



NOTIS PERKAPALAN MALAYSIA
MALAYSIA SHIPPING NOTICE

JABATAN LAUT MALAYSIA

MARINE DEPARTMENT MALAYSIA

Ibu Pejabat Laut, Peti Surat 12, 42007 Pelabuhan Klang

Tel : 03-33467777, Fax : 03-31685289, E-mail : kpgr@marine.gov.my

Webpage : <http://www.marine.gov.my>

MSN

1/2017

Notis kepada pemilik kapal, agen perkapalan, Nakhoda, pelaut, pengusaha pelabuhan dan industri maritim
Notice to shipowners, ship agents, Masters, seafarers, port operators and the maritime industry

BAHAGIAN A : TATACARA OPERASI STANDARD (TOS) BAGI KEMASUKAN KAPAL BUKAN KONVENSYEN YANG MENJALANKAN AKTIVITI BARTER TRADE KE JETI/PELABUHAN DI MALAYSIA

BAHAGIAN B : TATACARA OPERASI STANDARD (TOS) BAGI PERMOHONAN BARU UNTUK MENJALANKAN AKTIVITI BARTER TRADE DI JETI/PELABUHAN MALAYSIA

PART A : STANDARD OPERATING PROCEDURE FOR NON CONVENTION VESSELS ENGAGED WITH BARTER TRADE ACTIVITY CALLING AT JETTIES/ PORTS IN MALAYSIA

PART B : STANDARD OPERATING PROCEDURE FOR NEW APPLICATIONS TO CARRY OUT BARTER TRADE ACTIVITY IN JETTIES/PORTS IN MALAYSIA

Notis ini memaklumkan bahawa Jabatan Laut Malaysia telah mengeluarkan Tatacara Operasi Standard (TOS) seperti ketetapan berikut:

- i. Bahagian A: Tatacara Operasi Standard (TOS) Bagi Kemasukan Kapal Bukan Konvensyen Yang Menjalankan Aktiviti Barter Trade Ke Jeti/Pelabuhan Di Malaysia.
- ii. Bahagian B: Tatacara Operasi Standard (TOS) Bagi Permohonan Baru Untuk Menjalankan Aktiviti Barter Trade Di Jeti/Pelabuhan Malaysia.

2. Bersama-sama ini dilampirkan TOS tersebut diatas. Semua pihak yang berkenaan adalah dinasihatkan untuk mengambil maklum dan mematuhi TOS tersebut.

3 TOS ini akan berkuatkuasa pada 01 APRIL 2017.

This notice serves to inform that the Marine Department of Malaysia has issued Standard Operating Procedures (SOP) as follows:

- i. Part A: Standard Operating Procedures For Non Convention Vessels Engaged With Barter Trade Activity Calling at Jetties/ Ports In Malaysia.
- ii. Part B: Standard Operating Procedures for New Applications to Carry Out Barter Trade Activity in Jetties/Ports in Malaysia.

2. [Attached herewith is the above SOP.](#) All parties concerned are advised to take note and act accordingly

3. This SOP will be take effect on 01 APRIL 2017.

Ketua Pengarah Laut/Director General of Marine

Tarikh : 29 December 2016



**BAHAGIAN A: TATACARA OPERASI STANDARD (TOS)
BAGI KEMASUKAN KAPAL BUKAN KONVENSYEN YANG
MENJALANKAN AKTIVITI *BARTER TRADE* KE
JETI/PELABUHAN DI MALAYSIA**

**BAHAGIAN B: TATACARA OPERASI STANDARD (TOS) BAGI
PERMOHONAN BARU UNTUK MENJALANKAN AKTIVITI
BARTER TRADE DI JETI/PELABUHAN MALAYSIA**

**JABATAN LAUT MALAYSIA
KEMENTERIAN PENGANGKUTAN MALAYSIA**

KANDUNGAN

PERKARA	MUKA SURAT
BAHAGIAN A	
Am	4
Objektif	4
Skop	4
Definisi	5
Tatacara	5
Insuran	6
Kargo	6
Waktu Laluan/Keluar Masuk ke Pelabuhan	6
Pertukaran Krew Kapal	7
Larangan Membawa Penumpang	7
Lampiran 1- Senarai semak pemeriksaan dokumentasi	8
Lampiran 2 - Senarai semak pemeriksaan fizikal	9
Lampiran 3 - Surat Arahan Jabatan Laut Malaysia No. Ruj: (21) IPL.6105 JLD 30	10-11
Lampiran 4 -Carta Alir Bagi Pemeriksaan Kemasukan Kapal Bukan Konvensyen Yang Menjalankan Aktiviti <i>Barter Trade</i>	12
Lampiran 5 - Borang <i>Pre Arrival Notification</i> (PAN)	13-16
Lampiran 6 - Borang <i>Ship Security Inspection</i> (SSI)	17-21
Lampiran 7 -Borang <i>Declaration of Security</i> (DoS)	22-23

KANDUNGAN

PERKARA

MUKA SURAT

BAHAGIAN B

Am	24
Objektif	24
Penubuhan Jawatan Kuasa	24-26
Tatacara Permohonan	26
Tatacara Pelaporan	27

TATACARA OPERASI STANDARD JABATAN LAUT MALAYSIA

BAHAGIAN A

TATACARA OPERASI STANDARD (TOS) BAGI KEMASUKAN KAPAL BUKAN KONVENSYEN YANG MENJALANKAN AKTIVITI *BARTER TRADE* KE JETI/PELABUHAN DI MALAYSIA .

