



**PETRONAS**



# OFFSHORE MARITIME SAR OPERATION GUIDELINE

Malaysia Maritime Enforcement Agency (MMEA)  
and PETRONAS

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Version 1.0 October 2021

## BACKGROUND

With a large number of offshore platforms within Malaysia Economic Exclusive Zone (EEZ) where maritime activities function as a mean of transporting goods, passengers and precious cargo (Oil and Gas (O&G)), the necessity to plan strategies for emergencies on these operations has become imperative. The National Search and Rescue (SAR) Committee acknowledges the importance of these offshore activities and their contribution towards the nation's development and economy.

Current guidelines for National SAR Agencies, Maritime authority, O&G Operators and O&G Air Operators for maritime SAR operations within Malaysia Maritime Search and Rescue Region (MSRR) are not clearly defined in order to have a systematic and efficient SAR operation.

Malaysian Maritime Enforcement Agency (MMEA), as the National Maritime SAR Authority in Malaysia in collaboration with PETRONAS have established the Guideline for Offshore Maritime SAR (MSAR) Operation ("Guideline") in Malaysia in ensuring any Maritime SAR can be promptly initiated and executed effectively utilizing SAR resources made available by the various government agencies and private entities.

A Task Group was established to undertake this enormous task, which consisted of members from MMEA, PETRONAS and O&G Operators.

The Task Group had conducted a series of meetings to discuss and prepare the Guideline as per timeline below:

- a) 19-20 March 2018: Workshop for the development Offshore Maritime SAR Operation Guideline, hosted by PETRONAS;
- b) 18-19 April 2018: Workshop on drafting the Guideline for Offshore Maritime SAR Operation, hosted by Repsol O&G Malaysia Limited (RML); and
- c) 8 June 2018: Presentation of the final draft Guideline hosted by MMEA.

Furthermore, a series of Tabletop and Field Test Exercise have been successfully executed as following;

- a) 12 – 14 December 2018 Search & Rescue Exercise CAMAR 01/2018 Tabletop Exercise (TTX); and
- b) 8 – 10 October 2019: Search & Rescue Exercise CAMAR 02/2019 Field Test Exercise (FTX).

The Task Group agreed for the establishment of the Offshore-Joint SAR Operation Working Group (Offshore-JSAR WG) that will be the principal instrument for consultation and co-ordination for all matters concerning Joint SAR Operation within offshore area of operations. The Offshore-JSAR WG's TOR are contained in Part One of this document.

The procedures and guidelines in this document have been prepared and deliberated by the Offshore-JSAR WG members.

## OBJECTIVE

The reference document in this Guideline set out the concept of MSAR Operations in responding to maritime incidents throughout the offshore area of operations within the Malaysia EEZ which will include but not limited to the following:

1. Vessel capsized
2. Man overboard
3. Vessel drifting
4. Vessel collision
5. Vessel sinking
6. Missing personnel
7. Fire on board vessel
8. Special MEDEVAC
9. Missing vessel

This guideline also serves to link the O&G Operators' emergency management practices, O&G Vessel Operator and Government SAR Response units (SAR Authorities, National SAR Agencies) assisted by O&G Air Operators upon request.

In order to keep this document brief and concise, the explanation on roles and responsibilities of parties is limited to how they fit into the overall response in managing MSAR operations.

## REFERENCE DOCUMENTS

1. Act 633: Malaysian Maritime Enforcement Agency (Act 2004)
2. The International Aeronautical and Maritime Search and Rescue (IAMSAR) VOL. I, II, III
3. International Civil Aviation Organization (ICAO) ANNEX 12
4. International Maritime Organization (IMO) Safety of Life at Sea (SOLAS) Convention 1974
5. United Nations Convention for the Law of the Sea (UNCLOS) 1982
6. National Security Council (NSC) Directive NO. 20
7. National Aeronautical and Maritime Search and Rescue Manual (NAMSAR)
8. PETRONAS Procedure and Guidelines for Upstream Activities (PPGUA) (Vol. 3, HSSE)
9. Search & Rescue (SAR) Standard Operation Procedure MMEA

## RECORDS OF AMENDMENTS

Date of Publication Version 1.0: October 2021

Version	Date of Release	Amendments

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## ABBREVIATIONS AND ACRONYMS

