ship board operations and the likelihood of their occurrence, in order to establish and prioritize security measures;</i>	A/8.4.3			
	<i>.5 identification of weaknesses, including human factors in the infrastructure, policies and procedures</i>	A/8.4.4			
5	<i>Has the SSA addressed the elements stated in B/8.3?</i>	A/8.2			
6	<i>Have those involved in a SSA drawn upon expert assistance in relation to those stated in B/8.4</i>	A/8.2			
7	<i>Has CSO obtained and recorded the information for those stated in B/8.5</i>	A/8.2			
8	<i>Has the SSA examined each identified point of access?</i>	A/8.4			
9	<i>Has the SSA considered the continuous relevance of the existing security measures, etc.?</i>	A/8.4			
10	<i>Has the SSA determined security guidance stated in B/8.7</i>	A/8.2			
11	<i>Has the SSA considered those that it is important to protect, taking into account B/8.8?</i>	A/8.2			
12	<i>Has the SSA considered possible threats, taking into account B/8.9?</i>	A/8.2			
13	<i>Has the SSA taken into account possible vulnerabilities stated in B/8.10?</i>	A/8.2			
14	<i>Has the on-scene security survey examined and evaluated existing shipboard protective measures, procedures and operations Taking into account B/8.14?</i>	A/8.2			
Part 2: SHIP SECURITY PLAN					
0 Introduction					
0.1	<i>Are the company Name and Address given in the SSP exactly same as those given on DOC?</i>	SOLAS XI-2/1.7			

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0.2	<i>Is the ship's particular (name, type, tonnage etc) is the same as those given in the Certificate of Registry or statutory certificate?</i>	SOLAS XI-2/1			
0.3	<i>Has the Company ensured that the ship security plan contains a clear statement emphasizing the master's authority?</i>	A/6.1			
0.4	<i>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</i>	A/6.1			
0.5	<i>Has the Company ensured that the company security officer, the master and the ship security officer are given the necessary support to fulfill their duties and responsibilities in accordance with requirements of chapter XI-2 and the Code?</i>	A/6.2			
0.6	<i>Does SSP contain the procedures and practices to protect security sensitive information held in paper or electronic format?</i>	A/9.6			
1 Security Organization of the Ship and the Company					
1.1	<i>Does SSP contain detail of the organizational structure of security for the ship?</i>	A/9.4			
1.2	<i>Does SSP contain detail of the ship's relationships with the Company, port facilities, other ships and relevant authorities with security responsibility?</i>	A/9.4			
1.3	<i>Does SSP contain the duties and responsibilities of all shipboard personnel with a security role?</i>	A/9.4.7			
1.4	<i>Does SSP contain measures designed to prevent weapons, dangerous substances and devices intended for use against people, ships or ports and the carriage of which is not authorized from being taken on board the ship</i>	A/9.4.1			
1.5	COMPANY SECURITY OFFICER				
1.5.1	<i>Has the Company Security Officer been designated for the ship?</i>	A/11.1			
	<i>identification of the company security officer including with 24-hour contact details</i>	A/9.4.14			
1.5.2	<i>Are following duties and responsibilities of the company security officer included in the Plan?</i>	A/11.2			
	<i>.advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information</i>	A/11.2.1			
	<i>.2 ensuring that ship security assessments are carried out</i>	A/11.2.2			
	<i>.3 ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the ship security plan</i>	A/11.2.3			
	<i>.4 ensuring that the ship security plan is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship</i>	A/11.2.4			
	<i>.5 arranging for internal audits and reviews of security activities</i>	A/11.2.5			
	<i>.6 arranging for the initial and subsequent verifications of the ship by the Administration or the recognized security organization</i>	A/11.2.6			
	<i>.7 ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with</i>	A/11.2.7			
	<i>.8 enhancing security awareness and vigilance</i>	A/11.2.8			

