

# PMSC PERMIT FORM

## BACKGROUND

The Netherlands requires Private Maritime Security Companies (PMSCs) to hold a Dutch PMSC permit. With this permit, the PMSC obtains the right to provide armed security services on board ships sailing under the Dutch flag.

In addition, permission must be granted to the ship's manager for each individual transport in order for security to be provided by a qualified PMSC for that voyage.

It is prohibited to carry out maritime security work on board Dutch ships without a permit and permission.

This form is a guide for PMSCs to apply for a PMSC permit from the ILT. The requirements are set out in Chapter 5 of the Merchant Shipping Protection Decree.

Applications can be submitted via... *[to be completed]*

## PERMIT APPLICATION

The application procedure consists of two stages:

1. Primary (online) audit of the PMSC
2. Secondary (onsite) audit of the PMSC

### Stage 1: Primary (online) audit of the PMSC

Objective: To determine whether the PMSC meets the basic requirements, and whether all additional Dutch requirements have been sufficiently incorporated into its processes and procedures.

The PMSC must use the standard application form to submit an application for a preliminary written assessment. In this form, the PMSC must provide the following information to substantiate its compliance with the requirements:

No.	Description
<b>General information</b>	
1.	Name, address and registered office of the applicant (PMSC)
2.	Contact details of the person in charge of the PMSC

<b>5.1 General requirements</b>	
3.	Copies of valid ISO 9001, 28000 and 28007 certificates, valid for at least 6 months.

<b>5.2 Continuity of the company I</b>	
4.	Extract from the Chamber of Commerce, including proof of ownership (issued within the past 6 months)

5.	Document providing insight into the ownership and control structure of the PMSC, the group to which it belongs and the identity of the ultimate beneficial owner.
6.	If the head office of the PMSC is outside the EU, provide the address and place of business of the Dutch branch office

### 5.3 Continuity of the company II

7.	Statement from an auditor (issued within the past 3 months) showing that: <ul style="list-style-type: none"> <li>- the company is not in a state of bankruptcy</li> <li>- the company has not been granted a suspension of payments</li> <li>- no seizure order has been executed with respect to a substantial part of the company's assets or with respect to one or more of its operating resources that constitutes a substantial part of its assets</li> </ul>
8.	Valid liability insurance policy, covering, at a minimum: <ul style="list-style-type: none"> <li>- professional liability</li> <li>- general liability</li> <li>- employer's liability</li> </ul>
9.	Overview of reliable data on important suppliers

### 5.4 Reliability of company and security guards

10.	Declaration of support of principles of International Code of Conduct Association.
11.	Certificate of Good Conduct (issued within the past 12 months) for the person(s) in charge of the PMSC (or equivalent for foreign companies)
12.	Certificate of Good Conduct (issued within the past 12 months) for all team leaders and other team members (incl. temporary workers) (or an equivalent, for non-residents of the Netherlands)

### 5.5 Organisation of the company

13.	Export control certificate for strategic goods (for weapons)
14.	Ethics policy
15.	Health and safety policy
16.	General security policy
17.	PCASP recruitment, selection and training policy
18.	Weapons policy (including storage, maintenance and destruction)
19.	Work instructions for performing transport as PMSC
20.	Working instructions for lifesaving rules (LSR)
21.	Internal/external communication policy

22.	Complaint handling policy
23.	Whistleblower procedure
24.	Rules for the use of force
25.	Overview of training, including refresher training for all team members
26.	Procedure for firing a personal weapon
27.	Overview of firearms licences and maintenance plan
28.	Instructions on the use of floating armouries
29.	Instructions on the use of cameras and microphones
30.	Instructions on the use or application of handcuffs

<b>5.6 Internal monitoring</b>
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31.	Quality policy, incl. continuous improvement process
32.	Management reviews
33.	Internal audit schedule
34.	Work instruction for incident reporting and handling
35.	Document review

<b>5.7 Record-keeping and data retention obligations</b>
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36.	Work instruction for archiving
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