

**Commonwealth of Dominica****Office of the Maritime Administrator**

- TO:** ALL SHIPOWNERS, OPERATORS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND AUTHORIZED CLASSIFICATION SOCIETIES
- SUBJECT:** GUIDANCE FOR ESTABLISHING SECURITY MEASURES WHEN CALLING AT NON-COMPLIANT PORT FACILITIES
- REFERENCE:** (a) SOLAS, Chapter XI-2  
(b) ISPS Code
- ATTACHMENTS:** Checklist for security measures when calling at non-compliant port facilities
- PURPOSE:** The purpose of this Safety Circular is to provide guidance to all the owners and operators of the Commonwealth of Dominica flag vessels in compliance with ISPS Code requirements calling non-ISPS compliant ports.
- APPLICABILITY:** Dominica flag 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** Dominica Maritime Administration has developed a tool for establishing security measures when calling at non-ISPS compliant port facilities. Masters of Dominica flag vessels are advised to use the tool as guidance towards implementation of relevant measures in such ports. To avoid any delays to the ship and cargo operations in next ISPS compliant ports of call, it is recommended that ISPS compliant vessels implement security measures and retain the completed checklist onboard.

**2** The tool: *Checklist for security measures when calling at non-compliant port facilities* is attached as Annex to this Safety Circular.

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## ANNEX

## Checklist for security measures when calling at non-compliant port facilities

<b>Name of Ship:</b>	<b>Flag:</b>	<b>Call Sign:</b>
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**Prior Arrival**

<b>1. GENERAL REQUIREMENTS FOR SECURITY OF THE SHIP</b>		<b>TICK</b>
1.1	Ship's crewmembers to be familiar with their respective security functions, roles, duties and responsibilities through additional drills or exercises, if necessary.	
1.2	Master or Ship Security Officer to provide security information and brief to all crewmembers on possible specific threats of the port.	
1.3	Ship Security Officer to be prepared to do a Declaration of Security with the port facility to coordinate protective measures.	
1.4	Access to lifeboats, deck storerooms, lockers, unattended spaces and restricted areas to be secured / locked.	
1.5	Check all ships internal and external lightings and test ship's alarm to ensure in good and working order.	

**Whilst in port**

<b>2. ACCESS TO THE SHIP</b>		<b>TICK</b>
2.1	Deploy ship watchmen or security guards at gangway to ensure that only authorized persons are permitted entry and to keep track and account for the number of such persons onboard.	
2.2	Accommodation ladders / gangways, doors, side shutters, windows, hatches and ports are secured or continuously attended / monitored to prevent unauthorized entry.	
2.3	Limit the entry to the vessel's accommodation and engine room to a minimum number of access points.	
2.4	All persons boarding the ship to be checked, registered and issued with identification passes.	
2.5	Personal effects and baggage of all persons boarding the ship to be checked for undesirable items.	
2.6	Procedures in place to return all unaccompanied baggage to the local authorities.	
2.7	Additional personnel assigned to conduct ship patrols to deter unauthorized access.	
2.8	Procedures in place to raise alarm and to react if unauthorized boarding is detected.	

<b>3. RESTRICTED AREAS</b>		<b>TICK</b>
3.1	Measures in place to prevent unauthorized persons to access the restricted areas such as crew accommodation, navigational bridge, machinery spaces, spaces containing hazardous substances or dangerous goods and areas adjacent to restricted areas.	
3.2	Deploy personnel to continuously guard and / or continuously patrol the above restricted areas and areas adjacent to restricted areas, if necessary.	

<b>4. HANDLING OF CARGO</b>		<b>TICK</b>
4.1	Ship's personnel to be in attendance and/or supervise the handling of cargo being loaded/discharged to prevent tampering and match the cargo documentation.	
4.2	Procedures in place to check cargo and cargo spaces, prior, during and after cargo operations.	
4.3	Procedures in place for handling and verifying of dangerous goods and hazardous substances carried on board.	

<b>5. SHIP'S STORES</b>		<b>TICK</b>
5.1	Procedures in place to inspect ship's stores delivered to the ship and handling of ship's stores to prevent acceptance except for items ordered.	

<b>6. MONITORING THE SECURITY OF THE SHIP</b>		<b>TICK</b>
6.1	Security communication equipment and communication details readily available and tested between ship and port facility.	
6.2	Ship's decks and access points illuminated at night or when necessary while conducting ship/port interface or at anchorage.	
6.3	Ensure sufficient lighting for ship's personnel to be able to detect activities beyond the ship, on both the shore side and seaward side.	

**Departure Checks****(To check for stowaways and unlisted packages/parcels)**

<b>Items and Places to be Inspected:</b>		
<b>Deck Area</b>	<b>Tick</b>	<b>Remarks</b>
Muster Room		
Dunnage		
Deck Personal Areas		
Garbage Disposal Area		
Lockers		
Cargo Hatches		
Quarters		
Smoke Stacks		
Radio Bridge		
Storage Area		
Life Boats		
Winch and Mast Houses		
Void Spaces		
<b>Engineering Area</b>		
Engineering Personal Areas		
Tanks (Ballast, Fuel, Water)		
Lockers		
Bilge Areas (Hull)		

Quarters		
Storage Areas		
Shaft Alley		
Smoke Stacks		
Engine Control Room		
Aft Steering Room		
Engine Room		
Emergency Steering Room		
Void Spaces		
<b>Catering Area</b>		
Stewards' Personal Area		
Ship's Stores		
Lockers		
Slop Chest		
Quarters		
Bond Lockers		
State Rooms		
Storage Rooms		
Galley		
(Refrigerators, Stoves, etc)		
Laundry Rooms		
Void Spaces		

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Security measures put in place, completion of searches and result to be entered in logbook. This checklist is to be kept with other vessel log documentation and to be produced as evidence on demand by the Port Officials or Security Agencies.

\_\_\_\_\_  
Name of Master

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Ship's Stamp)