



Office of
Deputy Commissioner
of Maritime Affairs

THE REPUBLIC OF LIBERIA

Bureau Of Maritime Affairs

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MARINE OPERATIONS NOTE: 02/2006

Subject: Guidelines for Security Exercises and Drills

References: (a) ISPS Code A/13.5, B/13.5 and B/13.7
(b) Liberian Marine Notice ISP-001

The following guidance is provided to assist vessel Owners and Operators and in particular Company Security Officers in meeting the requirements for the Security Exercise as per the ISPS Code A/13.5, B/13.5 and B/13.7 and Liberian Marine Notice ISP-001/4.16.

1.0 Requirements of the Code:

The objective of Security Drills and Exercises is to ensure that shipboard personnel are proficient in all assigned security duties at all security levels and the identification of any security-related deficiencies which need to be addressed (ISPS Code B/13.5). The Drills that are required to be conducted at least once every three months are intended to test individual elements of the SSP. The Exercise required to be carried out at least once each calendar year with no more than 18 months between exercises must test communications, co-ordination, resource availability and response (ISPS Code B/13.7). Exercise participants may include the Flag Administration, Port Facility Security Officer (PFSO) or coastal state authorities, Ship Security Officer (SSO), and the Company Security Officer (CSO) along with other shore based management of the vessel involved with security and/or emergency response. If possible, it should also include, as applicable, the alternate company security officer(s).

The exercises may be held in concert with other exercises such as search and rescue or emergency response.

2.0 The Administration' Guidelines:

2.1 The Exercise should involve at least one vessel of the fleet which may be Liberian or non-Liberian flag vessel. Operators with large fleets are encouraged to include additional vessels when conducting an exercise in order to provide an opportunity for a greater number of their officers to

gain more experience and training. The report as mentioned in paragraph 2.6 should be forwarded to all other Liberian vessels in your fleet for retention on board.

2.2 This Administration will accept as meeting the requirements of ISPS Code, a real security incident in which one of the company's vessels, including a non-Liberian flag vessel, is involved and all of the exercise elements were implemented and the company provides an incident summary report to all other Liberian vessels in the fleet and to the Administration.

2.3 The primary aim should not simply be to comply with ISPS requirement, but also to ensure the continuous improvement of the company's and ship's emergency preparedness and the ability to respond in security situations.

2.4 The CSO may consider coinciding the security exercise with the onboard security drill with participation of the officers and crew as per the procedure laid down in the SSP. The exercise scenario should replicate as closely as possible a real emergency so that when an emergency occurs, the company and vessel personnel will respond as intended to the incident, rather than taking valuable time to develop a response.

2.5 The following records are suggested to be collected during the exercise:

1. The date held and description of the Exercise scenario.
2. Times of key communications, including initial exercise (Ship/Shore) Notification issued by the Master/ SSO or the CSO.
3. List of all participants.
4. Copy of the Crew List at the time of the security drill, if applicable.
5. All correspondence between the vessel and various shore authorities/companies involved in the exercise.
6. Any other documentation and/or photographs considered relevant.
7. An evaluation of the exercise by the SSO & Master forwarded to the CSO.
8. The CSO should review and evaluate the Master's report and make his recommendations including lessons learned and improvements to the SSP, if any.

2.6 As documentary evidence of the exercise, the CSO will provide a summary of the exercise to Liberian vessels in the fleet, as applicable, and to the Administration, that includes:

1. Description of the scenario,
2. A summary of the exercise, (time/date/location-participants sequence of major events),
3. A list of all parties involved, and
4. Description of any lessons learned that could improve the SSP.

Questions regarding this note should be addressed to the Security Department at:

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