1. AM

- 1.1 TATACARA OPERASI STANDARD (TOS) ini diwujudkan sebagai rujukan Pihak Berkuasa Pelabuhan, *Maritime Transport Security Officer*, Pihak Pengendali Pelabuhan, *Marine Facility Security Officer*, *Master*, Pemilik dan Ejen bagi urusan kemasukan kapal bukan konvensyen yang menjalankan aktiviti *barter trade*.
- 1.2 Penyelarasan penggunaan takrifan Kapal Bukan Konvensyen kepada semua kapal yang terlibat dengan aktiviti *barter trade*.

2. OBJEKTIF

- 2.1 Menyelaras dan menetapkan prosedur serta keperluan-keperluan yang perlu dipatuhi bagi Kapal Bukan Konvensyen berkenaan sebelum dibenarkan beroperasi di Malaysia
- 2.2 Mewujudkan keseragaman kerja dan tindakan bagi mengawal operasi Kapal Bukan Konvensyen yang menjalankan aktiviti *barter trade* di semua jeti/pelabuhan yang menjalankan aktiviti *barter trade* di Malaysia.

3. SKOP

- 3.1 TOS ini hanyalah terpakai bagi semua jeti/pelabuhan yang menjalankan aktiviti *barter trade* di Malaysia.
- 3.2 TOS ini merangkumi penetapan Standard minimum keselamatan dan sekuriti bagi kapal di jeti/pelabuhan yang menjalankan aktiviti *barter trade*.

4. DEFINISI

- .1 Kapal Bukan Konvensyen bermaksud kapal yang tidak tergolong di bawah konvensyen antarabangsa termasuk juga tongkang, kumpit, bangka, jongkong .
- .2 Sijil Pendaftaran Kapal adalah dokumen yang menyatakan pelabuhan daftar, butiran pemilik serta butiran kapal yang dikeluarkan oleh Negara Bendera.
- .3 Kargo Berbahaya (*Dangerous Goods*) - *section 289 (3) MSO 1952*:
 - (a) *aquafortis, vitriol, naphtha, benzine, gunpowder, lucifer matches, nitroglycerine and petroleum;*
 - (b) *any explosive within the meaning of any written law in force in the Federation relating to explosives;*
 - (c) *any goods which by reason of their nature, quantity or mode of stowage are liable, either singly or collectively, to endanger the lives of persons on or near any ship or to imperil any ship; and*
 - (d) *any other goods which may be declared to be dangerous goods by rules made or, as the case may be, having application under section 293 MSO 1952.*

5. TATACARA

5.1 Senarai dokumen yang diperlukan Bagi Kapal Bukan Konvensyen Yang Menjalankan Aktiviti *Barter Trade* adalah seperti berikut:

- .1 Sijil Pendaftaran Kapal (Pas Besar/ *Coastwise License/ Near Coastal*).
- .2 Kebenaran Pelepasan Pelabuhan dari pelabuhan sebelum (*Last Port of call*).
- .3 *Load Line Certificate* atau setara.
- .4 *Safe Manning Certificate*
- .5 *Cargo Ship Safety Equipment Certificate* atau setara
- .6 *Cargo Ship Safety Construction Certificate* atau setara
- .7 *Tonnage Certificate* atau setara.
- .8 *Certificate of Competency*

5.2 Keperluan Peralatan Bantuan Pelayaran (Aid to Navigation) Dan Sistem Komunikasi

- .1 Kapal hendaklah dilengkapi dengan sekurang-kurangnya *Automatic Identification System* (AIS) Type B dan berfungsi.
- .2 Kapal hendaklah dilengkapi dengan Radio VHF dan berfungsi.
- .3 Kapal hendaklah dilengkapi dengan carta navigasi.
- .4 Kapal hendaklah dilengkapi dengan GPS (di wilayah sabah sahaja).

6.0 INSURAN

- .1 Setiap kapal bukan konvensyen yang menjalankan aktiviti *barter trade* hendaklah diinsurankan.
- .2 Selaras dengan seksyen 361 Akta A1393 seperti berikut:

Compulsory insurance or other financial security ...

361 (1) ... Any ship shall not enter or leave a port in Malaysia, or any part of Malaysian waters or the exclusive economic zone, unless there is in force in respect of the ship a contract of insurance or other financial security satisfying the requirements of the convention in respect of the limits of liability.

7.0 LARANGAN MEMBAWA KARGO BERAHAYA

- .1 Kapal bukan konvensyen yang menjalankan operasi *barter trade* tidak dibenarkan membawa Kargo Berbahaya.

8.0 WAKTU PELAYARAN LALUAN KELUAR/MASUK KE PELABUHAN

- .1 Semua Kapal Bukan Konvensyen menjalankan aktiviti *barter trade* hendaklah mematuhi arahan waktu pelayaran laluan keluar/masuk ke jeti/Pelabuhan seperti mana yang dinyatakan di dalam kelulusan kebenaran menjalankan operasi *barter trade*.

