

Guidelines for completion of a Declaration of Security

The Declaration of Security is an agreement between a port facility and a ship (or between ships) which addresses the security requirements that could be shared and shall state the responsibility for each.

- (1) Declarations of Security shall be completed using an approved form which can be obtained from the website of the Estonian Transport Administration <https://transpordiamet.ee/en> under the section 'Safety and supervision'.
- (2) A Declaration of Security should be completed if it is requested by the Port Facility Security Officer, Ship Security Officer or Security Officer of another ship that the ship is interfacing with, in accordance with the provisions of para. 5.2 of Part A of the ISPS Code.

A ship must request the completion of a Declaration of Security on the following occasions:

- 1) the ship is operating at a higher security level than the port facility;
- 2) the ship is operating at a higher security level than another ship it is interfacing with;
- 3) the ship is conducting ship-to-ship activities with another ship not required to have and implement an approved ship security plan;
- 4) the port facility does not have an approved security plan;
- 5) there has been a security threat or security incident involving the ship or the port facility;
- 6) the ship is at a port facility which is not required to have and implement an approved port facility security plan;
- 7) if it is required by the Estonian Transport Administration;
- 8) if it is deemed to be necessary by the ship security officer or the ship's master.

It is recommended to avoid completion of Declarations of Security on other occasions (e.g. in case of similar security levels of the ship and the port facility).

- (3) If there is a requirement for continuous completion of Declarations of Security (e.g. with respect to regular services, regular towage and bunkering operations), the validity of declarations may be established for 6 months.
- (4) If the information included in the Declaration changes, a new Declaration of Security shall be completed.
- (5) In Port Facilities situated in the territory of the Republic of Estonia and on ships flying the Estonian flag all completed Declarations of Security must be kept for 3 years.
- (6) Before completion of the Declaration of Security on security level 3, the representative of the ship shall notify the Water Traffic Management Unit of the Estonian Transport Administration thereof.
- (7) The representative of the ship shall notify the Water Traffic Management Unit of the Estonian Transport Administration of the refusal to complete the Declaration of Security.

Contact details of the Water Traffic Management Unit of the Estonian Transport Administration

Phone: +372 6205 665

Fax: +372 6200 252

E-mail: maritime.security@transpordiamet.ee