



TECHNICAL INSTRUCTIVE
Statutory Certification for
ISPS Code
International Ship Security Certificate (ISSC)

Code: PO02-TI08
Version: 02
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1. Objectives.

- .1 The purpose of this Instructive is to provide methods and criteria to carry out the statutory certification of the ship in compliance with the requirements of the ISPS Code, including the Ship Security Plan (**SSP**) approval and the issuance of the corresponding International Ship Security Certificate (**ISSC**). This Instructive also establishes the actions to be followed for Port State Control detentions.

2. Application.

- .1 The ISPS Code is applied to the following types of ships falling under the provisions of SOLAS Convention, Chapter XI-2, engaged on international voyages:
 - .1 Passenger ships, including high-speed passenger craft;
 - .2 Cargo ships, including high-speed craft, of 500 gross tonnage and upwards; and
 - .3 Mobile offshore drilling units.
- .2 Notwithstanding the provisions of paragraph 2.1 above, the flag States shall decide the extent of application of the ISPS Code on ships not engaged on international voyages operating within their territory.
- .3 The ISPS Code does not apply to warships, naval auxiliaries or other ships owned or operated flag State and used only on Government non-commercial service.
- .4 The ships operating in international jurisdictional waters or international coastal voyage must follow the national regulations of the country where it is operating, in order to comply with the ISPS Code.
- .5 For the application of the ISPS Code to FPSOs and FSUs, refer to Annex 3 of this Instructive.
- .6 Notwithstanding the provisions of paragraph 2.1 above, the ISPS Code must be applied on Panamanian flagged ships in accordance with the Merchant Marine Circular MMC-123 issued by Panama Maritime Authority (PMA).
- .7 This Instructive will enter into force on **01 January 2021**.

3. Scope.

- .1 This Instructive must be used by the Marine Division and Auditors to carry out the statutory certification of the ship in compliance with the requirements of the ISPS Code, which comprises:
 - .1 Review and approval of Ship Security Plan (SSP);
 - .2 Performing of the certification services and verification activities (audits);
 - .3 Issuance of the corresponding ISSC, including Interim and Short-Term ISSC;
 - .4 Withdrawal of Certification.
- .2 This Instructive must be used by the Marine Division, as responsible of the ISPS Code certification, to ensure that the certification process is performed in accordance with the provisions of the ISPS Code and relevant flag State requirements.
- .3 For the certification of the Panamanian flagged ships, and in addition to the methods and criteria provided by this Instruction, the requirements of the Merchant Marine Circular MMC-359 (May 2020), as amended, issued by PMA, must be met.

4. Relevant documentation.

- .1 The following documentation is relevant for the control of this Instructive:
 - .1 IMO ISPS Code-International Code for the Security of Ships and of Port Facilities.
 - .2 IACS N^o.24-Procedural requirements for ISPS Code certification.



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- .3 IACS N^o.10-Procedure for the selection, training, qualification and authorization of Marine Management System Auditors (ISM and ISPS Code).
 - .4 PMA MMC-123-ISPS Code.
 - .5 PMA MMC-359-Guidance for the Implementation and Certification of the ISPS Code (May 2020), as amended.
 - .6 National Legislation of the flag States, as required.
- .2 Under permission granted by IACS Procedure, Volume 1: General Procedures, D3.6, Term and Conditions for use the IACS Resolutions, URs, CSR and Technical Information by the Classification Societies which are not members of IACS, the PR 24 and PR10 have been used in this Instructive as reference for providing technical requirements.

5. Definitions.

- .1 **Auditor:** means a person trained, qualified and authorized in accordance with the ICS Class/Procedure PE02-P01 for Training and Qualification of Technical Staff and the Annex 3 of this Instructive.
- .2 **Convention:** means the International Convention for the Safety of Life at Sea (SOLAS), 1974 as amended.
- .3 **ISPS Code:** means the International Ship and Port Facility Security Code, (consisting of Part A and Part B), as adopted by the IMO.
- .4 **Ship Security Assessment (SSA):** it is an activity carried out to identify possible threats to key shipboard operations and the likelihood of their occurrence and an evaluation of existing security measures and weaknesses in the infrastructure, policies and procedures.
- .5 **Ship Security Plan (SSP):** means a plan developed to ensure the application of measures on board the ship designed to protect persons on board, the cargo, cargo transport units, ship's stores or the ship from the risks of a security incident.
- .6 **Security System:** it is the system in place on board the ship which implements the procedures, documentation and required records which are examined to verify compliance with the requirements of the ISPS Code.
- .7 **Security Equipment:** is equipment used in the implementation of the security measures specified in the SSP.
- .8 **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 the Port Facility Security Officer (PFSO) and the Ship Security Officer (SSO).
- .9 **Ship Security Officer (SSO):** means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan and for the liaison with the CSO and the Port Facility Security Officer (PFSO).
- .10 **Security Incident:** means any act or circumstance that threatens the security of a ship, a mobile offshore drilling unit, a high-speed craft, a port facility, a ship/port interface or any ship to ship activity.
- .11 **Security Level:** means the qualification of the degree of risk that a security incident will be attempted or will occur.



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- .12 **Security Level 1:** means the level for which minimum appropriate protective security measures shall be maintained at all times.
- .13 **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.
- .14 **Security Level 3:** means the level for which further specific protective security measures shall be maintained for a period of time when a security incident is probable or imminent, (although it may not be possible to identify the specific target).
- .15 **Regulation:** means a regulation of the Convention.
- .16 **Ship:** when used in the ISPS Code, includes self-propelled mobile offshore drilling units and high-speed craft as defined in SOLAS Convention Chapter XI-2/1.
- .17 **Failure:** means the non-fulfilment of a specified requirement that does not compromise the ship's ability to operate at security levels 1, 2 and 3. It may also be referred to as a non-conformity.
- .18 **Major Failure:** means the non-fulfilment of a specified requirement that compromises the ship's ability to operate at security levels 1, 2 or 3. It may also be referred to as a major non-conformity.
- .19 **Observation:** means a statement of fact made during an audit and substantiated by objective evidence. It may also be a statement made by the auditor referring to the SSP which, if not corrected, may lead to a failure in the future.
- .20 **Verification:** it is confirmation through the evaluation of objective evidence that specified requirements have been fulfilled.
- .21 **Recognized Security Organization (RSO):** means an organization authorized by a Contracting Government in accordance with SOLAS Chapter X1-2/1.16.
- .22 **Ship Security Alert System (SSAS):** means a system installed on board, either interfaced with another radio installation or self-contained (abbreviated to SSAS-SC in this Instructive), that complies with the functional requirements of SOLAS Chapter XI-2/6.2 to 6.4 and the performance criterion of IMO MSC.147(77).
- .23 **Audit:** means a process of systematic and independent verification by obtaining objective evidence to determine whether the ship security related activities comply with the ISPS Code and the planned arrangements of the SSP and whether these arrangements are implemented effectively to achieve the objectives of the ISPS Code.
- .24 **Continuous Synopsis Record (CSR):** as required by SOLAS Convention, Chapter XI-1, Regulation 5, the CSR is intended to provide an on-board record of the history of the ship with respect to the information recorded therein. The CSR shall be issued by the Administration to each ship that is entitled to fly its flag.
- .25 **Anniversary date:** means the day and month of each year that corresponds to the date of expiry of the relevant document or certificate.
- .26 Any terms used in this Instructive which are not defined above have the meanings given them in the Convention.

6. General provisions for the ship certification.

- .1 The International Ship and Port Facility Security Code (ISPS Code) is implemented through SOLAS Convention Chapter XI-2. The ISPS Code has two parts, one mandatory (Part A) and one recommended (Part B).



