

**Commonwealth of Dominica**



**Office of the Maritime Administrator**

**TO:** ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND AUTHORIZED CLASSIFICATION SOCIETIES AND DMRI REGIONAL OFFICES

**SUBJECT:** COMBINED PROCEDURES FOR SHIP SECURITY PLANS APPROVAL AND ISPS CODE VERIFICATION AND CERTIFICATION

**REFERENCE:**

- (a) SOLAS, Chapter XI-2;
- (b) ISPS Code; and
- (c) Dominica Marine Safety Circular CD-MSC 08-04.

**APPLICABILITY:** Dominica flag ISPS vessels – meaning vessels engaged on international voyages, as follows:

- a) passenger vessels, including high-speed passenger craft;
- b) cargo vessels, including high-speed craft, of 500 gross tonnage and upwards; and
- c) mobile offshore drilling units.

**PURPOSE:**

The purpose of this Safety Circular is to provide information and guidance to all the authorized classification societies and DMRI Regional Offices, as well as the whole maritime industry, regarding Ship Security Plans approval and ships verification and certification in accordance with relevant SOLAS Chapter XI-2 and ISPS Code requirements.

## REQUIREMENTS:

### 1. SSP approval

- 1.1 All ISPS vessels registered, or applying for registration, with Commonwealth of Dominica must have their Ship Security Plans approved by the Dominica Flag Administration.
- 1.2 Owners or representatives of vessels referred to in section 1.1 are required to send Ship Security Plans for their vessels, developed in accordance with the tool provided in Safety Circular no. CD- MSC 04-04, as amended or superceded, for approval, to the Office of Deputy Maritime Administrator Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719, USA.
- 1.3 For record-keeping purposes the Plans should be sent in an electronic format to the following address: [security@dominica-registry.com](mailto:security@dominica-registry.com)
- 1.4 After reviewing the Plan DMRI shall issue an Approval Letter to the Company, stating that the Ship Security Plan is in compliance with relevant ISPS regulations and that the ship is to undergo a verification of its implementation onboard.

### 2. Ship verification and “short-term” certification

- 2.1 The verification of ship’s compliance with relevant security requirements should be conducted by one of the organizations on the attached list (Attachment 2).
- 2.2 Upon the satisfactory verification the respective organization shall issue an International Ship Security Certificate to the ship. Such a certificate shall be valid for five months.
- 2.3 The ship should forward a copy of the received certificate, along with an application for Continuous Synopsis Record, to the Office of the Deputy Maritime Administrator in Fairhaven, MA, USA.

### 3. “Full-term” ISSC

- 3.1 A “full-term” International Ship Security Certificate is issued only by the DMRI Head Office.
- 3.2 Upon receipt of the copy of the certificate referred to in section 2.3 the period of validity thereof a full term International Ship Security Certificate shall be issued for a period not to exceed five years, except where section 3.3 or 3.4 is applicable.
- 3.3 Where the Ship Security Plan had been conditionally approved, an International Ship Security Certificate shall be issued for a period of one year and may then be extended, upon satisfactory

verification of compliance with set conditions for a period not to exceed five years from the initial date of issuance. The SSP corrections need to be approved and their implementation may need to be verified through an additional audit.

- 3.4** Where the ship is not fitted with the ship security alert system (SSAS), an International Ship Security Certificate shall be shall for a period of time provided in respective SOLAS regulations for the system installation. The radio installation survey schedule for the vessel is required to establish, when she's due to have the SSAS installed. Such an issued Certificate may be extended, upon satisfactory verification of the system's installation, accuracy and compliance with IMO standards.

#### **4. Interim ISSC**

- 4.1** An Interim International Ship Security Certificate may be issued either by the Office of Deputy Maritime Administrator or the relevant DMRI Regional Office for an ISPS vessel, as follows:

- .1 upon transfer to the flag of Commonwealth of Dominica; or
- .2 registered with Commonwealth of Dominica, with the SSP already submitted for approval but not yet approved, as follows:
  - .1 without International Ship Security Certificate issued on behalf of Dominica;
  - .2 on delivery or prior to her entry or re-entry into service; or
  - .3 upon a Company assuming responsibility of the vessel not previously operated by that Company.

- 4.2** An Interim ISSC shall only be issued upon receipt of a Ship Security Plan for the vessel and a Company Security Officer's statement of vessel's compliance with SOLAS Chapter XI-2 and ISPS Code requirements (as attached to the CD-MSC 08-04).

- 4.3** An Interim ISSC may be valid for a period up to six (6) months, or until the "full-term" ISSC is issued, whichever comes first, and may not be extended.

