



INTERNATIONAL SHIP CLASSIFICATION PTE LTD

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CIRCULAR

To : All Offices
From : General Manager
ISClass
Date : 20 February 06
Ref : CIR06/0005

INTERMEDIATE AUDIT OF ISPS CODE IMPLEMENTATION

Reference: MSC/Circular.1097

1. The ISPS Code transited into a mandatory requirement for the applicable types of ships on international voyages on 01 July 2004. In compliance with the Code, many of these ships will have to undergo an intermediate audit soon. During the audit, the attending auditor might observe some deficiencies. MSC/Circular.1097 has provided some guidelines (see Appendix I on the relevant extracts from the circular) to deal with the deficiencies so that the International Ship Security Certificate (ISSC) can continue to remain valid.

2. As the Recognized Security Organization (RSO) for Tuvalu-flagged and Mongolia-flagged ships, ISClass Head Office has established the following procedures for all attending auditors:

- a. A document called "Approved Recommendation Action Plan" shall be used to document the deficiencies observed (see Appendix II). It is recommended that one page be used for each identified deficiency so that the necessary follow-up can be tracked more easily.
- b. The Ship Security Officer (SSO) shall establish the required rectification actions for each identified deficiencies to the satisfaction of the attending auditor. Such rectification actions are to be detailed in the Approved Recommendation Action Plan. If the deficiency is "equipment-related", an equivalent equipment or an alternative method, which is deemed acceptable by the Administration, capable of similar performance shall be used temporarily until full rectification as required before the given deadline.
- c. All deficiencies shall be rectified not later than 2 months from the date of audit unless otherwise specified. In no circumstances shall the deadline be more than 3 months from the date of audit.

- d. The attending auditor shall notify Head Office of the results of the audit at the earliest opportunity.
 - e. When the deficiencies have been rectified, the SSO shall indicate the status as “CLOSED” and update the RSO accordingly.
 - f. The auditor shall verify the status of the deficiencies either by a re-attendance onboard or by means of objective evidences such as digital images of equipment or documents, both which shall be “Certified-True-Copy” by the SSO prior to submission to the RSO.
3. All attending auditors are to note that the ISSC shall be withdrawn from the ship or suspended if there are objective evidences that:
 - a. The alternative security measures are not in place, or
 - b. The Approved Recommendation Action Plan has not been complied with.
 4. All Offices are encouraged to inform the ship owners of the established procedure for the intermediate audit of the ISPS Code implementation.
 5. This circular shall take immediate effect.

Appendices

Appendix I: Relevant Extracts from MSC/Circular.1097

Appendix II: Blank Copy of Approved Recommendation Action Plan

EXTRACTS FROM MSC/CIRCULAR.1097

Para 12

“Any subsequent failure of security equipment or systems, or suspension of a security measure that compromises the ship’s ability to operate at security levels 1 to 3 have to be reported immediately, together with any proposed remedial actions, to the Administration or the RSO, if the ISSC was issued by an RSO, and the appropriate authorities responsible for any port facility the ship is using, or the authorities of any coastal State through whose territorial seas the ship has indicated it intends to transit, and instructions requested.”

Para 13

“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 have to be reported without delay to the Administration or the RSO, if the ISSC was issued by an RSO, and if so decided by the Administration, for their consideration 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.”



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Appendix II to CIR6/0005 dated 20 Feb 06

APPROVED RECOMMENDATION ACTION PLAN

Ship: _____

Date of Audit: _____

Total number of pages: _____

PART A: TO BE COMPLETED BY ATTENDING AUDITOR & SHIP SECURITY OFFICER DURING AUDIT				PART B: TO BE COMPLETED AFTER DEFICIENCIES HAVE BEEN RECTIFIED	
S/N	DEFICIENCY	RECTIFICATION ACTION	DEADLINE	STATUS / DATE (To be filled in by SSO)	VERIFIED* / DATE (To be filled in by Auditor)

* Verification can be by means of objective evidences.

Signature, Name, Date
(Attending Auditor)

Signature, Name, Date
(Ship Security Officer)