

PFSP – Port facility security plan  
PSA – Port security assessment  
PSAC – Port security advisory committee  
PSC – Port security committee  
PSO – Port security officer  
PSP – Port security plan  
RO – Recognized organization  
RSO – Recognized security organization  
SAFE – WCO SAFE Framework of Standards to secure and facilitate global trade  
SAR – Search and rescue  
SOC – Statement of Compliance  
SOLAS – International Convention for the Safety of Life at Sea  
SSA – Ship security assessment  
SSAS – Ship security alert system  
SSO – Ship security officer  
SSP – Ship security plan  
STCW – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers  
SUA – Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation  
UN – United Nations  
WCO – World Customs Organization

## **1.8 Definitions**

### **1.8.1** The following definitions apply to this Guide:

*Administration* means the Government of the State whose flag the ship is entitled to fly. In the Maritime Security Measures and this Guide, “Administration” is used to describe the organization within Government responsible for ship security.

*Alternative security agreement (ASA)* means a bilateral or multilateral agreement between Governments covering short international voyages on fixed routes between dedicated port facilities, allowing the security measures and procedures applied to the port facilities and ships to differ from those required under the Maritime Security Measures.

*Application of the Measures* means determining the port facilities covered by the Maritime Security Measures, i.e., those required to appoint a PFSO and submit a PFSP, and communicating their location along with the identity and title of their PFSO and the date of approval of the PFSP. In cases where port facilities are occasionally used by ships on international voyages, undertaking a PFSA to decide the extent of application of the Maritime Security Measures.

*Armed forces authority (AFA)* means the organization within Government responsible for co-ordinating the response by the military or security forces to a security incident.

*Certification* means issuing International Ship Security Certificates (ISSCs), Interim ISSCs and Statements of Compliance for port facilities (optional).

*Chapter* means a chapter of the SOLAS Convention.

*Clear grounds* means reasons for believing that a ship does not comply with requirements of the Maritime Security Measures.

*Company* means the owner of the ship or any other organization or person, such as the manager or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed by the International Safety Management (ISM) Code.

*Company security officer (CSO)* means the person designated by the Company for ensuring that a ship security assessment is carried out; that a ship security plan is developed, submitted for approval, and thereafter implemented and maintained; and for liaison with port facility security officers and the ship security officer.

*Competent authority* means an organization designated by an Administration to receive and act on a ship-to-shore security alert.

*Compliance verifications* means undertaking intermediate and renewal verifications of compliance for ISSC issuance.

*Continuous Synopsis Record (CSR)* is a record maintained and updated throughout a ship's life and issued by the ship's Administration under SOLAS chapter XI-1, "Special measures to enhance maritime safety", containing information, including the name of the Administration or Contracting Government who issued the ship's current ISSC or Interim ISSC and the name of the body who carried out the verification of which the Certificate was issued if not the Administration or Contracting Government. The original names of those who issued previous International Ship Security Certificates have to remain in the CSR.

*Contracting Government* means a Government that has agreed to be bound by the SOLAS Convention. In this Guide the simpler term "Government" is generally used in place of "Contracting Government" unless there is a direct quotation from SOLAS chapter XI-2 or from the ISPS Code part A or part B. Depending on the context, "Government" can also be used in IMO Maritime Security Measures with either the term "Administration" or "Designated Authority", or with both, or in place of either or both.

*Control and compliance measures* mean actions that can be taken by a duly authorized officer when it is believed that clear grounds exist that a foreign-flagged ship does not comply with the requirements of the Maritime Security Measures; notifying the relevant Government when such measures have been applied to a ship, designating the contact point to receive communication from Governments exercising control and compliance measures, and communicating the contact details to IMO.

*Declaration of Security (DoS)* means an agreement reached between a ship and either a port facility or another ship with which it interfaces, specifying the security measures each will implement.

*Deficiency* means a failure to comply with the requirements of the Maritime Security Measures.

*Designated Authority* means the organization(s) or the Administration(s) identified, within the Contracting Government, as responsible for ensuring the implementation of the provisions of the Maritime Security Measures pertaining to port facility security and ship/port interface, from the point of view of the port facility. In the ILO/IMO Code of practice on security in ports the term is used to describe the organization within Government responsible for port security.

*Duly authorized officer* means a Government official given specific authorization to undertake official duties, usually associated with inspection and enforcement activities. Such duties under the Maritime Security Measures include undertaking control and compliance measures in respect of foreign-flagged vessels under the Maritime Security Measures, and the use of the term in this Guide is usually associated with that activity.

*Emergency response services* includes police, military, fire and ambulance services responding to a security incident or to an accident.

