



REPUBLIC OF LIBERIA

Marine Notice

BUREAU OF MARITIME AFFAIRS

ISP-001
09/04

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS AND AUTHORIZED CLASSIFICATION SOCIETIES.**

SUBJECT: International Ship & Port Facility Security Code (ISPS Code)

References:

- (a) **Maritime Regulation 2.35,**
- (b) **International Ship and Port Facility Security Code,**
- (c) **SOLAS 74 Chapter V Regulation 19,**
- (d) **SOLAS 74 Chapter XI-1 Regulations 3 & 5,**
- (e) **SOLAS 74 Chapter XI-2,**
- (f) **International Safety Management Code IMO Resolution A.741(18),**
- (g) **IMO Resolution MSC.104 (73),**
- (h) **SOLAS 74 Chapter IX, Management for the Safe Operation of Ships,**
- (i) **Liberian Combined Publications Folder (RLM 300).**

Supersedes: ISP-001 issued 10/03

PURPOSE:

This Marine Notice provides information and guidance to the owners, operators, and masters of Liberian ships concerning the Administration's requirements for compliance with the International Ship & Port Facility Security Code (ISPS Code). This guidance is designed to describe how Companies operating Liberian ships can gain Liberian International Ship Security Certification. It also contains the Administration's policies and interpretations regarding application and implementation of the ISPS Code Part A, and incorporation of the relevant sections of Part B.

The Liberian National Requirements are not intended to be all-inclusive or to prohibit a Company from incorporating procedures, processes or other items that go beyond the ISPS Code, when developing or implementing the Ship's Security Program on board their vessels. Questions regarding the ISPS Code should be referred to the:

Office of the Deputy Commissioner of Maritime Affairs,
Republic of Liberia,
Attn: Director of Maritime Security
8619 Westwood Center Drive, Suite 300
Vienna, Virginia 22182, USA
Tel: 703.790.3434
Fax: 703.790.5655
Email: security@liscr.com

1. **APPLICABILITY:** This Notice is applicable to the following Liberian ships engaged on international voyages:

- Passenger ships, including high-speed passenger craft,
- Cargo Ships, including high speed craft, of 500 Gross tonnage and upwards; and
- Self Propelled Mobile Offshore Drilling Units.

Where applicable specific equipment requirements for specific classes or types of ships are spelled out elsewhere in these instructions.

2. **DEFINITIONS:**

Definitions have been taken from the ISPS Code Part A, Paragraph 2 and SOLAS Chapter XI-2, Regulation 1. Where necessary, Liberian National interpretations have been added in *italics*.

2.1 Administration: The Office of Deputy Commissioner of Maritime Affairs of the Republic of Liberia.

2.2 Company: The owner of the ship, or the organization or person such as the Manager or the Bareboat Charterer, assuming the responsibility for operation of the ship from the ship owner, and when assuming such responsibility has agreed *in writing* in accordance with ISM Declarations filed with the Administration to take over all the duties and responsibilities imposed by the ISM Code.

2.3 Liberian Security Auditor (LSA): A Liberian Nautical Inspector who has been trained as a security auditor and appointed by the Administration to conduct security verifications onboard Liberian flag ships. The Liberian Security Auditor holds an identification card stating the Inspector is qualified to perform security verifications on behalf of the Administration. A list of LSA can be found on LISCR website www.liscr.com under the “Security” tab.

2.4 Recognized Security Organization (RSO): An *IACS member Classification Society*, with appropriate expertise in security matters and with appropriate knowledge of ship and port operations authorized *by the Administration* to carry out security verifications and certification of *Liberian ships*. A list of RSO’s can be found on LISCR website www.liscr.com under the “Security” tab.

2.5 Security Consultants: Organizations, which may perform threat assessments, vulnerability assessments, develop security plans and/or provide training to CSOs and SSOs.

2.6 Port Facility Security Officer (PFSO): The person designated as responsible for the development, implementation, revision and maintenance of the port facility security plan and for liaison with ship security officer and company security officer.

2.7 Company Security Officer (CSO): The person designated by the Company for ensuring that a Ship Security Assessment is carried out; that the ship security plan is developed, submitted for approval and thereafter implemented and maintained and for liaison with the port facility security officer, ship security officer and the *Administration*.

- 2.8 Ship Security Officer (SSO):** A Person on board the ship, *who if not the Master*, is accountable to the Master and designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan and for liaison with the Company Security Officer, Port Facility Security Officer and the *Administration*.
- 2.9 Security Level 1:** The level for which the minimum appropriate protective security measures shall be maintained at all times.
- 2.10 Security Level 2:** The level for appropriate additional protective security measures shall be maintained for a period of time as a result of a heightened risk of security incident.
- 2.11 Security Level 3:** The level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.
- 2.12 Ship Security Assessment or Security Assessment:** A process of defining the threats, and examining the ship's vulnerability to attack in order to design an effective security plan.
- 2.13 Ship Security Plan (SSP):** A plan developed *for each vessel in the fleet* by a competent Company Security Officer or a security consultant to ensure the application of measures on board the ship designated to protect persons on board, cargo, cargo transport units, ship's stores or ship from risks of a security incident.
- 2.14 Verification:** Evaluation of the Security Plan implementation on board a Ship by Liberian Security Auditor or by RSO to determine compliance with the ISPS Code.