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- .2 The objective of the ship certification is to ensure that the Security System and associated security equipment of the ship fully complies with the ISPS Code requirements and it is in satisfactory condition.
- .3 The criteria for verification of compliance with the requirements of the ISPS Code, during the certification services and verification activities, shall be in accordance with the requirements of:
 - .1 SOLAS Convention Chapter XI-2; and
 - .2 ISPS Code Part A taking into account ISPS Code, Part B/8.1 to 13.8.
- .4 For minimum requirements relating to non-routine ISPS Code certification scenarios, refer to the Annex 1 of this Instructive. For Panamanian ships refer to 6.5 below.
- .5 For ISPS certification guidance (scenarios) and requirements for the issuance of the Full-Term ISSC on Panamanian flagged ships, refer to the Annex 2 of this Instructive.
- .6 If ICS Class as RSO, has been involved in either the conduct of the SSA or the development of the SSP or any amendments for a specific ship, ICS Class shall not, due to potential conflict of interest, approve the SSP or conduct verifications (audits) for the certification of the ship.
- .7 Only auditors who are trained, qualified and authorized in accordance with ICS Class Procedure PE02-P01 and the Annex 4 of this Instructive, shall carry out ISPS approvals, certification services and verification activities (audits).
- .8 The entire SSP approval and implementation verification process (audits) shall verify:
 - .1 That the SSP and any amendments are appropriate to the three (3) security levels defined by the ISPS Code.
 - .2 That the SSP is compliant with the ISPS Code.
 - .3 That the SSP is being effectively implemented on board.
- .9 The ship certification shall be carried out through the following approvals, certification services and verification activities (audits):
 - .1 SSP Approval.
 - .2 Interim Verification.
 - .3 Initial Verification.
 - .4 Intermediate Verification.
 - .5 Renewal Verification.
 - .6 Additional Verification, when required by the Administration.
- .10 The ship certification shall be carried out by issuing the following statutory certificates:
 - .1 Interim ISSC: It shall be issued by the Auditor upon satisfactory completion of the Interim Verification. The Interim ISSC shall be issued valid for six (6) months counted from the completion date of the Interim Verification.
 - .2 Short-Term ISSC: It shall be issued by the Auditor upon satisfactory completion of the Initial or Renewal Verification in order to permit the operation of the ship while the Full-Term ISSC is prepared. The Short-Term ISSC shall be issued valid for five (5) months counted from the completion date of the Initial or Renewal Verification.
 - .3 Full-Term ISSC: It shall be issued by the Marine Division upon satisfactory verification of the Initial or Renewal Verification carried out by the Auditor. The Full-Term ISSC shall be issued for a period not exceeding five (5) years counted from the completion date of the Initial or Renewal Verification. A certificate of shorter validity may be issued in accordance with flag State requirements. The validity of the Full-Term ISSC shall be subject to Intermediate Verification, which



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- shall be carried out between the second and third anniversary date of the issue of the Full-Term ISSC.
- .11 Notwithstanding the provisions of paragraph 6.10 above, and during the certification of the Panamanian flagged ships, the following requirements (restrictions) must be met by ICS Class under any circumstance:
 - .1 The issuance of a consecutive Interim ISSC or a Short-Term ISSC upon completion of the Initial Verification is not authorized (it is prohibited). The Initial Verification must be carried out/completed within the period of validity of the existing Interim ISSC.
 - .2 The issuance of a Short-Term ISSC, valid for five (5) months, is only authorized when the following conditions are given:
 - a) upon satisfactory completion of the Renewal Verification.
 - b) upon satisfactory completion of the Additional Verification specified in Section 14/14.7.4 below.
 - .3 Full-Term ISSC shall only be issued by the Panama Maritime Authority (PMA) after the ship has successfully completed an Initial or Renewal Verification. This Certificate will be issued for a period not exceeding five (5) years counted from the completion date of the Initial or Renewal Verification.
 - .12 The “type of ship” to be entered on the ISSC shall be selected from those defined in SOLAS Convention Chapter XI-2, Regulation 1.
 - .13 ISSCs shall comply with the format required by the Administration.
 - .14 A copy of the Full-Term ISSC shall be available at the Company’s Head Office.
 - .15 The reasons for which a Full-Term ISSC shall become invalid include:
 - .1 Periodical Verifications (Initial, Intermediate or Renewal) do not carried out within the specified period in ISPS Code, Part A/19.1.1;
 - .2 Full-Term ISSC is not endorsed at Intermediate or Additional Verifications;
 - .3 When a Company assumes the responsibility for the operation of a ship not previously operated by that Company;
 - .4 The Company operating a ship ceases to operate that ship;
 - .5 Upon transfer of the ship to the flag of another Flag State (change of flag);
 - .6 When a Company requests withdrawal of the ship from the ISPS Register;
 - .7 A part of the SSP which requires approval upon amendment has been amended without approval;
 - .8 When a ship is not operated in compliance with the Rules requirements;
 - .9 The ship failure to maintain its SSP in compliance with the requirements of the ISPS Code;
 - .10 Corrective actions for failure (non-compliance) set out at the audit have not been completed within the agreed time schedule;
 - .11 There is evidence of an unresolved major failure;
 - .12 The ship failure to maintain its Ships Security Plan in compliance with the requirements of the ISPS Code; and
 - .13 Amendments to the ISPS Code are not taken into account.
 - .16 When the Full-Term ISSC become invalid, the Marine Division shall immediately notify the relevant Administration. When possible, the ISSC shall be withdrawn from the ship.
 - .17 Where a Full-Term ISSC has been withdrawn, the Section 17 below shall be fulfilled.



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- .18 The MMC-359 (May 2020), as amended, issued by PMA, provides guidance, methods and criteria that shall be met for the Implementation and Certification of the ISPS Code on Panamanian flagged ships. This Circular also provides requirements to request the postponement of the ISPS Verifications (audits), for transfer ISPS certification between RSOs and for ISSC revalidation for reflagging.

7. Obligations of the Company.

- .1 Every Company shall develop, implement and maintain a functional SSP on board its ships that are in compliance with SOLAS Convention Chapter XI-2 and the ISPS Code.
- .2 The Company shall designate a CSO and must ensure which company security officer has the Declaration of CSO duly endorsed by the Administration, prior to carry out the Interim, Initial, Intermediate or Renewal Verification.
- .3 The Company shall request the CSR to the Administration as required by SOLAS Convention, Chapter XI-1, Regulation 5. When the Company changes its RSO shall request a new CSR to update the new RSO responsible of the ISPS certification.
- .4 Where the verification of an SSP is to be carried out by an RSO that did not carry out the SSP approval, the Company shall provide, if requested by the RSO, a copy of the SSA report and the SSP prior to the audit on board.
- .5 The Company shall carry out Internal audits and reviews of security activities at least once every twelve (12) months on board each ship.
- .6 The Company and the ship are to maintain records of internal and external security verifications for a minimum period of five (5) years.
- .7 Any amendments made to the Security System, the security equipment or the SSP and that are related to the requirements of ISPS Code, Part A/9.4.1 to 9.4.18, must be submitted to ICS Class for review and approval.
- .8 At the initial installation of the SSAS, the Company shall arrange for an approved Radio Technician to test and issue a report on the equipment's compliance with the requirements of SOLAS Convention Chapter XI-2/6.2 to 6.4. A SSAS-SC may be tested and reported by the SSO.
- .9 Following the initial installation of the SSAS, the Company is responsible for:
 - .1 Testing and maintaining the SSAS to satisfy operational requirements according to the approved SSP; and
 - .2 Maintaining on board the SSAS records specified in ISPS Code, Part A/10.1.10.
- .10 The records specified in ISPS Code, Part A/10.1.10, related to the maintenance, calibration and testing of any security equipment provided on board including testing of the ship security alert system, shall be kept in the working language or languages of the ship. If the language or languages used are not English, French or Spanish, a translation into one of these languages shall be included.
- .11 The records specified in ISPS Code, Part A/10.1.10, related to the maintenance, calibration and testing of any security equipment provided on board including testing of the ship security alert system may be kept in an electronic format. In such a case, they shall be protected by procedures aimed at preventing their unauthorized deletion, destruction or amendment.
- .12 The Company should maintain a proper communication with ICS Class to carry out all ISPS verifications within the period specified in the ISPS Code, Part A/19.1.1.



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- .13 If for a special circumstance, the required ISPS Verification cannot be completed within the period specified in the ISPS Code, Part A/19.1.1, the Company shall request an authorization to the Administration to postpone such verification in accordance with the Section 14/14.9 below. In all cases, the request shall be performed to the Administration prior to the expiration date of the required verification.

