



Transport Malta

Ports and Yachting Directorate

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**Notice to: Ship Owners,
Ship Operators,
Masters and Crew of Domestic Ships/Vessels**

**DOMESTIC SHIPPING REGULATIONS:
MANDATORY SECURITY MEASURES ON SHIPS/VESSELS USED IN DOMESTIC
TRADE**

Reference is made to Commission Regulation (EC) No 725/2004 of 31 March 2004 on introducing and implementing measures aimed at enhancing the security of ships used in domestic trade. Article 3.2 thereof requires Member States to apply, by 1st July 2005, the special measures to enhance maritime security of the SOLAS Convention and Part A of the ISPS Code to Class A passenger ships within the meaning of Article 4 of Council Directive 98/18/EC of 17 March 1998 on safety rules and standards for passenger ships operating domestic services and to their companies, as defined in regulation IX-1 of the SOLAS Convention.

Additionally, Article 3.3 of the Regulation requires that Member States shall, after a mandatory security risk assessment, decide the extent to which they will apply the provisions of this Regulation to different categories of ships operating on national domestic services.

In view of the above, the following categories of ships/vessels engaged on domestic voyages have been identified:

- Type 1: Ro-Ro passenger ferries operating on a regular service; Cargo ships of 500GT and over; and vessels holding ISSC certificate.
- Type 2: Passenger Ships carrying more than 100 passengers and holding a Passenger Ship Safety Certificate and/or ships carrying more than 100 passengers.
- Type 3: Vessels of less than 500GT interacting with sea going ships including pilot boats, tug boats, bunker barges, and workboats used for conveyance of supplies and materials.

All Owners and Operators of the above listed categories of domestic ships/vessels **must implement the following security measures for their respective ship/vessel within 60 days from the date of coming into force of this Port Notice:**



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Type 1 ships/vessels

- i. Appoint and have in place a Company Security Officer;
- ii. Appoint and have in place a Ship Security Officer;
- iii. Prepare and have in place an updated Ship Security Assessment (SSA); and
- iv. Prepare and have in place an updated ship/vessel specific Ship Security Plan (SSP)

Type 2 and 3 ships/vessels

- i. Have in place a Company Policy establishing the Security measures in place;
- ii. Have in place Standard operating Procedures (SOPs); and
- iii. Have in place and implement a Training Plan and conduct periodical training in terms thereof.

All the above listed security measures, including the SSA and SSP, must be submitted to the Authority for approval before being implemented and may be delegated in whole or in part to a Recognised Security Organisation (RSO) to achieve the obligatory minimum standards.

Security guidelines for ships/vessels falling under all categories are attached to this Port Notice whereas guidance on the preparation and content of SSA and SSP for Type 1 ships/vessels are provided in the International Ship and Port Facility Security Code (ISPS).

Owners and Operators of Type 1 ships/vessels operating other Type 2 and Type 3 ships/vessels may voluntarily choose to apply the same Type 1 security standards on all ships/vessels.

Following approval by the Authority of the above listed security measures, a ship security certificate will be issued by the Authority and will be mandatory in order to obtain or renew a Commercial Vessel Certificate (CVC).

This Port Notice will come into force on the date of publication thereof. In the event of non-compliance after the lapse of the above mentioned 60-day period and without prejudice to any other legal and enforcement action, including the suspension of the CVC until conformity has been achieved, the Authority may authorise an RSO to conduct periodical audits/inspections to ensure compliance. These audits/inspections shall be carried out at the expense of the Owners and Operators of the ships/vessels.

Capt David Bugeja
Chief Officer
Ports and Yachting Directorate

11 April 2017

Annex

Security Guidelines for all Ships/Vessels engaged on Domestic Voyages

1. Guidelines for Type 1, Type 2 and Type 3 ships/vessels

1.1 Communication

Ship Communication Links should include:

- Details of communication links between ship personnel with security duties, company/operator and Control Authorities; and
- A graphical representation of the structure of an organisation, showing groups and departments and their interconnections and inter-responsibilities (Organigram).

1.2 Securing ships/vessels

- Where practical, external doors and storage areas should be kept under lock, while allowing means to exit rapidly from within the ship/vessel in the event of an emergency.
- If the ship/vessel is left unattended for a period of time, such as overnight or seasonal lay-up, the engines should be disabled to prevent theft or unauthorised use.
- Out of service ships/vessels should be securely moored.
- Gangways should be lifted and not left in position on an unattended ships/vessel.
- Owners/Operators should consider the installation of a basic alarm system to detect and warn against tampering with out of service ships/vessels.

