

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:** PROCEDURES FOR APPROVAL OF AMENDMENTS TO SHIP SECURITY PLANS
- REFERENCE:**
- (a) SOLAS, Chapter XI-2
 - (b) ISPS Code
 - (c) Dominica Marine Safety Circular no. CD-MSC 05-04
 - (d) Dominica Marine Safety Circular no. CD-MSC 08-04
 - (e) Dominica Marine Safety Circular no. CD-MSC 11-04
- ATTACHMENTS:** List of Recognized Security Organizations authorized to conduct an ISPS verification audit and issue a short-term ISSC
- PURPOSE:** The purpose of this Safety Circular is to provide information and guidance to the Owners and Operators of Dominica flag ISPS vessels, regarding approval of amendments to Ship Security Plans
- 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.

PROVISIONS:**1 Changes in Ship Security Plans**

- 1.1 All the changes in the provisions of Ship Security Plans are required to be approved by this Administration prior to their implementation onboard the vessels.
- 1.2 Revised Plans need to be submitted to the Office of Deputy Maritime Administrator, Commonwealth of Dominica, 32 Washington St., Fairhaven, Massachusetts, 02719 USA, at least

in electronic form, together with the Ship Security Assessments they are based on, if also amended.

2 Approval of the amendments

- 2.1 Approval of the amendments to the Ship Security Plan is granted in the form of a letter with the attached stamped and signed Revision / Amendment Record and/or the cover pages of the Plan / Assessment.

3 Re-issuance of the Certificate

- 3.1 The International Ship Security Certificate needs to be re-issued for the vessel, if the amendments to the Plan included any of the following:

- .1 change of vessel's name
- .2 change of gross tonnage
- .3 change of vessel's type / purpose
- .4 change of Operating Company.

- 3.2 Upon the approval of the amendments to the Ship Security Plan, where any of the changes referred to in section 3.1 above, points 1 through 3, were made, vessel's International Ship Security Certificate is replaced with one reflecting the respective changes, valid for the period of time the Certificate being replaced was valid for.

- 3.3.1 Where the amendments to the Ship Security Plan include the change of Operating Company, the Certificate held by the vessel is replaced immediately upon receipt of amendment approval request, with the Interim International Ship Security Certificate valid for two months.

- 3.3.2 Upon approval of the amendments to the Ship Security Plan, referred to in section 3.3.1 above, a full-term International Ship Security Certificate is issued for the vessel in accordance with Dominica Marine Safety Circulars nos. CD-MSC 05-04 and CD-MSC 11-04, unless the audit, referred to in section 4.1, is required.

- 3.3.3 When an audit, referred to in section 4.1, is required for the new Operating Company, a full-term International Ship Security Certificate is issued upon receipt of satisfactory report of that audit.

4 Additional audit

- 4.1 It is in the Administration's discretion to decide whether an additional audit should be required upon approval of the amendments to the Ship Security Plan to verify implementation thereof onboard the vessel and/or in the Company.

- 4.2 An audit, referred to in section 4.1, shall be required especially, when the approved amendments included the following:

- .1 changes in restriction areas designation;
- .2 introduction of new and/or changes in the existing security measures;

- .3 changes in procedures for interfacing with port facilities and/or other vessels;
 - .4 introduction of new and/or changes in the existing security systems and equipment (including the communication systems and equipment).
- 4.3 An audit, referred to in section 4.1, may be conducted by this Administration's flag State inspectors or by one of the Recognized Security Organizations, the list whereof is provided in the Attachment to this Circular.
- 5 Fees**
- 5.1 The following fees, payable upfront, are applicable for the services of the Office of the Deputy Maritime Administrator:
- .1 50.00 USD for review and approval of each amended section of the Ship Security Plan, but no more than 500.00 USD, or
 - .2 50.00 USD for review and approval of the following amendments to the Ship Security Plan:
 - .1 change of vessel's name and/or particulars
 - .2 change of Company and/or Company Security Officer
 - .3 change of Owner;regardless of number of sections affected; and
 - .3 150.00 USD for review and approval of Ship Security Assessment;
 - .4 150.00 USD for issuance of the Approval letter;
 - .5 150.00 USD for issuance of each new ISSC, if necessary.
- 5.2 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.

- end -

List of organizations authorized and capable of conducting an additional verification as per ISPS Code

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: abs-worldhq@eagle.org

Cyprus Bureau of Shipping

Corner Sp. Araouzou & Koumantaris St.
Tonia Court Two, 2nd Floor
P.O. Box 50214
Limassol CY-3602, Cyprus
Tel.: +357 25 343 321
Fax: +357 25 356 432
e-mail: cbs@cbs.com.cy

Germanischer Lloyd

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

International Naval Surveys Bureau

8 Kantharou & Sahtouri St.
Piraeus 185 37
Greece
Tel.: +30 210 418 4172
Fax: +30 210 418 4282
e-mail: insb@hol.gr

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

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

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: veristarinfo@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

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

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: ykwon@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

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

2. DMRI Regional Offices

DMRI Chile

Berta And Marcelo Carillo
 Merced 838-A Office 117
 Santiago, Chile
 Tel.: +562-688-1587
 Fax: +562-673-2207
dominica@flagstate.com
www.flagstate.com

DMRI China

Sinopan Maritime Consulting Services Co Ltd.
 16 Zhuqing Street, Zhong Shan District
 Dalian, China 116001
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 Fax: 86-411-82896151
captainzhang66@yahoo.com.cn

DMRI Cyprus

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DMRI Dubai

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DMRI Greece

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DMRI Hong Kong

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 Fax: +31-65-375-0157
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DMRI New Zealand/Australia

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 Remuera, Auckland 1005
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DMRI Pakistan/Persian Gulf

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 Tauheed Commercial Area
 DHA Phase V, Karachi
 Tel.: +21-537-5415
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kaiser-a@cyber.net.pk

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 U.N. Avenue Corner Guerrero St.
 Ermita, Manila, Philippines
 Tel.: +632-522-0066
 Fax: +632-521-0367
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DMRI Russia

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 Fax: +7-812-140-2016
russian-register@sp.ru
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DMRI Scandinavia

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DMRI Japan

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