- 4.4** During the Interim Certificate's period of validity, the SSP is reviewed and corrected, if necessary, and an ISPS verification audit is scheduled for the vessel with one of the Recognized Security Organizations on the attached list or authorized Flag State Auditor.

#### **5 Fees**

- 5.1** The fee for review and approval of Ship Security Plan by the Office of the Deputy Maritime Administrator is USD \$1000.00. The fee is payable upfront. The receipt of payment should be sent along with the Plan. In addition, there is a USD \$500.00 fee to issue an Interim International Ship Security Certificate and subsequently an extended International Ship Security Certificate.

Fees and charges by class societies for their verification surveys on behalf of the Office of the Deputy Maritime Administrator are set by the class societies.

- 5.2** The issuance of Continuous Synopsis Record for the first time is free of charge. The fee for every subsequent amendment to the document is USD \$150.00.

**Any questions can be directed to:**

**Technical Department**

Tel: + 1 508 992 7170

e-mail: [technical@dominica-registry.com](mailto:technical@dominica-registry.com)

or [security@dominica-registry.com](mailto:security@dominica-registry.com)

**-End-**

- end -

## DMRI PROCEDURES ON ISSUING RESPECTIVE INTERNATIONAL SHIP SECURITY CERTIFICATES

	I. Interim ISSC	II. 5 month ISSC	III. “full-term” ISSC
<b>APPLICABILITY</b>	ISPS vessels, as follows: 1. upon transfer to the flag of Commonwealth of Dominica; or 2. registered with Commonwealth of Dominica (SSP submitted but not yet approved): a) without International Ship Security Certificates issued on behalf of Dominica; b) on delivery or prior to their entry or re-entry into service; or c) upon a Company assuming responsibility of the vessel not previously operated by that Company.	ISPS vessels with SSPs approved by DMRI, requesting an ISSC from a Recognized Security Organization (class society or DMRI regional office, as listed)	ISPS vessels with SSPs approved by DMRI and: 1. with satisfactorily completed verification audits by an RSO; and 2. wishing to have their: a) Interim ISSCs replaced by a full-term; or b) 5 month ISSCs extended
<b>PROCEDURES</b>	1. the vessel needs to submit an SSP and a CSO Statement of Ship’s Compliance (as attached to the CD-MSC 08-04) to the DMRI Head Office in Fairhaven, MA 2. upon receipt of the abovementioned documents, an Interim ISSC is issued either by the DMRI Head Office or the relevant DMRI Regional Office 3. the Interim ISSC is issued for the period of 2 months (or until the full-term ISSC is issued – whichever comes first) and cannot be extended over a period of 6 months 4. during the validity period of Interim ISSC, the SSP is reviewed and corrected, if necessary, and an ISPS compliance verification is scheduled for the vessel with one of the RSOs	1. upon receipt of the Approval Letter from DMRI, the vessel should request a verification audit from one of the RSOs 2. upon satisfactory completion of the audit the RSO issues a “final” ISSC for the vessel, the certificate is valid for 5 months 3. a vessel holding an Interim ISSC may request a full-term certificate to be issued by DMRI (provided there is enough time to do that before the Interim ISSC expires) – in that case the audit report and a Statement of Compliance by the RSO must be submitted to DMRI	1. a full-term ISSC is issued only by the DMRI Head Office 2. a vessel needs to provide a copy of the audit report and the currently held ISSC 3. for <u>vessels with conditionally approved SSPs</u> , the ISSC is issued for a period of one year and may be then extended, upon satisfactory verification of compliance with set conditions (the SSP corrections need to be approved and their implementation needs to be verified – the audit report is required) 4. for <u>vessels without ship security alert system</u> (SSAS) installed, the ISSC is issued for a period of time provided in respective SOLAS regulations for the system installation (we need the radio installation survey schedule for the vessel to establish when she’s due to have the SSAS installed) and may then be extended, upon satisfactory verification of the system’s installation, accuracy and compliance with IMO standards (an audit report is required) 5. for <u>fully approved vessels with SSAS installed</u> and verified by the time of issuance of the ISSC, the certificate is issued for a period of 5 years (we need to have the audit report)
<b>FEES</b>	1. The fee for review and approval of Ship Security Plan by the Office of the Deputy Maritime Administrator is USD \$1000.00. The fee is payable upfront. The receipt of payment should be sent along with the Plan. 2. In addition, there is a USD \$500.00 fee to issue an Interim International Ship Security Certificate and subsequently an extended International Ship Security Certificate. 3. Fees and charges by class societies for their verification surveys on behalf of the Office of the Deputy Maritime Administrator are set by the class societies.		
	<span style="background-color: red; display: inline-block; width: 15px; height: 10px;"></span> DMRI Head Office only	<span style="background-color: yellow; display: inline-block; width: 15px; height: 10px;"></span> DMRI Head or Regional Offices	<span style="background-color: green; display: inline-block; width: 15px; height: 10px;"></span> DMRI Offices or Class Society

