

REPUBLIC



OF CYPRUS

**MINISTRY OF COMMUNICATIONS AND WORKS
DEPARTMENT OF MERCHANT SHIPPING
LEMESOS**

Circular No: 6/2006
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TEN 32/5/1/42/1

9 March 2006

TO Owners, Managers and Representatives of Ships under the Cyprus Flag
Recognised Security Organisations (RSO's)

Subject: Maritime Security – Revised instructions for Ships under Cyprus Flag

I wish to inform you that the Department of Merchant Shipping (DMS), in its effort to assist the implementation of the ISPS Code on Cyprus ships and to eliminate unnecessary and costly delays, has decided to issue detailed instructions related to maritime security based on the experience gained so far.

In addition, a new section on the official web page of the Department of Merchant Shipping (www.shipping.gov.cy) has been developed under the title MARITIME SECURITY, to provide information and guidance for Maritime Security related matters and you are kindly requested to consult this frequently for updates (recommended to refresh the page) related to the implementation of the provisions of Chapter XI-2 of SOLAS 74 as amended and the ISPS Code.

The new instructions are set out in Appendix 1 and implementation is immediate. You are urged to proceed expeditiously to ensure full compliance with these requirements in time.

This Circular must be placed on board ships flying the Cyprus Flag.

Serghios S. Serghiou
Director
Department of Merchant Shipping

CC Permanent Secretary, Ministry of Communications and Works
Permanent Secretary, Ministry of Foreign Affairs
Maritime Offices of the Department of Merchant Shipping abroad
Diplomatic and Consular Missions of the Republic
Honorary Consular Officers of the Republic
Cyprus Shipping Council
Cyprus Union of Ship Owners
Cyprus Bar Association

Encl.
GMD/

APPENDIX 1

INSTRUCTIONS ON MARITIME SECURITY

The following information and procedures must be readily available and must be followed for maritime security related matters:

1. Contact details of Maritime Security Section

All requests related to maritime security matters concerning Cyprus Flag Ships must be sent to:

DEPARTMENT OF MERCHANT SHIPPING

Offices: Kyllinis Street, Mesa Geitonia, Lemesos, Cyprus

Postal Address: P.O.Box 56193, 3305 Lemesos, Cyprus

Telephone+ + 357 25848100

Fax + 357 25848200

Email maritime.security@dms.mcw.gov.cy

E-mail messages should not be addressed to any of the personal email addresses of the Department of Merchant Shipping personnel **unless** it is requested by an officer of the Department of Merchant Shipping for a particular message to be sent to his / her personal e-mail address.

2. Nomination of the Company Security Officer, his/her Alternate and the Recognized Security Organization (RSO)

The standardised form (**ISPS C-1**), consisting of two pages, for communicating the name and contact details of the Company Security Officer (CSO), the alternate CSO, the nomination of the RSO and any changes relating thereto, must be forwarded to the Department of Merchant Shipping as per our requirements set out in our circular [14/2003](#) par.10.6.and par.15.

3. Ship Security Alert System Messages

In order to facilitate the whole procedure of transmission of a ship- to- shore security alert, we have established the following e-mail address:

SSAS@dms.mcw.gov.cy

The Ship Security Alert System, when activated, must transmit a ship to shore security alert to the ship management company as well as to the Department of Merchant Shipping, to the above email address.

In view of the above, the SSAS of all existing and new Cyprus flag ships must be programmed with the correct contact point not later than 31st March 2007.

The previous contact point (as per [Circular 36/2004](#)) and the more recent one (as per [Circular 34/2005](#)) will continue to operate in parallel until the 31st of March 2007, when only the above e-mail will remain in operation.

4. Procedures to be followed when receiving a real ship security alert message

Upon receiving a "real" ship Security Alert from a ship (not a test or an accidentally initiated alert), the Company Security Officer or his alternate CSO must notify the Officer on Duty in the Department of Merchant Shipping by telephone immediately, using the telephone number

+ 357 99 377 988

which is available at all times, who will take appropriate action,

I wish to draw your attention to the fact that the above phone number is designated as per Regulation XI/13.3 of SOLAS 74, as amended and it should be used exclusively for **maritime security (real security alerts)** purposes.

5. Ship Security Alert System Testing

Ship Security Alerts may be transmitted to the Department of Merchant Shipping for test purposes **only**, during the commissioning phase of the SSAS on board the ship and the test report must include clear indications that it is a **test**.

