

**Commonwealth of Dominica****Office of the Maritime Administrator**

- TO:** ALL SHIPOWNERS, OPERATORS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND AUTHORIZED CLASSIFICATION SOCIETIES
- SUBJECT:** PROCEDURES FOR SHIP SECURITY PLANS APPROVAL AND ISPS CODE VERIFICATION AND CERTIFICATION
- REFERENCE:** (a) SOLAS, Chapter XI-2  
(b) ISPS Code
- ATTACHMENTS:** List of organizations authorized and capable of conducting an initial verification and issuing International Ship Security Certificate as per ISPS Code
- PURPOSE:** The purpose of this Safety Circular is to provide guidance to all the owners and operators of the Commonwealth of Dominica flag vessels for implementing SOLAS Convention and ISPS Code requirements with respect of Ship Security Plans approval and ships verification and certification.
- APPLICABILITY:** Dominica flag vessels engaged on international voyages, as follows:
- a) passenger vessels, including high-speed passenger craft;
  - b) cargo vessels, including high-speed craft, of 500 gross tonnage and upwards; and
  - c) mobile offshore drilling units.
- PROVISIONS:**
- 1 SSP approval**
    - 1.1** Owners or representatives of Dominica flag vessels are required to send Ship Security Plans for their vessels, developed in accordance with the tool provided in Safety Circular no. CD-MSC 04-04, for approval, to the Office of Deputy Maritime Administrator Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719, USA.
    - 1.2** For record-keeping purposes the Plans should be also sent in an electronic format to the following address: [registration@dominica-registry.com](mailto:registration@dominica-registry.com)

- 1.3 To speed up the certification process in a situation, referred to in subsection 2.6 below, a copy of ship's radio installation survey schedule should be attached to the Ship Security Plan upon submittal.
- 1.4 After reviewing the Plan DMRI shall issue an Approval Letter to the Company, stating that the Ship Security Plan is in compliance with relevant ISPS regulations and that the ship is to undergo a verification of its implementation onboard.

## 2 Ship verification and certification

- 2.1 The verification of ship's compliance with relevant security requirements should be conducted by one of the organizations on the attached list (Annex to this Circular).
- 2.2 Upon the satisfactory verification the respective organization shall issue International Ship Security Certificate to the ship. Such a certificate shall be valid for five months.
- 2.3 The ship should forward a copy of the received certificate, along with an application for Continuous Synopsis Record, to the Office of Deputy Maritime Administrator in Fairhaven.
- 2.4 Upon receipt of the copy of the certificate the period of validity thereof shall be extended to five years, except where sections 2.5 or 2.6 are applicable.
- 2.5 Where the Ship Security Plan had been conditionally approved, International Ship Security Certificate shall be extended for a period of one year, subject to verification of compliance with set conditions.
- 2.6 Where the ship is not fitted with the ship security alert system, International Ship Security Certificate shall be extended for a period of time provided in respective SOLAS regulations for the system installation, subject to verification of the system installation, accuracy and compliance with IMO standards.

## 3 Fees

- 3.1 The fee for review and approval of Ship Security Plan by the Office of the Deputy Maritime Administrator is USD \$1000.00. The fee is payable upfront. The receipt of payment should be sent along with the Plan. In addition, there is a USD \$500.00 fee to issue an extended International Ship Security Certificate. Fees and charges by class societies for their verification surveys on behalf of the Office of the Deputy Maritime Administrator are set by the class societies.
- 3.2 The issuance of Continuous Synopsis Record for the first time is free of charge. The fee for every subsequent issue of revised and updated CSR document is USD \$150.00.