*Equivalent security arrangements (ESA)* means a Designated Authority or Administration allowing a port facility, a group of port facilities or a ship to implement security measures other than those in the Maritime Security Measures but equivalent to those in the Maritime Security Measures.

*Government* is used in this Guide in place of “Contracting Government”. Depending on the context, the term may be used in the Guide with “Administrations” or “Designated Authority”, or in their place.

*Government official* means any Government employee who has security-related responsibilities under the Maritime Security Measures and includes duly authorized officers undertaking control and compliance measures in respect of foreign-flagged vessels using the Maritime Security Measures.

*ILO/IMO Code of practice* means the ILO/IMO Code of practice on security in ports.

*Interim International Ship Security Certificate (Interim ISSC)* is a Certificate issued by, or on behalf of, a ship’s Administration for a ship without an ISSC:

- on delivery or prior to entry into service,
- following transfer between Contracting Governments to the SOLAS Convention,
- following transfer to a Contracting Government from a non-Contracting Government, or
- following a change of the company operating the ship.

*International Safety Management (ISM) Code* means the International Management Code for the Safe Operation of Ships and for Pollution Prevention required to be carried by all SOLAS ships under SOLAS chapter IX, “Management for the safe operation of ships”.

*International Ship and Port Facility Security (ISPS) Code* means the International Code for the Security of Ships and of Port Facilities, consisting of part A (the provisions of which shall be treated as mandatory) and part B (the provisions of which shall be treated as recommendatory).

*International Ship Security Certificate (ISSC)* is a Certificate issued following verification by, or on behalf of, the ship’s Administration that the ship complies with the requirements in SOLAS chapter XI-2 and the ISPS Code.

*International voyage* means a voyage from a country to which the SOLAS Convention applies to a port outside such a country, or conversely (SOLAS chapter I, “General provisions”).

*Maritime Security Measures* means SOLAS chapter XI-2, “Special measures to enhance maritime security”, and the ISPS Code, parts A and B.

*Member State* means a Member State of the International Maritime Organization or International Labour Organization.

*Non-SOLAS port facilities* means port facilities to which the SOLAS Convention does not apply or which occasionally handle ships to which the Maritime Security Measures apply but which do not have to appoint a PFSO or submit a PFSP.

*Non-SOLAS ship* is a ship to which the SOLAS Convention does not apply – see *Ship*.

*Port* means the geographic area defined by the Government or Designated Authority, including port facilities as defined in the ISPS Code, in which maritime and other activities occur.

*Port facility* means a location, as determined by the Contracting Government or by the Designated Authority, where the ship/port interface takes place. This includes areas such as anchorages, waiting berths and approaches from seaward, as appropriate.

*Port facility security assessment (PFSA)* means a risk assessment undertaken by, or for, a Designated Authority which is provided to port facility security officers as a prelude to the preparation of a port facility security plan or the review, or amendment, of an approved port facility security plan. A port facility security assessment also has to be undertaken by, or for, the Designated Authority for port facilities occasionally used by SOLAS ships that have not had to appoint a port facility security officer.

*Port facility security officer (PFSSO)* means the person designated as responsible for the development, implementation, revision and maintenance of the port facility security plan and for liaison with the ship security officers and company security officers.

*Port facility security plan (PFSSP)* means a plan developed to ensure the application of measures designed to protect the port facility and ships, persons, cargo, cargo transport units and ship's stores within the port facility from the risks of a security incident.

*Port security officer (PSO)* means the person tasked to manage and co-ordinate security in the port.

*Port security plan (PSP)* means a plan developed to ensure the application of measures designed to protect the port and ships, persons, cargo, cargo transport units and ship's stores within the port from the risks of a security incident.

*Recognized security organization (RSO)* means an organization with appropriate expertise in security matters and with appropriate knowledge of ship and port operations that is authorized to carry out an assessment, or a verification, or an approval or a certification activity required by the Maritime Security Measures.

*Regulation* means a regulation of the SOLAS Convention.

*Security advice and assistance:* designating a national contact point to provide security advice or assistance to ships or to receive reports of security concerns from ships, and communicating contact details to IMO.

*Security incident* means any suspicious act or circumstance threatening the security of a ship, including a mobile offshore drilling unit and a high-speed craft, or of a port facility or of any ship/port interface or any ship-to-ship activity.

*Security level* means the qualification of the degree of risk that a security incident will be attempted or will occur.

*Security level 1* means the level for which minimum appropriate protective security measures shall be maintained at all times.

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

*Security level 3* means the level for which further specific protective security measures shall be maintained for a limited period of time when a security incident is probable or imminent, although it may not be possible to identify the specific target.