8. Duties and Responsibilities of the CSO.

- .1 The CSO is the direct contact point between the Company and the Administration in matters related to the ISPS Code. In case of changes the CSO and/or the alternative CSO, the SSP must be amended accordingly the details on the new CSO and/or alternate CSO and must have the Declaration of CSO duly endorsed by the Administration on board the ship.
- .2 A person designated as the CSO may act as the CSO for one or more ships, depending on the number or types of ships the Company operates provided it is clearly identified for which ships this person is responsible. A Company may, depending on the number or types of ships they operate designate several persons as CSOs provided it is clearly identified for which ships each person is responsible.
- .3 The duties and responsibilities of the CSO shall include, but are not limited to:
- .1 Apply for the Declaration of CSO duly endorsed by the Administration prior the Interim, Initial, Intermediate or Renewal Verification are carried out;
 - .2 Ensure that the name of the CSO and contact details shall be identified in the SSP;
 - .3 Advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information;
 - .4 Ensuring that ship security assessments are carried out;
 - .5 Ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the SSP;
 - .6 Ensuring that the SSP is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship;
 - .7 Perform the Annual SSAS Test;
 - .8 Arranging for Internal audits and reviews of security activities;
 - .9 Arranging for the Initial and subsequent verifications of the ship by the Administration or the RSO;
 - .10 Ensuring that deficiencies and non-conformities identified during Internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;
 - .11 Enhancing security awareness and vigilance;
 - .12 Ensuring adequate training for personnel responsible for the security of the ship;
 - .13 Ensuring effective communication and co-operation between the SSO and the relevant port facility security officers;
 - .14 Ensuring consistency between security requirements and safety requirements;
 - .15 Ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship-specific information accurately; and
 - .16 Ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained.



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9. Duties and Responsibilities of the SSO.

- .1 The SSO is the person on board the ship, accountable to the Master, designated by the Company as responsible for the security of the ship, including implementation and maintenance of the SSP.
- .2 An SSO shall be designated on each ship.
- .3 The duties and responsibilities of the SSO shall include, but are not limited to:
 - .1 Undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;
 - .2 Maintaining and supervising the implementation of the SSP, including any amendments to the plan;
 - .3 Co-ordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant port facility security officers;
 - .4 Proposing modifications to the SSP;
 - .5 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;
 - .6 Enhancing security awareness and vigilance on board;
 - .7 Ensuring that adequate training has been provided to shipboard personnel, as appropriate;
 - .8 Reporting all security incidents;
 - .9 Co-ordinating implementation of the SSP with the CSO and the relevant port facility security officer; and
 - .10 Ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.

10. Duties and Responsibilities of ICS Class as RSO.

- .1 ICS Class is responsible for performing the certification of the ship in accordance with the requirements of the ISPS Code, the provisions of this Instructive and relevant flag State requirement.
- .2 ICS Class shall maintain a proper communication with the Company and ensure to make all the necessary arrangements to complete all ISPS verifications within the period specified in the ISPS Code, Part/A 19.1.1.
- .3 Verify that the CSO designated by the Company already has the Declaration of CSO duly endorsed by the Administration.
- .4 Check that the SSAS equipment is proper configured. Verify the confirmation of the Annual SSAS test by the Administration and from that date onwards, every twelve (12) months the CSO should program the next SSAS test.
- .5 The SSP must be approved before carrying out the Initial Verification. This Instructive does not specify minimum implementation period, however, the Company shall ensure that the security measures included in the SSP have been in place on the ship on a sufficient period of time for the SSO to develop sufficient evidence documenting implementation before the verification audit taken place.
- .6 When an Interim or Full-Term ISSC is suspended or withdrawn, ICS Class shall inform the relevant Administration as soon as possible.



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- .7 After satisfactory completion of the Intermediate Verification on a Panamanian flagged ship, ICS Class shall submit to PMA/ISPS Section as soon as possible and not later than 30 days counted from the completion date of the audit, a copy of the Full-Term ISSC duly endorsed and the Ship Security Verification Report. Failure to comply with this requirement will be considered as ICS Class bad practice.
- .8 ICS Class shall not, by any circumstance:
 - .1 Issue a consecutive Interim ISSC without an authorization of the Administration.
 - .2 Issue a Short-Term ISSC after carried out an Initial Verification on a Panamanian flagged ship.
 - .3 Issue the Full-Term ISSC to a Panamanian flagged ship.
 - .4 Issue an Interim ISSC if a mayor failure was found during the ISPS verification and compromises the ships ability to operate at security levels 1, 2 or 3.
 - .5 Set the applicable security level.

11. Responsibilities of the Auditor.

- .1 The Auditor is responsible for performing the certification services and verification activities (audits) for ISPS Code in accordance with this Instructive and relevant flag State requirement.
- .2 The Auditor is responsible for:
 - .1 Carrying out the audit effectively and efficiently;
 - .2 Complying with the applicable procedural and regulatory requirements;
 - .3 Issuing the Certificates correctly, as appropriate;
 - .4 Noting in the report any obstacles to the effective conduct of the audit;
 - .5 Organizing any special technical assistance required to verify compliance; and
 - .6 Reporting the audit results clearly, concisely and without undue delay.
- .3 The Auditor shall treat all the information to which they have access during the course of shipboard verification audits in the strictest confidence.

12. Ship Security Assessment (SSA).

- .1 The SSA is an essential and integral part of the process developing and updating the SSP.
- .2 The CSO shall ensure that the ship security assessment is carried out by persons with appropriate skills and experience to evaluate the security risks and issues of each ship, taking into account the guidance given in ISPS Code, Part B. The SSA may be carried out by an RSO or by independent Security Company, Auditor, Advisor or Consultant.
- .3 The SSA shall include an on-scene security survey and, at least, the following elements:
 - .1 Identification of existing security measures, procedures and operations;
 - .2 Identification and evaluation of key ship board operations that it is important to protect;
 - .3 Identification of possible threats to the key ship board operations and the likelihood of their occurrence, in order to establish and prioritise security measures; and
 - .4 identification of weaknesses, including human factors in the infrastructure, policies and procedures.



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- .4 The SSA must be documented, reviewed, accepted and retained by the Company for submission to RSO responsible during the approval process of the SSP.
- .5 Security Assessment should be performed based on the examination of specific threat scenarios, including regular trading patterns, with consideration of the vulnerability of the ship and the consequence of those scenarios.
- .6 Elements to be considered in the SSA are listed in ISPS Code, Part B/8.1 to 13.8.

13. Ship Security Plan Approval.

- .1 The Company shall prepare and submit to ICS Class-Head Office an SSP for each ship. This SSP will be reviewed and approved by ICS Class-Head Office on behalf of the Administration.
- .2 The SSP shall be developed in accordance with the requirements of ISPS Code Part A taking into account ISPS Code, Part B/8.1 to 13.8, and shall be written in the working language, or working languages, of the ship. If the language, or languages, used is not English, French or Spanish, a translation into one of these languages shall be included. ICS Class, to perform the SSP approval, may consider the version of the SSP written in English or Spanish.
- .3 Along with the SSP that requires to be approved, a copy of the following documents shall also be submitted by the Company to ICS Class-Head Office:
 - .1 Navigation Registry (Patent of Navigation).
 - .2 Company DOC.
 - .3 SSA from which the SSP was developed.
- .4 When reviewing and approving an SSP, it shall be verified that the Company has taken into account relevant security-related guidance and best management practices, including the latest IMO Circulars concerning piracy, hijacking and armed robbery.
- .5 All changes to an approved SSP related to the requirements of ISPS Code, Part A/9.4.1 to 9.4.18, shall be reviewed and approved by ICS Class before its implementation. The SSP and the amendments are to be accompanied by the SSA from which they were developed.
- .6 When ICS Class approves the SSP and any amendments, it should retain, as a minimum, a copy of the approval. The evidence of this approval shall be kept on board. Marking of SSPs, following first approval and approval of amendments, shall be handled in accordance with the ICS Class internal requirements.
- .7 When ICS Class approves the SSP, as a minimum requirement ICS Class is to retain only a copy of the:
 - .1 SSP Approval Certificate.
 - .2 SSP Title Page.
 - .3 SSP Index.
- .8 All such retained pages shall be stamped as approved. All other pages of the SSP are not required to be retained by ICS Class-Head Office but should be marked to indicate approval. The Company should be the only party to hold the complete SSP. The approved SSP shall be held on the ship.
- .9 ICS Class shall determine whether an Additional Verification is required to verify the implementation of any approving amendments to the SSP. In accordance with the Section 14/14.7.2 below, this Additional Verification requires to be authorized by the Administration.



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- .10 Where a Company has its SSP in electronic format, ICS Class-Head Office shall issue a Certificate of Approval and retain a printed copy of the pages noted in paragraph 10.7 above. ICS Class-Head Office only accept SSP in electronic format (PDF, Microsoft Word, or another suitable format). Hardcopy of SSP is not accepted by ICS Class-Head Office during the process of revision and approval.
- .11 During the certification period, ICS Class shall not approve amendments to a SSP approved by another RSO or an Administration.
- .12 If the ISPS certification is transferred, and ICS Class as gaining RSO, is requested to approve any amendments to the SSP by the Company, ICS Class shall re-approve the entire SSP.
- .13 Evidence should be sought that the CSO has received training in accordance with ISPS Code, Part A/13.1. If evidence is not provided by the Company or if there is objective evidence that the CSO has not received such training, the Auditor should inform to the Company so that corrective actions can be taken. ICS Class-Head Office shall also be informed for considerations on the verification audit carried out on board.