9.0 PERTUKARAN KREW KAPAL

- .1 Tiada sebarang pertukaran krew kapal bagi kapal bukan konvensyen dibenarkan di mana-mana jeti/ pelabuhan yang menjalankan operasi *barter trade*.

10.0 LARANGAN MEMBAWA PENUMPANG

- .1 Kapal bukan konvensyen yang menjalankan operasi *barter trade* tidak dibenarkan membawa penumpang.

11.0 PROSEDUR PEMERIKSAAN KAPAL BUKAN KONVENSYEN:

- .1 Pemeriksaan Dokumentasi
 - i. Memastikan tempoh sahlaku semua sijil statutori seperti yang dinyatakan pada perkara 5.1 masih sah.
 - ii. Senarai semak pemeriksaan dokumentasi (Rujuk Lampiran 1).
- .2 Pemeriksaan Fizikal (Pemeriksaan keselamatan dan pematuhan bot/kapal)- **kali pertama (1st call)**
 - i. Mematuhi keperluan-keperluan yang dinyatakan dalam dokumentasi keselamatan kapal (Safety Equipment Certificate).
 - ii. Memastikan semua peralatan keselamatan berfungsi dengan baik.
 - iii. Memastikan semua krew mempunyai perakuan kekompetenan yang sah dan betul berdasarkan sijil keanggotaan selamat.
 - iv. Memastikan semua peralatan melawan kebakaran berfungsi dengan baik.
 - v. Senarai semak pemeriksaan fizikal (rujuk Lampiran 2)
- .3 Pemantauan aktiviti *Barter Trade* bagi **kemudahan pelabuhan yang mematuhi Kod ISPS** selaras dengan surat arahan Jabatan Laut Malaysia No. Ruj: (21) IPL.6105 JLD 30 (seperti di Lampiran 3):
 - i. Membuat pindaan pada *Marine Facility Security Assessment* Dan *Marine Facility Security Plan*
 - ii. Melaksanakan *Pre Arrival Notification* - (Lampiran 5)
 - iii. Melaksanakan *Ship Security Inspection* (SSI) - (Lampiran 6)
 - iv. Melaksanakan *Declaration of Security* (DoS) - (Lampiran 7)
 - v. Meletakkan pegawai sekuriti sepanjang aktiviti *barter trade* dijalankan sehingga selesai.
 - vi. Menyediakan kawasan berpagar bagi mengasingkan dengan aktiviti kapal - kapal lain di dalam kawasan kemudahan pelabuhan

LAMPIRAN 1

SENARAI SEMAK PEMERIKSAAN DOKUMENTASI BAGI KAPAL BUKAN KONVENSYEN YANG MENJALANKAN AKTIVITI BARTER TRADE

Nama kapal:..... GRT/NRT: Nombor Rasmi:

Negara Daftar: Nama Nakhoda :

Pemilik Kapal:..... Syarikat/Ejen :

Jenis Kargo :

BIL	BUTIRAN	TEMPOH SAHLAKU	HAD NAVIGASI
1	Sijil pendaftaran kapal (Ship Registration Certificate)		
2	Sijil Tanan Kapal (Ship Tonnage Certificate)		
3	Sijil Keanggotaan Selamat (Minimum Safe Manning Certificate)		
4	Sijil Peralatan Keselamatan (Cargo Ship Safety Equipment Certificate)		
5	Sijil Pembinaan Kapal (Cargo Ship Safety Construction Certificate)		
6	Sijil Kekompetenan Pelaut (<i>Certificate of Competency</i>)		
7	Sijil Garis Beban (Load Line Certificate)		
8	<i>Automatic identification system (AIS) Type A/B</i>		

Disemak oleh : Tandatangan :

Tarikh Disemak : Cop Rasmi:

****Tempoh sahlaku Kelulusan (maksimum 6 bulan) :**

Berdasarkan semakan dokumentasi bot/kapal diatas telah LULUS/ GAGAL penilaian dokumentasi bagi kebenaran menjalankan aktiviti *barter trade*.Kelulusan diatas adalah tertakluk kepada **Laporan Kelulusan Pemeriksaan Fizikal kali pertama (1st call)** oleh Jabatan Laut Malaysia.

**** Tempoh sahlaku bagi sijil –sijil diatas yang mana lebih awal.**

LAMPIRAN 2

**LAPORAN PEMERIKSAAN FIZIKAL
BAGI KAPAL BUKAN KONVENSYEN YANG MENJALANKAN AKTIVITI BARTER TRADE DI MALAYSIA**

NAMA KAPAL (Name of Ship)	NOMBOR PENDAFTARAN (Official Number)	PELABUHAN PENDAFTARAN (Port of Registry)	TEMPAT PEMERIKSAAN FIZIKAL (Place of Physical Inspection)
NAMA DAN ALAMAT PEMOHON (Name and Address of Applicant)			
A. TARIKH PEMERIKSAAN FIZIKAL (Date of Physical Inspection)			
B. **TARIKH TAMAT TEMPOH SAHLAKU (Date of Expiry) ** Sama seperti tarikh Tempoh sahlaku pemeriksaan dokumentasi			
C. Kelengkapan sistem Navigasi: i. Automatic Identification System (AIS) Type A/B dan berfungsi. ii. Radio VHF dan berfungsi. iii. GPS (di wilayah sabah sahaja). iv. carta navigasi			ADA TIADA
D. Kelengkapan Alat Keselamatan			
E. Kelengkapan Melawan Kebakaran			
F. KETERANGAN RINGKAS PENILAIAN FIZIKAL Pemeriksaan telah dijalankan terhadap peralatan keselamatan, peralatan melawan kebakaran dan peralatan navigasi. Hasil pemeriksaan mendapati keadaan Fizikal Bot /Kapal diatas Memenuhi/Tidak Memenuhi keperluan yang telah ditetapkan. Sila Nyatakan kekurangan jika Bot/Lapal tidak memenuhi keperluan. 1. 2. 3. 4.			