*Security plans:* approving security plans submitted by port facilities (PFSSPs) and shipping companies (SSPs), and any subsequent amendments.

*Ship* means a passenger ship carrying more than 12 passengers or a cargo ship engaged in an international voyage, and includes high-speed craft and mobile offshore drilling units (MODUs). Generally, the provisions of the SOLAS Convention apply to cargo ships of, or over, 500 gross tonnage (gt). The Maritime Security Measures apply to passenger ships, as above, and to cargo ships over 500 gt. However, certain provisions from chapter V, "Safety of navigation", of the SOLAS Convention also specifically apply to cargo ships of, or over, 300 gt, including mandatory fitting of equipment associated with automatic identification systems (AIS) and long-range identification and tracking (LRIT) systems.

*Shipboard personnel* means the master and the members of the crew or other persons employed or engaged in any capacity on board a ship in the business of that ship, including high-speed craft, special-purpose ships and mobile offshore drilling units not on location.

*Shipping company:* see *Company*.

*Ship/port interface* means the interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons, goods or the provisions of port services to or from the ship.

*Ship security alert system (SSAS)*: provides the means by which a ship can transmit a security alert to a competent authority on shore, indicating that the security of the ship is under threat or has been compromised.

*Ship security assessment* means a risk assessment undertaken by, or for, a company security officer as a prelude to the preparation of a ship security plan or the review, or amendment, of an approved ship security plan.

*Ship security officer (SSO)* means the person on board the ship, accountable to the master, who is designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan, and for liaison with the company security officer and port facility security officers.

*Ship security plan (SSP)* means a plan developed to ensure the application of measures on board the ship designed to protect persons on board, cargo, cargo transport units, ship's stores or the ship from the risks of a security incident.

*Ship-to-ship activity* means any activity not related to a port facility that involves the transfer of goods or persons from one ship to another.

*Short international voyage* is an international voyage in the course of which a ship is not at any time more than 200 miles from a port or a place in which the passengers and crew could be placed in safety. Neither the distance between the last port of call in the country in which the voyage begins and the final port of destination, nor the return voyage, shall exceed 600 miles. The final port of destination is the last port of call in the scheduled voyage at which the ship commences its return voyage to the country in which the voyage began.

*SOLAS Convention* means the International Convention for the Safety of Life at Sea, 1974, as amended.

*Threat* is the likelihood that an unlawful act will be committed against a particular target, based on a perpetrator's intent and capability.

## Appendix 1.1

### Cross-reference of Government and industry responsibilities

Maritime Security Measure (with Government and industry responsibilities)	Reference in Guide to responsibilities for:		
	Government officials	Port facility operators	Ship operators
Recognized security organizations	2.5	3.2.5–3.2.8	4.2.6–4.2.8
Security levels	2.6	3.3	4.3
Declarations of Security	2.7	3.4	4.4
Designating port facilities	2.8.1– 2.8.9	3.2.1	–
Port facility boundaries	2.8.10–2.8.12	3.2.2–3.2.3	–
Non-SOLAS port facilities	2.8.14–2.8.16	3.10	–
Port security committees	2.8.17–2.8.18	–	4.2.5
Port facility security officers	2.8.19–2.8.24	3.5.1–3.5.6	–
Port facility security assessments	2.8.25–2.8.33	3.6	–
Port facility security plans	2.8.34–2.8.42	3.7	–
Appointment and qualifications of ship security personnel	2.9.1–2.9.11	–	4.5
Ship security assessments	2.9.12–2.9.14	–	4.7
Ship security plans	2.9.15–2.9.30	–	4.8.1–4.8.11
Reporting security incidents	2.9.37	3.8.8–3.8.10	4.8.34–4.8.37
Security records	2.9.38	–	4.8.38–4.8.39
Continuous Synopsis Records	2.9.42	–	4.10.8
International Ship Security Certificates	2.10	–	4.9
Ship security alert systems	2.12.4–2.12.15	–	4.6.1–4.6.11
Automatic identification systems	2.12.16–2.12.19	–	4.6.12– 4.6.15
Pre-arrival notification	2.12.20–2.12.24	–	4.6.13–4.6.15
Long-range identification and tracking systems	2.12.25–2.12.37	–	4.6.16–4.6.18
Alternative security agreements	2.13	3.2.9–3.2.10	4.2.9–4.2.11
Equivalent security arrangements	2.14	3.2.11	4.2.12
Control and compliance measures	2.11	–	4.10
Seafarer access considerations	2.17.5– 2.17.10	3.8.13–3.8.19	4.8.30–4.8.33
Non-SOLAS vessels	2.18.3–2.18.15	–	4.11
Port security	2.18.16–2.18.20	3.9	–