3. COMPLIANCE GUIDANCE:

- 3.1** Compliance with the Code is mandatory as of 1 July 2004.

Every ship to which the Code applies must have:

- A Company Security Officer,
- A Ship Security Officer,
- Implemented an approved SSP,
- The IMO Number marked on the vessel or plans for marking the vessel, (see 8.1)
- Installed or have plans for the installation of AIS, (see 8.2)
- Have available a Continuous Synopsis Record - CSR (see 8.3) and
- Installed or have plans for the installation of a Security Alert System (see 8.4).

3.2 Training of CSO and SSO

The company is responsible for ensuring that the Company Security Officer and Ship Security Officer receive the appropriate training and that they obtain documentary evidence, which demonstrates satisfactory ship security education and training. All SSO training courses must be approved by the Administration. Special Qualification Certificates (SQC) are being issued to officers who have successfully completed approved SSO courses. Such certification is optional at this time. A list of approved training institutes can be found on LISCR website, www.liscr.com under the “Security” tab.

3.3 Using a Security Consultant

Companies may decide to train or hire people to develop the required ship security expertise within their organization. Such staff will draft their own Ships Security Plans and conduct the Ship Security Assessments. Other companies may use Security Consultants to assist with ISPS implementation.

A company choosing to use Security Consultants should verify the validity of the information provided by the Consultants and their ability to assist the company to comply with the ISPS Code requirements. (ISPS Code Part B/8 and B/9).

3.4 Manning

As part of the vulnerability assessment, the company should take into account any additional workload which may result from implementation of the SSP and ensure that the ship is sufficiently and effectively manned. The company should consider the need to use contracted personnel for short periods of time to augment the ship’s security force in order to provide sufficient protection.

3.5 Verification Audits and Certification

The Administration is taking an active role in the security of ships flying the Liberian Flag. All Ships Security Plans shall be submitted to the Administration for approval. We are directly involved in the ISPS Code implementation and will carry out verifications on Liberian flag ships. The Administration has trained a cadre of Liberian nautical inspectors to serve as Liberian security auditors in order to provide effective and efficient security verification on board the ships. The Administration has also designated IACS members as RSO for the purpose of conducting ISPS verification audits. A company can choose whether to have the Administration or the RSO to conduct the verifications. The list of RSO’s can be found on LISCR website, www.liscr.com under the “Security” tab.

Companies choosing or interested in using the Liberian Security Auditors should contact the Administration at security@liscr.com for coordination. The International Ship Security Certificate will be issued by either the Administration or the RSO conducting the verification.

Specific information of the plan approval, verification, and certification can be found in Section 4 of this Notice.

3.6 ISPS and the ISM Code

Although it is not a requirement, the company should contemplate incorporating the shipboard security requirements into the Company's Safety Management System (SMS).

The Safety Management system should:

- Define the security duties and responsibilities for the Company Security Officer, the Ship Security Officers and the crew.
- Discuss who will be responsible for organizing security drills and exercises.
- Contain procedures for immediately reporting any noncompliance with the ISPS Code, threats and breach of security to the Administration.
- Defined the maintenance requirements for the Security Equipment.
- Provide for the logging of actions or measures taken to rectify deficiencies and non-conformities noted during Security Assessments and notification of the Administration and the RSO of any corrective actions taken.
- Provide the list of records to retain on board and retention period.
- Define the procedures for the harmonized internal ISM and ISPS Code audits.
- State the company will provide the support necessary to the Company Security Officer, the Master and/or the Ship Security Officer to fulfill their duties and responsibilities in accordance with chapter XI-2 and the ISPS Code.

3.7 Part B as Mandatory

While the Liberian Administration has not mandated compliance with applicable sections of ISPS Code Part B, companies are advised that Port State Control Authorities may require mandatory compliance with Part B. If a vessel meets the requirements of the applicable sections of Part B the Administration has included a statement in its Ship Security Plan "Letter of Approval" to confirm compliance with both Parts A and B. (See **Marine operations Note 04/2004**).

3.8 Master's Authority

The Liberian Maritime Law defines the Rights and Duties of the Master. The Administration also acknowledges the importance of IMO Resolution A.443 (XI), "Decisions of the Shipmaster with regard to Maritime Safety and Marine Environment Protection". The Ship's Security Plan shall incorporate the elements of both A.443 (XI) and the National Requirements to ensure the Master's authority on board the ship. Therefore, any system of operational control implemented by Company shore based management must allow for the Master's absolute authority and discretion to take whatever action he/she considers to be in the best interest of passengers, crew, and the cargo.