Nama Pegawai Pemeriksa :

Tandatangan :

Cop Rasmi:

LAMPIRAN 3

SURAT ARAHAN JABATAN LAUT MALAYSIA NO. RUJ: (21) IPL.6105 JLD 30



JABATAN LAUT MALAYSIA
IBU PEJABAT LAUT
PETI SURAT 12, JALAN LIMBUNGAN
42007 PELABUHAN KLANG
SELANGOR DARUL EHSAN

Telefon : 03-3346 7777 Emel : kla@marine.gov.my
 Faksimili : 03-3188 5289 Laman Web : <http://www.marine.gov.my>



Cert. No : KLR 0403591

Rujukan Kami : (21) IPL. 6105 Jld 30
 Tarikh : 25 Mei 2012

SENARAI EDARAN SEPERTI LAMPIRAN

Tuan,

PEMANTAUAN AKTIVITI BARTER TRADE DI KEMUDAHAN PELABUHAN SELARAS DENGAN PEMATUHAN KOD ISPS

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa pihak tuan diarahkan untuk memantau kemudahan pelabuhan (MF) di bawah kawal selia pihak tuan yang menjalankan aktiviti *barter trade* di dalam kawasan MF.

3. Pemantauan tersebut melibatkan aplikasi seperti ketetapan di bawah :

- i. Menyediakan prosedur terhadap aktiviti setiap kapal *barter trade* yang berada di dalam kawasan MF dengan mengambil kira sekurang-kurangnya;
 - a) *Pre-Arrival Information*
 - b) *Ship Security Inspection (SSI)* oleh MFSSO
 - c) *Declaration of Security (DoS)*
 - d) Meletakkan pegawai sekuriti sepanjang operasi *barter trade* dijalankan sehingga selesai.
- ii. Menyediakan kawasan khas yang berpagar bagi mengasingkan dengan aktiviti kapal-kapal lain dalam kawasan MF.

4. Sehubungan dengan itu, semua perkara ini perlu dilaksanakan dengan kadar segera bagi mengelakkan tindakan tegas penggantungan *Statement of Compliance (SoC)* oleh pihak *Designated Authority*.

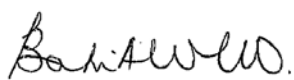
5. Bersama-sama ini dilampirkan senarai semak *Ship Security Inspection (SSI)* untuk makluman dan edaran kepada semua MF.

LAMPIRAN 3

6. Kerjasama dan perhatian pihak tuan dalam perkara ini amatlah dihargai dan didahului dengan jutaan terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menurut perintah,


b/p **(DATO' KAPTEN HAJI AHMAD BIN OTHMAN)**
Ketua Pengarah Laut,
Jabatan Laut Malaysia.

