

[Legal Notice 145]

**THE SHIPPING ACT 1998  
(No. 5 of 1998)**

**THE MARITIME SECURITY REGULATIONS 2004**

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**THE SHIPPING ACT 1998**  
(No. 5 of 1998)

**THE MARITIME SECURITY REGULATIONS 2004**

IN exercise of the powers conferred by sections 3(2), 56 and 220 of the Shipping Act, 1998,

I, STANLEY FESTUS SOFU, Minister for Infrastructure and Development, do hereby make the following regulations -

PART 1 - PRELIMINARY

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|---------------------------|--|
| Citation and commencement | 1. These Regulations may be cited as the Shipping (Maritime Security) Regulations 2004, and shall be deemed to have come into force on 1st July, 2004.   |
| Application               | 2. These Regulations shall apply to - <ul style="list-style-type: none"> <li>(a) Solomon Islands passenger ships, including high-speed craft, engaged on international voyages;</li> <li>(b) Solomon Islands cargo ships, of 500 gross tonnage and upwards, engaged on international voyages;</li> <li>(c) Ports and Port Facilities within ports in Solomon Islands that serve vessels engaged on international voyages; and</li> <li>(d) all foreign vessels in Solomon Islands waters to which the SOLAS Convention applies.</li> </ul> <p>(2) Notwithstanding the provisions of subsection (1), the Minister may decide the extent of application of these Regulations to those port facilities, which, although used primarily by ships engaged on domestic voyages, are required, occasionally, to serve ships arriving or departing on an international voyage.</p> <p>(3) Notwithstanding Article III of the Convention, these Regulations shall apply to fishing vessels 12 metres in length and above fishing in the EEZ of Solomon Islands and in international waters.</p> |

Interpretation and  
definitions

(3) In these regulations, unless the context otherwise requires -

“Company” means a shipping company or companies owning ships operating in Solomon Islands; to which these Regulations apply;

“Company Security Officer” (CSO) means the person designated by the Company for ensuring that a ship security assessment is carried out; that a ship security plan is developed, submitted for approval, and thereafter implemented and maintained and for liaison with port facility security officers and the ship security officer. Any person may act as a CSO for more than one ship;

“Convention” means the International Convention for the Safety of Life at Sea, 1974 (SOLAS), as amended;

“Designated Authority”, under the International Ship and Port Facility Security Code, means the Ministry;

“Exclusion Zone” means a waterside area to which access is temporarily restricted to persons authorised by the Ports Authority;

“Facility Operator” means port facility to which these Regulations apply;

“Gross tonnage” (GT) means the total capacity of a vessel in tonnage units of 100 cubic feet;

“ISPS Code” means the International Ship and Port Facility Security Code;

“Master” means a person having command or charge of a ship;

“Minister” means the Minister charged with responsibility for shipping;

“Ministry” means the Ministry responsible for the administration of shipping;

“Port Operator” means the Agency responsible for the time being for the administration, management and operation of declared International Ports in Solomon Islands;

“Port Authority” means the Solomon Islands Ports Authority as defined by Cap 161;

“Port Facility Operator” means the manager of ship/port interface facility that provides for the interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons, goods or the provisions of port services to or from the ship;

“Port Facility Security Officer” (PFSO) means a suitably qualified person designated by the facility operator responsible for the development, implementation, review and maintenance of the Port Facility Security Plan and for liaison with ship security officers, the company security officer and the port security officer;

“Port Facility Security Plan” (PFSP) means a plan developed to ensure the application of measures designed to protect the port facility and ships, persons, cargo, cargo transport units and ship’s stores within the port facility from the risks of a security incident;

“Port Security Committee” means the committee constituted under Regulation 4 to provide advice as to the National Security Assessment, comprising representatives stakeholder Government Ministerial Divisions and other Organisations as appointed by the Minister;

“Port Security Officer” (PSO) means a suitably qualified person designated by the Port Operator/owner to facilitate the development, implementation, review and maintenance of the port security plan and for liaison with port facility security officers and ship security officers, where appropriate;

“Recognised Security Organisation” means (definition under the ISPS Code);

“Restricted Areas” means areas on the ship to which access is restricted to crew, persons invited by the master or ship security officer and persons authorised pursuant to the Ministry’s maritime security regulations;

“Restricted Area” means landside areas to which access is restricted to persons Authorised by the facility operator or persons authorised pursuant to the Ministry’s maritime security regulations;

“Screener” means a person, approved by the Ministry, who screens people or goods for disallowed items, such as a weapon or a dangerous good, which is not allowed aboard a ship;

“Screening Procedures” means those measures involved in the inspection of people (e.g. passenger, visitor, industry personnel) and goods, checking for disallowed items to make sure these items are not carried into sterile areas where established or onto the ship;

“Security Level 1” means the level for which minimum appropriate protective security measures shall be maintained at all times;

“Security Level 2” means the level for which appropriate additional protective security measures shall be maintained for a period of time as a result of heightened risk of a security incident;

“Security Level 3” means 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;

“Ship Security Officer” (SSO) means the person on board a ship, accountable to the master, designated by the Company as responsible for the security of the ship, who shall perform those duties stipulated in the ISPS Code, including implementation and maintenance of the ship security plan, and liaison with the company security officer and port facility security officers;

“Ship Security Plan” means a plan developed to ensure the application of measures on board the ship designed to protect persons on board, cargo, cargo transport units,

“Sterile Area” means an area of the port approved pursuant to the Ministry’s maritime security regulations to which persons, vehicles and goods are not permitted until given clearance, in relation to maritime security.

“Solomon Islands ports” means ports in Solomon Islands that service ships engaged on international voyages.

“Solomon Islands ships” means those ships that are registered in Solomon Islands.

“Unaccompanied Baggage” means any baggage, including personal effects, which is not with the passenger or member of ship’s personnel at the point where of screening.

“Unlawful Interference” means, the commission of an act by a person without lawful excuse or contrary to or in defiance of the law; and includes acts such as committed by a person without a lawful excuse -

- (a) seizing, or exercising control of, a ship by force, or threat of force, or any other form of intimidation;
- (b) damaging or destroying a ship that is in service;
- (c) placing, or causing to be placed, on board a ship in service a thing that is likely to:
  - (i) destroy the ship; or
  - (ii) endanger its safety;
- (d) communicating information, which is known to be false, thereby endangering the safety of a ship;
- (e) committing an act of violence against a person, property or the environment at a port, if the act;
  - (i) causes, or is likely to cause, injury or death; and
  - (ii) endangers, or is likely to endanger, the safe and efficient operation of the port or the safety of anyone at the port;
- (f) attempting to commit an act described in any of the above paragraphs.