4. LIBERIAN NATIONAL REQUIREMENTS

These National Requirements are supplemental to the Maritime Regulations (RLM- 108) and Marine Notices contained in the Combined Publication Folder (RLM-300).

4.1 Compliance Monitoring

Compliance with the ISPS Code will be closely monitored and enforced by the Administration. Ships that fail to comply with the ISPS Code will be considered in violation of SOLAS and may be prevented from trading.

4.2 Designation of Company Security Officer

The owner or operator of each vessel must provide the Office of the Deputy Commissioner with the name, address, telephone, fax, email, telex numbers and after office hours contact information of the individual(s) in their Company who have been designated as the Company Security Officer and Deputies. This information should be sent by e-mail, fax or mail. No special form is required.

4.3 Selecting a Ship Security Officer

The Company should designate one of the senior officers onboard (such as Master, Chief Officer, Chief Engineer or 2nd Engineer) to perform the Ship Security Officer duties. The individual selected shall be trained to fulfill this duty. It is also recommended that more than one officer on each ship be trained to carry out SSO's duties.

4.4 Conducting the Ship Security Assessment

The Company may use their Company Security Officer, other trained personnel or security consultants to conduct the on-scene Ship Security Assessment provided they have appropriate skills to evaluate the security of a ship. Personnel conducting Ship Security Assessments shall be independent of the activities being assessed unless this is impracticable due to the size and the nature of the Company or of the ship. Specifically, the person conducting the Ship Security Assessment should not be any of the officers or crewmembers permanently assigned or serving onboard the ship. On new ships or new ships to a Company, the Ship Security Assessment can be carried out by the SSO or any other qualified officer who has not been assigned or served onboard this ship before. (This most likely will take place at the initial stage of taking over a ship prior to interim verification).

4.5 Ship Security Assessments (ISPS Code Part A/8)

4.5.1 The Ship Security Assessment is an essential and integral part of the process of developing and updating the Ship Security Plan.

4.5.2 The Ship Security Assessment shall include an on-scene security survey, which incorporates but is not limited to the following elements:

- Identification of existing security measures, procedures, operations;
- Identification and evaluation of key ship board operations that need protection;
- Identification of possible threats to the key ship board operations and the likelihood of their occurrence, in order to establish and prioritize security measures; and
- Identification of weaknesses, including human factors in the infrastructure, policies and procedures.

4.5.3 The Ship Security Assessment shall be documented, reviewed, accepted and retained on board the ship and in the Company's office.

4.6 Drafting the Ship Security Plan

The Company may choose to prepare the Ship Security Plans using their trained Company Security Officer, or they may use a Security Consultant. When using a consultant the company should make sure the plan reflects the company's security policies and practices that are achievable. Liberian security auditors and RSOs that assist a Company with developing their Ship Security Plans or conducting Ship Security Assessments may not conduct ship verification audits on behalf of the Administration for that company.

4.7 Fleet Plans and Sister Ships

Each vessel shall have an individual Ship Security Plan tailored to its Security Assessment. However, there will be information in each ship's plan that will be the same for all of the ships in the company's fleet, for vessels on the same trade route and for sister ships operating in the same trade. The Security Assessment for the first ship can be used as a model for each of the other ships engaged in the same trade on the same routes. In such a case, only the ship's specific variations need be addressed during the on-scene Security Assessment.

4.8 Restricted Areas

All restricted areas should be annotated on a General Arrangement Plan or other drawings of the vessel and clearly marked indicating where access to an area is restricted and where unauthorized presence within an area is considered a breach of security.

4.9 Declaration of Security (DOS)

The Ship's Security Plan shall reflect the Administration's requirement that the Ship's Security Officer shall complete a Declaration of Security as described in the ISPS Code Part A/5 and *when deemed necessary by the Master or SSO*.

The Administration's DOS template can be found on LISCR website www.liscr.com under the "Security" tab.

The Administrations requires that the last 10 completed "Declaration of Security" reports be maintained onboard.

4.10 Language and Record keeping

All Ship Security Plans shall be written in English and the working language of the crew if other than English. Also, all records that should be presented to an auditor or port authorities shall be recorded in English. The records should be detailed as much as possible.

To assist some of the crew it is recommended to have parts of the SSP translated as instructions manuals in a working language which is understood by most of the crew.

All **Records** listed under ISPS Code part A/10.1 shall be kept for at least 3 years. This is to ensure they will be available for review during the following verification audits.

4.11 Ship Security Plan Approval

All plans must be approved by the Administration. The company shall submit a single hard copy of each Ship Security Plan to the Administration, in English, for approval. All plans shall include the current Security Assessment that forms the basis of the plan, or the amendments.

To facilitate the plan approval process, it is recommended to fill in the checklist used by the Administration for plan approvals and attach it to the submitted plan.