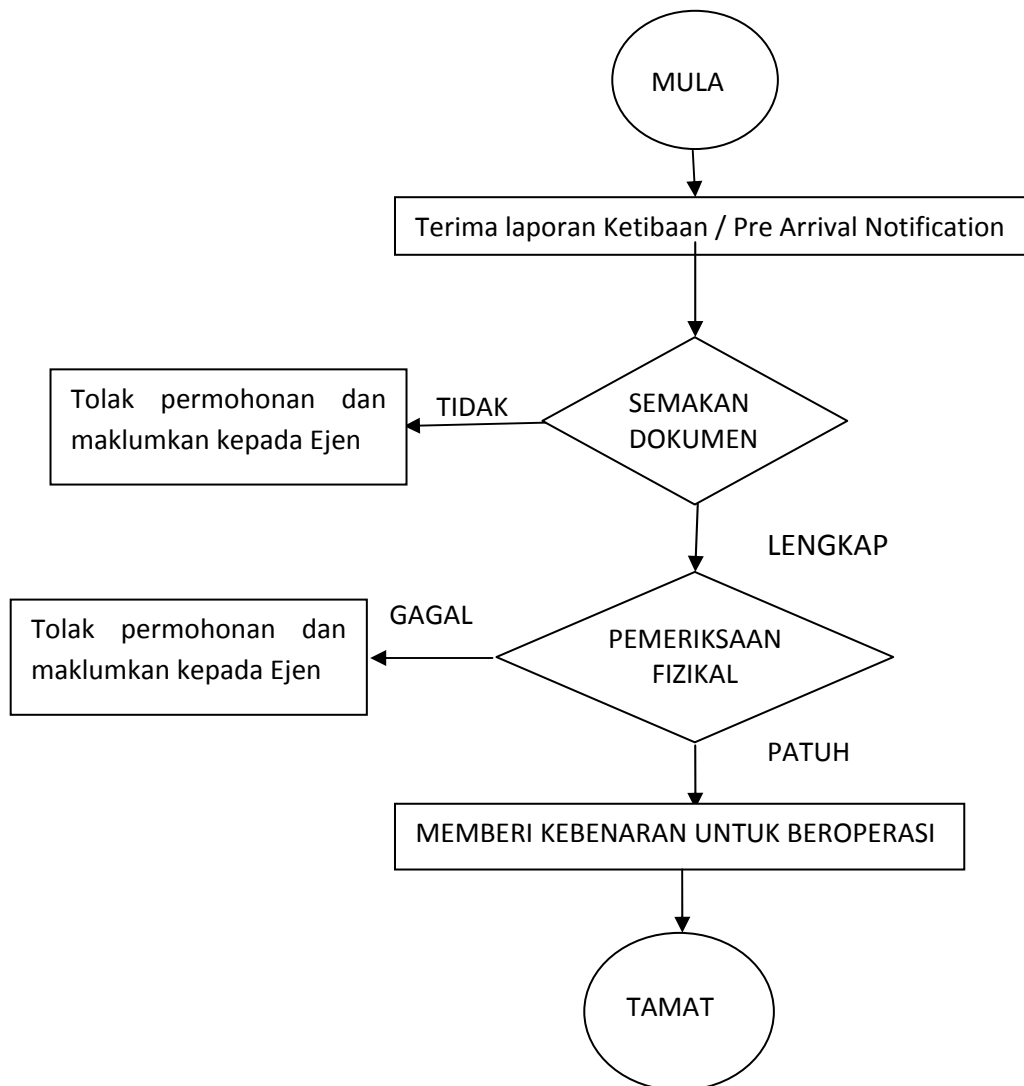
sk:-

Pengarah, Bahagian Kawalan Industri - untuk makluman tuan

LAMPIRAN 4

LAMPIRAN 4

**CARTA ALIR BAGI PEMERIKSAAN KEMASUKAN KAPAL BUKAN KONVENSYEN YANG MENJALANKAN
AKTIVITI BARTER TRADE**



LAMPIRAN 5

BORANG PRE ARRIVAL NOTIFICATION (PAN)

NPM 38 /2010

JLM/ISPS/PAN/2

To: MARITIME TRANSPORT SECURITY OFFICER

Pre-Arrival Notification of Report for the following type of ships:

- a) Passenger ships including high-speed passenger craft,
- b) Cargo ships, including high-speed craft, of 500 gross tonnage and upwards, and
- c) Mobile offshore drilling units

This form is to be submitted at least **48 hours** prior to the arrival of the vessel.

1) Name Of Ship:	2) Flag:	3) Call-Sign:	4) IMO No:
5) GT:	6) Type of Ship:	7) No. of Crew:	8) No. of Passengers:
9) Crew List and Passengers list to be submitted:			
10) a) Dangerous Goods onboard? If Yes, state IMDG Code Class _____ Yes ☐ No ☐ b) Prohibited goods under UN Security Council/Resolution onboard? If Yes, please specify _____ Yes ☐ No ☐			
11) Purpose of Call: Cargo operations/Passenger operations/ Taking Supplies only/ Repair Docking / Outfitting / Bunkering / Emergency / others (Delete as appropriate) If others, please specify purpose: _____			
12) Cargo to discharge : Dry bulk/Liquid Bulk/General/Dangerous Good/Vehicles (Delete as appropriate)			
13) Name of Anchorage or Marine Facility your ship is bound for:			
14) Name of Agent in Malaysia:			
Tel No: _____ Fax No: _____			
15) Does your ship possess a valid International Ship Security Certificate (ISSC)? ☐ Yes ☐ No			
** If your answer is "YES", give details in Q16 and Q17 ** If your answer is "NO" please submit FORM JLM/ISPS/PAN/4			
16) Date of expiry of the ISSC:			

LAMPIRAN 5

NPM 38 /2010

17) Name of issuing authority for the ISSC: _____

18) Current security level of the ship: Level 1 ☐ Level 2 ☐ Level 3 ☐

19) Last 10 ports of call (w.e.f. from 1 Jul 04), including arrival/departure dates and the security level at which the ship operated at these ports where it has conducted a ship/port interface or a ship-to-ship activity.

Port	Arrival	Departure	Security Level

20) Were there any special or additional security measures taken during any ship/port interface or ship-to-ship activity at the ports mentioned in Q19?

☐ Yes ☐ No

**** If your answer is "YES", give details:**

DATE (UTC): _____ TIME (UTC): _____ ETA (Local Time) _____

PRESENT POSITION: (Latitude) _____ N/S (Longitude) _____ E

SIGNATURE OF MASTER / OWNER / AGENT: _____

NAME OF MASTER / OWNER / AGENT: _____

LAMPIRAN 5

NPM 38 /2010

JLM/ISPS/PAN/3

TO: MARITIME TRANSPORT SECURITY OFFICER

Measures to be taken when an ISPS Code complaints ship arrives from a non ISPS complaints port/marine facility

Following measures to be confirmed by the master of the ship:

No	DETAILS	Yes	No
1.	Has a DoS been issued at the last port/marine facility		
2.	Was a full watch kept at all vessel's access during stay in port		
3.	Are crew as specified in the crew list		
4.	Has a checks been made on stowaways or others unlawful person onboard		
5.	Are cargo on board duly manifest		
6.	Is cargo storage plan available		
7.	Any stores, spare part and requisition received at last port/marine facility		
8.	Are records kept for the above		
9.	Are dangerous goods onboard		
10.	If above is "yes" , state IMDG Code Class		
11.	Prohibited goods under UN Security Council/Resolution onboard		
12.	If above is "yes" , please specify		

Note: Maritime Transport Security Officer may require any other information as necessary.