2. The term "Contracting Government" includes a reference to the Designated Authority.

3. Terms not otherwise defined in this part shall have the same meaning as the meaning attributed to them in SOLAS.

4. The following abbreviations mean:

PSC	Port Security Committee
PSA	Port Security Assessment
PSP	Port Security Plan
PSO	Port Security Officer
PFSA	Port Facility Security Assessment
PFSP	Port Facility Security Plan
PFSO	Port Facility Security Officer
SSA	Ship Security Assessment
SSP	Ship Security Plan
CSO	Company Security Officer
SSO	Ship Security officer
RSO	Registered Security Organization Responsibility
DOS	Declaration of Security

4. The Ministry is responsible for - Ministry's Responsibility
- (a) initiating, developing, promoting and reviewing maritime security policy, legislation, standards and procedures;
  - (b) auditing and pursuing compliance with maritime security policy, legislation, standards and procedures;
  - (c) approving Security Plans;
  - (d) coordinating the maritime security policy response to a threat or act, which threatens the security of the maritime transport sector;
  - (e) coordinating the provision of intelligence and information on threats to the maritime industry;
  - (f) providing advice on maritime security to government, industry and the public; and
  - (g) advising of the need for additional security measures.
5. (1) Recognising the need for effective co-ordination and implementation of security controls and procedures across various jurisdictions and boundaries at the interface between ships and ports, a Port Security Committee (PSC) shall be constituted. Port Security Committee
- (2) The Port Security Committee (PSC) shall consist of representatives from the Department of Transport, Police, Customs, Immigration and other Organisation as appointed by the Minister in Regulation 3 and as defined in 5 (5).
- (3) The chair of the PSC shall be the General Manager of the Solomon Islands Ports Authority.
- (4) The role of the PSC shall be to -
- (a) coordinate the implementation of national maritime security measures in Solomon Islands ports and on Solomon Islands ships;
  - (b) provide a forum for the discussion of maritime security matters affecting port tenants/users and ships visiting the ports;

(c) draw up and maintain a list of vulnerable points of the ports, including essential equipment/facilities and review their security from time to time;

(d) provide a forum for communication between port tenants/users and shipowners on issues of security and procedures in place to meet threats, providing for normal situations and contingencies for periods of heightened tension and emergency situations;

(e) promote security awareness amongst port workers/users and shipowners; and

(f) liaise, as considered appropriate, with external agencies to discuss security issues.

(5) The PSC shall comprise representatives from the following organisations -

- (a) Department of Transport;
- (b) Honiara State Government;
- (c) Police;
- (d) Customs;
- (e) Immigration;
- (f) Marine Law Enforcement;
- (g) Quarantine; and
- (h) Port Users - Solomon Islands International Traders Incorporated, Solomon Islands Shipping Company, and Solomon Islands Sea & Air Transportation Agency; with the chair co-opting other members on an ad-hoc basis.

(6) The chair of the PSC shall ensure that a record of each meeting is kept and minutes are forwarded within one month of the meeting, either in written or electronic form, to all committee members.

(7) In the event of a security incident the Port Operator or shipowner shall contact the Minister who shall immediately convene a meeting of the PSC, along with other members as determined appropriate, who will set up a support team.

(8) The role of the support team is to -

- (a) provide technical and operational advice and assistance to the Police in relation to operational matters and resources available at the port;



(b) consult with the Police, ensure the orderly conduct of other operations on the port not associated with the incident; and

(c) provide incident-related advice and information to their respective organisations and the Ministry.

(6). (1) The Minister shall, with the assistance of the assistance of the PSC, set security levels and provide guidance for protection from security incidents. Higher security levels indicate greater likelihood of occurrence of a security incident. Factors to be considered in setting the appropriate security level include -

Security levels

(a) the degree that the threat information is credible;

(b) the degree that the threat information is corroborated;

(c) the degree that the threat information is specific or imminent; and

(d) the potential consequences of such a security incident.

(2) The Minister shall, when necessary, with the assistance of the PSC, issue appropriate instructions and shall provide security related information to the ships and port facilities that may be affected.

(3) At higher levels of alert additional preventive protective security measures will need to be considered. Such measures may be required in relation to an entire port, specific port operations, certain port facilities, etc.

(4) These additional security measures may be implemented either at the direction of the Ministry or on the initiative of the Port Operator or ship owner. In the latter cases, advice of such implementation shall be immediately passed to the Ministry.

(5) The Minister may delegate to a Recognized Security Organization (RSO) certain of the duties under these Regulations with the

exception of -

- (a) setting of the applicable security level;
- (b) approving a Port/Port Facility/Ship Security Assessment and subsequent amendments to an approved assessment;
- (c) determining the port/port facilities that will be required to designate a Port (Facility) Security Officer;
- (d) approving a Port/Port Facility/Ship Security Plan and subsequent amendments to an approved plan.

The Need for a Declaration of Security

7. (1) A Declaration of Security (DoS) should be completed in respect of a port or port facility when the Minister deems it necessary or when a ship deems it necessary.

(2) The need for a DoS may be indicated by the results of the Port Facility Security Assessment (PFSA) and the reasons and circumstances in which a DoS is required should be set out in the Port Facility Security Plan (PFSP).

(3) The need for a DoS may be indicated by the Maritime Administration for ships entitled to fly its flag or as a result of a ship security assessment and should be set out in the ship security plan.

(4) It is likely that a DoS will be requested at higher security levels, when a ship has a higher security level than the port facility, or another ship with which it interfaces, and for ship/port interface or ship-to-ship activities that pose a higher risk to persons, property or the environment for reasons specific to that ship, including its cargo or passengers or the circumstances at the port facility or a combination of these factors.

(5) In the case that a ship or a Maritime Administration, on behalf of ships entitled to fly its flag, requests completion of a DoS, the Port Facility Security Officer (PFSO) or Ship Security Officer (SSO) should acknowledge the request and discuss appropriate security measures.

(6) A PFSO may also initiate a DoS prior to ship/port interfaces that are identified in the approved PFSA as being of particular concern. Such DoS may include the embarking or disembarking passengers, and the transfer, loading or unloading of dangerous goods or hazardous substances. The PFSA may

also identify facilities at or near highly populated areas or economically significant operation that warrant a DoS.

(7) The main purpose of a DoS is to ensure agreement is reached between the ship and the port facility or with other ships with which it interfaces as to the respective security measures each will undertake in accordance with the provisions of their respective approved security plans.

(8) The agreed DoS should be signed and dated by both the port facility and the ship(s), as applicable, to indicate compliance with SOLAS chapter XI-2 and part A of the ISPS Code and should include its duration, the relevant security level, or levels and the relevant contact details.

(9) A change in the security level may require that a new or revised DoS be completed.

(10) The DoS should be completed in English or in a language common to both the port facility and the ship or the ships, as applicable.

(11) A model DoS is included in Appendix VIII to these Regulations. This model is for a DoS between a ship and a port facility. If the DoS is to cover two ships model should be appropriately adjusted.

8. (1) The Minister on advice from the PSC shall determine when a Declaration of Security is required by assessing the risk the ship/port interface or ship-to-ship activity poses to persons, property or the environment

Issuance of a  
Declaration  
Security

(2) A ship can request a Declaration of Security when -

(a) the ship is operating at a higher security level than the port facility or another ship it is interfacing with; of a Declaration of Security,

(b) there is an agreement on a Declaration of Security between Contracting Governments covering certain international voyages or specific ships on those voyages;

(c) there has been a security threat or a security incident involving the ship or involving the port facility, as applicable;

(d) the ship is at a port that is not required to have and implement an approved port facility security plan; or

(e) the ship is conducting ship-to-ship activities with another ship not required to have and implement an approved ship security plan.

(3) Requests for the completion of a Declaration of Security, under this section, shall be acknowledged by the applicable port facility or ship.

(4) The Declaration of Security shall be completed by -

(a) the master or the ship security officer on behalf of the ship(s); and, if appropriate;

(b) the Port Facility Security Officer or, if the Contracting Government determines otherwise, by any other body responsible for shore-side security, on behalf of the port facility.