AMRCC	Aeronautical Maritime Rescue Coordination Centre
AMRSCC	Aeronautical Maritime Rescue Sub Coordination Centre
ARK	Airborne Rescue Kit
ATC	Air Traffic Controller
ATCC	Air Traffic Control Centre
ATS	Air Traffic Services
ATSU	Air Traffic Services Unit
BODEVAC	Body Evacuation
CAAM	Civil Aviation Authority of Malaysia
CEO	Chief Executive Officer
COMCEN	PETRONAS Communication and Control Centre
EC	Emergency Coordinator
ECC	Emergency Control Centre
EEZ	Economic Exclusive Zone
ECM	Emergency and Crisis Management
ERP	Emergency Response Plan
HLO	Helicopter Landing Officer
IAMSAR	International Aeronautical and Maritime Search and Rescue
IC	Incident Commander
ICAO	International Civil Aviation Organization
ICS	Incident Command System
IMO	International Maritime Organization
JSAR	Joint Search and Rescue
JASAR	Joint Aeronautical Search and Rescue
MSAR	Maritime Search and Rescue
Limited SAR	The limited SAR capabilities that has been assigned and defined by contract to O&G Air Operator
MRCC	Maritime Rescue Coordination Centre
MRSC	Maritime Rescue Sub Centre
MSRR	Maritime Search and Rescue Region
NAMSAR	National Aeronautical and Maritime Search and Rescue Manual (NAMSAR)
NF	Notification form
O&G	Oil and Gas

OIM	Offshore Installation Manager
OLC	Offshore Logistic Coordinator
OSC	On-Scene Coordinator/Commander
PAC	Petroleum Arrangement Contractor
PETRONAS	Petroleum Nasional Berhad / Malaysia Petroleum Management (MPM)
PPGUA	PETRONAS Procedure and Guidelines for Upstream Activities
PSC	Production Sharing Contract
RO	Radio Operator
RSC	Risk Service Contract
SAR	Search and Rescue
SAREX	Search and Rescue Exercise
SC	SAR Coordinator
SERT	Site Emergency Response Team
SITREP	Situation Report
SMC	SAR Mission Coordinator
SOP	Standard Operating Procedure
SRU	Search and Rescue Unit
TOR	Term of Reference
VFR	Visual Flight Rules
WG	Working Group



## PART ONE : OFFSHORE JOINT SAR OPERATIONS WORKING GROUP (Offshore-JSAR WG) TERMS OF REFERENCE

### 1.0 OVERALL PURPOSE

- 1.1 The Offshore-Joint SAR Operations Working Group Terms of Reference (Offshore-JSAR WG) will be the principal instrument for consultation and coordination with respect to all matters concerning Maritime SAR Operation (MSAR) for offshore areas of operation within the Malaysia Economic Exclusive Zone (EEZ) and International Maritime Organization (IMO) agreements.
- 1.2 The establishment of the Offshore-JSAR WG is to ensure that SAR operations within the offshore areas of operation can be promptly initiated and executed effectively utilizing SAR resources made available by the various Government agencies and private entities.

### 2.0 OBJECTIVES

- 2.1 The objectives of the Offshore-JSAR WG are:
  - a) to promote the concept of Maritime SAR Operation (MSAR) (Government & Private) for Offshore O&G Maritime operations;
  - b) to review, analyse and improve the Offshore-MSAR Guideline;
  - c) to serve as the focal point for the implementation, monitoring and improvement of the Offshore-MSAR Guideline; and
  - d) to conduct SAREXs to evaluate the effectiveness of the Guideline.

### 3.0 COMPOSITION

- 3.1 The Offshore-JSAR WG committee will comprise representatives from the following organisations:
  - a) National Security Council (NSC);
  - b) Malaysian Maritime Enforcement Agency (MMEA);
  - c) PETRONAS;
  - d) National SAR Agencies; (refer Table A)
  - e) O&G Operators (refer Table B); and
  - f) O&G Air Operators (refer Table C).
- 3.2 The Chairman of the Offshore-JSAR WG committee will rotate among CAAM, MMEA and PETRONAS. The first Chairman will be MMEA.
- 3.3 The secretariat functions will be identified and appointed by the Chairman.