A copy of the checklist can be downloaded from LISCR website: www.liscr.com.

4.12 Sending the Ship Security Plan in a secured manner

The plan shall be mailed to the Director of Maritime Security at LISCR, in Vienna, Virginia, USA using a courier service which has a tracking facility. It shall be sent in a sealed envelope or box inside the shipping container supplied by the courier service. The company sending the Ship Security Plan shall send an email or fax to security@liscr.com or 703-790-5655 stating the date the plan was sent, the contact information for the courier service and the tracking number. The Administration will follow a similar process in returning the plan.

4.13 Amendments to an approved Ship Security Plan

Revisions to the ship security plan shall be sent to the Administration by e-mail or mail, for review and approval. A cover letter shall be included with the document forwarded stating the nature of the revisions.

Amendments relating to the following matters must be approved by the Administration:

- Any changes in security procedures and equipment used on board a ship.
- Change of Owners or contact details. Only affected pages should be submitted to the Administration.
- Change of Name. Only affected pages should be submitted to the Administration. A new letter of approval will be issued with the new name.
- Change of management. A new Ship Security Assessment and Ship Security Plan shall be submitted to the Administration for approval. A Security Verification will be required.

The nature of any changes to the Ship Security Plan or to the security equipment or procedures that have been specifically approved by the Administration shall be clearly documented in the revised plan. The CSO shall submit the amendments record sheet with each revision.

The Administration's approval letter shall be available on board and shall be presented together with the International Ship Security Certificate (or the Interim International Ship Security Certificate).

4.14 Electronic Format

The Ship Security Plan may be maintained by the company and aboard their ships in an electronic format. In such a case, it shall be protected by procedures aimed at preventing its unauthorized deletion, destruction, amendment or observation by unauthorized persons. The Company must send one hard copy for approval accompanied with the electronic version.

4.15 Security of the Ship Security Plan

The Plan shall be protected from unauthorized use or exposure. The Company Security Officer and the Ship's Security Officer are responsible for the security of the plan.

The Company Security Officer will determine which parts of the plan shall be available to the crew and which items are to be kept confidential, taking in consideration the following:

- Identification of the restricted areas,
- Procedures for responding to security threats,
- Procedures for responding to security instructions from contracting governments or administrations when setting security level 2 and level 3,
- Duties of shipboard personnel assigned security duties,
- Procedures for ensuring the inspection, testing, calibration and maintenance of security equipment on board,
- The location of the Ship Security Alert activation switches,
- Guidance or instructions on the use of the ship security alert system, including testing activation, deactivation and resetting and the methods for limiting false alerts.

4.16 Company Security Exercises

In accordance with the provisions of the ISPS Code companies should plan and conduct periodic security exercises. The Administration may want to participate in your Company Security Exercises to evaluate the effectiveness of the Plan and the interaction of the Company Security Officer with the Security Plan. The Company Security Officer, when requested by the Administration, will provide the following information:

- The date of the exercise,
- The name of the Ship,
- The place where the exercise will take place, and
- The type of exercise.

4.17 Planning the Verification

The Liberian Security Auditor or the approved RSO auditor will prepare the verification plan and up date the Company Security Officer.

4.17.1 The Verification plan shall be sufficiently flexible to permit changes based on information gathered during the verification.

4.17.2 The Verification plan shall include the following elements:

- Date and place where the verification will be conducted;
- Objectives and scope;
- The expected time and duration for each activity; and
- Findings after review of the Ship Security Plan;
- Identification of Company and Ship Security Officer;
- Identification of reference documents such as the Code, Ship Security Assessment, on scene survey and Ship Security Plan as applicable;
- Confidentiality requirements.

The verification plan shall be part of the report which will be provided to the Administration for final review.

4.18 Full term and Interim Verification:

4.18.1 **Requirements:** Only the Liberian Security Auditor or an approved RSO auditor is authorized to conduct verifications on behalf of the Administration.

- The Liberian Security Auditor or the RSO may not carry out ISPS Code verification on a Liberian ship in which they or any of their organizations subsidiaries or commonly owned affiliates have performed Ship Security Assessments or prepared the Ship Security Plan for that ship.
- The company must contact the Administration or RSO to arrange for the initial verification. Failure to have a valid International Ship Security Certificate (ISSC) will be considered a violation of SOLAS and the ship may be prevented from trading.
- No full term verification shall be conducted if the review of the Ship Security Plan indicates that the Ship Security Assessment conducted by the Company Security Officer or his contracted Security Consultant does not meet the requirements of the ISPS Code.
- The Ship Security Plan must be implemented on board before the initial verification. The Administration does not specify minimum implementation period, however, the company shall insure that the security measures included in the ship security plan have been in place on the ship a sufficient period of time for the Ship Security Officer to develop sufficient evidence to document implementation before verification audit is carried out.

