



CRITERIA NO.: BPA/OPS/SEC/RSO-2025-1.1

**Criteria for the Appointment of a Recognized Security Organization (RSO)**

|                            |  |
|----------------------------|--|
| <b>Applying Entity</b>     |  |
| <b>Contact Person</b>      |  |
| <b>Email Address</b>       |  |
| <b>Region of Operation</b> |  |
| <b>Date of Application</b> |  |

**1. Purpose**

This document sets out the minimum criteria and documentation required for the registration and appointment of a Recognized Security Organization (RSO) under the *Belize Port Authority (Port Facility Security) Regulations* and in accordance with SOLAS Chapter XI-2 and the ISPS Code.

**2. Corporate Profile – Entity Requirements**

- ☐ Formal letter requesting appointment as an RSO on company letterhead, signed by an authorized representative.
- ☐ Certificate of incorporation, current certificate of incumbency, organizational structure, and list of directors/officers.
- ☐ Corporate résumé outlining experience in maritime security, port management, and ISPS Code implementation.
- ☐ Profiles and curricula vitae of key management and technical personnel, with copies of relevant academic or professional certifications.
- ☐ Evidence of current or prior work with recognized port facilities, maritime administrations, or international organizations.
- ☐ Professional references from reputable maritime clients or port facilities

**3. Individual Profile – Responsible Officer**

- ☐ Copy of passport bio-data page.
- ☐ Comprehensive curriculum vitae with recent photograph, highlighting experience in ISPS, port operations, or security management.
- ☐ Evidence of completion of approved IMO-model courses or equivalent in port security management.

|                          |                    |                               |                 |
|--------------------------|--------------------|-------------------------------|-----------------|
| <b>Approved By:</b>      | Ports Commissioner |                               |                 |
| <b>Revised By:</b>       | Technical Advisor  |                               |                 |
| <b>Date of Revision:</b> | 15 October 2025    | <b>Date of Last Revision:</b> | 23 October 2025 |

#### 4. Technical and Performance Requirements

- Written guarantee to submit, within thirty (30) days of provisional appointment, a one-year operational plan describing:
  - proposed scope of RSO services (assessments, plans, training, drills, audits);
  - agreements or letters of intent from port facilities intending to utilize the service;
  - resources to be dedicated to implementation of ISPS activities in Belize;
  - proposed training and exercise schedule.

Details of prior ISPS or maritime-security projects completed

Details of any current appointments or recognitions from other flag or port administrations.

- Agree to Code of Ethics and Conduct confirming commitment to confidentiality, integrity, and impartiality in all duties as RSO.

#### 5. Oversight and Duration

- Appointments shall be valid for two (2) years from the date of issue and may be renewed upon review of performance and compliance.
- RSOs are subject to audit, review, or revocation at any time
- RSOs must comply with all BPA directives, maintain confidentiality of all information, and refrain from conflicts of interest

#### 6. Application Fee

Proof of payment of a non-refundable application fee of BZ \$500.00 shall be included in the application package.

|                          |                    |                               |                 |
|--------------------------|--------------------|-------------------------------|-----------------|
| <b>Approved By:</b>      | Ports Commissioner |                               |                 |
| <b>Revised By:</b>       | Technical Advisor  |                               |                 |
| <b>Date of Revision:</b> | 15 October 2025    | <b>Date of Last Revision:</b> | 23 October 2025 |

**7. Declaration**

I hereby declare that all documents and information submitted are true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**BPA Review Section (Internal Use Only)****Reviewed by:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendation:**

☐ Approved      ☐ Not Approved      ☐ Additional Information Required

**Comments:****Port Commissioner's Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                          |                    |                               |                 |
|--------------------------|--------------------|-------------------------------|-----------------|
| <b>Approved By:</b>      | Ports Commissioner |                               |                 |
| <b>Revised By:</b>       | Technical Advisor  |                               |                 |
| <b>Date of Revision:</b> | 15 October 2025    | <b>Date of Last Revision:</b> | 23 October 2025 |