## 4.0 METHODOLOGY

- 4.1 The scheduled meetings will be on yearly basis. However, the unscheduled meetings can be convened as and when required by the Chairman. An agenda will be prepared by the Secretary according to the instructions of the Chairman for each meeting of the Offshore-JSAR WG committee.
- 4.2 The meeting of the Offshore-JSAR WG committee will require a quorum of at least one representative from each organisation. Any decision taken at such a meeting must have the affirmative vote of all the representatives present.
- 4.3 Any new items for discussion will be submitted to the Secretary at least twenty-one (21) days prior to the meeting. A representative may, however, circulate discussion papers on urgent matters directly to other representative if the deadline for submission of such papers cannot be met. Any matter raised without notice or short notice will be considered in accordance with the spirit of its terms of reference, and deferment of discussion to a later meeting will be agreed if determination of the problem cannot be achieved immediately.
- 4.4 The Secretary will take and keep minutes after each meeting. Minutes of the meeting will be circulated no later than three (3) weeks of the meeting being held to the Chairman and all representatives for review. Any amendments to the Minutes must be submitted to the Secretary within two weeks of receipt of the Minutes by the representatives. Minutes would consist of decisions agreed by the committee or otherwise. Such minutes will be duly signed by the Chairman.

### TABLE A: REPRESENTATIVES OF NATIONAL SAR AGENCIES

- 1) Civil Aviation Authority of Malaysia (CAAM)
- 2) Royal Malaysian Navy (RMN)
- 3) Royal Malaysian Air Force (RMAF)
- 4) Royal Malaysian Police (RMP)
- 5) Fire Rescue Department (FRD)
- 6) Marine Department Malaysia (MARDEP)
- 7) Other relevant agencies as listed in NAMSAR

### TABLE B: O&G OPERATORS

The list of O&G Operators will be non-exhaustive

- 1) Sarawak Shell Berhad / Sabah Shell Petroleum Company Ltd. (Shell)
- 2) Petrofac (M) Ltd. (Petrofac)

- 3) Carigali Hess Operating Company Sdn. Bhd. (Carigali HESS)
- 4) Sapura Energy Berhad (Sapura Energy)
- 5) SapuraOMV (SOMV)
- 6) Hess O&G Sdn. Bhd. (HESS)
- 7) Repsol O&G Malaysia Limited (RML)
- 8) EQ Petroleum Production Malaysia Ltd (EnQuest)
- 9) Vestigo Petroleum Sdn. Bhd. (VESTIGO)
- 10) PETRONAS Carigali Sdn. Bhd. (PCSB)
- 11) Conoco Phillips Company (COP)
- 12) International Petroleum Corporation (IPC)
- 13) JX Nippon Oil & Gas Exploration Ltd.
- 14) Mubadala Development Company (MDC)
- 15) Kebabangan Petroleum Operating Company (KPOC)
- 16) TOTAL Exploration & Production
- 17) Exxon Mobil Corporation (ExxonMobil)
- 18) PTT Exploration and Production (PTTEP)
- 19) Hibiscus Petroleum Berhad (SEAH)
- 20) Jadestone Energy Sdn. Bhd.

#### TABLE C: O&G AIR OPERATORS

- 1) Weststar Aviation Services Sdn. Bhd.
- 2) Hevilift Aviation Services
- 3) SAZMA Aviation Services

## PART TWO : ROLES AND RESPONSIBILITIES – GOVERNMENT & PRIVATE ENTITIES

### 1.0 MALAYSIAN MARITIME ENFORCEMENT AGENCY (MMEA)

- 1.1 MMEA is the SAR Authority for Maritime incidents in Malaysia and will be responsible for the provision of Maritime SAR Service within Malaysian MSRR.
- 1.2 For initial SAR conducted by private entity, the Government of Malaysia or MMEA will not be held responsible for any incident during initial SAR conducted.
- 1.3 Maritime Search and Rescue is broadly defined as the search for vessel in distress (or referred to as 'maritime incident'), and the provision of aid to persons who are, or feared to be, in need of assistance, regardless of the nationality or status of such persons or the circumstances in which such persons are found at sea. However, special procedures under the respective authorities will prevail for the following incidents:
  - a) Within port limit (as designated by the port authority) where the Local Port Emergency Procedures prevails by the port authority;
  - b) Border areas of Malaysia/Indonesia where the SAR Manual of Malaysia/Indonesia by the General Border Committee prevails.
- 1.4 All requests for Maritime SAR service will be made to relevant MMEA Operation Centre who in turn will activate the MRCC/MRSC.