Interim Verification: The Administration is aware of the short period allowed for implementation onboard newly operated vessels; therefore the following minimum requirements will be verified during Interim Verification:

- The Ship has a draft copy of Security Plan on board,
- The Ship Security Assessment and Ship Security Plan have been submitted to the Administration for approval.
- The Company Security Officer has been designated and trained,
- The Ship Security Officer has been designated and trained,
- The Master and senior officers are familiar with their security duties,
- The crew has received security training before the vessel gets underway,
- All Security related forms and documents are onboard.
- The required records have been started.
- Security instructions which the company has identified as essential to be provided to the Master prior to the vessel's first voyage under Liberian flag have, in fact, been given to the Master; and
- There is a plan to conduct full term verification within six months.

4.18.2 Verification by Liberian Security Auditors: When scheduling a security verification using the services of a Liberian security auditor, the Company Security Officer should complete Form SEC 201. “Application for Ship Security Verification”, (available on LISCR website www.liscr.com under the “Security” tab) and submit it to the Security Department at Liberian International Ship and Corporate Registry in Vienna, Virginia, USA. A copy of the approved SSP (or draft SSP for Interim Verifications) must be available on board the ship.

An Audit carried out by a Liberian Security Auditor (LSA) will be conducted as described below:

- Preparation of the audit: The LSA shall coordinate his visit onboard the vessel with the local agent and CSO.
- When executing the audit the LSA shall:
 - Conduct an opening meeting with at least the Master and SSO using the following agenda:
 - Confirmation of the security level of the vessel and the port.
 - Confirm the working language.
 - Introduction of the members of the audit team.
 - Explanation of the scope and requirement of the audit.
 - Outline the audit program and ensure there is sufficient time to complete the audit.
 - Set communication guidelines for auditors and crew.
 - Agree who in the crew will accompany the auditors as they verify the security measures on board the vessel.
 - Verify vessel’s crew list.
 - Confirm that adequate resources and accessibility to restricted areas shall be provided to the auditors.
 - Confirmation that the auditor will ensure the confidentiality of the information obtained during the audit.
 - Schedule the closing meeting.
 - Conduct an audit team briefing with all parties who participate in the audit and familiarize himself with the approved SSP. A photocopy of the SSP shall not be accepted and if an approved SSP is not available, the auditor will not continue with the audit.
 - Conduct the audit with the audit team.
 - Conduct an audit team debriefing to gather conclusions and recommendations.
 - Conduct a closing meeting with at least the Master and SSO.
 - Send the report to the Security Department at LISCR.

4.19 Minor Deficiencies and Additional Verifications

4.19.1 An International Ship Security Certificate (ISSC) will not be issued if there are any ISPS Code deficiencies. Deficiencies identified during the verification audit shall be documented and reported to the Company Security Officer and the Administration.

- 4.19.2 Any failure of security equipment or systems, or suspension of a security measure that does not compromise the ship's ability to operate at security levels 1 to 3 shall be reported without delay to the Administration with details of the equivalent alternative security measures the ship is applying until the failure or suspension is rectified together with an action plan specifying the timing of any repair or replacement.
- 4.19.3 The Administration retains the right to conduct verification and inspection activities independent of or in concert with those of a RSO in order to verify proper implementation, application, and enforcement of the provisions of the ISPS Code.

4.20 Certification

An ISSC shall be issued to each ship following a satisfactory verification either by the Liberian Security Auditor or an approved RSO auditor working on behalf of the Administration.

- 4.20.1 The ISSC will not be issued until all deficiencies in the implementation or the plan itself have been rectified.
- 4.20.2 The ISSC will be issued for a period of up to five years from the date of successful completion of the initial verification. It may be issued for a shorter period of time if the Company wants to harmonize the ISSC with the SMC.
- 4.20.3 The validity of the ISSC is subject to at least one intermediate verification (by the Administration or an approved RSO) between the dates of second and third anniversary of the issuance of the ISSC. If the ISSC is issued for a period of less than three years the verification will be conducted upon the renewal and an intermediate verification will not be required.
- 4.20.4 The company is responsible for conducting an internal security audit each year on each ship to assess the functioning and effectiveness of the Ship Security Plan on board. This can be done in concert with the internal ISM audit.
- 4.20.5 Re-issuance of the ISSC is contingent upon the satisfactory verification of the effectiveness of the Ship's Security Plan in meeting the objectives specified by the ISPS Code.
- 4.20.6 The date and place of issue stated on the ISSC is where the certificate was printed regardless the date and place of the verification. e.g. the verification took place on 25 June 2004 in Singapore and the certificate was issued in LISCR head office Vienna, Virginia on 25 July 2004 then the date and place of issue will be 25 July 2004 at Vienna, Virginia. The ISSC will be valid until 24 June 2009.

4.21 Interim Certification

- 4.21.1 Interim International Ship Security Certificates may only be issued if the Administration or an approved RSO acting on behalf of the Administration verified compliance with provisions of the ISPS Code A/19.4.2 and for the following purposes:

- New ships on delivery,
- Existing ships on reactivation,
- Transfer from another Flag, or
- A company takes on responsibility for the operation of a ship which is new to the company.