If the above arrangement is not possible, then a pre notification message must be sent to the Department of Merchant Shipping to the email address

maritime.security@dms.mcw.gov.cy

The pre notification message should be sent during normal working hours of the Department of Merchant Shipping (Monday to Friday 07:30-14:30 and Thursdays 07:30-18:00 excluding July and August). We expect that all necessary precautions will be taken to avoid accidental activation of SSAS.

The Maritime Security Section will only confirm the receipt of a successfully received SSAS TEST MESSAGE when this is requested in writing by the Ship Manager (during normal working hours).

6. Continuous Synopsis Record (CSR) – when ships are deleted from the Register of Cyprus Ships

When a ship is to be deleted from the Register of Cyprus Ships, the owners / managers / authorised representatives must communicate in writing the name of the new flag administration in order to speed up the issuance of the closed CSR (which includes the deletion details from this Administration).

When a ship is deleted from the Register of Cyprus Ships, and the original CSR or CSRs issued by this Administration to the ship are not on board the ship, all missing CSRs will be re-issued provided that:

- A written request has been submitted to the Maritime Security Section of the DMS by the new owner providing sufficient reasoning for submitting this request.
- The new owner has appointed an authorised representative (name of whom to be notified to the Maritime Security Section) to collect these documents from the offices of the Department of Merchant Shipping in Limassol Cyprus.
- The appropriate fees have been paid to the Department of Merchant Shipping.

When a ship is deleted from the Register of Cyprus Ships, and the new administration of the ship has not received the certified copies of the CSR (within the specified three month period) then, new certified copies may be re-issued provided that a written request has been submitted to the Maritime Security Section of the DMS by the new administration, providing full details of the address where it should be delivered.

7. Continuous Synopsis Record (CSR) – Amendments to the contents of the CSR of ships under Cyprus Flag

According to Resolution A 959(23) and Resolution MSC 198(80) of the International Maritime Organisation (IMO), whenever any change relating to the entries listed in the CSR documents issued for a Ship under Cyprus Flag has taken place, the master /company must complete forms [ISPS C-2](#) and [ISPS C-3](#) respectively.

These forms must be available on board at all times until the amended CSR (original and not copy) has been received by the master.

SOLAS Ch. XI-2 and the ISPS Code

Nomination of the Company Security Officer, his/her Alternate and the RSO

(to be completed by an authorized representative of the Company)¹

(to be used also for reporting changes)

1. Company²

1.1 Name

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1.2 Address of Business

	Tel.:
	Fax:
	E-mail:
	Telex

2. Company Security Officer³(Initial/Subseq.)⁴

2.1. First name and Surname

Alternate Company Security Off.⁵ (Initial/Subseq.)

First name and Surname

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2.2 Contact Details

Tel/Office . :	Tel. Office .:
Tel/ Residence.:	Tel. Residence :
Mobile phone:	Mobile phone:
E-mail :	E-mail :
Fax :	Fax :
_____	_____
_____	_____
_____	_____

1: Please type

2: Company means a company as defined in regulation IX/1 SOLAS 74, as amended.

3: Company Security Officer means the person defined as per ISPS Code Part A/2.7.

4: Delete as applicable.

5: Alternate Company Security Officer means the person defined as per DMS Circular 14/2003 par. 10.2.

SOLAS Ch. XI-2 and the ISPS Code**AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD**

IMO Resolution A. 959(23) and Resolution MSC 198(80)

INFORMATION	
1.	This documents applies from (date):
2.	Flag State:
3.	Date of registration with the State indicated in 2:
4.	Name of ship:
5.	Port of registration:
6.	Name of current registered owner (s):
	Registered address (es):
7.	Registered owner identification number
8.	If applicable, name of current registered bareboat charterer (s):
	Registered address (es):
9.	Name of Company (International Safety Management)
	Registered address (es):
	Address (es) of its safety management activities:
10.	Company identification number
11.	Name of all classification societies with the ship which the ship is classed:
12.	Administration / Government / Recognized Organization which issued Document of Compliance:
	Body which carried out the audit (if different):
13.	Administration / Government / Recognized Organization which issued Safety Management Certificate:
	Body which carried out the audit (if different):
14.	Administration / Government / Recognized Organization which issued International Ship Security Certificate:
	Body which carried out the audit (if different):
15.	Date on which the ship ceased to be registered with the State indicated in 2:
16.	Remarks (insert relevant information as appropriate):

THIS IS TO CERTIFY THAT this record is correct in all respects:**Issued by the Company or Master****Date of issue:****Signature of authorized person:****Name of authorized person:**