14. Certification services and verification activities (audits).

14.1 Audits of ships.

- .1 During the Interim audit, the Auditor shall verify through interview that:
 - a) personnel with security duties are familiar with their duties and responsibilities as specified in the SSP.
 - b) the SSO has received appropriate training.
- .2 During the Interim audit, the Auditor shall sight records to demonstrate that:
 - a) the SSP is on board and has been submitted for review and approval by, or on behalf of, the flag Administration, unless the Administration has additional requirements.
 - b) any additional flag Administration requirements have been addressed.
 - c) at least one (1) drill specified in the SSP has been carried out and any corrective action identified implemented.
 - d) security equipment specified in the SSP has been included in the maintenance system and maintained in accordance with the requirements of the system.
- .3 During the Interim audit, the Auditor shall check that:
 - a) All security and surveillance equipment identified in the SSP is operational and is fit for the service for which it was intended.
 - b) The ship identification number compares with that identified on the statutory records issued to document compliance with SOLAS V/19 (AIS), SOLAS XI-1/3 (Ship Identification Number) and SOLAS XI-1/5, (CSR). Any deficiency identified shall be reported to ICS Class-Head Office immediately.
- .4 The Initial, Intermediate and Renewal Audits shall be performed only under normal operating conditions and when the ship is fully manned in accordance with the Safe Manning Certificate.
- .5 The Auditor shall verify the effective implementation of the approved SSP and its documented procedures based on objective evidence obtained by interviews, inspections, review of documents and examination of records, including drills and training.



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- .6 Following the initial installation of the SSAS, ICS Class may approve the related provisions in the SSP and verify, by audit and the witnessing of a complete security alert test, the effective implementation of those provisions. Confirmation that the SSAS complies with the requirements of paragraphs 2 to 4 of SOLAS Convention, Chapter XI-2 will be found in the Radio Technician's Report (or the SSO's report, in the case of a SSAS-SC).
- .7 At each subsequent scheduled audit, the Auditor shall examine the statutory survey records relating to the Ship Security Alert System (SSAS), Automatic Identification System (AIS), compare the Ship Identification Number with that appearing in other documents and check that the CSR is consistent with the ship's current status.
- .8 At each subsequent scheduled audit, the Auditor shall examine the records of the testing of the SSAS, identify the SSAS activation points and verify the effective implementation of the procedures, instructions and guidance relating to the SSAS as specified in ISPS Code, Part A/9.4.18.
- .9 The Intermediate and Renewal Verifications are to include of failures reported in relation to previously conducted verifications. The Auditor shall select a sample of the reported failures and shall verify the Company investigation, analysis, and resolution of failures in accordance with the requirements of ISPS-Code, Part A/9.4.8 and 9.4.11.
- .10 The Auditor has the authority to ask for information from any other RSO or, if relevant the Administration, in order to check the accuracy of the information provided by the Company.
- .11 If at an Intermediate or Additional Verification, the Auditor identifies through objective evidence a failure in the security system or associated equipment that **compromises** the ability of the ship to operate at security levels 1 to 3, it shall be reported immediately to the Marine Division together with the remedial action proposed by the Company. If authorized by the Administration to do so, the Auditor shall verify the implementation of the alternative security measures and approve the remedial Action Plan before the ship sails. The Marine Division shall request the Administration to authorize an Additional Verification before the expiry date of the approved remedial Action Plan to verify that such Plan has been fulfilled.
- .12 If at an Intermediate or Additional Verification, the Auditor identifies through objective evidence a failure in the security system or associated equipment that **does not compromises** the ability of the ship to operate at security levels 1 to 3, it shall be reported without delay to the Marine Division. If authorized by the Administration to do so, the Auditor shall approve the remedial Action Plan. The completion of the Action Plan shall be verified by the Auditor no later than the next scheduled Verification.
- .13 Where the audit is to be carried out on a ship holds an SSP not approved by ICS Class, ICS Class may review the SSP either at, or prior to, the audit on board.
- .14 The Initial, Intermediate or Renewal Verification may be carried out in conjunction with an ISM Verification of the ship.



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- .15 Evidence should be sought that the SSO has received training in accordance with ISPS Code, Part A/13.2. If evidence is not provided by the Company or if there is objective evidence that the SSO has not received such training, the Auditor shall consider this situation as a major failure in the security system of the ship.
- .16 The duties and responsibilities specified in Sections 10 and 11 above, for ICS Class and Auditor, must be duly fulfilled during the performance of the audits on the ships.

14.2 Interim Verification.

- .1 The Interim Verification is a short period allowed for implementation on board newly operated ships, where ICS Class must verify ship's compliance with the provisions of the ISPS Code, Part A/19.4.2.
- .2 The Interim Verification shall only be carried under the following scenarios:
 - a) a ship without a Certificate, on delivery or prior to its entry or re-entry into service;
 - b) for a change of flag; and
 - c) when a Company assumes the responsibility for the operation of a ship not previously operated by that Company.
- .3 During the Interim Verification, the Auditor shall fulfill the provisions prescribed in Section 14/14.1.1 to 14.1.3 above.
- .4 Upon satisfactory completion of the Interim Verification, an Interim ISSC shall be issued to the ship valid for six (6) months counted from the completion date of the Interim Verification. The Administration may, in special case, extend the validity of an Interim ISSC.
- .5 An Interim ISSC shall only be issued after satisfactory verifying that:
 - a) the SSA has been completed;
 - b) a copy of the SSP is provided on board, has been submitted for review and approval, and is being implemented on the ship;
 - c) the ship is provided with a SSAS meeting the requirements of SOLAS Convention, Chapter XI-2/6, if required;
 - d) the CSO has ensured the review of the SSP, that the plan has been submitted for approval and that the plan is being implemented on the ship;
 - e) the CSO has established the necessary arrangements, including arrangements for drills, exercises and internal audits, through which the CSO is satisfied that the ship will successfully complete the Initial Verification, within six (6) months;
 - f) arrangements have been made for carrying out the Initial Verification.
 - g) the Master, the SSO and other ship's personnel with specific security duties are familiar with their duties and responsibilities as specified in the relevant provisions of the SSP placed on board; and have been provided such information in the working language of the ship's personnel or languages understood by them; and
 - h) the SSO meets the requirements of the ISPS Code, Part A/12 and fulfills the duties and responsibilities required in Section 9 of this Instructive.



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- .6 The issuance of a consecutive Interim ISSC is prohibited. In any circumstance, the issuance of a consecutive Interim ISSC shall be authorized by the Administration.
- .7 Notwithstanding the provisions of paragraph 14.2.6 above, an Interim ISSC may be issued with the same validity as the existing Interim ISSC when during the validity of the existing Interim Certificate the ship changes any of the following information:
 - a) Name of the ship.
 - b) Call sign.
 - c) Gross Tonnage.
 - d) Address of the Company.
 - e) Name of the Company.

14.3 Initial Verification.

- .1 The Initial verification shall include a complete verification of the Security System and any associated security equipment of the ship. This verification shall ensure that the Security System and any associated security equipment of the ship fully complies with the applicable requirements of SOLAS Convention Chapter XI-2 and ISPS Code, Part A, is in satisfactory condition and fit for the service for which the ship is intended.
- .2 The Initial Verification shall consist of the following steps:
 - a) verification that an approved SSP is on board;
 - b) verification through a representative sample that the Security System is being implemented effectively;
 - c) verification that all security equipment specified in the SSP complies with applicable requirements; and
 - d) verification that all security equipment specified in the SSP, including the SSAS, is operational.
- .3 Upon satisfactory completion of the Initial Verification, a Short-Term ISSC shall be issued in order to permit the operation of the ship while the Full-Term ISSC is prepared. The Short-Term ISPS shall be issued valid for five (5) months counted from the completion date of the Initial Verification.
- .4 Notwithstanding the provisions of paragraph 14.3.3 above, the issuance of a Short-Term ISSC upon completion of the Initial Verification on a Panamanian flagged ship is not authorized (it is prohibited) by the Administration (PMA). The Initial Verification must be carried out within the period of validity of the existing Interim ISSC.
- .5 The Short-Term ISSC shall be issued provided no major failures remain and the Auditor formally recommends the ship certification. To response to a failure raised on a ship, refer to Section 15 below.