4.21.2 Prior to the expiration of the Interim International Ship Security Certificates, the Administration or the approved RSO should issue full term International Ship Security Certificates upon satisfactory verification that the Ships Security Plan has been implemented on board the ship.

4.22 Exemptions and Dispensations

All vessels required to comply with the ISPS Code must hold a valid ISSC as from 1 July 2004.

While the Administration may consider issuing manning dispensations in the event that the Ship Security Officer becomes incapacitated, companies are advised that Port State Control Authorities may prohibit entry into a port of a vessel with such a dispensation.

5. NONCOMPLIANCE WITH THE ISPS CODE

5.1 Certificate Withdrawal

ISPS Certificates may only be withdrawn at the determination of the Administration. Cause for certificate withdrawal may include, but is not limited to, the following deficiencies:

- Failure to coordinate and conduct the periodic or intermediate verifications;
- The information on the CSR is not correct;
- The Company Security Officer fails to ensure compliance of a vessel;
- The Ship's failure to maintain its Ships Security Plan in compliance with the requirements of the ISPS Code;
- The Ship's failure to install required hardware such as AIS, SSAS and IMO Number.
- Deviations or defects related to the ISPS Code requirements which remain uncorrected beyond their due date, and
- The recommendation of the approved RSO or Liberian Security Auditor based upon evidence of the vessel's noncompliance with the Code.

5.2 Appeals

In the event a Company disagrees with a determination made by the Liberian Security Auditor or the approved RSO auditor, the Company Security Officer may make a direct appeal to the Administration. The final determination will be based upon both the substance of the appeal and the recommendations of the Liberian security auditor or the approved RSO.

6. ALTERNATIVE SECURITY AGREEMENTS

At the request of the vessel's operators, the Administration will conclude Alternative Security Agreements with other Contracting Governments for vessels engaged upon limited short International voyages, usually on fixed routes between ports that must also be party to

the agreement. As part of the agreement, Liberia or one of the other Contracting Governments signing the agreement shall agree to inform other Contracting Government which may be affected by providing a notice to the appropriate subcommittee at IMO. In no case, shall such agreement compromise the level of security of other ships, and port facilities not covered by this agreement. Ships covered by such an agreement, may not engage in ship-to-ship activities with ships not covered by said agreement. Such agreements shall be reviewed by this Administration annually or earlier if the need arises and shall be reviewed by all parties at least every five years.

It is the vessel operator's responsibility for working with the other Contracting Government to develop the first draft of the agreement for signature.

7. INTERFACING WITH PORT AND COASTAL AUTHORITIES

7.1 Interaction

The SSP should include procedure and security measures for interfacing with ports, vessels, platforms and facilities. (ISPS Code B/9.5.1). The Company Security Officer and the Ship Security Officers are encouraged to contact the Port Facility Security Officer (PFSO) and develop a close working relationship. Port Facility contacts are available on the International Maritime Organization's ISPS Code database which may be accessed via the IMO website, www.imo.org by following the links to "Maritime Security" and by selecting "ISPS Code database"; or using the URL <http://www2.imo.org/ISPSCode>

7.2 Differences in the Security levels set

If a ship is at a security level, which is different from that of the Port or Coastal State Authorities in which the ship sails, then the ship will set the higher security level of the two. If the Ship's security level is higher than the port, facility, vessel or platform then the Ship Security Officer will notify the Company Security Officer. The CSO should provide this information to the PFSO together with any background information that he has available.

7.3 Report of Port Facility Security concerns

When a Ship Security Officer has concerns about security of a port facility, which is supposed to operate in accordance with an approved Port Facility Security Plan he should report the problem to the Master and contact the PFSO to discuss the matter. If the concerns cannot be resolved, he should:

1. Report such concerns to the Company Security Officer.
2. Record the actions taken by the CSO and/or SSO to establish contact with the Port Facility Security Officer (PFSO), and/or any other persons responsible for the security of the port, ship or platform being interfaced;
3. Record the security measures and procedures put in place by the ship, bearing in mind the security level set by the Administration and any other available security-related information; and request a Declaration of Security or complete and sign, on behalf of the ship alone, a Declaration of Security, if the PFSO declines or is unavailable;
4. Implement and maintain the security measures and procedures set out in the Declaration of Security throughout the duration of the interface; and
5. Report the actions taken to the CSO and through the CSO to the Administration.

The CSO shall contact the Administration if assistance in obtaining a resolution is needed.

7.4 Report of Ship Security defects

When a Port State inspector has determined that there is a problem with the Ship's Security Plan or the implementation of the plan on board a ship, the Master is to report the problem to the Company Security Officer. The CSO shall notify the Administration. The Administration will consider sending a Liberian Security Auditor to verify the compliance onboard the vessel. The CSO shall send a corrective action report to the Administration covering all deficiencies found.