### 2.0 MRCC / MRSC

- 2.1 MRCC/MRSC is established within Malaysia MSRR for the purpose of coordinating, controlling, and conducting maritime SAR operations. Under the Offshore-MSAR cooperation, MRCC/MRSC will:
  - a) MRSC to receive Initial SITREP from O&G Operator Incident Commander (IC)
  - b) MRCC to receive Initial SITREP from COMCEN
  - c) Acknowledge message and maintain contact.
  - d) Activate MRCC/MRSC.
  - e) Notify relevant agencies as per MMEA Procedures (e.g. MARDEP, NAVY, RMAF etc.)
  - f) Initial action - request assets, Navigational Telex (NAVTEX), Notice to Airmen (NOTAM), gather info etc.
  - g) Assume the role as overall commander for the MSAR operation.

2.2. Upon arrival of SRU at the scene, MRCC will submit SITREP to COMCEN.

### **3.0 PETRONAS**

3.1 By Section 2 of the Petroleum Development Act, 1974 (PDA), PETRONAS is with the entire ownership in, and the exclusive rights, powers, liberties and privileges of exploring, exploiting, winning and obtaining petroleum lying onshore or offshore of Malaysia.

3.2 The duties and powers conferred to PETRONAS under the PDA is executed by PETRONAS' Malaysia Petroleum Management also known as MPM.

3.3 PETRONAS is entrusted with the responsibilities of managing and steering the overall Exploration and Production (E&P) activities in Malaysia, including promoting exploration investments and facilitating the development and production activities, whilst protecting the national interest.

3.4 Under the Offshore-MSAR cooperation, PETRONAS will:

- a) Appoint the Head of Emergency Crisis Management (ECM) who will function as the coordinator between MMEA and PETRONAS to assist the SAR operations upon receiving notification from PETRONAS Communication & Control Centre (COMCEN);
- b) Act as a coordinator and/or approving authority for supporting assets (air/marine) request from Petroleum Arrangement Contractors (PAC);
- c) Coordinate with MMEA for media/press releases as per PETRONAS Procedure and Guidelines for Upstream Activities (PPGUA).

3.2.4 PETRONAS will maintain records of aircraft specification and personnel helideck landing competency for National SAR agencies.

### **3.3 COMCEN**

3.3.1 During the initial MSAR Operations, COMCEN will provide the assistance required as below:

- a) Upon receiving distress information from IC, COMCEN will disseminate the Initial SITREP to:
  - a) MRCC
  - b) PETRONAS
- b) SITREP will be submitted to MRCC as required during the initial SAR.
- c) Upon arrival of SRU at the scene, COMCEN will receive SITREP from MRCC with regards to on scene situations and SRU activities which

subsequently COMCEN is to update O&G Operator ECC.

- d) COMCEN will become the coordinator between O&G Operator ECC and MRCC during the maritime SAR activities until it is terminated by SC of MRCC.
- e) To seek approval from PETRONAS and to notify the relevant O&G Operator to use their 3<sup>rd</sup> party O&G Air Operator on the requirement for air support.
- f) COMCEN will relay the requirement to dispatch the aircraft upon clearance given by O&G Operator ECC.

#### **4.0 ON SCENE COORDINATOR/COMMANDER (OSC)**

- 4.1 OSC is a person designated to coordinate, plan and organize emergencies at site.
- 4.2 In the event of an emergency in offshore operations, normally the OSC is either Offshore Installation Manager (OIM) or barge / Vessel Master, depending on the area of maritime incident.
- 4.3 During the initial SAR of MSAR Operations, OSC will:
  - a) Act in accordance with the respective site ERP upon receiving the distress signal.
  - b) Raise and send distress information to IC followed by NF as soon as practicable.
  - c) Verify and assess the emergency.
  - d) Execute the SAR plan done by O&G Operator ECC at site.
  - e) Update IC periodically.
  - f) Handover the OSC roles to SRUs upon arrival.

#### **5.0 INCIDENT COMMANDER (IC)**

- 5.1 IC is a designated person onshore appointed to lead the O&G Operator ECC and to manage all emergency events / responses as stated in the respective O&G Operator ERP.
- 5.2 During the initial SAR of MSAR Operations, IC will:
  - a) Activate ECC upon receiving distress information from OSC.
  - b) Immediately inform COMCEN and MRSC through initial SITREP.
  - c) Consolidate information received from OSC.
  - d) Coordinate and plan the emergency response for OSC to be executed at site.
  - e) Send SITREP as required to COMCEN until SRU take over the OSC's role.

