



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Local Government**

APPLICATION FORM FOR APPROVAL OF A SHIP SECURITY PLAN

Ship Security Plan for [Insert Name of Ship Operator]

The attached ship security plan, prepared in accordance with the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) and the *Maritime Transport and Offshore Facilities Security Regulations 2003* (the Regulations), is submitted for approval by the Secretary of the Department of Infrastructure, Transport, Regional Development and Local Government (the Department). The plan is for the regulated Australian ship [Ship Name]. The ship operator submitting this plan for approval is [company name], ABN [ABN].

If implemented, this plan will make an appropriate contribution to achieving the maritime security outcomes contained in section 3 of the Act.

Included with this application form are the following documents:

- Ship security plan prepared as per Part 4 Division 4 of the Act, including a security assessment prepared in accordance with subsection 66 (2) of the Act;
- Ship identification sheet prepared in accordance with regulation 4.20 of the regulations; and
- Contact information sheet prepared in accordance with regulation 4.30 of the regulations.

A completed self-assessment checklist is attached to assist the Department with the assessment and review of this ship security plan.

Should you wish to discuss the contents of this plan, please contact [Name of contact person] on [phone number].

[Signature of person authorised to submit the plan]

[Printed name of the person authorised to submit the plan]

Date:

Office Use Only			
Date received		Receipt acknowledged?	Y / N
Date registered		RMS file no.	
Application complete?	Y / N	Request for further information sent	Y/N
			Date:



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Lodgement of Ship Security Plans

Ship security plans may be submitted to the Secretary using any of the following methods:

- **By Mail**

To maintain the security of plans forwarded by mail, they may be sent via registered mail, or enclosed in a double envelope with the internal envelope marked "restricted".

Plans should be addressed to:

Office of Transport Security
Department of Infrastructure, Transport, Regional Development and
Local Government
GPO Box 594
Canberra ACT 2601

- **By email**

Plans should be emailed to transport.security@infrastructure.gov.au
The Department can currently accept electronic documents in Word, Rich Text Format (RTF) and Adobe Acrobat (PDF) format. If a maritime industry participant wishes to use a different format, they should first contact the Office of Transport Security (OTS) on the numbers provided below to discuss the type of application proposed.

- **Hand Delivery**

Plans may be hand delivered to:

Office of Transport Security
Department of Infrastructure, Transport, Regional Development and
Local Government
111 Alinga Street
Canberra ACT 2601

For further information concerning your security plan, please contact your OTS State Office:

NSW: 02 - 8344 3105	NT: 08 - 8923 1209
SA: 08 - 8110 2264	WA: 08 - 9225 1458
VIC: 03 - 8608 3300	QLD: 07 - 3838 9987
OTS Central Office: Transport Security Coordination Centre Ph: 1300 307 288	



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Ship Security Plan assessment checklist

This checklist is to assist you to ensure that your ship security plan has been prepared in accordance with the requirements of the Act and the Regulations. Please indicate in the column headed “location”, the pages or sections of the plan that contain the information that addresses each requirement. This checklist will be used to supplement the Department's assessment and review process.

Maritime Security Outcomes

The following questions relate to demonstrating an appropriate contribution to the maritime security outcomes as required in section 66(e) of the Act:

Checklist Item	Answer	Location
Staffing Will implementation of your ship security plan require additional staff to be employed in security roles? If yes, how many addition staff do you expect to employ?	Yes / No Number_____	
Training What is the expected cost of training staff in the implementation of your ship security plan? Will implementing the plan increase the awareness of staff of security matters?	\$_____ Yes / No	
Security Infrastructure Will implementation of your ship security plan require modification of existing or additional security infrastructure? If yes, what is the expected cost?	Yes / No \$_____	
Security Budget What was the budget for ship security last Financial Year? What is the budget for ship security this Financial Year? What is the anticipated ship security budget for next Financial Year? Has this level of expenditure been approved by an appropriate officer?	\$_____ \$_____ \$_____ Yes / No	
Security Measures and Procedures Will additional security measures and procedures be introduced in implementing the ship security plan?	Yes / No	
Access Control Will implementation of the ship security plan result in the introduction of additional or improved access control measures.	Yes / No	



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Regulations

The following questions relate to requirements in the Regulations:

Checklist Item	Answer	Location
Ship Identification details Is a separate document containing the information about the ship, as required by regulation 4.20, included with the ship security plan?	Yes / No	
Ship operator, CSO and SSO details Is a <u>separate document</u> containing the contact details, as required by regulation 4.30, included with the ship security plan? Note: The Ship Operator is required under regulation 1.10 to designate a company security officer before submitting the ship security plan to the Secretary for approval.	Yes / No	
Security Assessments Does the ship security plan include a security assessment, made in accordance with regulation 4.25, that takes into account any documents required under subsection 66 (2) of the Act?	Yes / No	
Shore Based Personnel Does the plan set out the details relating to shore-based personnel with security duties and responsibilities under regulation 4.35?	Yes / No	
Training Does the plan set out the training requirements, as per regulation 4.40, for the CSO, SSO, and shore-based personnel and crew referred to in regulation 4.35?	Yes / No	
Matters that must be in plan Is each of the items in regulation 4.45 addressed in the ship security plan?	Yes / No	
Maritime security level 1 Does the ship security plan set out the measures to be in place at maritime security level 1, in accordance with regulation 4.50?	Yes / No	



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Maritime security levels 2 and 3 Does the ship security plan set out the measures to be in place at maritime security levels 2 and 3, in accordance with regulation 4.55?	Yes / No	
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Checklist Item	Answer	Location
Declarations of security Does the ship security plan provide for Declarations of Security, in accordance with regulation 4.60?	Yes / No	
On-Board Security Zones Does the ship security plan include a request for the establishment of on-board security zones, including measures and procedures to monitor and control access to zones, as per regulation 4.65?	Yes / No	
Visits to non ISPS Code compliant ports Does the plan outline specific measures for visits to non-ISPS Code compliant ports, as per regulation 4.70?	Yes / No	
Exceptional circumstances Does the ship security plan give guidance on maintaining the security of the ship in exceptional circumstances, as per regulation 4.75?	Yes / No	
Pre-entry information Does the ship security plan set out procedures for giving pre-entry information before entering Australian waters in the course of an overseas voyage, as per regulation 4.80?	Yes / No	
Maritime Transport Security Incidents Does the ship security plan set out procedures relating to maritime transport security incidents, as per regulation 4.85?	Yes / No	
Security Equipment Does the ship security plan include information about the ship's security equipment, as per regulation 4.90?	Yes / No	
On-board Systems Does the ship security plan include information about on-board systems, as per regulation 4.95?	Yes / No	
Ship Security Records Does the ship security plan set out procedures relating to the ship security records, as per regulation 4.100?	Yes / No	



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Audits and Reviews Does the ship security plan set out the schedules and procedures for conducting audits and reviews of the security plan, as required by regulation 4.105?	Yes / No	
Authority of the Master Does the ship security plan contain a statement about the authority of the master, as per regulation 4.110?	Yes / No	
Protection of plan Does the ship security plan include procedures for protecting the plan, in accordance with regulation 4.115?	Yes / No	

Note: If any of the above items are not addressed in the plan, the Ship Operator is advised to give further consideration to the Act and Regulations before submitting the plan for consideration of approval.

This checklist should be used as a guide only and applicants should refer to both the Act and the Regulations when completing a Ship Security Plan.