8. TECHNICAL AND EQUIPMENT REQUIREMENTS

8.1 Ship Identification Number (SOLAS Chapter XI-1 Regulation 3): Ships constructed before 1 July 2004 by the first scheduled dry-dock after 1 July 2004 and for all vessels built on or after 1 July 2004, the ships identification number (IMO number) shall be permanently marked on the vessel in accordance with the regulations. It will **include** the letters **IMO** in front of the number (example: IMO1234567).

8.1.1 The permanent marking will be plainly visible, clear of any other markings on the hull and shall be painted in a contrasting color.

8.1.2 The markings shall be made by raised lettering or by cutting it in or by center-punching it or by any other equivalent method that ensures the marking is not easily expunged.

8.1.3 On ships constructed of material other than steel or metal, the Administration shall have to approve the method of permanently marking.

8.1.4 For those ships that marked the number on the hull prior to 1 July 2004 without the letters IMO. The vessel operators have until the ship's next scheduled dry-docking to add the letters IMO in accordance with the Code.

8.2 Automatic Identification System (AIS)

All Liberian Flag Ships engaged in international voyages are required to have an Automatic Identification System installed in accordance with SOLAS Chapter V Regulation 19.2.

8.2.1 The AIS installation shall be approved by the vessel's Classification Society:

Type of vessel	Compliance date
Passenger Ships	Not later than 1 July 2003
Tankers of 500 GRT and upwards	Not later than first safety equipment survey on or after 1 July 2003
Ships other than Passenger and Tankers of 50,000 GRT and upwards	Not later than 1 July 2004
Ships other than Passenger and Tankers of 300 GRT but less than 50,000 GRT	Not later than first safety equipment survey after 1 July 2004 But before 31 December 2004 (whichever occurs earlier)
All new construction	on or after 1 July 2004

8.2.2 If an AIS has not been installed on the ship before the Security verification has been completed and it is not required to be installed as per the table above, the International Ship Security Certificate will be issued and report stating the fact that the AIS has not been installed and the date the installation is required as defined in 8.2.1 above will be sent to the Administration.

8.3 Continuous Synopsis Record (CSR) SOLAS Chapter XI-1 Regulation 5

All vessels that are required to comply with the ISPS Code are required to maintain a Continuous Synopsis Record, which includes a history of ownership and management of the ship. The vessels CSR record includes all original CSRs, CSR Amendment request forms and Index of Amendments. The Administration will maintain a copy of the CSR record for Liberian ships as long as they remain in the registry. The vessel operator is responsible for keeping the Administration informed of any changes regarding their vessels CSR record. Failure to keep the Administration informed of any changes is cause for the Administrations withdrawal of a ship's ISSC. Marine Notice ISP-002 contains specific guidance regarding CSRs.

8.4 Ships Security Alert (SOLAS Chapter X1-2 Regulation 6). All ships shall have a ships security alert system installed by:

Type of vessel	Constructed	Compliance date
All ships constructed	on or after 1 July 2004	Upon delivery
Passenger Ships, including high-speed passenger craft The following vessels of 500 gross tonnage and upwards: Oil tankers Chemical tankers Gas carriers Bulk carriers Cargo high-speed craft	Before 1 July 2004	Not later then first survey of radio installation after 1 July 2004
Other Cargo Ships of 500 gross tonnage and upwards and <i>Self Propelled</i> Mobile offshore drilling units	Before 1 July 2004	Not later then first survey of radio the installation after 1 July 2006

8.4.1 If the ship has not installed a Ships Security Alert System on or before the International Ship Security Plan verification has been completed and it is not required to be installed as per the table above, the International Ship Security Certificate will be issued and report stating the fact that the SSAS has not been installed and the date the installation is required as defined in 8.4 above will be sent to the Administration.

8.4.2 Verification of Installation: The Administration will accept a security alert TEST Message from the vessel as evidence that the SSAS is installed and activated. The Administration will confirm receipt of such message and keep a copy in the vessel's file.

In order to keep the confidentiality of the system only Liberian security auditor or qualified security auditor from the RSO that issued the ISSC will be authorized to verify the installation (activation points), procedures and records during his next occasional audit or survey. (No special visit required).

8.4.3 Liberian requirements and guidance regarding the ship security alert process and programming:

- The standard information which shall be programmed into the SSAS: At a minimum the message shall provide the ship's name, IMO Number, call sign, MMSI number, position, course and speed, date and time (UTC) of message. Additional info such as the name and contact phone for the CSO may also be included if the SSAS is capable of such programming.
- Designation of a competent authority by the administration: The competent authority for Liberia is the Office of the Deputy Commissioner for Maritime Affairs c/o Director of Maritime Security, LISCR. All alerts and follow up information should be sent by e-mail to this office at alarm@lisr.com
- Ship Security Alerts to the company: For Liberian flag ships the alert should be sent to both the company and the Administration directly.
- Confirmation of the authenticity of the alert. After receiving an alert, the CSO shall contact the Administration once he has followed company procedures to verify and confirm the validity of the alert. The Administration will attempt to contact the CSO upon receipt of an alert to confirm the validity of the alert with the CSO.