## 6.0 NATIONAL SAR AGENCIES

- 6.1 Maritime SAR services will be headed and coordinated by the respective MRCC/MRSC in Malaysia MSRR and assisted by the National SAR Agencies as listed in NAMSAR.
- 6.2 They are responsible to provide vessels, aircraft, other relevant assets and personnel, for the purpose of assisting and supporting Maritime SAR missions, and providing communication and logistic facilities, whenever required.

## **PART THREE : OFFSHORE MARITIME SAR (Offshore-MSAR) OPERATIONS**

### **1.0 CONCEPT OF OPERATIONS**

- 1.1 The survivability of a person in distress would depend on various factors. The most important factor to be considered will be the time taken to locate and rescue the person concerned.
- 1.2 Offshore-MSAR ascertains the roles and responsibilities of all parties commencing from an initial SAR operation to Joint SAR operations with the emphasis on command, control, coordination and communications between government and private entities.

### **2.0 ALERTING UNIT**

- 2.1 OSC will notify O&G Operator's IC in the event of maritime incident occurs within his/her area of responsibility.
- 2.2 Affected O&G Operator's IC will notify COMCEN and MRSC is to follow up by Initial SITREP upon receiving distress information from OSC.
- 2.3 COMCEN will notify MRCC through Initial SITREP regarding the incident.

### **3.0 DECLARING EMERGENCY PHASES**

- 3.1 The initial declaration of an emergency phase will be the responsibility of the Search and Rescue Mission Coordinator (SMC) of respective MRSC. Subsequent SAR phase will be declared by the SAR Coordinator (SC) on activation of MRCC/MRSC.

### **4.0 INITIAL SAR RESPONSE**

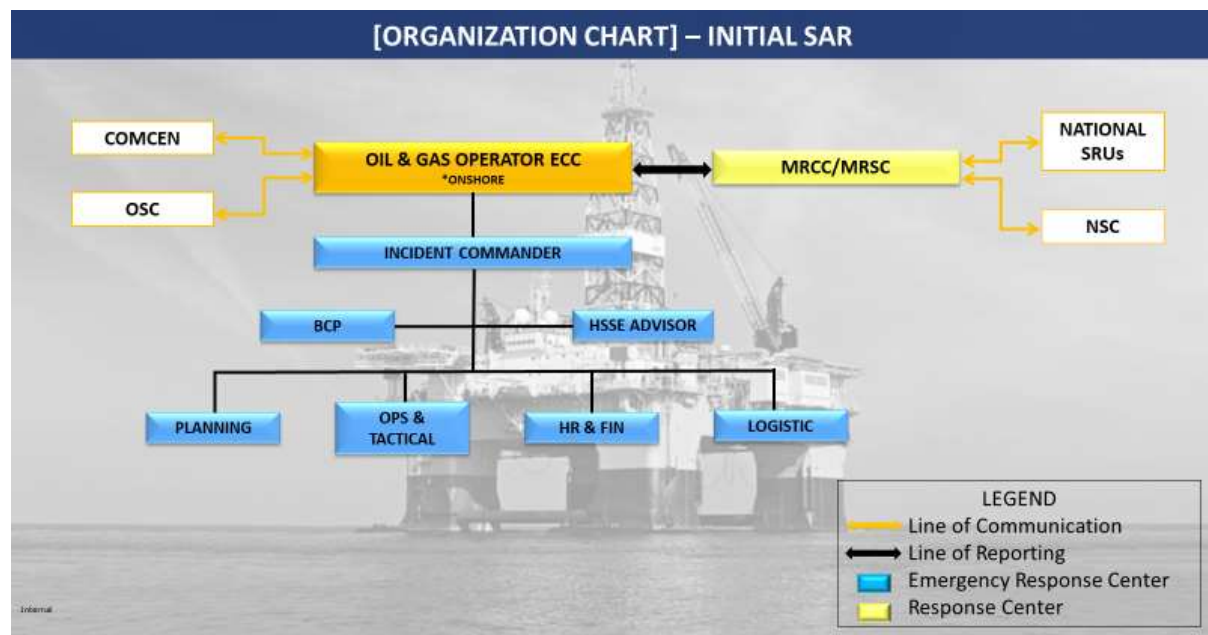
- 4.1 In accordance with the guidelines for Offshore-MSAR, the initial SAR response is provided by the O&G Operator ECC, leading the SAR operations with their own asset or others O&G Operator marine asset in coordination with O&G Air Operator (upon request) until MMEA asset arrives at location.
- 4.2 The coordination between ECC, MRCC/MRSC and OSC merely via any means of electronic communication whereby SITREP is the main format of reporting.
- 4.3 O&G Operator OSC is responsible to maintain positive communication with the respective O&G Operator IC during this phase.



