

## **Guidelines for completion of a Declaration of Security**

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

(1) The security declaration is completed for vessels flying the Estonian flag in the scope of information contained in the form approved by the Estonian Transport Administration, which can be found on the website <https://transpordiamet.ee> under the section 'Maritime and waterways Maritime Security'.

(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 p 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 Estonian Transport Administration;
- 8) if it is deemed to be necessary by ship security officer or ship master.

The port facility must request the completion of a Declaration of Security on the following occasions:

- 1) if the port facility is at a lower security level than the ship;
- 2) it is interfacing with a ship which has been at a port of a State which is not a Contracting Government;
- 3) if it is required by Estonian Transport Administration;
- 4) if it is deemed to be necessary by the Port Facility Security Officer.

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 the Declaration 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 Declaration of Security must be kept for 3 years.

(6) Before completion of the Declaration of Security on a security level 3, the representative of the ship shall notify Vessel Traffic Management Department of Estonian Transport Administration thereof.

(7) The representative of the ship shall notify the Vessel Traffic Management Department of Estonian Transport Administration of the refusal of completion the Declaration of Security.

**The contact details of the Vessel Traffic Management Department of Estonian Transport Administration**

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