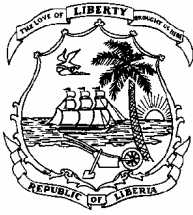
8.4.4 The Administration requires an annual test to the Ship Security Alert System. This test can be sent directly from the vessel to the Administration. A statement from the CSO confirming the test was carried out will also be accepted. If the system does not provide test mode then the CSO should inform the Administration prior the test take place.

9. ADMINISTRATION'S PROGRAM FOR SETTING SECURITY LEVELS

- 9.1 The Administration has developed a program for setting security levels and is working on a system to provide guidance and security alerts to all CSO's through Email, fax, and direct contact to the vessels, as appropriate. The security alerts will indicate threats to the Liberian fleet regardless of the security level in specific ports. The CSO and SSO should obtain the security level of ports to be visited. (see paragraph 7.1). The vessel will comply with the port security level if the port security level is higher than the security level set onboard.

- 9.2 The Administration will consider the following when setting the appropriate security level:
- The degree that the threat information is credible;
 - The degree that the threat information is corroborated;
 - The degree that the threat information is specific or imminent;
 - The potential consequences of such a security incident, and
 - The relevancy of the information to the vessel's operating area.
- 9.3 When setting levels 2 or 3, the Administration shall provide appropriate instructions and shall provide related information to specific ships, companies and other Contracting Governments as appropriate.

ANNEX I



INTERNATIONAL SHIP SECURITY CERTIFICATE
REPUBLIC OF LIBERIA

Certificate No. _____

Issued under the provisions of the
INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND PORT FACILITIES
(ISPS Code)

SAFETY OF LIFE AT SEA, 1974, as amended
Under the authority of the Government of
The Republic of Liberia

by _____

(person or organization authorized)

Name of ship: _____

Distinctive number or letters: _____

Port of registry: MONROVIA

Type of ship: _____

Gross Tonnage: _____

IMO Number: _____

Name and address of Company: _____

THIS IS TO CERTIFY:

1. That the security system and any associated security equipment of the ship has been verified in accordance with section 19.1 of part A of the ISPS code.
2. That the verification showed that the security system and any associated security equipment of the ship is in all respects satisfactory and that the ship complies with the applicable requirements of Chapter XI-2 of the Convention and part A of the ISPS Code.
3. That the ship is provided with an approved ship security plan.

Date of initial/renewal verification on which this certificate is based.....

This Certificate is valid until.....subject to verifications in accordance with section 19.1.1 of part A of the ISPS Code.

Issued at

(Place of issue of certificate)

Date of issue

(Signature of the duly authorized Official issuing the Certificate)
(Seal or Stamp of issuing authority, as appropriate)

Certificate No. _____

ENDORSEMENT FOR INTERMEDIATE VERIFICATION

THIS IS TO CERTIFY that at an intermediate verification required by section 19.1.1 of part A of the ISPS Code the ship was found to comply with the relevant provision of Chapter XI-2 of the Convention and part A of the ISPS Code.

INTERMEDIATE VERIFICATION

(to be completed between the second and third anniversary date)

Signed:

(Signature of authorized official)

Place:

Date:

ADDITIONAL VERIFICATION

Signed:

(Signature of authorized official)

Place:

Date:

ADDITIONAL VERIFICATION

Signed:

(Signature of authorized official)

Place:

Date:

ADDITIONAL VERIFICATION

Signed:

(Signature of authorized official)

Place:

Date:

ANNEX II



**INTERIM INTERNATIONAL SHIP SECURITY CERTIFICATE
REPUBLIC OF LIBERIA**

Certificate Number: _____

**Issued under the provisions of the
INTERNATIONAL CODE FOR THE SECURITY OF SHIP AND PORT FACILITIES**

**(ISPS CODE)
Under the authority of the Government of
LIBERIA**

by:
(person(s) or organization authorized)

Name of ship: _____
Distinctive number or letters: _____
Port of registry: **MONROVIA**
Type of ship: _____
Gross tonnage: _____
IMO Number: _____
Name and address of Company: _____

Is this a subsequent, consecutive, Interim Certificate? Yes/No*

If yes, the date of issue of initial Interim Certificate: _____

This is to certify that the requirements of Section A/19.4.2 of the ISPS Code have been complied with.

The Certificate is issued Pursuant to section A/19.4 of the ISPS Code.

The Certificate is valid until: _____

Issued at: _____
(Place of issue of the Certificate)

Date of issue
(Signature of the duly authorized Official issuing the Certificate)
(Seal or Stamp of issuing authority, as appropriate)

* delete as appropriate