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**Pomorske in pristaniške varnostne službe**

Maritime and port security services

Sicherheitsdienstleistungen für Seeschifffahrt und Seehäfen

Services de sécurité maritime et portuaire

**Ta slovenski standard je istoveten z: prEN 16747**

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**ICS:**

03.220.40 Vodni transport      [SIST EN 16747:2015](https://standards.iteh.ai/SIST/EN/16747/2015)      Transport by water  
13.310      Varstvo pred kriminalom      Protection against crime

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English Version

## Maritime and port security services

Services de sécurité maritime et portuaire

Sicherheitsdienstleistungen für Seeschifffahrt und Seehäfen

This draft European Standard is submitted to CEN members for enquiry. It has been drawn up by the Technical Committee CEN/TC 417.

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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

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EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

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## Foreword

This document (prEN 16747:2014) has been prepared by Technical Committee CEN/TC 417 “Maritime and port security services”, the secretariat of which is held by ASI.

This document is currently submitted to the Enquiry.

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## 1 Scope

This service standard specifies requirements for quality in organization, processes, personnel and management of a security services provider and/or its independent branches and establishments under commercial law and trade as a provider with regard to port and maritime security services.

This service standard applies according to the laws and the regulations applicable in the territory of every national CEN member adopting the standard and has hence no extra territorial application.

It lays down quality criteria for the delivery of security services in and to ports and in relation to maritime activities, requested and contracted upon by public and private clients or buyers. This European Standard is therefore suitable for the selection, attribution, awarding and reviewing of the most suitable provider for port and maritime security services.

This service standard shall not apply to security services provided by private security companies that are subject to particular rules and conditions and/or related to a specific high risk situation and/or the use of heavy weapons and/or special training and/or government supervision, such as security services in relation to piracy. In case such particular rules and/or conditions do not exist at national level this service standard can apply.

## 2 Normative references

The following documents are indispensable for the application of this document. For dated reference, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 15602, *Security Service Providers – Terminology*

EN 15713, *Secure destruction of confidential material – Code of practice*

IMO I116E, *International Ship and Port Facility Security Code and SOLAS Amendments 2002 (IMO ISPS Code)*

IMO IH200E, *International Maritime Dangerous Goods (IMDG) Code, 2010 Edition (inc Amendment 35-10), 2 Volumes (IH200E)*

IMO IH210E, *IMDG Code Supplement, 2010 Edition*

*EU Regulation (EC) No 725/2004 of 31 March 2004 on Enhancing Ship and Port Facility Security*

*EU-directive 2005/65/EC of 26 October 2005 on Enhancing Port Security*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 15602 and the following apply.

**3.1 additional training for maritime and port security**  
training aimed at acquiring highly specific skills and knowledge to perform maritime and port security tasks that requires skills and/or knowledge not foreseen in basic or specialized training

**3.2 basic training for maritime and port security**  
training aimed at acquiring the basic, common and introductory knowledge and skills to perform maritime and port security tasks

**3.3****corporate governance**

system of structuring, operating, directing and controlling a provider with a view to achieve long term strategic goals to satisfy shareholders, creditors, employees, customers and suppliers, and complying with the applicable legal and regulatory requirements, apart from meeting environmental and local community needs

Note 1 to entry Corporate Governance Code indicates an internal system encompassing policies, processes and people, which serves the needs of shareholders and other stakeholders, by directing and controlling management activities with good business savvy, objectivity, accountability and integrity.

**3.4****customer**

public and/or private client or buyer of security services related to maritime and port security

**3.5****incident preparedness and operational continuity management**

systematic and coordinated activities and practices through which an organization optimally manages its risks and the associated potential threats and impacts there from

**3.6****maritime and port security**

combination of measures and human and material resources intended to secure and safeguard international or domestic shipping, ports and maritime environment

**3.7****piracy**

illegal acts of violence or detention, or any act of depredation, committed for private ends by the crew or the passengers of a private ship and directed:

- on the high seas, against another ship, or against persons or property on board such ship;
- against a ship in a place outside the jurisdiction of any state;
- any act of voluntary participation in the operation of a ship with knowledge of facts making it a pirate ship.

**3.8****port**

specified area of land and water where port facilities are situated and that contains infrastructure, equipment, storage and other related facilities

**3.9****port facility**

location where the ship/port interface takes place; this includes areas such as anchorages, awaiting berths and approaches from seaward, as appropriate

**3.10****provider**

security service company and/or its independent branches and establishments under commercial law and trade offering port and maritime security services and employing licenced security officers/security guards and other security personnel, licenced or authorized by national competent authorities, if applicable

**3.11****screening; searching**

application of technical or other means which are intended to identify and/or detect prohibited articles, illegal goods or persons

**prEN 16747:2014 (E)****3.12****ship/port interface**

interactions that occur when a ship is directly and immediately affected by actions involving the movement of persons or goods or the provision of port services to or from the ship

**3.13****security officer/security guard for maritime and port security**

any person licenced by the appropriate authority who is paid a fee, wage or salary and is trained and screened and performs one or more of the following functions:

- prevention or detection of intrusion, unauthorized entry (access control) or activity, vandalism or trespass on public or private property;
- prevention or detection of theft, loss, embezzlement, misappropriation or concealment of merchandise, money, bonds, stocks, notes or valuable documents or papers;
- protection of individuals from bodily harm;
- environmental protection and management in rural and maritime domains;
- enforcement of (whilst obeying) established company rules, regulations, policies and practices related to crime reduction;
- reporting and apprehension of violators as defined by national law.