- end -

**Annex:** *List of organizations authorized and capable of conducting an initial verification and issuing International Ship Security Certificate as per ISPS Code*

## ANNEX

**List of organizations authorized and capable of conducting an initial verification and issuing International Ship Security Certificate as per ISPS Code****1. Class Societies****American Bureau of Shipping**

ABS Plaza  
16855 Northchase Drive  
Houston, TX 77060 USA  
Tel.: 1 281 877 6010  
Fax: 1 281 877 6011  
e-mail: [GShark@eagle.org](mailto:GShark@eagle.org)

**Cyprus Bureau of Shipping**

Corner Sp. Araouzou & Koumantaris St.  
Tonia Court Two, 2<sup>nd</sup> Floor  
P.O. Box 50214  
Limassol CY-3602, Cyprus  
Tel.: +357 25 343 321  
Fax: +357 25 356 432  
e-mail: [cbs@cbs.com.cy](mailto:cbs@cbs.com.cy)

**Germanischer Lloyd**

Vorsetzen 35  
20 459 Hamburg, Germany  
Tel.: +49 40 361 490  
Fax: +49 40 361 49 200  
e-mail: [headoffice@germanlloyd.org](mailto:headoffice@germanlloyd.org)

**International Naval Surveys Bureau**

8 Kantharou & Sahtouri St.  
Piraeus 185 37  
Greece  
Tel.: +30 210 418 4172  
Fax: +30 210 418 4282  
e-mail: [insb@hol.gr](mailto:insb@hol.gr)

**Lloyd's Register**

71 Fenchurch St., London  
EC3M 4BS, UK  
Tel.: +44 20 7209 9166  
Fax: +44 20 7488 4796  
e-mail: [lloydsreg@lr.org](mailto:lloydsreg@lr.org)

**Polski Rejestr Statkow**

Al. Gen. Jozefa Hallera 126  
80-416 Gdansk, Poland  
Tel.: 48 58 346 1700  
Fax: +48 58 346 0392  
e-mail: [mailbox@prs.pl](mailto:mailbox@prs.pl)

**Bureau Veritas**

17 bis, Place des Relets  
La Defense 2  
92400 Courbevoie, France  
Tel.: +33 1 42 91 52 89  
Fax: +33 1 42 91 52 94  
e-mail: [jean-francois.fauduet@bureauveritas.com](mailto:jean-francois.fauduet@bureauveritas.com)

**Det Norske Veritas**

Veritasveien 1  
13 22 Høvik  
Oslo, Norway  
Tel.: +47 67 57 9900  
Fax: +47 67 57 9911  
e-mail: [DNV.Corporate@dnv.com](mailto:DNV.Corporate@dnv.com)

**Indian Register of Shipping**

52 A, Adi Shankaracharya Marg  
Opp. Powai Lake  
Powai, Mumbai 400 072, India  
Tel.: +91 22 2570 3627  
Fax: +91 22 2570 3611  
e-mail: [irsho@bom3.vsnl.net.in](mailto:irsho@bom3.vsnl.net.in)

**Korean Register of Shipping**

54 Sinseongro, 23-7 Jang-dong  
Yuseong-gu Daejeon  
Republic of Korea  
Tel.: +82 42 869 9330  
Fax: +82 42 862 6015  
e-mail: [ykwon@krs.co.kr](mailto:ykwon@krs.co.kr)

**Nippon Kaiji Kyokai**

4-7 Kioi-cho, Chiyoda-ku  
Tokyo 102-8567, Japan  
Tel.: +81 3 5226 2038  
Fax: +81 3 5226 2039  
e-mail: [xad@classnk.or.jp](mailto:xad@classnk.or.jp)

**Russian Maritime Register of Shipping**

8, Dvortsovaya Nab.  
191186, St. Petersburg, Russia  
Tel.: +7 812 314 07 43  
Fax: +7 812 314 10 87  
e-mail: [pobox@rs-head.spb.ru](mailto:pobox@rs-head.spb.ru)

## 2. DMRI Regional Offices

### DMRI Chile & Argentina

Berta Olivier and Marcelo Carillo  
Naylor 45  
Valparaiso, Chile  
Tel.: +56-32-222-115, +54-221-453-0873  
Fax: +56-32-222-115  
[dominica@flagstate.com.ar](mailto:dominica@flagstate.com.ar)  
[www.flagstate.com.ar](http://www.flagstate.com.ar)

### DMRI China

Sinopan Maritime Consulting Services Co Ltd.  
16 Zhuqing Street, Zhong Shan District  
Dalian, China 116001  
Telephone: 86-411-82896151  
Fax: 86-411-82896151  
[captainzhang66@yahoo.com.cn](mailto:captainzhang66@yahoo.com.cn)