(5) The Declaration of Security shall address the security requirements that could be shared between a port facility and a ship (or between ships) and shall state the responsibility for each.

(6) The Declaration of Security shall specify the minimum period for which it shall be kept by the port facilities located within Solomon Islands.

(7) The Maritime Administration shall specify the minimum period for which Declaration of Security shall be kept by ships entitled to fly the Solomon Islands flag.

Port Security Plans

9. (1) The Port Operator shall, in accordance with the requirements of these Regulations and following discussion with the PSC, conduct a Port Security Assessment (PSA) and produce a Port Security Plan (PSP), issued under the authority of Chief Executive Officer or the person in overall charge of the port.

(2) The Ministry shall review the Draft PSP and may approve its content prior to its circulation and shall approve all amendments prior to their being put into effect.

(3) The Port Security Officer (PSO) may amend the Plan as necessary, subject to approval by the Ministry, in consultation with the PSC.

(4) The completed PSP is classified "Confidential" and, while selected members of staff will need to be apprised of particular aspects of the Plan, it shall be protected from unauthorised access or disclosure.

(5) No part of the PSP may be reproduced or transmitted, in any form or by any means, without the written consent of the PSO.

(6) The PSO may, at any time, review this Plan. In reviewing the Plan the PSO may have regard to:

(a) developments in relation to human and other resources used and procedures followed concerning security; and

(b) experience gained in relation to security by other port authorities.

(7) If the Port Operator/Port Facility Operator, in consultation with the Port Security Committee, is satisfied that:

(a) the approved Plan is no longer adequate for any one or more of the Plans purpose; or

(b) the effectiveness of the Plans for those purposes could be substantially improved:

the PSO should prepare and submit to the Ministry for approvals for any variation of the Plan considered necessary.

10. (1) All employees and agents of the Port Operator whose duties them to implement security controls at the port or routinely access a Restricted Area at the port have a responsibility to ensure that the retrospective security arrangements covered by this Plan are observed at all times.

Port organisation  
and responsibility

(2) Any employee or agent on becoming aware of a:

(a) breach or suspected breach of security arrangements;

(b) any deficiency in the Plan; or

(c) who observes activities of a suspicious nature; must report the matter immediately to the PSO.

(3) The Port Operator, in conjunction with the PSC, shall ensure compliance with the provisions of the PSP and for the implementation of complementary additional security measures as required by the Ministry.

(4) The Port Operator, in conjunction the PSC, shall initiate periodic internal audits or reviews of the PSP to ensure compliance with, and appropriateness of, existing security measures.

(5) The Port Operator shall appoint a Port Security Officer (PSO) who, with the authority of management, shall administer the day-to-day operations of the PSP at the port.

(6) The duties and responsibilities of the PSO shall include, but not be limited to:

- (a) ensuring that appropriate security measures are maintained at the port;
- (b) maintain and supervise the implementation of the PSP, including any amendments to the Plan;
- (c) propose modifications to the PSP;
- (d) report to management any deficiencies and non conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions;
- (e) attend port security committee meetings;
- (f) enhance security awareness and vigilance by all staff;
- (g) ensure adequate security training has been provided to port employees and agents with regard to their security roles and responsibilities and maintenance of training records;
- (h) ensure that security equipment is appropriately operated, tested, calibrated and maintained, if any;
- (i) ensure effective communication and cooperation between the port and members of the port security committee
- (j) report all security incidents to the Ministry; and
- (k) oversee the issue of copies of the PSP and maintain a record of all authorised holders.

11. (1) The Port Facility Operator shall, in co-operation with the Port Operator and in accordance with the requirements of these Regulations and following discussion with the PSC, conduct a Port Facility Security Assessment (PFSA) and produce a Port Facility Security Plan (PFSP), issued under the authority of Port Facility Security Officer (PDSO). Port facility operators' responsibility

(2) The PFSP shall be incorporated into the overall PSP where appropriate.

(3) The Ministry in consultation with the PSC shall review the draft PFSP and may approve its content prior to its circulation and shall approve all amendments prior to their being put into effect.

(4) The Port Security Officer (PSO) in consultation with the PSC may amend the Plan as necessary, subject to approval by the Minister, in consultation with the PSC.

(5) Port facility operators, lessees and tenants are responsible for:

- (a) the security of their facilities and areas specifically allocated for their use;
- (b) maintaining access control procedures as they apply to any of their facilities; and
- (c) ensuring that any staff or other persons, such as contractors, who enter Restricted Areas or sterile areas do so only on current essential duties to that area,

which could be effected through contractual arrangements.

(6) Port facility operators, lessees and tenants may be required, at short notice from the Port Operator or the Ministry, to comply with security systems and/or procedure variations resulting from increases in maritime security threats.

(7) Security exercises, to test measures and response arrangements, shall be conducted by the Port Operator/owner at a frequency agreed with the Ministry. Broadly these exercises may take the form of:

- (a) theoretical or desktop exercises; or
- (b) simulated incidents to practice response and handling arrangements.

(8) The object of the exercises is to not only test response arrangements to a simulated act of unlawful interference but to also;

- (a) practice call out of all involved elements;
- (b) test the adequacy of facilities;
- (c) exercise members of the port security committee in the provision of effective support to the Police operational elements; and
- (d) test the adequacy of appropriate contingency plans.

(9) The PSO and appropriate Port Facility Security Officers will review each security exercise and submit a formal report to the Ministry, and the Port Security Committee, within two months of the completion of the exercise.

12. Persons who enter the Port are required to comply with all regulatory provisions brought to their notice by any means including public notices, signs, announcements, publications or oral messages. Any person who contravenes or fails to comply with these regulations shall be guilty of an offence and liable to a penalty prescribed under regulation 23.

Information to be provided by ships prior to entry port

13. (1) The PSC may require, as a condition of entry into port in order to assist with ensuring the safety and security of persons, port facilities, ships and other property, that ships intending to enter a Solomon Islands port provide the following information -

- (a) confirmation that the ship possesses a valid ISSC and the name of its issuing authority;
- (b) the security level at which the ship is currently operating;
- (c) the security level at which the ship operated in the previous ten calls a port facilities where it had conducted a ship/port interface;
- (d) any special or additional measures that were taken by the ship during the timeframe specified above including -
  - (i) any records of the measures taken while visiting a port facility located in the territory of a State which is not a Contracting Government. especially those measures that would normally



have been provided by port facilities located in the territories of Contracting Governments;

(ii) any Declarations of Security that were entered into with port facilities or other ships.

(e) that appropriate ship security procedures were maintained during ship-to-ship activity conducted within the period of the last ten calls at a port facility, including -

(i) records of the measures taken while engaged in a ship to ship activity with a ship flying the flag of a State which is not a Contracting Government, especially those measures that would normally have been provided by ships flying the flag of Contracting Governments;

(ii) records of the measures taken while engaged in a ship to ship activity with a ship that is flying the flag of a Contracting Government but is not required to comply with the provisions of chapter XI-2 and part A of this Code, such as a copy of any security certificate issued to that ship under other provisions; and

(iii) in the event that persons or goods rescued at sea are on board, all known information about such persons or goods, including their identities when known and the results of any checks run on behalf of the ship to establish the security status of those rescued, but only to the extent that it does not delay or prevent the delivery of those in distress at sea to a place of safety;

(f) other practical security related information that may be required include -

(i) information contained in the Continuous Synopsis Record;

(ii) location of the ship at the time the report is made;

(iii) expected time of arrival of the ship in port,

(iv) crew list;

(v) general description of cargo aboard the ship;

(vi) passenger list; and

(vii) information regarding parties responsible for appointing shipboard personnel, such as ship management companies, manning agents, contractors, concessionaires (for example, retail sales outlets, casinos, etc.);

(viii) information regarding parties responsible for deciding the employment of the ship including, time or bare-boat charterer(s) or any other entity acting in such capacity; and

(ix) in cases when the ship is employed under the terms of a charter party, the contact, details of those parties including time or voyage charterers.