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	<i>.9 ensuring adequate training for personnel responsible for the security of the ship</i>	A/11.2.9			
	<i>.10 ensuring effective communication and co-operation between the ship security officer and the relevant port facility security officers</i>	A/11.2.10			
	<i>.11 ensuring consistency between security requirements and safety requirement</i>	A/11.2.11			
	<i>.12 ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship-specific information</i>	A/11.2.12			
	<i>.13 ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained</i>	A/11.2.13			
1.6	SHIP SECURITY OFFICER				
1.6.1	<i>Has the Ship Security Officer been designated on the ship?</i>	A/12.1 A/9.4.13			
1.6.2	<i>Are following duties and responsibilities of the ship security officer included in the Plan?</i>	A/12.2			
	<i>.1 undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained</i>	A/12.2.1			
	<i>.2 maintaining and supervising the implementation of the ship security plan, including any amendments to the plan</i>	A/12.2.2			
	<i>.3 coordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant port facility security officers;</i>	A/12.2.3			
	<i>.4 proposing modifications to the ship security plan</i>	A/12.2.4			
	<i>.5 reporting to the Company Security Officer any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions</i>	A/12.2.5			
	<i>.6 enhancing security awareness and vigilance on board</i>				
	<i>.7 ensuring that adequate training has been provided to shipboard personnel, as appropriate</i>				
	<i>.8 reporting all security incidents</i>				
	<i>.9 coordinating implementation of the ship security plan with the company security officer and the relevant port facility security officer</i>	A/12.2.9			
	<i>.10 ensuring that security equipment³ is properly operated, tested, calibrated and maintained, if any.</i>	A/12.2.10			
3 Drills and exercises					
3.1	<i>Does SSP address procedures for training, drills and exercises associated with the plan? Including as follows, - SSO training (B/13.1 & 2) - see national requirements as well - Training of Shipboard personnel having specific security duties and responsibilities (B/13.3) - Training of all other personnel (B/13.4) - Onboard drill (A/13.4) (B/13.5, B/13.6) - Exercise (A/13.5) (B/13.7)⁴</i>	A/9.4.9			
4 Records and documentation					
4.1	<i>Are instructions/information to maintain the records of the activities addressed in the SSP provided? - Training, drill and exercise - Security threats and security incidents - Breach of security</i>	A/10.1			

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	<ul style="list-style-type: none"> - Change of security level - communications relating to the direct security of the ship such as specific threats to the ship or to port facility the ship is, or has been in - internal audits and reviews of security activities periodic review of the SSA - periodic review of the SSP - implementation of any amendments to the SSP - Maintenance, calibration and testing of any security equipment provided onboard, including testing of the security alert system. 				
4.2	Does the SSP state that the above records are to be kept in the working language(s) of the ship? (If not English, English translation is to be provided onboard)	A/10.2			
4.3	If records are to be kept in the electronic format, does the SSP identify procedures to prevent their unauthorized deletion, destruction or amendment	A/10.3			
4.4	Does SSP identify measures to prevent unauthorized access to or disclosure of these records?	A/10.4			
5 Response to change in security level					
5.1	<i>Does SSP address procedures for responding to any security instructions Contracting Governments may give at security level 3?</i>	A/9.4.5			
6 Procedures for interfacing with facilities and other ships					
6.1	<i>Does SSP address procedures for interfacing with port facility security activities?</i>	A/9.4.10			
6.2	<i>Has the SSP established details of the procedures and security measures the ship should apply?</i> <ul style="list-style-type: none"> - at a port of a State which is not Contracting Government - interfacing with a ship to which ISPS Code does not apply ⁷ - interfacing with fixed or floating platforms or a mobile drilling unit on location - interfacing with a port or port facility which is not required to comply with SOLAS Chapter XI-2 and the ISPS Code part A 	A/9.4.10			
7 Declaration of security					
7.1	<i>Are the contents of the DOS given in accordance with Appendix to the ISPS Code B?</i>	A/5.5			
7.2	<i>Is the period for recording of DOS specified, in accordance with the flag Administrations' requirement?</i>	A/5.7			
7.3	<i>Has the SSP detailed how requests for DoS from a port facility will be handled and the circumstances under which the ship itself should request a DoS?</i>	A/9.4.10			
8 Security related communication					
8.1	<i>Does SSP contain detail of the communication systems to allow effective continuous communication within the ship and between the ship and others, including port facility?</i>	A/9.4			
8.2	<i>Does SSP contain reporting procedures to the appropriate Contracting Governments contact points?</i>	A.9.4			
8.3	<i>Has the SSP established 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?</i>	A/9.4			
8.4	<i>Does SSP contain the procedures or safeguards necessary to allow such continuous communications to be maintained at all times</i>	A/9.4			

