



**MARITIME CIRCULAR No. 7**

To:

**Owners/Operators/Managers, Company Security Officers (CSO), Registration Officers (RegOffs),  
Recognized Security Organizations (RSO)**

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Subject:

**Ship Security Alert System (SSAS)**

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Date:

**08<sup>th</sup> of April 2015**

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Reference:

**SOLAS 74 /78 Chapter XI-2 Reg 6, IMO Resolution MSC. 136 (76), IMO Resolution MSC. 147 (77),  
IMO MSC/Circ. 1072, IMO MSC/Circ. 1155, IMO MSC.1/Circ.1190**

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**Purpose**

This Maritime Circular is to update the instructions and procedures for the programming of the Ship Security Alert System (SSAS).

**Application**

1. All Sierra Leonean vessels must report directly to Sierra Leone Maritime Administration (SLMARAD) in case of SSAS ALERT or SSAS TEST through the email address [ssas@slmarad.com](mailto:ssas@slmarad.com)
2. The message must include the following information:
  - I. Name of vessel
  - II. IMO Number
  - III. Call Sign
  - IV. Maritime Mobile Service Identity
  - V. Date and time
  - VI. GNSS position (latitude and longitude) of the ship
  - VII. Course and speed
3. In case of SSAS TEST the test message should be directed to the email address [ssas@slmarad.com](mailto:ssas@slmarad.com) indicating date and time in UTC. SLMARAD will confirm the SSAS TEST as

requested by the Operator and/or Master of the vessel. In this case the word "TEST" must be clearly indicated in any transmissions.

4. In case of SSAS ALERT, SLMARAD always requires confirmation of the status of the ship and its crew.
5. When the ship security alert system is found faulty and continues to transmit repeated false alerts, the Company or the Company Security Officer (CSO) or the Master must inform immediately SLMARAD and make necessary arrangements with shore maintenance to repair the fault as soon as possible.
6. ISPS Code, Section 13 of Part A and Section 13-7 of Part B requires all vessels to carry out drills, exercises and tests at least once each calendar year with no more than 18 months between exercises. Sierra Leonean flag vessels must follow this requirement.
7. When the ship security alert system accidentally transmits, during testing a false alarm, the Company or the Company Security Officer (CSO) or the Master must inform immediately SLMARAD, in order not to take any further action.
8. SLMARAD accepts that a safety drill, which has a security component within it, can be credited as a security drill. The interval between security drills shall not exceed three (3) months. Sierra Leone recommends all register vessels to keep records of all the drills for a period of time defined in the Ship Security Plan, or in the procedures of the Company. If such a period is not defined in neither of the mentioned documents, then the records must be kept for a period of five (5) years.
9. These records must be in the working language or languages of the ship. If the language or languages used are not English, French or Spanish, a translation into one of these languages shall be included.
10. The records may be kept in an electronic format. In such a case, they shall be protected by procedures aimed at preventing their unauthorized deletion, destruction or amendment.
11. The records shall be protected from unauthorized access or disclosure and must be available for any authority that requires to review.
12. The above reporting system will enter into effect as of **08<sup>th</sup> of April 2015.**

Revision

Initial: 08<sup>th</sup> of April 2015 - Adopted