

**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 amendment to the 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 & Koumantis 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)

**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)

**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)

**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)

**Indian Register of Shipping**

I.N. Bose  
52 A, Adi Shankaracharya Marg  
Opp. Powai Lake  
Powai, Mumbai 400 072, India  
Tel.: +91 22 570 3627  
Fax: +91 22 570 3611  
e-mail: [irsho@bom3.vsnl.net.in](mailto:irsho@bom3.vsnl.net.in)

**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)

**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)

## 2. DMRI Regional Offices

### DMRI Cyprus

**Chr. Sozou and Chr. Hadjipavlou**  
MANSOC Shipping  
Hawaii Royal Gardens  
P.O. Box 57021, P.C. 331  
Limassol, Cyprus  
Tel.: +357-5-748878, Fax: +357-5-748976  
[mansoc@mansoc.com.cy](mailto:mansoc@mansoc.com.cy)

### DMRI-Greece

**Director: Konstantinos Chryssoulis**  
2a, Perikleous Street  
Vouliagmeni  
Athens, Greece 16671  
Tel.: +30-210-8962118, Fax: +30-210-8962152  
[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 Malta

**Miriam Camilleri**  
Is-Sienja  
triq il-Pedialwett  
Madliena, Malta  
Tel.: +356-2167-1411, +356-9942-4545  
Fax: +356-2333-1115  
[miriam@waldonet.net.mt](mailto:miriam@waldonet.net.mt)

### DMRI Houston

**Richard Lionberger**  
Chevron Tower, 1301 McKinney Street  
Suite 3600  
Houston, TX 77010 USA  
Tel.: +1-713-571-7272, Fax: +1-713-571-7273  
[rlionberger@rll-law.com](mailto:rlionberger@rll-law.com)

### DMRI Japan

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

### 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.: +632-522-0066, Fax: +632-521-0367  
[lee@rjdelpan.com.ph](mailto:lee@rjdelpan.com.ph)

### DMRI Norway

**Torstein Dehn and Tor Øvregaard**  
P.O. Box 390, 1301 Sandvika, Norway  
Hamangskogen 60, 1338 Sandvika, Norway  
Tel.: +47-67521900, Fax: +47-67568366  
[DMRI@nordic-maritime.no](mailto:DMRI@nordic-maritime.no)

### DMRI Pakistan

**S.A.J. Jafri**  
BELOYDS Surveys Bureau Inc.  
Suite 806, Fortune Centre, Block 6  
P.E.C.H.S., Shahrah-E-Faisal  
Karachi-Pakistan  
Tel.: +92-21-4542059, Fax: +92-21-4530855  
[bsbni@cyber.net.pk](mailto:bsbni@cyber.net.pk)

### ISB Dubai

**Sunilkmar**  
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 Singapore

**Richard Hou Hee Phat**  
Commonwealth of Dominica Maritime Registry (Singapore) Pte Ltd.  
50 Robinson Road, #11-02 MNB Building  
Singapore 068882  
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### DMRI Chile

**Berta And Marcelo Carillo**  
Merced 838-A Office 117  
Santiago, Chile  
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[www.flagstate.com](http://www.flagstate.com)