



**M P A**  
SINGAPORE

**MARITIME AND PORT AUTHORITY OF SINGAPORE**  
**SHIPPING CIRCULAR**  
**NO. 14 OF 2012**

MPA Shipping Division  
460 Alexandra Road  
21<sup>st</sup> Storey PSA Building  
Singapore 119963  
Fax: 6375-6231  
<http://www.mpa.gov.sg>

18 September 2012

**Applicable to:** Primarily to Company Security Officers (CSOs) and also to ship owners, operators and managers.

This circular informs on the promulgation of the IMO document MSC.1/Circ.1390, which provides guidance for the CSO in making preparations for crew and company whose vessels are transiting the Western Indian Ocean and the Gulf of Aden.

**GUIDANCE FOR COMPANY SECURITY OFFICERS – PREPARATION OF A COMPANY AND CREW FOR THE CONTINGENCY OF HIJACK BY PIRATES IN THE WESTERN INDIAN OCEAN AND THE GULF OF ADEN**

1. This circular serves to inform on the guidance being promulgated by IMO in the document MSC.1/Circ.1390 (**Annex A**) “Guidance for Company Security Officers (CSOs) – Preparation of a Company and Crew for the contingency of hijack by pirates in the Western Indian Ocean and the Gulf of Aden”

2. The guidance sets out the issues to consider when preparing both the crew and the company operating the ship that is carrying out a passage through the high risk piracy area in the Western Indian Ocean and the Gulf of Aden. Some of the key points are:

a. Preparing the Crew. When preparing crew of a ship traveling through the Western Indian Ocean and the Gulf of Aden, the CSO is recommended to give careful consideration to the training requirements of crew, rights of seafarers and presence of others onboard the vessel, crew records, company commitment, crew awareness of the hijack environment and of the company’s actions. In particular, the CSO should ensure that the personal details of the crew such as contact details for next-of-kin of crew, medical conditions of crew, etc are up to date. The crew should be made aware of the crisis management procedures of the company with respect to the hijack environment, company’s commitment and actions to secure the crew’s health, and safety and post-release actions in the event of a hijack incident.

- b. Preparing the Company. It should be noted that when preparing Crisis Management Procedures (CMP) to respond to a hijack situation, the CMP should address the designation of a head of crisis management and the establishment of a single point of contact with the pirates. In addition, there should be a management team responsible for crew welfare, logistics and operations, medical advice and handling media relations. A communications policy should be set in place during the crisis for the various parties involved, such as between captive crew members, between the company and the ship, between the company and next-of-kin, and with the pirates.
3. The guidance in MSC.1/Circ.1390 is to be taken into account together with the following Maritime Safety Committee circulars:
- a. MSC.1/Circ.1334 (**Annex B**) on Guidance to shipowners and ship operators, shipmasters and crews on preventing and suppressing acts of piracy and armed robbery against ships, which was promulgated in our [Shipping Circular No. 23 of 2009](#);
- b. MSC.1/Circ.1339 (**Annex C**) on Best Management Practices to Deter Piracy off the Coast of Somalia, which was promulgated in our [Shipping Circular No. 13 of 2012](#).
4. This shipping circular supersedes Shipping Circular No. 2 of 2011. Any queries relating to this shipping circular should be directed to the Singapore Registry of Ships dedicated contact via email: [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg) and tel: (65) 6375 1932.

**CHEONG KENG SOON**  
**DIRECTOR OF MARINE**  
**MARITIME AND PORT AUTHORITY OF SINGAPORE**

Annex A – MSC.1/Circ. 1390  
Annex B – MSC.1/Circ. 1334  
Annex C – MSC.1/Circ. 1339