### DMRI Cyprus

Chr. Sozou and Chr. Hadjipavlou  
MANSOC Shipping  
Hawaii Royal Gardens  
P.O. Box 57021, P.C. 331  
Limassol, Cyprus  
Tel.: +357-5-748-878  
Fax: +357-5-748-976  
[mansoc@mansoc.com.cy](mailto:mansoc@mansoc.com.cy)

### DMRI Dubai

Sunilkumar  
ISB Dubai  
69 Al Riqqa Street  
P.O.Box 14751  
Dubai  
United Arab Emirates  
Tel.: +971-4-269-4878  
Fax: +971-4-269-4397  
[isbuae@emirates.net.ae](mailto:isbuae@emirates.net.ae)

### DMRI Greece

Director: Konstantinos Chryssoulis  
2a, Perikleous Street  
Vouliagmeni  
Athens, Greece 16671  
Tel.: +30-210-896-2118  
Fax: +30-210-896-2152  
[ceo@dominica-registry-greece.com](mailto:ceo@dominica-registry-greece.com)

### DMRI Hong Kong

Mr. Rob Grool  
Wallem Group, Ltd.  
12/F Warwick House East  
TaiKoo Place  
979 King's Road  
Quarry Bay, Hing Kong  
Tel.: +852-2876-8888  
[rg@wallem.com](mailto:rg@wallem.com)

### DMRI Netherlands

Mr. C.W.D. Bom  
Essenlaan 41  
3062 NK Rotterdam  
The Netherlands  
Tel.: +31-10-213-6171  
Fax: +31-65-375-0157  
[cwdbom@hetnet.nl](mailto:cwdbom@hetnet.nl)

### DMRI New Zealand/Australia

Michael G. Kay  
631 Remuera Road  
Remuera, Auckland 1005  
New Zealand  
TEL:(+ 64) 9 520 3153  
FAX:(+ 64) 9 520 3152  
[mikekay@michaelkay.co.nz](mailto:mikekay@michaelkay.co.nz)

### DMRI Pakistan/Persian Gulf

Kaiser ASGHAR  
9c, Mezzanine Floor, 27th Street  
Tauheed Commercial Area  
DHA Phase V, Karachi  
Tel.: +92-21-537-5415  
Fax: +92-21-583-7174  
[kaiser-a@cyber.net.pk](mailto:kaiser-a@cyber.net.pk)

### DMRI Philippines

Mr. Lee Del Pan  
R.J. Del Pan & Co., Inc.  
501 Don Alfonso Condominium  
U.N. Avenue Corner Guerrero St.  
Ermita, Manila, Philippines  
Tel.: +65-6224-0150  
Fax: +65-6224-0231  
[lee@rjdelpan.com.ph](mailto:lee@rjdelpan.com.ph)  
[mtss@starhub.net.sg](mailto:mtss@starhub.net.sg)

### DMRI Russia

Sergey SHAMKOV  
35 Marshala Govorova St., Office 430  
198095, St. Petersburg, Russia  
Tel.: +7-812-140-2018  
Fax: +7-812-140-2016  
[russian-register@sp.ru](mailto:russian-register@sp.ru)  
[www.rusregister.com](http://www.rusregister.com)

### DMRI Scandinavia

Torstein Dehn and Tor Øvregaard  
P. P.O. Box 55, N-1324 Lysaker, Norway  
Fridjof Nansensvei 1-3, 1366 Lysaker, Norway  
Tel.: +47-67111190  
Fax: +47-67517700  
[DMRI@nordic-maritime.no](mailto:DMRI@nordic-maritime.no)

**DMRI Japan**

Moto Ichikawa and Tomokazu Kato  
1-18-6-801 Mouri  
Koto-ku  
Tokyo 135-001 Japan  
Tel.: +81-3-5669-2977  
[hiroshima@dmri-japan.com](mailto:hiroshima@dmri-japan.com)  
[www.dmri-japan.com](http://www.dmri-japan.com)

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