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9 Ship security alert system and equipment maintenance					
9.1	<i>Does SSP address identification of the locations where the ship security alert system activation points are provided</i>	A/9.4.17			
9.2	<i>Does SSP address procedures, instructions and guidance on the use of the ship security alert system, including the testing, activation, deactivation and resetting and to limit false alerts?</i>	A/9.4.18			
9.3	<i>Does SSP address procedures to ensure the inspection, testing, calibration, and maintenance of any security equipment provided on board, if any?</i>	A/9.4.15			
9.4	<i>Does SSP address frequency for testing or calibration any security equipment provided on board, if any?</i>	A/9.4.16			
9.5	<i>Does SSP contain 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?</i>	A/9.4.15			
9.6	<i>Does SSP address the type and maintenance requirements, of security and surveillance equipment and systems, if any</i>	A/9.4.15			
10 Security measures for access control					
10.1	<i>Has the SSP established the security measures covering all means of access to the ship identified in the SSA taking into account B/9.9?</i>	A/9.4			
10.2	<i>Has the SSP identified the locations where access restrictions or prohibitions should be applied for each of the security level?</i>	A/9.4.2			
10.3	<i>Has the SSP established the type of restriction or prohibition to be applied and the means of enforcing them for each security level?</i>	A/9.4.2			
10.4	<i>Has the SSP established 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?</i>	A/9.4.3			
10.5	<i>Has the SSP established provisions to ensure that the identification systems are regularly updated, and that abuse of procedures should be subject to disciplinary action?</i>	A/9.3			
10.6	<i>Are instructions provided to notify SSOs, CSOs, PFSO, flag and port states for any attempted unauthorized entry</i>	A/9.3			
10.7	<i>Has the SSP established the frequency of application of any access controls particularly if they are to be applied on a random, or occasional, basis?</i>	A/9.3			
	(Security level 1)				
10.8	<i>Has the SSP established security measures to control access to the ship?</i> - checking the identify of person seeking to board etc - establishing designated security areas for inspection and searching of persons, baggage etc - check vehicles (for ro-ro ships, car carriers only) - segregating checked persons and their personal effects from unchecked ones - segregating checked embarking from disembarking persons - identify access points that should be secured or attended - securing access to unattended spaces adjoining areas to which visitors have access - providing security briefing	A/9.3			
10.9	<i>Has the SSP specified that all those seeking to board a ship should be liable to search, and has the frequency of such searches, including random searches, been specified in the SSP?</i>	A/9.3			

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	(Security level 2)				
10.10	<p><i>Has the SSP established the security measures to be applied to protect against a heightened risk?</i></p> <ul style="list-style-type: none"> - assigning additional person to patrol deck areas during silent hours - limiting number of access points to the ship, identifying those to be closed and the means of adequately securing them - deterring waterside access to the ship, including, e.g., in liaison with PFSO, provision of boat patrol - establishing a restricted area on the shoreside of the ship, with close co-operation with the port facility - Increasing the frequency and details of searches of persons, personal effects - escorting visitors on the ship - providing additional security briefings - carrying out full or partial search of the ship 	A/9.3			
	(Security level 3)				
10.11	<p><i>Has the SSP detailed the security measures which could be taken by the ship, in close co-operation with those responding against a heightened risk?</i></p> <ul style="list-style-type: none"> - limiting access to a single, controlled access point - directing persons onboard - suspension of embarkation or disembarkation - suspension of cargo handling operations, deliveries - evacuation of the ship - movement of the ship - preparing for a full or partial search of the ship 	A/9.3			
(Handling Unaccompanied Baggage)					
	(Security level 1)				
10.12	<p><i>Has the SSP established 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?</i></p>	A/9.3			
	(Security Level 2)				
10.13	<p><i>Has the SSP established the additional security measures to be applied when handling unaccompanied baggage which should include 100 percent screening of all unaccompanied baggage?</i></p>	A/9.3			
	(Security Level 3)				
10.14	<p><i>Has the SSP detailed the security measures which could be taken by the ship, in close co-operation with those responding when handling unaccompanied baggage?</i></p>	A/9.3			
II Security measures for restricted area					
11.1	<p><i>Has the SSP addressed identification of the restricted areas and measures for the prevention of unauthorized access?</i></p>	A/9.4.2			
11.2	<p><i>Has the SSP identified the restricted areas to be established on the ship, specified 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?</i></p>	A/9.4.2			
11.3	<p><i>Does the SSP ensure that there are clearly established policies and practices to control access to all restricted areas then?</i></p>	A/9.4.2			
11.4	<p><i>Does the SSP 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?</i></p>	A/9.4.2			
11.5	<p><i>Are the restricted areas identified?</i> (Reference: Areas listed in B/9.21)</p>				