Signature of Master: _____

Name of Master : _____

Date : _____

LAMPIRAN 5

NPM 38 /2010

JLM/ISPS/PAN/4

TO: MARITIME TRANSPORT SECURITY OFFICER

Measures to be taken for a convention ship that do not carry the International Ship Security Certificate on board.

Following measures to be confirmed by the master of the ship:

No	DETAILS	Yes	No
1.	Last port of call		
2.	Was last port of call an ISPS compliant marine facility		
3.	Any control measures imposed at last port. If "Yes" give details		
4.	Have you conducted a SSA for your ship		
5.	Do you have a SSP onboard the ship		
6.	If yes to above, is this plan (SSP) being implemented		
CREW PARTICULARS			
7.	Any ship crew trained as SSO		
8.	Crew have awareness training on security procedures		
9.	Has full gangway watch been kept at last port		
10.	Has there any unlawful boarding at last port.		
11.	Has stowaway search conducted.		
13.	Has any stowaways found.		
CARGO PARTICULARS			
14.	Declaration by master that no unlawful loading done at last port		

Note: Maritime Transport Security Officer may require any other information as necessary.

Signature of Master: _____

Name of Master : _____

Date : _____

LAMPIRAN 6

BORANG SHIP SECURITY INSPECTION (SSI)

Ship Security Inspection ver. 1/2014

JLM/ISPS/SSIA

	INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE SHIP SECURITY INSPECTION ATTENDANCE MARITIME TRANSPORT / MARINE FACILITY : SHIP : DATE :
---	--

Name of Duly Authorize Officer: 1. 2. 3.	Time of; Opening: Time of; Closing:
---	--

Opening Meeting

☒

Closing Meeting

☒

Attendance		
Name of SSO :		
SSO Trained By & Date :		
Representative :		
No	Name	Designation

LAMPIRAN 6

Ship Security Inspection ver. 1/2014

JLM/ISPS/SSIC

	INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE SHIP SECURITY INSPECTION CHECKLIST MARITIME TRANSPORT / MARINE FACILITY : SHIP : DATE :
---	---

No.	MSO 1952/ ISPS CODE/ SOLAS	DESCRIPTION	NC/ OBS	REMARK
1.0		International Ship Security Certificate (ISSC)		
1.1	249AA (2) (d)	Require the production of any certificate (Original copy*) or other documents relating to the operation of the ship.		
2.0		Ship Security Officer (SSO)		
2.1	249J (1)	Every ship shall have a SSO who shall be responsible for the security of the ship , including the implementation and maintenance of the ship security plan, and for liaison with the Company Security Officer (CSO) and Marine Facility Security Officers (MFSO). *view certificate of Ship Security Officer (SSO)		
2.2	249R (1)	SSO shall report immediately to the Designated Authority (DA) upon the occurrence of the security incidents** *view reporting procedures of Security Incidents.		
3.0		Ship Security Plan (SSP)		
3.1	A/9.4.2	The SSP shall address identification of the restricted areas and measures for the prevention of unauthorized access to them*;		
3.2	A/9.4.3	The SSP shall address measures designed to prevent unauthorized access to the ships*;		
3.3	A/9.4.18	The SSP shall address the procedures, instruction and guidance on the use of the ship security alert system (SSAS) , including the testing, activations, deactivation and resetting and to limit false alerts .*		
4.0		Access to the Ship Security Area		
4.1	B/9.9	The SSP should establish the security measures covering all means of access to the ship identified in the SSA. This should include any: .1 access ladders; .2 access gangways; .3 access ramps; .4 access doors, sidecuttles, windows and ports; .5 mooring lines and anchor chains; and .6 cranes and hoisting gear.*		
4.2	B/9.14.1	The SSP should establish the security measures to control access to ship , where the following may be applied checking the identity of all the persons seeking to board the ship and confirming their reasons for		

*Physical verification

**Records verification

LAMPIRAN 6

Ship Security Inspection ver. 1/2014

JLM/ISPS/SSIC

No.	MSO 1952/ ISPS CODE/ SOLAS	DESCRIPTION	NC/ OBS	REMARK
		doing so by checking*.		
4.3	B/9.20	The SSP should provide that all restricted areas should be clearly marked , indicating that access to the area is restricted and that unauthorized presence within the area constitutes a breach of security*.		
5.0	Monitoring the security of the marine facility			
5.1	A/7.2.7	At security level 1, SSO to ensure that the security communication (shall be readily available) carried through appropriate measures on ships to take preventive measures against security incidents.		
6.0	Drill and exercises			
	B/13.6	Drills should be conducted at least every three months . These drills should test individual elements of the plan such as stated in <i>B/8.9</i> of the code:**		