(2) This information should be provided in the English language.

(3) This information should be provided 24 hours before the intended ETA.

Assessment of information related to ships prior to entry into port

14. (1) If the master declines to provide information requested in accordance with regulation 13 above, the Minister may deny the ship entry into port. In the event that entry into port is denied, the Minister on advice of the Port Security Committee shall, forthwith by the most expeditious means, ensure that the Flag State Administration is informed in writing (by facsimile or e:mail) specifying the reasons. The RSO, (if applicable) should also be notified.

(2) If the assessment of available information regarding a ship does not establish clear grounds for believing that the ship is not in compliance with these Regulations, the Superintendent of Marine may allow the ship to enter port

(3) If the assessment of available information regarding a ship shows that there are clear grounds to believe that the ship is not in compliance with these Regulations and the requirements of chapter XI-2 or part A of the ISPS Code, the Minister shall attempt to establish communication with the ship and the Flag State Administration and/or the RSO, in order to rectify the non-compliance.

(4) If the communication does not result in rectification of the apparent non-compliance, or if the Minister has clear grounds for believing the ship is non-compliant, the Minister may -

(a) allow the ship to enter port, knowing that the ship is apparently non-compliant;

- (b) inspect the ship before it enters port;  
and
- (c) deny the shipment entry into port.

15. (1) Companies owning ships that are registered in Solomon Islands or operating in Solomon Islands waters shall, in accordance with the requirements of these Regulations and following discussion with the Port Security Committee (PSC), conduct a Ship Security Assessment (SSA) and produce a Ship Security Plan (SSP), issued under the authority of Company Security Officer (CSO). Ship Security  
Plan

(2) The PSC shall review the Draft SSP and may approved its content prior to its circulation and shall approve all amendments prior to their being put into effect.

(3) The CSO may amend the Plan as necessary, subject to approval by the Ministry, in consultation with the PSC.

(4) The completed SSP shall be classified "Confidential" and, while Company staff and ship's crew will need to be apprised of particular aspects of the Plan, it shall be protected from unauthorised access or disclosure.

(5) No part of the SSP may be reproduced or transmitted, in any form or y any means, without the written consent of the CSO.

(6) The CSO may, at any time, review this Plan. In reviewing the Plan the CSO may have regard to:

(a) developments in relation to human and other resources used and procedures followed concerning ship security; and

(b) experience gained in relation to ship security by other ship operators.

(7) If the CSO is satisfied that:

(a) the approved Plan is no longer adequate for any one or more of the Plan purposes; or

(b) the effectiveness of the Plan for those purposes could be substantially improved, the CSO should prepare and submit to the Ministry for approval, proposals for any variation of the Plan considered necessary.

Shipping  
organisation  
and  
Responsibility

16. (1) The Company shall ensure compliance with the provisions of the SSP and for the implementation of complementary additional security measures as required by the Ministry.

(2) The Company shall initiate periodic internal audits or reviews of the SSP to ensure compliance with, and appropriateness of, existing security measures.

(3) The Company shall appoint a Company Security Officer (CSO), who, with the authority of management, shall administer the overall operations of the SSP on all the Company's ships.

(4) The Company shall appoint a Ship Security Officer (SSO) for each ship, who, with the authority of management, shall administer the day-to-day operations of the SSP on each of the Company's ships.

(5) The duties and responsibilities of the CSO shall include, but not be limited to -

(a) advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information;

(b) ensuring that ship security assessments are carried out and regularly reviewed;

(c) ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the Ship Security Plan;

(d) ensuring that the Ship Security Plan is amended, as appropriate, to correct perceived shortcomings and satisfy the security requirements of the individual ship;

(e) arranging for internal audits and reviews of security activities;

(f) ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;

(g) enhancing security awareness and vigilance;

(h) ensuring adequate training for personnel responsible for the security of the ship;

(i) ensuring effective communication and cooperation between the Ship Security Officer and the relevant Port Facility Security Officers;

(j) ensuring consistency between security requirements and safety requirements;

(k) ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship-specific information accurately;

(l) ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained, and

(m) authorising the issue of copies of the Ship Security Plan and maintaining a record of all authorised holders

(6) The duties and responsibilities of the SSO shall include, but not be limited to -

(a) undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;

(b) maintaining and supervising the implementation of the Ship Security Plan, including any amendments to the Plan;

(c) coordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant Port Facility Security Officers;

(d) proposing modifications to the Ship Security Plan;

(e) reporting to the CSO any deficiencies and non conformities identified during internal audits, periodic reviews, Security inspections and verifications of compliance and implementing any corrective actions;

(f) enhancing security awareness and vigilance on board;

(g) ensuring adequate training has been provided to shipboard personnel with regard to their security roles and responsibilities and maintenance of training records;

(h) reporting all security incidents;

(i) coordinating implementation of the Ship Security Plan with the CSO and the relevant Port Facility Security Officer, and

(j) ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.

(7) All employees and agents of the company, including crew, have a responsibility to ensure that the protective security arrangements covered by the Ship Security Plan are observed at all times. Any employee or agent becoming aware of a -

(a) breach or suspected breach of security arrangements;

(b) any deficiency in the Plan; or

(c) who observes activities of a suspicious nature; must report the matter immediately to the CSO or SSO as appropriate.

(8) Nothing in these Regulations removes from the master the overriding authority and responsibility to make decisions with respect to the safety and security of the ship and to request the assistance of the Company or of any government as may be necessary.

Contingency  
procedure  
ports

17. (1) In the event of an employee or agent of the Port Operator or Port Facility Operator becoming aware of a significant act of unlawful interference (e.g. one involving the use of weapons or force) or an unlawful threat (e.g. bomb or sabotage threat), that person shall report the incident/threat as soon as practicable to the PSO.

(2) Where the incident/threat directly impacts upon another organisation, or may impact upon one or other organisations, the PSO shall relay details of the incident/threat to the organisation(s) concerned as soon as possible.

(3) The assessing and classifying of all threats, such as bomb or sabotage threats, against any of the port's amenities rests with the Port Operator.

(4) Threats are to be classified as either "GENUINE", in which case appropriate response procedures are to be enacted, or "HOAX", in which case no further action (other than to report the Police and the Ministry) is necessary.

(5) Where the search of a building or facility (over which the Port Operator or Port Facility Operator has management control) is considered necessary, the threat shall be considered to remain genuine until the PSO advises that the threat has been reclassified as a hoax, or any suspicious object discovered during the search has been removed or declared safe.

(6) The PSO will report to the Police details of significant breaches of security or threats impacting upon the operations of the Port Operator or Port Facility Operator involving violence.

(7) The PSO is to report, at the earliest opportunity, all security related incidents as well as actual or suspected acts of terrorism impacting upon the operations of the Port Operator or Port Facility Operator such as -

(a) discovery of weapons or prohibited items (such as explosive devices) within the Port or Port Facility;

(b) unauthorised access to restricted areas;

(c) unauthorised access to a ship

(d) bomb or sabotage threats;

(e) disruptive and/or abusive passengers or stevedores; and

(f) incidents that have attracted media attention to the PSC and the Ministry.