---

**List of organizations authorized and capable of conducting an initial verification and issuing a short term International Ship Security Certificate as per the ISPS Code (Attachment 2)**

**1. Class Societies**

**American Bureau of Shipping**

ABS Plaza  
16855 Northchase Drive  
Houston, TX 77060 USA  
Tel.: 1 281 877 6010  
Fax: 1 281 877 6011  
e-mail: [GShark@eagle.org](mailto:GShark@eagle.org)

**Russian Maritime Register of Shipping**

8, Dvortsovaya Nab.  
191186, St. Petersburg, Russia  
Tel.: +7 812 314 07 43  
Fax: +7 812 314 10 87  
e-mail: [pobox@rs-head.spb.ru](mailto:pobox@rs-head.spb.ru)

**Germanischer Lloyd**

Vorsetzen 35  
20 459 Hamburg, Germany  
Tel.: +49 40 361 490  
Fax: +49 40 361 49 200  
e-mail: [headoffice@germanlloyd.org](mailto:headoffice@germanlloyd.org)

**China Classification Society**

CCS Mansion  
9 DongZhiMen Nan Da Jie  
Beijing 100007  
China  
Tel.: +0086 010 58112288  
Fax: +0086 010 58112811  
Email: [ccs@ccs.org.cn](mailto:ccs@ccs.org.cn)

**Lloyd's Register**

71 Fenchurch St., London  
EC3M 4BS, UK  
Tel.: +44 20 7209 9166  
Fax: +44 20 7488 4796  
e-mail: [lloydsreg@lr.org](mailto:lloydsreg@lr.org)

**Polski Rejestr Statkow**

Al. Gen. Jozefa Hallera 126  
80-416 Gdansk, Poland  
Tel.: +48 58 346 1700  
Fax: +48 58 346 0392  
e-mail: [mailbox@prs.pl](mailto:mailbox@prs.pl)

**Bureau Veritas**

17 bis, Place des Relets  
La Defense 2  
92400 Courbevoie, France  
Tel.: +33 1 42 91 52 89  
Fax: +33 1 42 91 52 94  
e-mail: [jean-francois.fauduet@bureauveritas.com](mailto:jean-francois.fauduet@bureauveritas.com)

**Det Norske Veritas**

Veritasveien 1  
13 22 Høvik  
Oslo, Norway  
Tel.: +47 67 57 9900  
Fax: +47 67 57 9911  
e-mail: [DNV.Corporate@dnv.com](mailto:DNV.Corporate@dnv.com)

**Indian Register of Shipping**

52 A, Adi Shankaracharya Marg  
Opp. Powai Lake  
Powai, Mumbai 400 072, India  
Tel.: +91 22 2570 3627  
Fax: +91 22 2570 3611  
e-mail: [irsho@bom3.vsnl.net.in](mailto:irsho@bom3.vsnl.net.in)

**Korean Register of Shipping**

54 Sinseongro, 23-7 Jang-dong  
Yuseong-gu Daejeon  
Republic of Korea  
Tel.: +82 42 869 9330  
Fax: +82 42 862 6015  
e-mail: [yskwon@krs.co.kr](mailto:yskwon@krs.co.kr)

**Nippon Kaiji Kyokai**

4-7 Kioi-cho, Chiyoda-ku  
Tokyo 102-8567, Japan  
Tel.: +81 3 5226 2038  
Fax: +81 3 5226 2039  
e-mail: [xad@classnk.or.jp](mailto:xad@classnk.or.jp)

**Registro Italiano Navale**

Via Corsica, 12  
Genova, Italy  
Tel.: +39 010 5385 316  
Fax: +39 010 5351 015  
e-mail: [marine.division@rina.org](mailto:marine.division@rina.org)

**Marine Safety Circular**

**Date of Issue:**

**Supersedes Circular:**

**CD-MSC 11-04 Rev02**

**19/07/2013**

**CD-MSC 11-04 Rev01**

---

**Sing-Lloyd**

315 Outram Road

#12-02 Tan Boon Liat Building

Singapore 169074

Tel : +65 6238 5956

Fax : +65 6238 5957

e-mail : [technical@sing-lloyd.com](mailto:technical@sing-lloyd.com)