1.3 Emergency contacts list

All Owners/Operators should compile a list of emergency contacts, which should be kept on board the ship/vessel for use in the event of any potential security or even a suspicious incident. The contacts list should include but not be limited to the Police and Valletta Port Control.

2. Additional Guidelines for Type 1 and Type 2 ships/vessels

2.1 Pre-departure security announcements

Pre-departure announcements should advise passengers:

- Not to leave any personal belongings such as bags unattended;
- Report any suspicious items noted on board; and
- Not to enter any restricted areas on board.

Due consideration should be given in having such advice issued as security posters affixed on board the ship/vessel.

3. Access restrictions on board ALL ships/vessels

3.1 Restrictions

Non public areas of ships/vessels, such as the following, should be controlled to prevent unauthorised access:

- Wheelhouse;
- Machinery spaces;
- Cargo storage areas;
- Storage areas;
- Crew accommodation;
- Mooring stations;
- Emergency control points; and
- Safety equipment storage lockers, for example those for lifejackets, first aid and fire extinguishers.

Means of control can include:

- Padlocks;
- Shipboard ID System for Crew/Employees;
- Keypad access control;
- Local alarming of doors;
- Security tagging of items with anti-tamper seals;
- CCTV installation;
- Provision of signage identifying an area as restricted to passengers; and
- Crew undertaking regular patrols.

3.2 Access control

- Embarkation and disembarkation of passengers should only occur via a main (monitored) gangway.
- Embarkation must only be allowed when the crew are present on board to receive the passengers and the ship/vessel has been inspected for any unattended or unusual items/persons.
- Embarkation must not occur while cleaning or maintenance/repairs/servicing of a ship/vessel is being carried out.
- Passengers must present valid tickets to crew, prior to being allowed on board.
- In case of groups, the group representative should:
 - Advise the ship/vessel of the number of persons forming the group that will be travelling;
 - Muster at an agreed location away from the ship/vessel and account for the group being responsible of prior proceeding to boarding; and
 - Confirm the number of mustered group to the ship/vessel.

The boarding of groups should be overseen and numbers confirmed by a crewmember who liaises with the organiser. A counting device, such as a clicker, should be used to account for number of persons boarding the ship/vessel.

3.3 Visitors and contractors

- Official visitors and contractors should present themselves initially to the shore office for clearance prior to attempting to board any company ship/vessel. Contractors should be asked to provide proof of identification. Passport, Drivers licence or verified company ID are acceptable means of proof.
- A dedicated visitor's pass should be provided by the ship/vessel Owners/Operators, with associated records of who has accessed their ships/vessels.
- Visitors and contractors should be given a security/safety briefing prior to boarding the ship/vessel.

4. Security Patrols

- Security patrols serve as a better and more effective deterrent when carried out by uniformed staff and crew members, and improve the chances of recognising unattended or concealed items or persons.
- Items of uniform may include company branded hi-visibility vests, tee shirts, coats, boiler suits, etc.
- Such duties should be shared between suitable trained crew and should be incorporated into their regular duties and routines.
- An agreed search procedure should be in place by the Owner/Operator to include a check of:
 - All passenger areas including toilets and luggage storage areas;
 - Cargo holds and common work areas of cargo ships/vessels; and
 - Integrity of all restricted areas on board after each voyage.

5. Standard Operating Procedures (SOPs):

The following SOPs are recommended to be established:

- Response to bomb threats;
- Visitors and contractors;
- Cleaning routines;
- Ship/vessel inspection routine; and
- Securing of the ship/vessel when out of service and security sweep prior to re-entering the ship/vessel.

6. Training

Shipboard personnel having specific security duties and responsibilities shall have sufficient knowledge and ability to perform their assigned security-related responsibilities and duties, including as appropriate:

- Knowledge of current security threats and patterns;
- Recognition and detection of weapons, dangerous substance and devices;
- Recognition of characteristics and behavioural patterns of persons who are likely to threaten security;
- Techniques used to circumvent security measures;

- Crowd management and control techniques;
- Security-related communications;
- Knowledge of the emergency procedures and contingency plans;
- Operations of security equipment and systems;
- Testing, calibration and at-sea maintenance of security equipment and systems;
- Inspection, control and monitoring techniques; and
- Methods of physical searches of persons, personal effects, baggage, cargo, and ship's/vessel's stores.