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14.4 Intermediate Verification.

- .1 The Intermediate Verification shall be carried out to maintain the validity of the Full-Term ISSC.
- .2 During the validity of the Full-Term ISSC at least one Intermediate Verification will be carried out between the second and third anniversary date of the issue of the Full-Term ISSC.
- .3 The purpose of the Intermediate Verification is to inspect the Security System and any associated security equipment of the ship to ensure that it remains satisfactory for the service for which the ship is intended.
- .4 The Intermediate Verification shall include a review of failures reported following previous audits. The Auditor shall select a sample of the reported failures and verify that the Company is investigating, analyzing and resolving them effectively and in a timely manner.
- .5 The Intermediate Verification, as appropriate, shall be carried out in accordance with the Scenarios N^o.1, 2 or 3 specified in Section 14/14.5 below.

14.5 Requirements for Intermediate Verification.

- .1 **Scenario N^o.1:** The Intermediate Verification is carried out on a ship in which the Initial Verification on which the Full-Term ISSC is based, was completed by ICS Class.
 - .1 Upon satisfactory completion of the Intermediate Verification, the Full-Term ISSC shall be endorsed at the Intermediate Verification. The Full-Term ISSC shall be endorsed provided no major failures remain and the Auditor formally recommends to maintain the validity of such Certificate. To response to a failure raised on a ship, refer to Section 15 below.
 - .2 Upon satisfactory completion of the Intermediate Verification, the Auditor shall submit to ICS Class-Head Office the following documentation:
 - a) Copy of the Full-Term ISSC endorsed.
 - b) ISPS Code/Audit Plan.
 - c) ISPS Code/Checklist for Intermediate Verification.
 - d) ISPS Code/Ship Security Verification Report.
 - e) ISPS Code/List of the verified Security Equipment as specified by SSP.
 - f) ISPS Code/Non-Conformance/Failures Report, if any.
 - g) Copy of Company DOC.
 - h) Copy of ship SMC.
 - i) Copy of the additional documentation listed in Section 20/20.2 below.
- .2 **Scenario N^o.2:** When Scenario N^o.1 above is applied, and the Intermediate Verification is completed before the period specified in ISPS Code, Part A/19.1.1, then:
 - .1 The expiry date shown on the Certificate shall be amended by endorsement to a date which shall not be more than three years later than the date on which the Intermediate Verification was completed in accordance with ISPS Code, Part A/19.3.7.1.
 - .2 The expiry date may remain unchanged provided one or more Additional Verifications are carried out so that the maximum intervals between the verifications prescribed in ISPS Code, Part A/19.1.1 are not exceeded.



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- .3 **Scenario N°.3:** The Intermediate Verification is carried out on a ship in which the Initial Verification on which the Full-Term ISSC is based, was not completed by ICS Class.
- .1 Before starting the Intermediate Verification, the Auditor shall submit to ICS Class-Head Office the following documentation:
 - a) Copy of the existing SSP for revision.
 - b) Copy of the existing SSP Approval Certificate.
 - .2 After the SSP revision by the Marine Division, the Auditor shall carry out the Intermediate Verification with the scope of an Initial Verification (refer to Section 14/14.3 above). Upon satisfactory completion of this verification, the Auditor shall submit to ICS Class-Head Office the following documentation:
 - a) Copy of the Full-Term ISSC endorsed (for Panamanian flagged ships).
 - b) Copy of the Short-Term ISSC issued (for not Panamanian flagged ships).
 - c) ISPS Code/Audit Plan.
 - d) ISPS Code/Checklist for Initial Verification.
 - e) ISPS Code/Ship Security Verification Report.
 - f) ISPS Code/List of the verified Security Equipment as specified by SSP.
 - g) ISPS Code/Non-Conformance/Failures Report, if any.
 - h) Copy of Company DOC.
 - i) Copy of ship SMC.
 - j) Copy of the additional documentation listed in Section 20/20.2 below.
 - .3 The Full-Term ISSC shall be endorsed or the Short-Term ISSC shall be issued, provided no major failures remain and the Auditor formally recommends to maintain the certification of the ship. To response to a failure raised on a ship, refer to Section 15 below.
 - .4 After verification of the documentation specified in paragraph 14.5.3.2 above, and upon confirmation that the Intermediate Verification has been fulfilled completely and are satisfactory in accordance with the provisions of this Instructive, the Marine Division will proceed to issue the corresponding Full-Term ISSC with the same validity as the existing Certificate issued by previous RSO. The Full-Term ISSC issued shall be endorsed at the Intermediate Verification.
 - .5 The paragraph 14.5.3.4 above, is not applied to Panamanian flagged ships. For Panamanian flagged ships, previous authorization granted by PMA, the Full-Term ISSC issued by this Administration may be endorsed by the Auditor upon satisfactory completion of the Intermediate Verification.

14.6 Renewal Verification.

- .1 The Renewal Verification shall be carried out before the expire date of the Full-Term ISSC.
- .2 The Renewal Verification may be carried out within three months before the date of expiry of the Full-Term ISSC, and should be completed before this date.
- .3 The Renewal Verification shall ensure that the Security System and any associated security equipment of the ship fully complies with the applicable requirements of SOLAS Convention Chapter XI-2 and ISPS Code, Part A, is in satisfactory condition and fit for the service for which the ship is intended.



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- .4 The Renewal Verification shall consist of the following steps:
 - a) verification that an approved SSP is on board;
 - b) verification through a representative sample that the security system is being implemented effectively;
 - c) verification that all security equipment specified in the SSP complies with applicable requirements; and
 - d) verification that all security equipment specified in the SSP, including the SSAS, is operational.
- .5 The Renewal Verification shall include a review of failures reported following previous verifications (audits). The Auditor shall select a sample of the reported failures and verify that the Company is investigating, analyzing and resolving them effectively and in a timely manner.
- .6 Upon satisfactory completion of the Renewal Verification, a Short-Term ISSC shall be issued in order to permit the operation of the ship while the Full-Term ISSC is prepared. The Short-Term ISPS shall be issued valid for five (5) months counted from the completion date of the Renewal Verification.
- .7 Upon satisfactory completion of the Renewal Verification on a Panamanian flagged ship, the issuance of a Short-Term ISSC, valid for five (5) months, is authorized (permitted) by the Administration.
- .8 The Short-Term ISSC shall be issued provided no major failure remain and the Auditor formally recommends the ship certification. To response to a failure raised on a ship, refer to Section 15 below.
- .9 If a Renewal Verification has been completed and a new Full-Term ISSC cannot be issued or placed on board the ship before the expiry date of the existing ISSC, the Auditor, after the authorization granted by the Marine Division, may endorse the existing Certificate and such Certificate should be accepted as valid for a further period which should not exceed five months from the expiry date (ISPS Code, Part A/19.3.4).
- .10 If a ship at the time when a Full-Term ISSC expires is not in a port in which it is to be verified, the Auditor, after the authorization granted by the Administration, may extend the period of validity of the existing ISSC but this extension should be granted only for the purpose of allowing the ship to complete its voyage to the port in which it is to be verified, and then only in cases where it appears proper and reasonable to do so. No ISSC should be extended for a period of longer than three months, and the ship to which an extension is granted should not, on its arrival in the port in which it is to be verified, be entitled by virtue of such extension to leave that port without having a new ISSC. When the Renewal Verification is completed, the new Full-Term ISSC should be valid to a date not exceeding five years from the expiry date of the existing ISSC before the extension was granted (ISPS Code, Part A/19.3.5).



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14.7 Additional Verification.