(8) Contingency procedures shall be developed and maintained to provide for situations that could present a threat to the security of the Port or Port Facility.

(9) These procedures shall form part of the PSP or PFSP.

(10) Other types of emergencies that should be provided in the PSP or PFSP include -

(a) bomb search routine;

(b) evacuation procedures;

(c) security equipment failure; and

(d) action to be taken in respect of a major security incident at the port.

(11) Where it may not be possible to provide a full report within a reasonable time frame, due to the need to investigate certain aspect, a preliminary report shall be forwarded.

(12) The type of information that the PSO should include in any report to the Ministry is detailed at Appendix VI.

18. (1) In the event of any person becoming aware of a significant act of unlawful interference on board a ship at sea or in port (including the use of weapons or force) or an unlawful threat (including bomb or sabotage threat), that person shall report details on the incident/ threat as soon as practicable to the master/SSO/CSO. Contingency procedures ships

(2) Where the incident/threat directly impacts upon (or may impact upon) another organisation, the master/CSO shall relay details of the incident/ threat to the appropriate organisation as soon as practicable.

(3) The duty of assessing and classifying of all threats, such as bomb or sabotage threats, against the ship or other facilities rests with the Company.

(4) Threats are to be classified as either "GENUINE", in which case appropriate response procedures are to be enacted, or "HOAX", in which case no further action (other than to report the incident to the Police and the Ministry) is necessary.

(5) Where a search is considered necessary, the threat shall be considered to remain genuine until the master/CSO advises that the threat has been reclassified as a hoax, or any suspicious object discovered during the search has been removed or declared safe.

(6) The master/CSO (as appropriate) shall report to the Police details of significant breaches of security or threats impacting upon the operations of the ship involving violence.

(7) The master/CSO shall report, at the earliest opportunity, all incidents as well as actual or suspected acts of terrorism or other acts of unlawful interference that may affect the security of the ship, such as:

- (a) discovery of weapons or prohibited items (including explosive devices) aboard the ship;
- (b) unauthorised access to restricted areas;
- (c) unauthorised access to the ship;
- (d) bomb or sabotage threats;
- (e) disruptive and/or abusive passengers; and



(f) incidents that have attracted media attention to the Company, and the Ministry.

(8) Contingency procedures shall be developed and maintained to provide for situations that could present a threat to the security of the ship.

(9) These procedures shall form part of the SSP.

(10) Other types of emergencies that should be provided in the SSP include -

- (a) bomb search routine in port;
- (b) bomb search routine at sea;
- (c) repelling unsolicited boarders at sea;
- (d) evacuation of the vessel;
- (e) security equipment failure; and
- (f) security procedures while in dry-dock or extended maintenance.

(11) Where it may not be possible to provide a full report within a reasonable time frame, due for example to the need to investigate certain aspects, a preliminary report shall be forwarded.

(12) The type of information that the SSO should include in any report to the CSO is detailed at Appendix VII. Upon receipt of the report the CSO shall forward a copy to the Ministry, which may contain supplementary information.

19. (1) Responsibility for developing and maintaining the security awareness and training of the Ports Authority's employees and agents rests with the Ports Authority. Security training  
Ports

(2) The PSO shall ensure that relevant employees and agents of the Ports Authority are provided with a basic level of training, the object of which is to establish a rudimentary level of security awareness. The minimum level of training shall include the following -

- (a) port layout and organisations;
- (b) the role of the Ports Authority, the Ministry, Police and other government agencies;

- (c) basic port security procedures;
- (d) access control;
- (e) threat response; and
- (f) other training specific to their duties.

(3) The PSO shall ensure that employees and agents of the Ports Authority engaged in port security activities undertake more advanced training, which as a minimum shall include the following -

- (a) principles of protective maritime security;
- (b) legislation;
- (c) IMO standards;
- (d) Port Security Committee;
- (e) law enforcement interface;
- (f) passenger and baggage screening (where applicable);
- (g) bomb threat assessment; and
- (h) search and evacuation guidelines.

(4) The training modules offered shall be reviewed periodically, as shall the need for refresher training, with regard being given to developments in equipment used and procedures.

(5) The PSO shall ensure that records on the content, duration and dates of those training activities undertaken by employees and agents of the Ports Authority are retained for the previous five years.

(6) Port Facility Security Training is the responsibility of the Port Facility Operator. The Operator is responsible for developing and maintaining security awareness and training of the its employees and agents, and it shall follow as closely as possible the procedures required to be followed by the Ports Authority for the ports in sub regulation 1 - 5 above.

Security trainingships 20. (1) The company shall ensure that all crew members are provided with sufficient training to enable them to understand and carry out their security responsibilities.

(2) Training will consist of initial training in procedures and practices applicable to their position and, as appropriate, refresher training, which takes into account developments in relation to the equipment used and procedures followed relative to maritime security.

(3) The company shall ensure that records of the content, duration and dates of those training activities undertaken by crew members are retained for the previous five years.

(4) Crew members are to also be provided with current travel advice information prepared by the Ministry of Foreign Affairs for those foreign ports they are to operate to/from and the potential impact that any special port security procedures in place may have.

21. (1) The Police are responsible for responding to any act of terrorism or other act of unlawful interference to maritime operations. The Police retain responsibility for the resolution of any incident notwithstanding that other contingency procedures are activated. Role of the police

(2) The Police are responsible for providing preventative policing, which includes responding to reports of criminal activity or suspicious behaviour and, in consultation with the maritime sector, identifying issues of crime and disorder that are important to the Ministry, the Port Operator, Port Facility Operators, Shipping Companies and the wider community.

22. Notwithstanding specific powers and the responsibilities conferred upon any government Ministries or any other officers by any other legislation all bodies shall comply at all times with these regulations and in accordance with any Port Security Plan and Ship Security Plan and shall heed instructions by persons given authority by these Regulations in respect of security in the port and on board ship. The Role of government ministries and agencies

23. (1) Any person in breach these regulations, or any person not in compliance with the requirements of these regulations, commits an offence and shall be liable upon conviction to a fine not exceeding \$10,000. Offences and penalties

(2) Any person found to be in a restricted area who is not authorized to be in that area, commits an offence and shall be liable upon conviction to a fine not exceeding \$1,000 for the first offence and a fine to be calculated in increments of \$1,000 for each subsequent offence.

Form of the International Ship Security Certificate

SOLOMON ISLANDS

INTERNATIONAL SHIP SECURITY CERTIFICATE

(Official seal)

(State)

Certificate Number .....

Issued under the provisions of the

INTERNATIONAL CODE FOR THE SECURITY OF SHIPS  
AND OF PORT FACILITIES (ISPS CODE)

Under the authority of the Government of Solomon Islands  
by the Minister responsible for shipping

Name of ship: .....

Distinctive number or letters: .....

Port of registry: .....

Type of ship: .....

Gross tonnage: .....

IMO Number: .....

Name and address of the 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 Honiara by the Minister \_\_\_\_\_ (signature)

Issued on the ..... day of ..... 20..... \_\_\_\_\_ (Seal or Stamp)

**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 provisions of chapter XI-2 of the Convention and part A of the ISPS Code.

