

## USCG Marine Safety Center/Vessel Security Division Ship Security Alert System (SSAS) Checklist

Date of Submission:	Case No.:
Company Name:	Review Date:
Vessel Type	SSAS (Type):
Reviewer:	Q/A:

	Y	N
<b>(1) System/Installation Details</b>		
*Is the system on the list of approved SSAS?		
*Have all references to latching buttons and time delay cancellations from international systems been removed?		
*Is the system activation process described?		
*Are there measures in place to help prevent false alerts?		
*Are system parts locations provided? (At least 2 activators, central box, antenna, etc)		
*Do the locations specified in the annex and on the wiring diagram match?		
*Is the system protected structurally to maintain working integrity?		
*Is the system protected from fire hazards?		
*Are the primary and backup (if required) power sources identified?		
*Is a complete parts list included?		
*Is the means of message delivery (email, SMS (text) message, pager) described?		
*Is the generalized content of the message (Ships identity, Location of vessel, Alert status) described?		
*Is a periodic maintenance policy described? (Testing is not maintenance)		
<b>(2) Annex/Policy Details</b>		
*SSI Material marked properly?		
*Are those authorized access to SSAS annex to VSP identified?		
*Are those authorized to activate system identified?		
*Is the process for authentication included and complete? (5 minute rule)		
*Are false and genuine alarms reported to RCC? (including forwarding of report forms)		
*Is the method of notifying vessel crew of activation covert?		
<b>(2.1) Testing</b>		
*Is a step-by-step testing procedure included?		
*Is a testing policy, including period between tests described?		
<b>(2.2) Reset</b>		
*Is a step-by-step system reset procedure included?		
*Is a system reset policy described?		
<b>(3) Communications Service Provider (CSP)</b>		
*Provides appropriate service? (Inmarsat-C provider for Inmarsat-C service)		
*Is GMDSS or equivalent qualified?		
*Is available 24/7?		
*Will transmit alert message?		
<b>(4) Contacts (Is contact information provided for the following?)</b>		
*CSP (name, address, phone number, email, point of contact)		
*CSO (name, address, phone number, email, fax)		
*Competent Authority ( <b>Ensure CSO verifies alerts are set to RCC Norfolk as addressee</b> )		
*TSP, Alert Intermediary, Deputy CSO, or other included contact (name, address, 24-hour phone number)		
<b>(5) Forms &amp; Attachments (Are the following required forms and attachments included with or in the annex?)</b>		
*Incident Report		
*False Alert Report		
*CSP Registration Letter showing activation, ongoing service.		
*Wire Diagram (Diagram shows locations for major components, and wiring, including type and length?)		
*Message Chain Flow-chart (if not adequately described in the text of the annex)		
*System Manual (only required if referenced in the annex)		

**WARNING:** When completed, this record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C 552 and 49 CFR parts 15 and 1520.

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