- .1 The Administration may, where there are clear grounds, require an Additional Verification to check if the security system and any associated security equipment of the ship still functions effectively. Additional Verifications may be carried out following situations beyond normal procedures such as Port State Control detentions, or in the case of reactivation after the interruption of operations due to a period out of service, or in order to verify that effective corrective actions have been taken and/or are being properly implemented. The Administration should determine the scope and depth of the verification, which may vary from case to case. The Additional Verifications should be completed within the time period agreed. The Administration should follow up on the results of the verification and take appropriate measures, as necessary.
- .2 To carry out an Additional Verification related to any of the following scenarios, the authorization of the Administration is required:
 - a) PSC detention (Report of Inspection shall be submitted to the Administration).
 - b) Flag State detention.
 - c) Security Incident (stowaways).
 - d) To verify effective corrective actions were taken regarding any major failure.
 - e) When substantial modifications have been made to the SSP.
 - f) When the Administration considers it necessary to request an Additional Verification in view of the nature of any failure regarding of the SSP.
 - g) Any other scenario not specified in paragraph 14.7.4 below
- .3 Upon satisfactory completion of the Additional Verification specified in paragraph 14.7.2 above, the existing Full-Term ISSC shall be endorsed.
- .4 To carry out an Additional Verification related to any of the following scenarios, which arise during the validity of the existing Full-Term ISSC, the authorization of the Administration is not required:
 - a) Change of name of the ship.
 - b) Change of call sign.
 - c) Change of gross tonnage.
 - d) Change of address of the Company.
 - e) Change of name of the Company.
- .5 Upon satisfactory completion of the Additional Verification specified in paragraph 14.7.4 above, a Short-Term ISSC shall be issued in order to permit the operation of the ship while the Full-Term ISSC is prepared. For these cases, the issuance of the Short-Term ISSC is also permitted by PMA for Panamanian flagged ships.
- .6 Following paragraph 14.7.5 above, the Short-Term ISSC shall be issued valid for five (5) months counted from the completion date of the Additional Verification. Afterward, the Marine Division or PMA (for Panamanian flagged ships) will issue a new Full-Term ISSC with the same validity as the existing Certificate. The new Certificate issued shall be endorsed at Additional Verification.



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14.8 Issuance of Full-Term ISSC.

- .1 After verification of the documentation supporting the ship certification in compliance with the Section 20 below, and upon confirmation that the Initial or Renewal Verification has been fulfilled completely and are satisfactory in accordance with the provisions prescribed in ISPS Code and this Instructive, the Marine Division will proceed to issue the corresponding Full-Term ISSC.
- .2 The Full-Term ISSC shall be issued for a period not exceeding five (5) years counted from the completion date of the Initial or Renewal Verification.
- .3 After completion of the Renewal Verification, the issuance of the Full-Term ISSC shall be made in compliance with the following requirements, as appropriate:
 - .1 When the Renewal Verification is completed within three months before the expiry date of the existing Full-Term ISSC, the new Full-Term ISSC should be valid from the date of completion of the Renewal Verification for a period not exceeding five years from the date of expiry of the existing ISSC.
 - .2 When the Renewal Verification is completed after the expiry date of the existing Full-Term ISSC, the new Full-Term ISSC should be valid from the date of completion of the Renewal Verification to a date not exceeding five years from the date of expiry of the existing ISSC.
 - .3 When the Renewal Verification is completed more than three months before the expiry date of the existing Full-Term ISSC, the new Full-Term ISSC should be valid from the date of completion of the Renewal Verification for a period not exceeding five years from the date of completion of the Renewal Verification.
- .4 For Panamanian flagged ships, the Full-Term ISSC shall only be issued by the PMA after the ship has successfully completed an Initial or Renewal Verification. This Certificate will be issued for a period not exceeding five (5) years counted from the completion date of the Initial or Renewal Verification.
- .5 Once the Initial or Renewal Verification has been satisfactorily completed on a Panamanian flagged ship, the Marine Division shall apply for the issuance of the Full-Term ISSC through PMA Website, submitting the following documentation:
 - .1 Interim or Short-Term ISSC issued, as appropriate.
 - .2 SSP Approval Certificate.
 - .3 Audit Plan.
 - .4 Ship Security Verification Report.
 - .5 Company DOC.
 - .6 Ship SMC.
- .6 At the request of the Company, the expiry date of the Full-Term ISSC may be aligned with the expiry date on the Full-Term SMC provided that this does not exceed the five (5) year period specified in ISPS Code, Part A/19.3.

14.9 Authorization to postpone the ISPS verifications.

- .1 If for special circumstances and justified reasons, the Initial, Intermediate or Renewal Verification cannot be carried out within the period specified in ISPS Code, Part A/19.1.1, the shipowner, Company, RSO or legal representatives should request an authorization to the Administration to postpone the required verification audit. The request shall be performed prior to the expiration of the



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- Interim ISSC (for Initial Verification) or prior to the expiration of the range date (window) for the Intermediate or Renewal Verification.
- .2 The Letter from the shipowner or Company requesting authorization to postpone the ISPS verification, shall be addressed to the Administration stating the following information:
 - .1 The reasons that prevent to carry out the required verification within the period specified in ISPS Code, Part A/19.1.1.
 - .2 The temporary measures that will be followed on board in order to keep the Security System of the ship in good operating condition during the validity period of the postponement granted.
 - .3 The projected date and place where the verification will take place.
 - .3 To request the authorization mentioned-above, the following documentation shall be submitted to the Administration:
 - .1 Letter from the shipowner/Company as specified in paragraph 14.9.2 above.
 - .2 Letter or email from the ICS Class indicating the reason for not performing the verification and stating the exact date and place where the verification will take place.
 - .3 Interim ISSC, if the postponement requested is for the Initial Verification.
 - .4 Full-Term ISSC and the Initial Verification Report, if the postponement requested is for the Intermediate Verification.
 - .5 Full-Term ISSC duly endorsed and the Intermediate Verification Report, if the postponement requested is for the Renewal Verification.
 - .4 The ISPS Verifications shall be postponed in accordance with the authorization and instructions given by the Administration.
 - .5 The request for postponing the ISPS Verifications on Panamanian flagged ships, shall be performed/applied through PMA Website in compliance with the MMC-359 (May 2020), as amended.

14.10 Transfer of ISPS certification (Change of RSO).

- .1 Prior accepting any request for a transfer of the ISPS certification, ICS Class as gaining RSO, shall notify the Administration of any request for transfer by providing the general particulars of the Company and ships under their management/operation and details of the service requested in order to confirm that:
 - .1 The existing Certificates has not been withdrawn or otherwise invalidated by the Administration or the losing RSO.
 - .2 All outstanding recommendations given by the losing RSO are followed up and rectified unless otherwise authorized by the Administration.
 - .3 Any major failure has been closed out or downgraded by the losing RSO.
- .2 Any and all transfers of the ISPS certification will require previous authorization written from the Administration.
- .3 ICS Class, as gaining RSO, shall not perform a transfer of ISPS certification without conducting an audit. This audit shall address all elements of the ISPS Code, to the extent the ICS Class is so authorized by the Administration covering any requirement and any matter arising out of the last audit carried out by the losing RSO. Where the transfer of the ISPS certification occurs within the due date window of the Intermediate or Renewal Verification, the corresponding verification may serve as the audit required for the transfer of the certification.



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- .4 If the ISPS certification is transferred, and ICS Class as gaining RSO, is requested to approve any amendments to the SSP by the Company, ICS Class shall re-approve the entire SSP.
- .5 ICS Class, as losing RSO, shall co-operate by providing the required information for the transfer of the ISPS certification, as requested by the Administration or the gaining RSO.
- .6 Where the transfer of the ISPS certification occurs at the Intermediate Verification, the requirements prescribed in Section 14/14.5.3/Scenario N°3 above, shall be fulfilled.
- .7 In addition to the provisions prescribed in this Section, the transfer of the ISPS certification on Panama flagged ships, shall be performed in compliance with the MMC-359 (May 2020), as amended.
- .8 In addition to the provisions prescribed in this Section, the transfer of the ISPS certification on Belizean flagged ships, shall be performed in compliance with the MSN-0031.

15. Failures and Corrective Action follow-up.

- .1 Audit findings shall be reviewed by the Auditor in order to determine whether they should be reported as Major Failures, Failures or Observations.
- .2 At the end of the audit, the Auditor shall hold a meeting with the senior management of the ship and those responsible for the functions concerned. The purpose is to present Major Failures, Failures and Observations to the ship's management in such a manner that they are clearly understood.
- .3 Failures shall be raised against the corresponding requirement of the ISPS Code, the relevant sections or paragraphs of the SSP and any specific flag State requirement.
- .4 An ISSC is not to be issued or renewed if a Major Failure exists. Immediate action is required to restore compliance. The Auditor shall verify the implementation of these measures before the ship sails and a schedule for the implementation of actions to prevent recurrence shall be agreed between the Company and the Auditor. At least one Additional Verification shall be carried out within the period agreed for the verification of implementation of the actions to prevent recurrence. This Additional audit shall be authorized by the Administration.
- .5 An ISSC shall not be issued or renewed until compliance has been restored for all identified Failures. In addition, a schedule for the implementation of action to prevent recurrence may be agreed between the Company and the Auditor. Additional audits may be carried out as necessary. These Additional audits shall be authorized by the Administration.
- .6 An ISSC shall not to be endorsed if a Major Failure exists. Immediate action is required to restore compliance, thereby permitting the Major Failure to be down-graded. The Auditor shall verify the implementation of these measures before the ship sails and a schedule for the implementation of actions to prevent recurrence shall be agreed between the Company and the Auditor. At least one Additional Verification shall be carried out within the period agreed for the verification of implementation of the actions to prevent recurrence. This Additional audit shall be authorized by the Administration.