Intermediate verification -

Signed .....  
(Signature of Minister responsible for Shipping)

At Honiara on the ..... day of ..... 20.....

(Seal or Stamp of the authority, as appropriate)

**ENDORSEMENT FOR ADDITIONAL VERIFICATIONS\***

Additional verification -

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20 .....

(Seal or Stamp of the authority, as appropriate)

Additional verification -

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20 .....

(Seal or Stamp of the authority, as appropriate)

Additional verification -

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20 .....

(Seal or Stamp of the authority, as appropriate)

\* This part of the certificate shall be adapted by the Maritime Administration to indicate whether it has established additional verifications as provided for in section 19.1.1.4.

**ADDITIONAL VERIFICATION IN ACCORDANCE  
WITH SECTION A/19.3.7.2 OF THE ISPS CODE**

THIS IS TO CERTIFY that at an additional verification required by section 19.3.7.2 of part A of the ISPS Code the ship was found to comply with the relevant provisions of chapter XI-2 of the Convention and part A of the ISPS Code.

Additional verification -

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20.....

(Seal or Stamp of the authority, as appropriate)

**ENDORSEMENT TO EXTEND THE CERTIFICATE IF VALID FOR LESS  
THAN 5 YEARS WHERE SECTION A/19.3.3 OF THE ISPS CODE APPLIES**

The ship complies with the relevant provisions of part A of the ISPS Code, and the Certificate shall, in accordance with section 19.3.3 of part A of the ISPS Code, be accepted as valid until the ..... day of ..... 20 .....

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20 .....

(Seal or Stamp of the authority, as appropriate)

**ENDORSEMENT WHERE THE RENEWAL VERIFICATION HAS BEEN  
COMPLETED AND SECTION A/19.3.4 OF THE ISPS CODE APPLIES**

The ship complies with the relevant provisions of part A of the ISPS Code, and the Certificate shall, in accordance with section 19.3.4. of part A of the ISPS Code, be accepted as valid until the ..... day of ..... 20.....

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20.....

*(Seal or Stamp of the authority, as  
appropriate)*

**ENDORSEMENT TO EXTEND THE VALIDITY OF THE CERTIFICATE UNTIL REACHING THE PORT OF VERIFICATION WHERE SECTION A/19.3.5 OF THE ISPS CODE APPLIES OR FOR A PERIOD OF GRACE WHERE SECTION A/19.3.6 OF THE ISPS CODE APPLIES**

This Certificate shall, in accordance with section 19.3.5 / 19.3.6\* of part A of the ISPS Code, be accepted as valid until the ..... day of ..... 20.....

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20.....

*(Seal or Stamp of the authority, as appropriate)*

**ENDORSEMENT FOR ADVANCEMENT OF EXPIRY DATE WHERE SECTION A/19.3.7.1 OF THE ISPS CODE APPLIES**

In accordance with section 19.3.7.1 of part A of the ISPS Code, the new expiry date\*\* is the ..... day of ..... 20.....

Signed .....  
(Signature of Minister)

At Honiara on the ..... day of ..... 20.....

*(Seal or Stamp of the authority, as appropriate)*

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\* Delete as appropriate

\*\* In case of completion of this part of the certificate the expiry date shown on the front of the certificate shall also be amended accordingly.



Form of the Interim International Ship Security Certificate

SOLOMON ISLANDS

INTERIM INTERNATIONAL SHIP SECURITY CERTIFICATE

(Official seal) (State)

Certificate No .....  
Issued under the provisions of the

INTERNATIONAL CODE FOR THE SECURITY OF SHIPS  
AND OF PORT FACILITIES (ISPS CODE)

Under the authority of the Government of Solomon Islands  
by the Minister responsible for shipping

Name of ship: .....  
Distinctive number or letters: .....  
Port of registry: .....  
Type of ship: .....  
Gross tonnage: .....  
IMO Number: .....  
Name and address of the Company: .....

Is this a subsequent, consecutive interim certificate? Yes/No\*  
If Yes, 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.

This Certificate is issued pursuant to section A/19.4 of the ISPS Code.

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 Honiara by the Minister responsible for

Shipping \_\_\_\_\_ (signature)

Issued on the ..... day of ..... 20..... \_\_\_\_\_ (Seal or Stamp)

\*Delete as appropriate

Form of the International Ship Security Certificate

SOLOMON ISLANDS

STATEMENT OF COMPLIANCE OF A PORT OR PORT FACILITY

(Official seal) (State)

Certificate Number .....

Issued under the provisions of the

INTERNATIONAL CODE FOR THE SECURITY OF SHIPS AND OF PORT FACILITIES (ISPS CODE)

Under the authority of the Government of Solomon Islands by the Minister responsible for shipping

Name of Facility: .....

Address: .....

Telephone: ..... Fax: .....

..... Chief Executive Officer E:mail .....

Port Facility Security Officer and Contact Details

..... Harbour Master E:mail .....

Telephone: ..... Fax: ..... Mobile .....

THIS IS TO CERTIFY THAT the requirements of the provisions of SOLAS Chapter XI-2 and part A of the ISPS Code have been complied with.

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

This Certificate is valid until .....

Issued at Honiara by the Minister responsible for Shipping (signature)

Issued on the ..... day of ..... 20..... (Seal or Stamp)

## GUIDELINES FOR THE DEVELOPMENT OF PORT AND PORT FACILITY SECURITY PLANS

The following is for the guidance of Port Owners and Port Operators to whom these Regulations apply.

### Facility Access Control Measures

1. (1) Peripheral protection of the Restricted Area is provided by intrusion protection and detection equipment. It is normally achieved by installing security barriers (fencing), which can be complemented by installing peripheral or close intrusion detection equipment and/or intrusion display equipment. Openings in security barriers should be kept to a minimum and secured when not in use. Security barriers should accomplish the following:

- (a) define the area to be protected;
- (b) create a physical and psychological deterrent to persons attempting or contemplating unauthorised entry;
- (c) delay intrusion, enabling operating personnel and security guards to detect and apprehend intruders; and
- (d) provide designated and readily identifiable place for entry of personnel and vehicles into areas where access is controlled.

(2) Where feasible, buildings and other suitable permanent obstacles should be used as part of the physical barrier, provided that access through the buildings used is controlled. If buildings are used as part of the security barrier, they should be inspected to ensure that windows, roofs, ventilation openings, etc, do not provide for unauthorised access, with consideration being given to the fitting of bars, grills or screens.

### Access Control Measures - Staff

2. Only those employees/agents who have a legitimate need to access the Port Operator's Restricted Area shall enter the area. Other staff members will need to justify a need for access to the PFSO.

### Access Control Measures - Service Providers & Visitors

3. (1) Where a service provider, such as a maintenance contractor or a ship's provider, requires access to a Restricted Area their need to access the area shall be verified with the requesting organisation.

(2) Where that need can be established, the person(s) may be authorised to enter the Restricted Area. However, where the need cannot be established the person is to be denied entry and the matter brought to the attention of the PFSO, who in turn may consider it appropriate to inform the Police.

(3) Visitors with a legitimate requirement for access to a Restricted Area shall remain under supervision by their sponsor at all times during the visit.

(4) The identity of each non-employee/non-agent provided access to the Restricted Area is to be recorded, for each visit, in a visitor's register. The minimum detail to be recorded shall comprise their name, organisation represented, arrival time, departure time, who sponsored their visit. The register is to also show the signature of the person authorising their access to the Restricted Area.