4.4 The O&G Operator IC is responsible to maintain positive communication with the MRSC.

4.5 COMCEN is responsible to maintain positive communication with the MRCC.

## 5.0 INITIAL SAR COMMAND PLAN



### 5.1 Immediate Response Plan:

- O&G Operator will coordinate and lead the initial SAR response through their ECC;
- O&G Operator ECC will assume the role as the primary response centre to coordinate and command the initial search initiatives prior to National SRUs arrival;
- O&G Operator will exercise their ownership and use any available assets within their operation area to carry out the initial search operations.

### 5.2 National SRUs Deployment Response Plan:

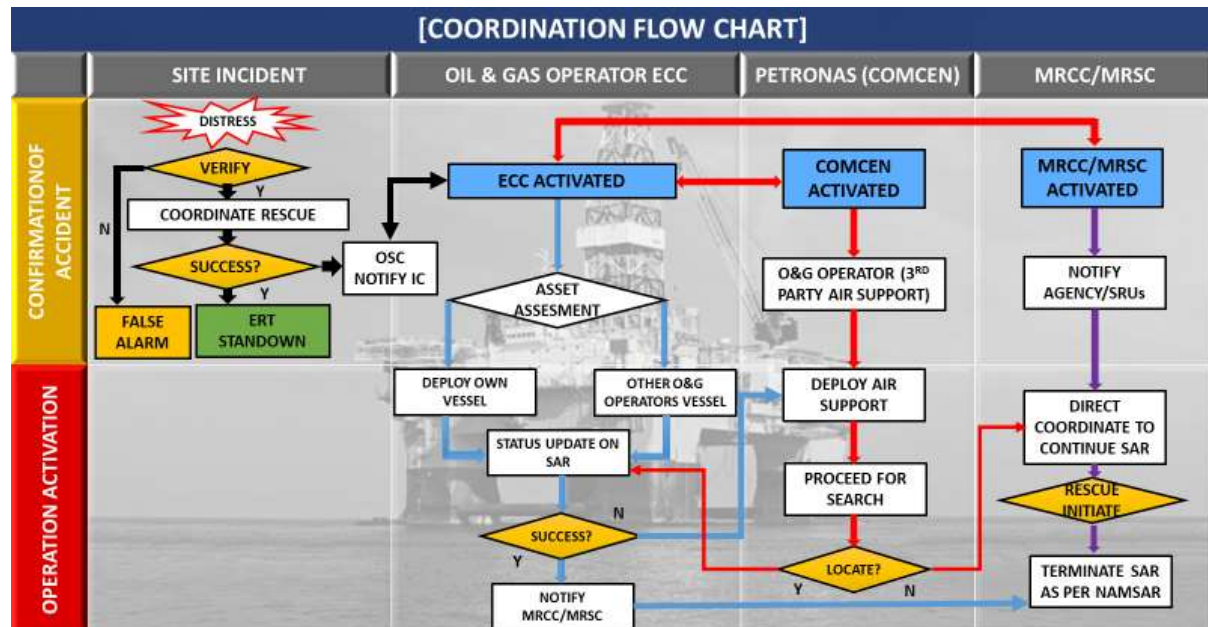
- MRCC/MRSC will assume the role of the overall commander of the MSAR operations when the SRUs arrived at scene. The role of OSC will later be handed over by O&G Operator OSC to them;
- The O&G OSC will hand over the role as OSC to the National SAR OSC as per instruction (verbal and via Form as Appendix IX);
- MRCC/MRSC in coordination with O&G Operator ECC is to guide their maritime assets to assist in the rescue operations;

- d) Air asset is to coordinate with the SRU's OSC and MRCC/MRSC on the SAR operations.

(The Initial SAR Command Plan flow chart can be found in Appendix I)

## PART FOUR : OFFSHORE MARITIME SAR (Offshore-MSAR): COORDINATION & COMMUNICATION PLAN

### Offshore-MSAR COORDINATION PLAN



#### 1.0 SITE INCIDENT

1.1 The Distress signal will be verified before the activation of MSAR. There is no requirement for escalation if the maritime incident can be resolved by site Emergency Response Team (ERT).

1.2 Confirmation of maritime incident:

- a) Receiving distress signal by the receiving parties will be in accordance with below protocol:
  - i. The receiving parties will seek the advice of their superior (OIM/Vessel Master) on the situation for further verification.
  - ii. Their superior will confirm the signal either through authority or by visual identification.