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- .7 An ISSC may be endorsed following identification of a Failure, provided that compliance has been restored, or a schedule has been agreed between the Company and the Auditor for the completion of corrective action to restore compliance and to prevent recurrence. Additional Verifications may be carried out as necessary. These Additional audits shall be authorized by the Administration.

16. Opening and Closing meeting.

- .1 Shipboard verification audits shall start with an opening meeting, the purpose of which is to:
 - .1 Introduce the Auditor to the ship's management;
 - .2 Explain the scope and purpose of the audit;
 - .3 Provide a short summary of the methods and procedures to be used;
 - .4 Establish the official communication line between the Auditor and the shipboard management;
 - .5 Confirm that the necessary resources, documentation and facilities are available;
 - .6 Confirm the time and date of the closing meeting and any interim meetings.
- .2 On completion of each audit, the Auditor shall hold a closing meeting with the shipboard management, as appropriate, to present the findings so that they are fully understood.

17. Withdrawal of Certification.

- .1 If ICS Class-Head Office has reasons for invalidating a Full-Term ISSC, these reasons are to be communicated to the ship, to the Company and to the Administration. The communication is to be limited to the identity of the ship, the reason for invalidation and the date of the verification.
- .2 ICS Class-Head Office shall recommend to the Administration that a Full-Term ISSC should be withdrawn in the following circumstances:
 - .1 The alternative security measures agreed are not in place.
 - .2 An approved Action Plan has not been complied with.
- .3 Without an authorization granted by the Administration, no Full-Term ISSC shall be invalidated and/or withdrawn from the ship.
- .4 An Interim ISSC shall not be issued to a ship from which a Full-Term ISSC has been withdrawn.
- .5 When a Full-Term ISSC has been withdrawn, a new Certificate may be issued only after the successful completion of an audit of scope equivalent to an Initial Verification.
- .6 The new Full-Term ISSC shall have the same expiry date as the Certificate that was withdrawn.

18. Reporting the Administration.

- .1 A report to the Administration is to be produced after every SSP approval and ISPS Verification (audit). The ICS Class-Head Office (Operation Department) is responsible for reporting the Administration in accordance with the flag State requirements.
- .2 The report, as appropriate and required by the Administration, may include:
 - .1 SSP Approval Certificate.
 - .2 Interim or Short-Term ISSC issued.
 - .3 Full-Term ISSC duly endorsed.



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- .4 Audit Plan.
- .5 Ship Security Verification Report.
- .6 Non-Conformances/Failures Report, if any.
- .7 Company DOC.
- .3 Notwithstanding the provisions of paragraph 18.2 above, after satisfactory completion of any ISPS Verification, and not later than 30 days counted from the completion date of the audit, the following documentation shall be submitted to the Administration:
 - .1 Interim or Short-Term ISSC issued; or
 - .2 Full-Term ISSC duly endorsed; and
 - .3 Ship Security Verification Report.
- .4 Failure to comply with reporting the Administration in accordance with paragraphs 18.1 to 18.3 above, is considered as ICS Class bad practice.
- .5 The Ship Security Verification Report shall include at least the following information:
 - .1 Place and date of verification.
 - .2 Identification of the audit team.
 - .3 Type of verification (Interim, Initial, Intermediate, Renewal or Additional).
 - .4 Audit plan.
 - .5 Name of CSO.
 - .6 Identification of SSO.
 - .7 Number and date of issuance of the CSR.
 - .8 SSAS Test Date (verify the Flag confirmation).
 - .9 Any failures or observations and possible required action, if any.
 - .10 Recommendations, if any.
 - .11 Conclusions: Confirmation of the operational status of all security equipment and systems on board.

19. Actions following Port State Control detentions.

- .1 When a ship is detained and deficiencies relating to the ISPS Code are given as reasons for the detention (action taken 30), ICS Class shall carry out an Additional Verification audit. This Additional audit shall be authorized by the Administration.
- .2 Any Failures shall be dealt with in accordance with the relevant requirements of Section 15 above.
- .3 If the Auditor disagrees with the conclusions of the acting PSCO, the reasons for the disagreement shall be documented in the Audit Report. The PSCO, Company and the Administration must be made aware of the Auditor's comments in this respect.
- .4 Notwithstanding the provisions of all paragraphs above, the Procedure PO02-P05 for Port State Control and Flag State Inspection shall also be applied, as appropriate.

20. Records of Information (supporting documentation).

- .1 After completing the certification services (verifications/audits), the Auditor must provide to ICS Class-Head Office (Operation Department) with the following supporting documentation properly fulfilled:
 - .1 **For Interim Verification.**
 - a) ISPS Code/Audit Plan.
 - b) ISPS Code/Checklist for Interim Certification.
 - c) ISPS Code/Ship Security Verification Report.



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- d) ISPS Code/List of the verified Security Equipment as specified by SSP.
 - e)
 - f) ISPS Code/Non-Conformance/Failures Report, if any
 - g) Copy of the Interim ISSC issued.
 - h) Copy of Company DOC.
 - i) Copy of ship SMC.
 - j) Copy of the additional documentation listed in paragraph 20.2 below.
- .2 For Initial and Renewal Verification.**
- a) ISPS Code/Audit Plan.
 - b) ISPS Code/Checklist for Initial/Intermediate/Renewal/Additional Verification.
 - c) ISPS Code/ Ship Security Verification Report.
 - d) ISPS Code/List of the verified Security Equipment as specified by SSP.
 - e) ISPS Code/Non-Conformance/Failures Report, if any
 - f) Copy of the Short-Term ISSC issued (not apply for Panamanian flagged ships at Initial Verification).
 - g) Copy of Company DOC.
 - h) Copy of ship SMC.
 - i) Copy of the additional documentation listed in paragraph 20.2 below.
- .3 For Intermediate Verification.**
- a) According to Section 14/14.5.1.2, or
 - b) According to Section 14/14.5.3.2; and
 - c) Copy of the additional documentation listed in paragraph 20.2 below.
- .2** As part of the supporting documentation of all verifications performed (Interim, Initial, Intermediate, Renewal or Additional), the Auditor must provide to ICS Class-Head Office (Operation Department) with copy of the following additional documentation:
- .1** Navigation Registry (Patent of Navigation).
 - .2** Radio License.
 - .3** Minimum Safe Manning Certificate.
 - .4** IMO Crew List.
 - .5** Existing CSR or, where applicable, the Application Form for the request of a new CSR to the Administration, e.g. due to change of RSO.
 - .6** SSP Approval Certificate.
 - .7** Reporting of Owners/Operators.
 - .8** Reporting of Designated Person(s).
 - .9** Declaration of CSO.
 - .10** CSO training course.
 - .11** SSO training course.
 - .12** SSO Endorsement Certificate in compliance with STCW Code.
 - .13** SSAS valid Test Report.
 - .14** AIS valid Test Report.
- .3** In addition to the additional documentation listed above, and where required, the following information shall also be provided by the Auditor:



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- .1 Changes made in the Security System and associated security equipment of the ship.
- .2 Evidences that, at the opinion of the Auditor, demonstrate the effectiveness of the Security System and associated security equipment of the ship, collected through interviews, review of documentation and records, and observation of the ship's security activities.

21. Applicable Forms for ship certification.

- .1 ISPS Code/Audit Plan (2019/03).
- .2 ISPS Code/Checklist for Interim Certification (2009/07).
- .3 ISPS Code/Checklist for Initial, Intermediate, Renewal and Additional Verification (2019/03).
- .4 ISPS Code/Ship Security Verification Report (2019/03).
- .5 ISPS Code/List of verified Security Equipment as specified by SSP (2019/03).
- .6 ISPS Code/Non-Conformance/Failures Report (2009/07).
- .7 ISSC Interim (2009/07).
- .8 ISSC Short-Term (2009/07).
- .9 ISSC Full-Term (2008/02).