(5) Records of those persons authorised to access the Restricted Area will be retained by the PFSO for a period of twelve months.

#### Access Control Systems

4. (1) Where access points into the Restricted Area are key-controlled, a restricted key system is to be used.

(2) Keys will only be issued by the PFSO to authorised persons (e.g. staff and regular contractors) who have a valid reason to access to the Restricted Area in the course of their duties.

(3) A key register will be maintained detailing to whom specific keys have been issued as well as the date of issue and return (where appropriate). Recipients are to sign the register for each key issued.

(4) Change of coding should be considered where control of any key is lost. Coding must be changed when 5% or more of the keys to any particular lock cannot be accounted for.

(5) Where an electronic access control system is fitted access rights will only be provided by the PFSO to authorised persons who have a valid reason to access the Restricted Area in the course of their duties.

(6) A register of those with access rights will be maintained detailing to whom specific rights have been provided as well as the date granted, date withdrawn (where appropriate), the areas into which the holder has access and any prohibitions that may apply (e.g. access limited to certain hours).

(7) The PFSO shall audit bi-annually the manual and electronic systems registers and ensure that any deficiencies are rectified within one month of the audit.

(8) Keys and access cards, or changes to access cards, will only be effected where the applicant has requested the issue/change in writing and the request is approved by their supervisor/manager.

#### Electronic Surveillance

5. Enhanced surveillance over specific facilities/installations or specific areas may be determined essential to guard against a perceived threat and could involve the use of the following types of equipment: CCTV or intruder detection systems.

#### APPENDIX V

### **GUIDELINES FOR THE DEVELOPMENT OF SHIP SECURITY PLANS**

The following is for the guidance of ship owners and operators of ships to whom these Regulations apply.

#### Restricted Areas

1. (1) Ship Security Plans shall show the following:
  - (a) the location of restricted areas (e.g bridge, engine room, steering gear compartments, officers' cabins and crew accommodation);
  - (b) the location and function of actual or potential access points (e.g. ladders, gangways, scuttles, mooring lines and cranes); and
  - (c) spaces with security and surveillance equipment, cargo spaces, spaces containing ship's stores or hazardous substances.
- (2) A sign advising those areas that are restricted to authorised personnel shall be prominently displayed on those doors providing initial access to each restricted area. These signs will be maintained in good condition and be clearly legible.

#### Access Control

2. (1) It is Company policy that all entrances to the ship are closed unless the master decides there are operational reasons to have one or more of these open. All open access points must be protected to the same standard.
- (2) The master should consider all operational and potential security impacts when deciding how many gangways are rigged at each port. This decision should consider the Security Level and allocation of crew for security surveillance activities.

(3) While in port no shell door will be opened under any circumstances without the express permission of the Officer on Watch. At sea, no shell door will be opened without permission of the master. Where a shell door is to remain open a member of crew shall be placed on guard duty to prohibit unauthorised entry.

(4) All doors allowing access to restricted areas shall be secured (where practicable), controlled and regularly inspected. The intention is to establish secure areas that unauthorised persons will find difficult to penetrate while being cognisant of other requirements, such as the need to provide for emergency egress.

(5) Where an access point is via a gangway, ramp or ladder and is used at night, the area surrounding that access point shall be adequately illuminated.

(6) All persons, other than crew, proposing to board the ship will need to have a justifiable reason to access the ship prior to entry being authorised.

(7) Crew members shall challenge all persons, other than authorised crew, in a restricted area should the person not be displaying an appropriate form of company identification or the person is not under escort by another member of the crew.

(8) The identity of those persons authorised the access a restricted area shall be recorded, for each visit, in a visitor's register. The minimum detail to be recorded shall comprise their name, organisation represented, and arrival time, departure time, who sponsored their visit. The register is to also show the signature of the person authorising their access to the restricted area.

(9) Records of those persons authorised to access the restricted area will be retained by the SSO for a period of twelve months.

(10) Visitors, other than service providers such as an accredited maintenance contractor or ship's provider, with a legitimate requirement to access a restricted area shall remain under supervision of the SSO, or someone nominated by the SSO, while within a restricted area.

#### Access Control Systems

3. (1) Where access points into the restricted area are key-controlled a restricted key system is to be used.

(2) Keys will only be issued, by the SSO, to crew members who have a valid reason to access to the restricted area in the course of their duties.

(3) A key register will be maintained detailing to whom specific keys have been issued as well as the date of issue and date of return (where appropriate). Recipients are to sign the register for each key issued.

(4) Where an electronic access control system is fitted access rights will only be provided, by the SSO, to crew members who have a valid reason to access the restricted area in the course of their duties.

(5) A register of those with access rights will be maintained detailing to whom specific rights have been provided as well as the date granted, date withdrawn (where appropriate), the areas into which the holder has access and any prohibitions that may apply (e.g. access limited to certain hours).

(6) The SSO shall audit bi-annually the manual and electronic systems registers and ensure that any deficiencies are rectified within an agreed timeframe, which shall be as soon as practicable.

(7) Keys and access cards, or changes to access cards, will only be effected where the applicant has requested the issue/change in writing and the request is approved by their supervisor/manager.

#### Restricted Area Breach

4. (1) In the event of a detected breach of security in a restricted area, the SSO will arrange for the incident to be investigated and a sweep of the affected area will be conducted. The purpose of the sweep will be to determine the method of unauthorised access, check for evidence of tampering to commodities, etc and locate any suspicious objects prior to the recommencement of operations in the area.

(2) In each case those security measures and procedures breached will be reevaluated with the view to remedying any inherent or perceived weaknesses.

#### Screening of Passengers & their Baggage

5. (1) On each occasion that a prospective passenger presents for boarding, the company will ensure that:

- (a) the passenger has valid travel documentation;
- (b) baggage is only accepted from ticketed passengers;
- (c) baggage is only accepted at a designated check-in point;
- (d) a tag displaying the relevant passenger is securely attached to each item of baggage accepted for carriage; and
- (e) prior to the baggage being loaded, baggage accepted for carriage will not be accessible by a person other than a person authorised by the port facility operator or company, the owner of the item (once they have been screened), and those involved in loading the item aboard the ship.

(2) The company will ensure that all passengers and their possessions are, prior to their entering any sterile area used for departing passengers, subject to screening procedures by an approved screener unless specifically exempted pursuant to the Ministry's maritime security regulations.

(3) The company will ensure that the sterile area into which the screened passengers pass is an area properly secured against unauthorised entry and exit.

(4) Where there is no sterile area the company will ensure that all passengers and their possessions are, prior to their being provided access to the ship, subject to screening procedures by an approved screener, unless specifically exempted pursuant to the Ministry's maritime security regulations.

(5) The company will ensure that passengers, or intending passengers, of the ship who have been screened do not make physical contact with persons, vehicles or goods that have not been screened or cleared for purposes of maritime security, unless the persons, vehicles or goods are specifically exempted pursuant to the Ministry's maritime security regulations.

(6) When a weapon or other disallowed item is detected during the screening process it must be surrendered if the passenger wishes to travel. Surrendered weapons or disallowed items may be carried aboard the ship in a secure manner and returned to the passenger at his or her destination point.

(7) An approved screener must not screen a passenger, other than by a physical search, should the passenger elect to be screened by means of a physical search.

(8) The tag attached to unaccompanied baggage is to be checked prior to the baggage being loaded aboard the ship. Any unaccompanied baggage that is not tagged shall not be loaded until the legitimacy of the baggage can be verified by the SSO.