1.3 Responsible OSC will inform affected O&G Operator IC regarding the incident if require further action.

#### 2.0 OIL & GAS OPERATOR ECC

2.1 Upon receiving Distress information from OSC, the O&G Operator ECC will:

- a) Carry out marine asset assessment for marine support deployment.

- b) Seek assistance from other O&G Operators' marine asset in the situation non-availability of their own.
- c) Deploy marine asset and update SAR situation.

2.2 O&G Operator IC will establish communication with COMCEN and MRSC.

2.3 In the event of successful of SAR, the IC will inform MRSC for termination protocol.

2.4 In the event of unsuccessful SAR or air support is imminent, the IC will inform COMCEN to prepare for the air support.

### **3.0 PETRONAS**

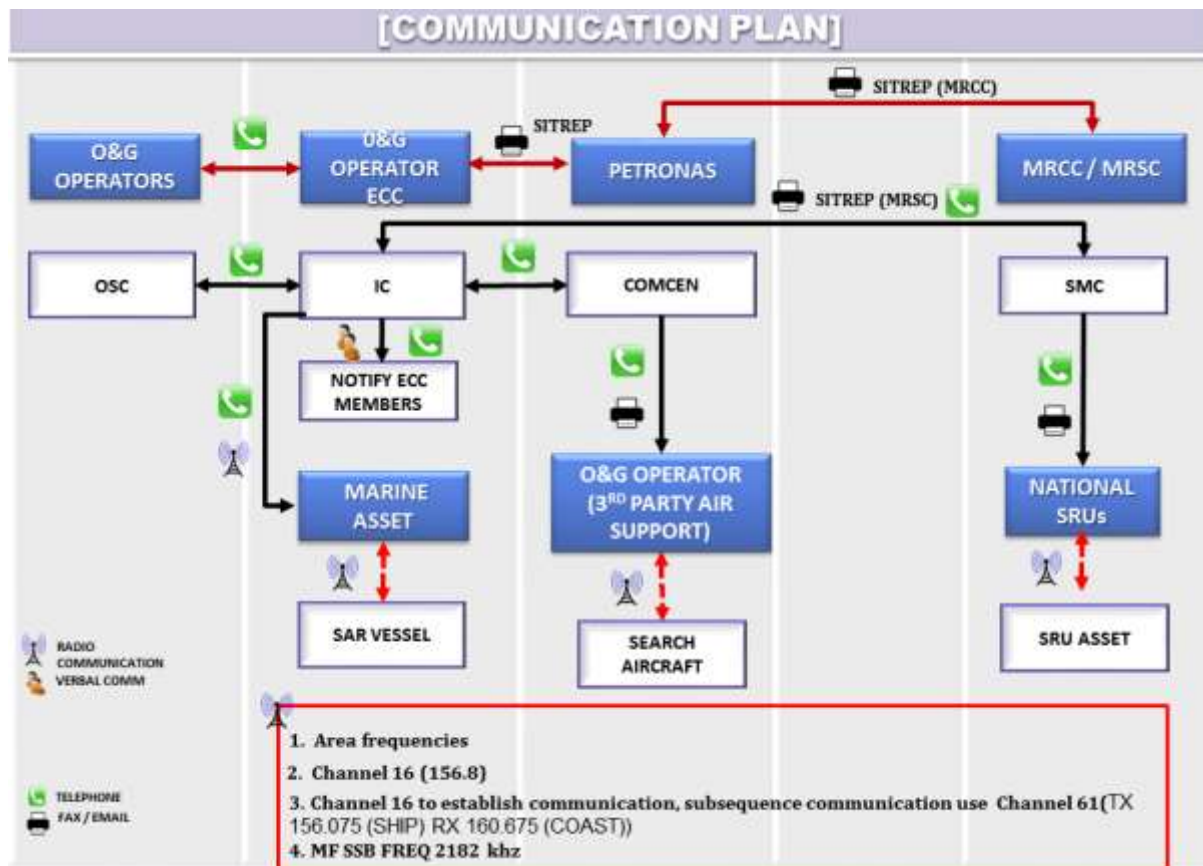
- 3.1 Upon receiving distress information from O&G Operator ECC, COMCEN will:
- a) Notify MRCC via Initial SITREP.
  - b) Establish positive communication with MRCC.
  - c) Alert the respective O&G Operator (3<sup>rd</sup> Party Air Services) for air asset deployment if required in consultation with MPM, PETRONAS.
- 3.2 The progress and update will be communicated between O&G Operator OSC, O&G Air Operator's aircraft and O&G Operator' vessel.