22. Documented Information revoked and modification.

- .1 Technical Instructive PO02-TI08-Statutory Certification for ISPS Code (ISSC), version 01 (05-2020) has been revoked.
- .2 Section 0 "Content" has been included.
- .3 Annex 2 "ISPS Code Certification Scenarios-Requirements for Panamanian ships" has been included.
- .4 Existing Annex 2 and 3 have been renumbered to Annex 3 and 4, respectively.

23. Annexes.

- .1 Annex 1: ISPS Code Certification Scenarios-Minimum Requirements.
- .2 Annex 2: ISPS Code Certification Scenarios-Requirements for Panamanian ships.
- .3 Annex 3: Application of the ISPS Code to FPSOs and FSUs.
- .3 Annex 4: Requirements for Maritime Security Auditor.

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Annex 1

ISPS CODE CERTIFICATION SCENARIOS-MINIMUM REQUIREMENTS

Nº.	Scenario	Condition	Action required	Ship Security Plan	Scope of audit and certification
1.	Change of ship's name	Conducted by an Auditor	Additional audit on board	1. Verify correct ship's name on the title page, index page and revision page of SSP. 2. Amend SSP Approval Certificate with the ship's new name.	1. Additional Verification as required by Section 14/14.7.4 to 14.7.6 above. 2. Verify correct ship's name on all Certificates and documents. 3. Verify that SSAS has been reprogrammed with the ship's new name. 4. Issue Short-Term ISSC with new ship name. Note: Replacement Full-Term ISSC shall have the same expiry date as the current ISSC.
2.	Change of flag	Conducted by an Auditor	Interim audit on board	1. Check that the SSP is on board. 2. Check that SSP addresses ISPS Code A/9.4.1 to A/9.4.18. 3. Check that a copy of the SSP has been submitted to the Administration or ICS Class for approval.	1. Interim Verification as required by ISPS Code A/19.4.2. 2. Interim Verification as required by Section 14/14.2 above. 3. Issue Interim ISSC.
3.	Change in IMO ship type	Conducted by an Auditor	Interim audit on board	Verify amendments to SSP, if any, have been submitted for approval.	1. Interim Verification as required by ISPS Code A/19.4.2. 2. Interim Verification as required by Section 14/14.2 above. 3. Issue Interim ISSC with new ship type.
4.	Ship out of service between 3 and 6 months ⁽¹⁾	Conducted by an Auditor	Additional audit if required by the Administration	-	Endorse Full-Term ISSC as appropriate.
5.	Ship out of service more than 6 months ⁽¹⁾	Conducted by an Auditor	Interim audit on board	-	1. Interim Verification as required by ISPS Code A/19.4.2. 2. Interim Verification as required by Section 14/14.2 above. 3. Issue Interim ISSC.
6.	Intermediate audits requested after the end of the audit time window	Conducted by an Auditor	Intermediate audit on board	-	1. Intermediate Verification with scope as Initial. 2. If reinstated, ISSC to be endorsed with a statement (e.g. Validity reinstated with scope as initial). If re-issued, ISSC to have same expiry date as previous certificate.



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Annex 1 (Continued)

ISPS CODE CERTIFICATION SCENARIOS-MINIMUM REQUIREMENTS

No.	Scenario	Condition	Action required	Ship Security Plan	Scope of audit and certification
7.	Change of Company name and/or address		Attendance on board not required.	1. Approve SSP amendments to reflect new Company name and address. 2. Reissue SSP Approval Certificate.	1. Verify DOC has been reissued with new Company name and address. 2. Issue Short-Term ISSC with new Company name and address. Note: Replacement Full-Term ISSC shall have the same expiry date as previous ISSC.

⁽¹⁾ These instructions do not apply to ships for which seasonal lay-ups are a normal part of their operational routine. Refer to MSC-MEPC.7/Circ.9.

Notes:

1. Above scenarios may be subject to flag State requirements and should only be applied in the absence of any instructions from the Administration.
2. For Panamanian flagged ships refer to Annex 2 of this Instructive.



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Annex 2

ISPS CODE CERTIFICATION SCENARIOS-REQUIREMENTS FOR PANAMANIAN SHIPS

Refer to Annex 1 "For ISPS Certification Guidance (Scenarios) and Requirements for the issuance of the Full Term ISSC" of the Merchant Marine Circular MMC-359 "Guidance for the Implementation and Certification of the ISPS Code (May 2020), as amended.

Note: To apply any of the scenarios set out in Annex 1 of the MMC-359, a prior authorization from PMA (ISPS Section) is required.



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Annex 3

APPLICATION OF THE ISPS CODE TO FPSOs and FSUs

Refer to MSC-MEPC.2/Circ.9 of 25 May 2010 "Guidance for the application of safety, security and environmental protection provisions to FPSOs and FSUs".



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Annex 4

REQUIREMENTS FOR MARITIME SECURITY AUDITOR

1. The Auditor must be able to demonstrate knowledge and understanding of:
 - .1 The principles and practice of management systems auditing (Standard ISO 19011 or equivalent).
 - .2 Knowledge of ISM Code through ISM Code courses, training or certification as ISM Code Auditor.
 - .3 The requirements of the ISPS Code and its interpretation and application.
 - .4 Mandatory rules and regulations and applicable codes, guidelines and standards recommended by the IMO, Administrations, Classification Societies and maritime industry organizations.
 - .5 Basic shipboard operations including emergency preparedness and response.
2. In addition, the Auditor must demonstrate that he has the ability to apply such knowledge and understanding and that he is capable of carrying out effective verification audits of the Security System and associated security equipment of the ship against the ISPS Code as applicable.
3. The Auditor must possess the competence to:
 - .1 Determine whether the Security System and associated security equipment of the ship conform or do not conform with the requirements of the ISPS Code;
 - .2 Determine the effectiveness of the Security System in order to ensure compliance with the ISPS Code.
 - .3 Assess whether the security practices recommended by the IMO, Administrations, RSO and maritime industry organizations have been taken into account.
4. The Auditor shall have completed and approved any of the following ISPS Code training courses:
 - .1 Ship Security Officer.
 - .2 Company Security Officer.
 - .3 Company and Ship Security Officer.
 - .4 Port Facility Security Officer.
 - .5 Maritime Security Auditor.
 - .6 Internal Auditor.
5. The Auditor shall be able to conduct Verification Audits of compliance with the ISPS Code having knowledge of:
 - .1 All requirements of the ISPS Code.
 - .2 National Legislation with regard to security issues.
 - .3 Ship operations and the Ship/Port interfaces.
 - .4 Maritime Security Practices.
6. The competences described above may be acquired as a result of any combination of the following:
 - .1 Previous relevant qualifications and experience.
 - .2 Theoretical training.
 - .3 Practical training.



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7. The Auditor authorized to carry out ISPS Code Verifications (audits) must have completed at least two (2) training audits under supervision. The training audits may be Initial, Renewal or Intermediate. Additional audit may be used only when audit covering all elements of the ISPS Code.
8. All training audits must be carried out under the supervision of suitably qualified and experienced Auditors.
9. A record shall be maintained, indicating authorization granted to the Auditor who has passed the theoretical training and who have successfully completed the practical training (see paragraph 7 above).
10. A qualified Auditor who has not performed at least two (2) audits in any two (2) calendar year period shall be required to undergo two (2) revalidation audits under the supervision of a suitably qualified and experienced Auditor.
11. A qualified Auditor who has not performed any audits in any five-year period shall be required to undergo revalidation training to include a one-day refresher course and two audits under the supervision of a suitably qualified and experienced Auditor. The one-day refresher course should include familiarization with the latest version of the audit and certification procedures, changes in regulatory requirements, new or updated reporting systems, the most recent guidance on the interpretation and application of the ISPS Code, etc. This course may be delivered by alternative learning methods (distance learning, video conference, webinars, etc.).
12. For the update training, ICS Class must ensure that its Auditors are kept informed of all regulatory and procedural developments related to the ISPS Code and that they receive guidance on matters of regulatory and procedural interpretation as these evolve.
13. Records shall be created and retained for each Auditor indicating:
 - .1 Qualifications and experience gained prior to training as Maritime Security Auditor.
 - .2 Theoretical training received.
 - .3 Examination results.
 - .4 Practical training received.
 - .5 Authorization granted.
 - .6 Update training received.
 - .7 Re-authorization in the event of lapsed authorizations.
14. The performance of the Auditor shall be evaluated at least once every two (2) years.
15. The Procedure PE02-P01 for Training and Qualification of Technical Staff establishes the relevant objectives, requirements and activities for theoretical and practical training of the Maritime Security Auditors.