

# ISPS Code Ship Security Officer (SSO) Handover Checklist

## Handover Details

Outgoing SSO Name		Incoming SSO Name	
Date		Time	
Ship Name		IMO Number	

## Checklist

Item	Checked	Remarks
Ship Security Plan handed over		
Security records and logbooks up to date		
Security drills and exercises reviewed		
On board security level and access controls briefed		
Security equipment condition and inventory		
Recent incidents or security issues discussed		
Port Facility Security communications handed over		
Access areas and restricted zones identified		
Crew awareness and security training reviewed		

## Additional Notes

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## Signatures

Outgoing SSO Signature		Date	
Incoming SSO Signature		Date	