**ISPS CODE**

**RECORD OF SECURITY DRILLS and EXERCISES**

###### Ref. to ISPS Code part A, Sect 10



|  |  |
| --- | --- |
| Name of Ship |  |

Contents:

1) Drills & Exercises

2) Objectives & Drill Requirements

3) Exercises

4) Responsibilities

5) Notional list of scenarios affecting the vessels.

6) Drill Programme

7) Summary of Drills Record

***DRILLS AND EXERCISES***

All shipboard personnel shall conduct the drills to ensure proficiency in assigned Security Duties at all Security Levels and the identification of any Security related deficiencies, and shall participate in the exercises as instructed by the Company (SAF 22) & the ISPS Code (B/13.5)

***OBJECTIVES AND DRILLS REQUIREMENTS (ISPS)***

The objective of 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.

They must enable the Ship Security Officer (SSO) to identify any related security deficiencies that need to be addressed.

Security Drills are planned in the Companies SAF 22 Training program, and lists 12 different type scenarios that must be exercised and recorded. The exception being when a vessel is out of service due to repairs or seasonal suspension of operation provided that in such cases a drill must be conducted within one week of the vessel’s reactivation.

Security drills may be held in conjunction with non-security drills where appropriate.

Drills must test individual elements of the SSP, including response to Security Threats and incidents. Drills should take into account the types of operations of the vessel, vessel personnel changes, and other relevant circumstances.

Examples of Drills include unauthorized entry to a Restricted Area, response to Alarms, and Notification of Law Enforcement Authorities.

If the vessel is moored at a facility on the date the facility has planned to conduct any Drills, the vessel may, but is not required to, participate in the facility’s scheduled Drill.

In addition, in cases where more than 25 percent of the ship’s personnel have been changed, at any one time, with personnel that have not previously participated in any Drill on that ship, within the last 3 months, a Drill shall be conducted **within one week of the change**. These Drills shall test individual elements of the Plan.

Various types of exercises which may include participation of Company Security Officers, Port Facility Security Officers, relevant Authorities of Contracting Governments as well as Ship Security Officers, if available, shall be carried out at least once each calendar year with no more than 18 months between the exercises. These exercises shall test communications, coordination, resource availability, and response. These exercises may be:

* Full scale or live
* Tabletop simulation or seminar; or
* Combined with other exercises held such as search and rescue or emergency response exercises.
* Company participation in an exercise with another Contracting Government shall be recognised by the Administration.

**According to the ISPS-code Part A 9.8.1 Security Drills and Exercises are confidential and cannot be witnessed by third parties other than Flag State Authorities.**

***EXERCISES***

Each exercise must test communication and notification procedures, and elements of coordination, resource availability, and response.

Exercises are a full test of the Security Program and must include the substantial and active participation of relevant Company and Vessel Security Personnel, and may include Facility Security Personnel and Government Authorities depending on the scope and the nature of the exercises.

At the Drills, individual elements of the SSP such as those Security Threats listed below should be tested. The SSO should conduct the Drills based on the following scenarios. (B/13.6, B/8.9)

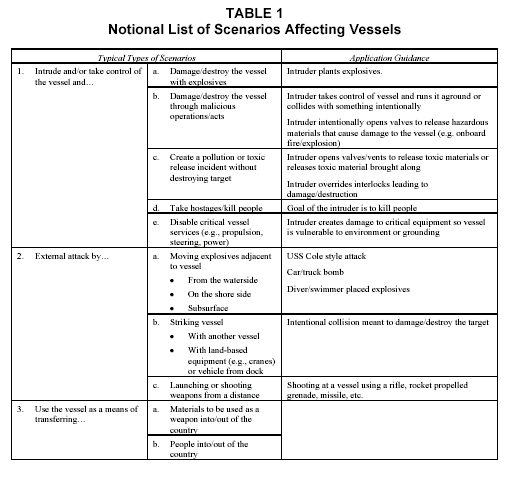
* Damage to, or destruction of, the ship or of a port facility, e.g. by explosive devices, arson, sabotage or vandalism;
* Hijacking or seizure of the ship or of persons on board;
* Tampering with cargo, essential ship equipment or systems or ship’s stores;
* Unauthorized access or use, including presence of stowaways;
* Smuggling weapons or equipment, including weapons of mass destruction;
* Use of the ship to carry those intending to cause a security incident and/or their equipment;
* Use of the ship itself as a weapon or as a means to cause damage or destruction;
* Attacks from seaward whilst at berth or at anchor; and
* Attacks whilst at sea.

In case the CSO has the SSO of the ship participate in the exercise, the CSO should inform the SSO of the scenarios in advance which the entity will make to implement the exercise. In case of no scenarios prepared, the CSO should liaise with the entity, clarify the SSO’s role and familiarize those matters to the SSO. In case The Master or the SSO is requested to participate in the exercise without going through the CSO, the Master or the SSO should not participate at his discretion and report to the CSO to seek to respond to the situation. Record the exercise plans and their results.

***RESPONSIBILITIES***

*SHIP SECURITY OFFICER*

It is the responsibility of the SSO to ensure that regular training exercises are conducted. The Master and the SSO must ensure that all crew are aware of the emergency actions that must be adhered to in the event of a Security Alert.

***DRILL PROGRAM (SAF 22)***

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| **Drill Case #** | **DRILLS** | **SCHEDULE** |
| 1 | Bomb Threat Received | Annually and no more than 18 months between two successive exercises |
| 2 | Threat – Anti Personnel Device(s) on board |  |
| 3 | Threat – large Explosive Device(s) on board |  |
| 4 | Threat – Fast Boat Contact Blast Attack |  |
| 5 | Chemical / Bio Hazard Attack |  |
| 6 | Armed Hijack |  |
| 7 | Hostage Situation |  |
| 8 | Piracy Attack |  |
| 9 | Missing persons |  |
| 10 | Stowaway Search |  |
| 11 | Refugee Incident |  |
| 12 | Ship evacuation  (can be associated with cases i.e. nn. 1,3 & 5) | Annually and no more than 18 months between two successive exercises |

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| **Drill** |  | Months | | | | | | | | | | | |
| **Case** | **TRAINING** | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
| 1 | Bomb Threat Received |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Threat – Anti Personnel Device(s) on board |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Threat – large Explosive Device(s) on board |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Threat – Fast Boat Contact Blast Attack |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Chemical / Bio Hazard Attack |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Armed Hijack |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Hostage Situation |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Piracy Attack |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Missing persons |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Stowaway Search |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Refugee Incident |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Ship evacuation  (can be associated with cases i.e. nn. 1,3 & 5) |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:**

**The date in which the drills are performed will be decided by the SSO according the ship’s operational exigencies. In the same date and with appropriated scenario one or more drills can be associated.**

***SUMMARY OF DRILLS RECORD***

The following table should be used to have an update situation of the Security Drills conducted on board the ship during the last 12 months:

|  |  |  |  |
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| ***Drill Case***  ***Nr.*** | ***Date of drill*** | ***Next Drill scheduled on*** | ***Officer in charge***  ***(Name and Signature)*** |
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| ***Drill Case***  ***Nr.*** | ***Date of drill*** | ***Next Drill scheduled on*** | ***Officer in charge***  ***(Name and Signature)*** |
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