

ISPS Security Audit Checklist

General Information

Ship/Facility Name		Date	
Location		Auditor	

1. Security Organization

Audit Item	Compliant	Comments / Findings
Is the Ship/Facility Security Organization clearly defined?		
Is the Security Officer appointed and responsibilities assigned?		
Are all key personnel aware of their security duties?		

2. Security Procedures

Audit Item	Compliant	Comments / Findings
Are security procedures documented and available?		
Are access control procedures effectively implemented?		
Are restricted areas clearly identified and controlled?		
Is monitoring and surveillance of premises adequate?		

3. Security Equipment

Audit Item	Compliant	Comments / Findings
Is security equipment available and maintained?		
Is testing/calibration of equipment carried out as required?		

4. Personnel & Awareness

Audit Item	Compliant	Comments / Findings
Is security training regularly provided to personnel?		
Are security drills and exercises conducted as per requirements?		

5. Records

Audit Item	Compliant	Comments / Findings
Are security records and logs properly maintained?		

Are incidents and breaches correctly reported and recorded?		
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6. Improvement/Corrective Action

Audit Item	Compliant	Comments / Findings
Are non-conformities identified and corrective actions taken?		
Is continual improvement evident in security processes?		

Additional Notes

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