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	<ol style="list-style-type: none"> 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. 				
	<i>(Security level 1)</i>				
11.6	<i>Has the SSP established security measures to be applied to restricted areas?</i>	A/9.4.2			
	<i>(Security Level 2)</i>				
11.7	<i>Has the SSP established the additional security measures to be applied to protect against a heightened risk?</i>	A/9.4.2			
	<i>(Security Level 3)</i>				
11.8	<i>Has the SSP established the security measures to be applied to protect against a heightened risk?</i>	A/9.4.			
12 Security measures for handling cargo					
	<i>(Security Level 1)</i>				
	<i>Has the SSP established security measures to be applied during cargo handling?</i> <ol style="list-style-type: none"> 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. 	A/7.2.6			
	<i>(Security level 2)</i>				
12.2	<i>Has the SSP established the additional security measures to be applied to protect against a heightened risk, during cargo handling?</i> <ol style="list-style-type: none"> 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 	A/7.2.6			
	<i>(Security level 3)</i>				
12.3	<i>Has the SSP detailed established the security measures which could be taken by the ship in close co-operation with</i>	A/7.2.6			

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	<i>those responding?'</i> 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				
13 Security measures for delivery of ship's store, including bunkers					
(Security Level 1)					
13.1	<i>Has the SSP established security measures to be applied during delivery of ship's stores?</i> 1. checking to ensure stores match the order prior to being loaded on board; and 2. ensuring immediate secure stowage of ship's stores.	A/7.2.6			
(Security Level 2)					
13.2	<i>Has the SSP established 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?</i>	A/7.2.6			
(Security Level 3)					
13.3	<i>Has the SSP detailed the security measures which could be taken by the ship in close co-operation with those responding?</i> 1. subjecting ship's stores to more extensive checking; 2. preparation for restriction or suspension of handling of ship's stores; and 3. refusals to accept ship's stores on board the ship.	A/7.2.6			
14 Security measures for monitoring ship					
14.1	<i>Does the ship has the capability to monitor the ship, the restricted area on board and areas surrounding the ship using</i> - lighting - watch-keeper, security guards and deck watched including patrol - an automatic detection devices and surveillance equipment.	A/7.2.5			
14.2	<i>Has the SSP established 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?</i>	A/7.2.5			
(Security Level 1)					
14.3	<i>Has the SSP established 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?</i>	A/7.2.5			
14.4	<i>Has the following been considered when establishing the appropriate level and location of lighting?</i> 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.	A/7.2.5			

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	(Security Level 2)				
14.5	<p><i>Has the SSP established additional security measures to be applied to enhance the monitoring and surveillance capabilities which may include as follows?</i></p> <ol style="list-style-type: none"> 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. 	A/7.2.5			
	(Security Level 3)				
14.6	<p><i>Has the SSP detailed the security measures which could be taken by the ship, in close co-operation with those responding, which may include as follows?</i></p> <ol style="list-style-type: none"> 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. maximizing 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. 	A/7.2.			
15 Procedures against breach of security					
15.1	<i>Has the SSP addressed the procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship or ship/port interface?</i>	A/9.4.4			
15.2	<i>Has the SSP addressed the procedures for evacuation in case of security threats or breaches of security</i>	A/9.4.6			
15.3	<i>Has the SSP addressed procedures for reporting security incidents</i>	A/9.4.12			
15.4	<i>Has the SSP addressed the procedures to ensure the timely submission, and assessment, of reports relating to possible breaches of security or security concerns</i>	A/9.4.12			
16 Audit and Ship Security Plan amendment					
16.1	<i>procedures for auditing the security activities</i>	A/9.4.8			
16.2	<i>Is the personnel conducting internal audits of the security activities specified in the plan or evaluating its implementation independent of the activities being audited unless this is impracticable due to the size and the nature of the Company or of the ship?</i>	A/9.4.1			
16.3	<i>Has the SSP addressed the procedures for the periodic review of the plan and for updating?</i>	A/9.4.11			
16.4	<i>Has the SSP provided the details of the regular review, or audit, of the SSP and for its amendment in response to experience or changing circumstances?</i>	A/9.4.11			
16.5	<i>Has the SSP established how the CSO and the SSO intend to audit the continued effectiveness of the SSP and the procedure to follow for review, update or amending the SSP?</i>	A/9.4.11			

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