*Physical verification

**Records verification

LAMPIRAN 6

Ship Security Inspection ver. 1/2014

JLM/ISPS/SSIR-A

	INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE SHIP SECURITY INSPECTION REPORT	
	MARITIME TRANSPORT / MARINE FACILITY :	
SHIP : DATE :		

1. Date of Last Inspection		
2. Note of Last Inspection Finding		
3. Findings	NO	YES – refer to form JLM/ISPS/SSIR-B
4. Total of Findings	No of NC No of Obs	
5. Recommendation		
6. Signature of DAO		stamp
7. Signature of SSO		stamp

LAMPIRAN 6

Ship Security Inspection ver. 1/2014

8. Findings NC / OBS	Description in brief	JLM/ISPS/SSIR-B MSO 1952/ ISPS CODE/ SOLAS
9. Signature of DAO		stamp
10. Signature of SSO		stamp

LAMPIRAN 7

BORANG DECLARATION OF SECURITY (DOS)

SOLAS/CONF.5/34
ANNEX 1
Page 88

APPENDIX TO PART B

APPENDIX 1

Form of a Declaration of Security between a ship and a port facility⁸

DECLARATION OF SECURITY

Name of Ship:	
Port of Registry:	
IMO Number:	
Name of Port Facility:	

This Declaration of Security is valid from until, for the following activities

.....
(list the activities with relevant details)

under the following security levels

Security level(s) for the ship:	
Security level(s) for the port facility:	

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of Part A of the International Code for the Security of Ships and of Port Facilities.

The affixing of the initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with relevant approved plan, by		
Activity	The port facility:	The ship:
Ensuring the performance of all security duties		
Monitoring restricted areas to ensure that only authorized personnel have access		
Controlling access to the port facility		
Controlling access to the ship		
Monitoring of the port facility, including berthing areas and areas surrounding the ship		
Monitoring of the ship, including berthing areas and areas surrounding the ship		
Handling of cargo		
Delivery of ship's stores		

⁸ This form of Declaration of Security is for use between a ship and a port facility. If the Declaration of Security is to cover two ships this model should be appropriately modified.

LAMPIRAN 7

SOLAS/CONF.5/34
ANNEX 1
Page 89

Handling unaccompanied baggage		
Controlling the embarkation of persons and their effects		
Ensuring that security communication is readily available between the ship and port facility		

The signatories to this agreement certify that security measures and arrangements for both the port facility and the ship during the specified activities meet the provisions of chapter XI-2 and Part A of Code that will be implemented in accordance with the provisions already stipulated in their approved plan or the specific arrangements agreed to and set out in the attached annex.

Dated aton the

Signed for and on behalf of	
the port facility:	the ship:

(Signature of Port Facility Security Officer)

(Signature of Master or Ship Security Officer)

Name and title of person who signed	
Name:	Name:
Title :	Title :

Contact Details <i>(to be completed as appropriate)</i> <i>(indicate the telephone numbers or the radio channels or frequencies to be used)</i>	
for the port facility:	for the ship:

Port Facility

Master

Port Facility Security Officer

Ship Security Officer

Company

Company Security Officer

BAHAGIAN B

TATACARA OPERASI STANDARD (TOS) BAGI PERMOHONAN BARU UNTUK MENJALANKAN AKTIVITI *BARTER TRADE* DI JETI/PELABUHAN DI MALAYSIA.

1. AM

- .1 TATACARA OPERASI STANDARD (TOS) ini diwujudkan selaras dengan keputusan Jemaah Menteri dalam mesyuaratnya pada 28 Julai 1999 berkaitan aktiviti *barter trade*.
- .2 TOS ini juga mengariskan penetapan senarai kemudahan yang perlu dipertimbangkan didalam setiap permohonan baru bagi memastikan aktiviti *barter trade* dapat dikendalikan dengan lebih teratur dan mengelakkan aktiviti penyeludupan.

2. OBJEKTIF

- 2.1 Menyelaras dan menetapkan prosedur serta keperluan-keperluan yang perlu dipatuhi bagi permohonan baru untuk menjalankan aktiviti *barter trade* di jeti/pelabuhan di Malaysia
- 2.2 Mewujudkan keseragaman kerja dan tindakan bagi mengawal operasi *barter trade* di semua jeti/pelabuhan di Malaysia.

3. PENUBUHAN JAWATANKUASA

3.1 JAWATANKUASA INDUK

- .1 Kementerian Perdagangan Antarabangsa dan Industri (MITI) merupakan Pengerusi bagi Jawatankuasa Induk Perdagangan Tukar Barang.
- .2 Jawatankuasa ini berperanan untuk memudahkan aktiviti *barter trade* dari laut di antara Malaysia dan negara-negara ASEAN.

3.2 JAWATANKUASA PENYELARAS

- .1 Jawatankuasa Penyelaras adalah jawatankuasa yang dibangunkan untuk menggalak dan mempromosikan aktiviti *barter trade* dengan negara-negara jiran.
- .2 Kementerian Pengangkutan Malaysia (MOT) bertindak sebagai penyelaras dan akan menyelaras kemudahan-kemudahan yang diperlukan dalam pengendalian aktiviti *barter trade*.
- .3 Kemudahan pembinaan jeti dan pengurusan pelabuhan adalah perkara yang berasingan dan tidak diletak di bawah tanggungjawab Jawatankuasa ini.