(9) strict control shall be exercised over tags used to identify authorised baggage to limit the likelihood of rogue bags being introduced into the baggage stream.

(10) When in an overseas port, prior to allowing any passengers and their baggage aboard, the SSO/CSO will need to be satisfied that security measures, in relation to the handling of passengers and their baggage, are consistent with the ISPS Code.

#### Screening of Ship's Crew & Visitors

7. (1) All crew, guests of crew and service providers (e.g. maintenance contractors and providers), and goods in their possession will be screened should they board the ship via an active passenger screening point, unless specifically exempted pursuant to the Ministry's maritime security regulations.

(2) Crew, guests of crew and service providers who enter the ship via an alternate means, separate from the sterile area, need not be subject to screening.



Crew Baggage

8. (1) Until baggage is checked in or taken aboard the ship, crew members are at all times responsible for the security integrity of their baggage.

(2) Where crew baggage is consolidated prior to check-in or being stowed aboard the ship, the baggage is to be kept under constant surveillance by a crew member or other authorised person.

Cargo Handling

9. (1) Cargo accepted for export (from Solomon Islands) shall be in accordance with Solomon Islands Division of Customs requirements. This recognises that all goods for export come under Customs control and also recognises the established preventive security measures, both physical and procedural, that Solomon Islands Division of Customs has in place with regard to those goods.

(2) Prior to loading packaged and containerised export or domestic cargo the cargo is to undergo a cursory inspection to ensure that there are no obvious signs of tampering.

(3) Any obvious signs of tampering or damage must be referred to the SSO and the cargo handler. If a satisfactory explanation cannot be established the cargo shall not to be accepted. Should there be a satisfactory reason for the loss of integrity then the damage shall be made good before acceptance.

(4) The SSO shall contact the Police or the Solomon Islands Division of Customs in suspicious circumstances.

(5) For both export and domestic cargo, where a cargo handler (e.g. stevedore who is challenged by a crew member is unable to produce appropriate identification then the goods shall not be accepted.

(6) When the ship is in an overseas port, prior to accepting goods the SSO/CSO will need to be satisfied that security measures, in relation to the handling of cargo, are consistent with the ISPS Code.

Ship's Stores

10. (1) All stores are to be individually accepted by a member of the ship's crew, with evidence that they were ordered made available prior to their being loaded aboard the ship.

(2) Prior to acceptance, the goods are to undergo a cursory inspection by crew to ensure that there are no obvious signs of tampering.

(3) Any signs of obvious tampering or damage must be referred to the SSO and the port facility operator/transporter. If a satisfactory explanation cannot be established the goods are not to be accepted. Should there be a

satisfactory reason for the loss of integrity then the damage shall be made good before acceptance.

(4) For passenger ships, and where X-ray equipment is in use, the stores should (where possible) be "broken down" and screened via the use of X-ray equipment, which is to be operated by an approved screener.

(5) For passenger ships, where X-ray equipment is not available, or the item is too large to fit through the frame of the X-ray equipment, those stores are to be subject to a detailed physical search by approved screeners.

(6) In a limited number of cases those screening the stores may be satisfied that the goods do not contain a weapon or disallowed item, based on other considerations, such as the surrounding circumstances of the arrival of the goods at the ship. For example, the goods are transported within a pre-existing and secure scheme known to the screener.

**THREAT/INCIDENT REPORT  
PORT OR PORT FACILITY**

**General information**

Name of Port/Facility: .....

Person providing Report: .....

Date: ..... Time: ..... Location: .....

**Type of occurrence** (e.g. bomb/sabotage threat, unauthorised entry, suspect device, extortion, etc)

**Description of threat/incident**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Alleged offender(s)**

Name: ..... Nationality: .....

Name: ..... Nationality: .....

Name: ..... Nationality: .....

Name: ..... Nationality: .....

**Nature and severity of any injuries sustained by others**

Name: \_\_\_\_\_ link to port \_\_\_\_\_ Injury \_\_\_\_\_

Name: \_\_\_\_\_ link to port \_\_\_\_\_ Injury \_\_\_\_\_

Name: \_\_\_\_\_ link to port \_\_\_\_\_ Injury \_\_\_\_\_

Name: ..... link to port \_\_\_\_\_ Injury \_\_\_\_\_

**Circumstances surrounding device(s) used**

Type of Device(s): .....  
.....  
Method of introduction (e.g. passenger, baggage, cargo, stores, etc): .....  
.....  
Security measures circumvented: .....  
.....

**Proposed measures and procedures to prevent recurrence of a similar event?**

.....  
.....

**Other pertinent details**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Reporting Officer**

Signature: ..... Name (printed): .....  
Designation: ..... Date: .....

*Upon receipt of this report the PSO shall forward a copy to the Ministry.*

THREAT/INCIDENT REPORT

SHIP

General information

Name of Ship: .....
Person providing Report: .....
Date: ..... Time: ..... Location: .....
Type of occurrence (e.g. bomb/sabotage threat, unauthorised entry, passenger incident, suspect device, etc) .....

Description of threat/incident

.....
.....
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.....
.....
.....

Alleged offender(s)

No. Passengers: ..... No. Crew: ..... Other: .....
Name: ..... Nationality: ..... Embarked: .....
Name: ..... Nationality ..... Embarked: .....
Name: ..... Nationality ..... Embarked: .....

Nature and severity of any injuries sustained by passengers, crew or others

Name: ..... Crew/Pass/Other: ..... Injury: .....
Name: ..... Crew/Pass/Other: ..... Injury: .....
Name: ..... Crew/Pass/Other: ..... Injury: .....
Name: ..... Crew/Pass/Other: ..... Injury: .....

**Circumstances surrounding device(s) used**

Type of Device(s): .....  
.....  
Method of introduction (e.g. passenger, baggage, cargo, store, etc): .....  
: .....  
.....  
Security measures circumvented: .....  
.....  
.....

**Proposed measures and procedures to prevent recurrence of a similar event?**

.....  
.....  
.....

**Other pertinent details**

.....  
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.....

**Reporting Officer**

Signature: ..... Name (printer): .....  
Designation: ..... Date: .....

*Upon receipt of this report the CSO shall forward a copy to the Ministry.*

Form of a Declaration of Security between a ship and a port facility\*

**DECLARATION OF SECURITY**

Name of Ship:	
Port of Registry:	
IMO Number:	
Name of Port Facility:	

This Declaration of Security is valid from ..... until ....., for the following activities

..... (list the activities with relevant details)

under the following security levels

Security level(s) for the ship:	
Security level(s) for the port facility:	

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of Part A of the International Code for the Security of Ships and of Port Facilities.

The affixing of the initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with relevant approved plan, by:

Activity	The port facility	The ship
Ensuring the performance of all security duties		
Monitoring restricted areas to ensure that only authorized personnel have access		
Controlling access to the port facility		
Controlling access to the ship		
Monitoring of the port facility, including berthing areas and areas surrounding the ship		
Monitoring of the ship, including berthing areas and areas surrounding the ship		
Handling of cargo		
Delivery of ship's stores		

\* This form of Declaration of Security is for use between a ship and a port facility. If the Declaration of Security is to cover two ships this model should be appropriately modified.

Dated at Honiara this eighteenth day of December 2006

STANLEY FESTUS SOFU  
Minister for Infrastructure and Development



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