



## PREPARING SHIP SECURITY PLANS

Under the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act), ship operators of regulated Australian ships as defined under section 16, will be required to conduct security assessments and prepare ship security plans. Well-developed ship security plans will ensure effective risk-based security measures are implemented on regulated Australian ships. This guide outlines some key tasks and provides a better practice flow chart that will assist ship operators to complete their ship security plan requirements.

The guide should be read in conjunction with the maritime security assessment guidance material and the guides to preparing maritime security plan available on the Department's website.

### ***1 Identify regulated Australian ships***

Section 61 of the Act states that a ship operator of a regulated Australian ship is required to have a ship security plan. The Act defines a regulated Australian ship under section 16 as the following ships servicing or engaged on inter-state and/or overseas voyages:

- (a) a passenger ship that is used for overseas or inter-State voyages; or
- (b) a cargo ship of 500 gross tonnage or more that is used for overseas or inter-State voyages; or
- (c) a mobile offshore drilling unit that is on an overseas or inter-State voyage (other than a unit that is attached to the seabed); or
- (d) a ship of a kind prescribed in the regulations.

Note: Section 9 of the Act excludes state ships.

### ***2 Appointment of company security officer and ship security officer***

The *Maritime Transport and Offshore Facilities Security Regulations* (the Regulations) 1.15 and 4.30 set out the requirements for ship security officers (SSO) and Regulations 1.10 and 4.30 set out the requirements for company security officers (CSO). The duties and responsibilities of the SSO and CSO are taken from sections 11.2 and 12.2 of Part A of the ISPS Code. The CSO and SSO must be designated prior to submitting a plan for approval.

### ***3 Conduct security assessments***

Section 66(1)(a) of the Act requires that each ship security plan submitted must include a security assessment. A security assessment identifies analyses, evaluates, and details treatments of treat risks and/or threats to maritime transport security. Ship operators should consult with any relevant port operators, port facility operators and port service providers when completing a ship security assessment. The security assessment is required to contain a statement outlining the risk context or threat situation for the ship, including consideration of trading routes. Ship operators must complete a security assessment in accordance with the Regulations and must take into account any documents required by the Secretary.

The Secretary has developed the *Maritime Risk Context Statement* to provide the maritime industry sector with information on the maritime strategic risk context and the current security environment in Australia. Ship operators must explicitly consider each of the risks identified in the *Maritime Risk Context Statement*.

The *Maritime Risk Context Statement* is classified Security in Confidence and is available for ship operators by contacting:  
[security.analysis@infrastructure.gov.au](mailto:security.analysis@infrastructure.gov.au)

To assist in the conduct of security assessments the Department has prepared a *Maritime Security Assessments Guidance Paper* available from the Department's website.

**Note:** Submissions of revised ship security plans require the submission of a revised or reviewed security assessment.

#### ***4 Identify the location of any ship security zones***

In accordance with regulation 4.65, ship operators may outline in their security plans proposals for any on-board security zones. In establishing an on-board security zone on a regulated Australian ship, the Secretary must have regard to the purpose of the zone and take into account the operational features of the ship and the views of the ship operator for the ship.

To enable the Secretary to consider the operational features of the ship and the views of the ship operator, a description or plan or diagram depicting the location and boundaries of any proposed on-board security zones may accompany a ship security plan as a separate document, forming part of the security plan.

The Secretary may establish, by written notice, on-board security zones under section 110 of the Act. The requirements for on-board security zones are set out under Regulations 6.110, 6.115 and 6.120. These include clearly identifying the boundaries of the zone, informing crew/passenger/people of the existence of the zone, monitoring and controlling access to the zone and detecting and deterring unauthorised entry to the zone.

#### ***5 Prepare ship security plan***

The content and form for ship security plans and the provision for the Regulations to prescribe further content and form requirements is set out under sections 66, 67 and 68 of the Act. All ship security plans must include a security assessment, set out activities or measures to be undertaken at maritime security levels 1, 2 and 3 and demonstrate that the implementation of the plan will make an appropriate contribution towards the achievement of maritime security outcomes as set out in sub-section 3(4) of the Act.

Regulations 4.20 and 4.30 require that each ship security plan must be submitted with accompanying documents, separate to the plan and not forming part of the plan, detailing a number of key details for the identification of the ship and contact details for use during day to day business or during an emergency. Regulation 4.31 obliges the ship operator to notify the Secretary in writing within 2 working days of changes to contact details.

Contact details and ship's identification submitted as accompanying documents, separate from the plan, may be varied without the variation process described in section 52A of the Act.

The Regulations also prescribe further requirements for maritime security plans. The Department has produced a guide to assist ship operators in preparing ship security plans. The use of this guide is highly recommended to streamline the assessment process. The guide to preparing a ship security plan is available on the Department's website.

### **6 *Submit new or revised plans or plan variations for approval***

Ship operators must submit new or revised ship security plans or variations of approved security plans to the Secretary and request that their plans be considered for approval. If the Secretary is satisfied that a new, revised or varied ship security plan adequately addresses the specific requirements of the Act and the Regulations then the Secretary must approve the new, revised or varied plan and give the ship operator written notice of approval.

The Secretary's consideration period is for 60 days from the receipt of the submission within the Department. There is also a period of up to 45 days for the ship operator to provide the Department additional information as requested in writing. Part 4, division 5 of the Act outlines the approval, variation and cancellation of ship security plans.

Application forms to be used by ship operators who wish to submit new or revised plans for approval, or variations of approved plans are available on the Department's website.

**Note:** All submissions require the appropriate application form.

### **7 *Interim International Ship Security Certificate***

Regulation 4.140 requires ship operators that have applied to the Department for the issue of an International Ship Security Certificate (ISSC) state when the ship may be inspected for the purpose of determining whether the ship meets the requirements necessary for ISSC verification.

Given a suitable agreed date for the conduct of the initial ISSC verification inspection, upon the approval of the ship security plan, the ship operator will be issued an Interim International Ship Security Certificate (Interim ISSC).

Interim International Ship Security Certificates are valid for a period determined by the Secretary, with 6 months being the maximum period of validity. The period of validity of an Interim ISSC cannot be extended and additional IISSCs will not be issued.

### **8 *Implement Security Plans***

An approved ship security plan comes into force, under section 71 of the Act, at the time specified in the notice of approval. Ship operators must implement their approved ship security plans within this timeframe to comply with the requirements

of their plans. Failure to comply with an approved security plan is an offence for a ship operator, under section 63 of the Act, unless they have a reasonable excuse.

**9 *Verification and Issue of International Ship Security Certificate (ISSC)***

Once the ship security plan has been implemented, and within the period of validity of the Interim ISSC, a maritime security inspector (MSI) will conduct an initial ISSC verification inspection of the ship. The Department must verify that the ship operator conforms with the measures described in the ship security plan and meets the requirements of the Act and Regulations. When the MSI is satisfied that the requirements have been successfully met, the Department will issue the ship operator an International Ship Security Certificate.

### A BETTER PRACTICE FLOWCHART FOR SHIP SECURITY PLANS