**3.14****specialized training for maritime and port security**

training aimed at acquiring the necessary skills and in-depth knowledge to perform specific maritime and port security tasks in accordance with clients/site/contracts etc. special needs

**4 Compliance with applicable national and EU-legislation**

The provider has to respect all applicable legislation in the field of private security, labour and social related matters and health and safety.

The provider has to respect

- EU Regulation (EC) No 725/2004 of 31 March 2004 on Enhancing Ship and Port Facility Security
- EU-directive 2005/65/EC of 26 October 2005 on Enhancing Port Security

**5 Subcontractors**

When the provider subcontracts any element of its services the provider is responsible for the subcontractor meeting all the requirements of this European Standard.

**6 Temporary or leased workers**

When the provider is using temporary or leased workers, it is the provider's responsibility to guarantee that both the temporary work agency and temporary work agents meet all the requirements of this European Standard.



## 7 Quality related to the organization of the provider

### 7.1 General

Where applicable, the provider shall be authorized by the competent authorities to provide maritime and port security services if those are already specified and/or regulated by public authorities.

A provider shall only provide private security services for which the provider has obtained the necessary authorization from the competent authority.

### 7.2 Organization

#### 7.2.1 Structure and organization

The provider shall demonstrate that he has the necessary capacity in terms of infrastructure, personnel and procedures to guarantee the full execution of all terms and clauses of the contract.

The provider shall demonstrate that its owners, board members and management have a clear record regarding previous similar functions in other private security companies whose licence has not been withdrawn for non-respect of applicable legislation or for fraudulent bankruptcy.

The provider shall disclose information to the potential customer about its organizational structure, its dedicated responsible management if applicable, the range of services it is authorized to provide and the length of time it has been operating in port and maritime security.

The provider shall:

- have a management structure showing command control and accountability at each level of operation;
- have a code of conduct on drugs and alcohol;
- have a code of conduct about operational procedures (e.g. appearance, attitudes, punctuality);
- clearly communicate structures and procedures to all operational levels;
- have certification, if required by national or international regulations;
- operate a complaints management system in accordance with national quality management systems;
- have secure storage of important and confidential documents related to the contract;
- operate under confidentiality management of information and data related to the business;
- provide rules for making contract information available to third parties;
- have an operational presence at the site of the provision of the service for the duration of the contract, or at least for the duration of the execution of the services;
- disclose the structure of its ownership as well the Curricula Vitae of its management;
- disclose upon request of a potential customer any unspent criminal convictions or undercharged bankruptcy of a principal or director;
- give information on its membership in professional organizations;
- give information on the compliance of its activities with applicable legislation regarding the protection of environment.

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The provider shall be able to demonstrate to the potential customer, should the potential customer require so, the above before signing the contract.

The provider can disclose to the potential customer, should the potential customer require so, other relevant information such as on other certification.

The provider shall demonstrate that it will be able to employ at the start of the contract enough screened, certified and trained personnel to fulfil all of its contractual obligations.

In case of a renewal of a contract to the same provider, the provider shall demonstrate that it has a comprehensive methodology (transition plan) to implement a smooth detailed and efficient transition from the existing services to the ones it is providing on the new contract.

In case of the transition of a contract to a new provider, the out-going provider shall establish and implement a transition plan that shall also cover all the relevant procedures for transition to the new provider.

**7.2.2 Financial and economic capacity**

The provider shall disclose the following information to the potential customer regarding:

- balance sheets and profit and loss statements for the past three financial years if their publication is compulsory under the legislation or practice in the country in which the applicant is registered;
- valid tax clearance certificate where relevant;
- current bankers references;
- clearance certificate from social security authorities with necessary social security fees where relevant.

**7.2.3 Incident preparedness and operational continuity management**

The provider shall establish a documented business continuity policy including operational contingency plans.

**7.2.4 Human resources management****7.2.4.1 General**

The provider shall have a human resource policy in place which shall include:

- respect of labour and social law and conventions (such as collective labour agreements);
- respect of law and regulations regarding health and safety and appropriate internal policies for health and safety;
- maintaining information/data on staff structure, staff numbers (operational and administrative staff, the level of staff turnover among full-time, part-time and temporary staff and the evolution of employee turnover over the last three years);
- recruitment policy including job description;
- policies for retention of staff;
- policies for career development;
- training policy;
- absenteeism reduction policies;