3.3 JAWATANKUASA TEKNIKAL

- .1 Jawatankuasa ini bertanggungjawab terhadap kemudahan aktiviti *barter trade* di pelabuhan/jeti.
- .2 Jawatankuasa ini bertanggungjawab untuk mengetuai dan menyelaraskan perkara-perkara 'operasionalize' aktiviti *barter trade* melalui pelabuhan/jeti dengan negara-negara Asean.
- .3 Jawatankuasa ini melapor kepada Jawatankuasa Penyelaras.
- .4 Keahlian Tetap bagi jawatankuasa teknikal adalah seperti berikut:
 - i. Jabatan Laut Malaysia – Pengerusi
 - ii. Jabatan Kastam dan Eksais Di Raja Malaysia
 - iii. Jabatan Imigresen Malaysia
 - iv. Jabatan Kimia
 - v. Jabatan Kesihatan
 - vi. Jabatan Pertanian
 - vii. Jabatan Perkhidmatan Veterinar
 - viii. MAQIS
 - ix. Pasukan Gerakan Marin (PDRM)
- .5 Selain daripada ahli-ahli tetap ini, agensi-agensi berikut boleh di jemput sebagai ahli sementara, semasa sesuatu permohonan untuk mewujudkan kawasan barter trade di sesebuah pelabuhan/jeti:
 - i. Wakil Kerajaan Negeri
 - ii. Wakil Pihak Berkuasa Tempatan
 - iii. Lembaga Sungai Sarawak (bagi permohonan di Sarawak)
 - iv. Jabatan Pelabuhan dan Dermaga Sabah (bagi permohonan di Sabah)
 - v. Lembaga Pelabuhan
- .6 Urusetia Jawatankuasa ini ialah Jabatan Laut Malaysia dan mesyuarat-mesyuarat Jawatankuasa hendaklah diadakan apabila terdapat permohonan penempatan kakitangan agensi Kerajaan untuk aktiviti barter trade di pelabuhan-pelabuhan dan jeti-jeti.
- .7 Permohonan di Semenanjung Malaysia hendaklah dikemukakan kepada Ibu Pejabat Laut, Pelabuhan Klang, permohonan di Sarawak kepada Jabatan Laut Sarawak dan permohonan di Sabah kepada Jabatan Laut Sabah

.8 Skop tugas Jawatankuasa teknikal

- i. Menimbang permohonan-permohonan dari Kerajaan Negeri bagi menempatkan kakitangan agensi Kerajaan di pelabuhan-pelabuhan dan jeti-jeti yang digunakan untuk barter trade.
- ii. Memberi khidmat nasihat kepada Kerajaan Negeri mengenai kesesuaian mengadakan pelabuhan dan jeti yang baru bagi barter trade dengan mengambil kira kemudahan sedia ada serta kapasiti agensi-agensi Kerajaan untuk menempatkan kakitangan di pelabuhan/jeti itu.
- iii. Membantu menyeragamkan prosidur-prosidur sedia ada bagi aktiviti perdagangan barter trade di pelabuhan-pelabuhan dan jeti-jeti yang dikenalpasti.
- iv. Mengumpul data statistik yang berkaitan dengan barter trade.

4. TATACARA PERMOHONAN

- .1 Pemohon hendaklah mengemukakan kertas cadangan bagi mengadakan aktiviti barter trade.
- .2 Kertas cadangan tersebut hendaklah mengandungi:
 - i. Lokasi
 - ii. Keluasan
 - iii. Jenis kargo
 - iv. Kawasan berlabuh
 - v. Prosedur pengoperasian
 - vi. Senarai kemudahan (Kastam, Imigresen dan Kuarantin dan lain-lain kemudahan seperti pemunggaran dan penginapan)
 - vii. Penetapan Standard Minimum Aspek Sekuriti di Jeti/Pelabuhan (Pemasangan Pagar, Pemasangan Lampu dan Kawalan Keselamatan Pintu Masuk)
- .3 Setelah menerima kertas cadangan, pihak Jabatan Laut akan melaksanakan lawatan tapak dan menetapkan tarikh mesyuarat Jawatankuasa Teknikal.
- .4 Hasil lawatan tapak akan dibentangkan didalam mesyuarat Jawatankuasa Teknikal.
- .5 Ulasan Jawatankuasa Teknikal akan dipanjangkan kepada Jawatankuasa Penyelaras untuk kelulusan.

5. TATACARA LAPORAN

- .1 Semua syor, cadangan dan pertimbangan Jawatankuasa hendaklah disalurkan kepada Kementerian Pengangkutan untuk:
 - i. Penyelarasan dengan agensi-agensi Pusat bagi mendapatkan perjawatan kakitangan yang diperlukan.
 - ii. Keputusan mengenai penubuhan pusat barter trade yang baru – urusan mengisytiharkan kawasan pelabuhan, dan lain-lain.
- .2 Kementerian Pengangkutan telah menerapkan bahawa pembangunan infrastruktur yang baru seperti pembinaan dermaga, jeti dan kemudahan lain bagi perdagangan barter trade ini bukanlah dalam bidang kuasa Jawatankuasa ini dan perkara ini hendaklah dibangunkan oleh Kerajaan-Kerajaan Negeri yang berkenaan.