### **4.0 ACTION BY MRCC/MRSC**

- 4.1 During the initial SAR response initiated by the O&G Operator ECC:
- a) MRCC/MRSC will notify SRU agencies for the requirement.;
  - b) MRSC will coordinate with O&G Operator ECC for further update on their activities;
  - c) MRSC will deploy their SRUs to the location as soon as possible.
- 4.2 Upon arrival of National SAR SRUs at the scene:
- a) MRCC/MRSC will assume command and control of the search operation;
  - b) The O&G OSC will hand over the role as OSC to the National SAR OSC as per instruction (verbal and via form as per Appendix IX);
  - c) MRSC to coordinate with O&G Operator ECC for any requirement or assistance.
  - d) MRCC to coordinate with COMCEN on the potential escalation of situation.

(The Offshore-MSAR Coordination Plan flow chart can be found in Appendix II)

## Offshore-MSAR COMMUNICATION PLAN



## 5.0 O&amp;G OPERATOR

5.1 OSC will communicate with O&G Operator ECC via electronic communication to relay notification and continuous update of the incident status.

## 6.0 O&amp;G OPERATOR ECC

- 6.1 O&G Operator ECC will send an Initial SITREP to COMCEN and MRSC.
- 6.2 The IC will keep updating the situation by sending the SITREP as required to COMCEN for initial SAR.
- 6.3 For any verbal communication required by IC to communicate with COMCEN and MRSC (SMC), they will use a dedicated-On Duty contact number.
- 6.4 Communication between vessel, OSC and air asset, the involved parties will use the registered channel stated in the communication plan.

## **7.0 PETRONAS**

- 7.1 COMCEN will send an Initial SITREP to MRCC.
- 7.2 COMCEN will keep updating the situation by sending the SITREP as required to MRCC for initial SAR and receiving the SITREPs from MRCC when command has been transferred to authority (MRSC).
- 7.3 COMCEN will have On Duty contact number for air support from the O&G Operators.
- 7.4 For any requirement for air support, COMCEN will contact the On-Duty number of respective O&G Operator (3<sup>rd</sup> Party Air Services), in consultation with MPM, for their assistance. This communication will remain until the deployment of the air support.
- 7.5 For communication between vessel, OSC and air asset, the registered channel stated in the communication plan will be used

## **8.0 MRCC/MRSC**

- 8.1 MRCC will receive the Initial SITREP from COMCEN.
- 8.2 MRCC will establish positive communication with COMCEN.
- 8.3 MRCC will send SITREPs to COMCEN when the full command and control has been taken by the authority (MRSC).
- 8.4 MRSC (SMC) will receive the Initial SITREP from O&G Operator ECC (IC).
- 8.5 MRSC (SMC) will maintain continuous communication with O&G Operator ECC(IC) during the initial SAR.
- 8.6 For continuous communication between MRSC (SMC) and O&G Operator ECC (IC), dedicated On Duty contact number is to be used.
- 8.7 MRSC (SMC) will communicate with National SRUs as established in the standard protocol.
- 8.8 All SRUs will use the communication plan as stated in the Malaysia SAR Manual.

(The Offshore MSAR Communication Plan-flow chart can be found in Appendix II)

## PART FIVE : OFFSHORE MARITIME SAR (Offshore-MSAR): RESCUE PROCEDURES

### 1.0 RESCUE BY NATIONAL SRU

- 1.1 Fatalities-The deceased person will be sent to the nearest government hospital.
- 1.2 Survivors - MRCC/MRSC will coordinate with O&G Operator ECC to determine the disembarkation point for them.

### 2.0 RECOVERY BY O&G OPERATOR AT THE OFFSHORE INSTALLATION/ PLATFORM

- 2.1 Fatalities - O&G Operator will follow their SOP for handling BODEVAC.
- 2.2 Survivors - MRCC/MRSC will coordinate with O&G Operator ECC to determine the disembarkation point for them.

## PART SIX : OFFSHORE MARITIME SAR (Offshore-MSAR): SUSPENSION OF Offshore-MSAR / TERMINATION OF SAR

### 1.0 SUSPENSION OF Offshore-MSAR

- 1.1 The MRCC/MRSC's SAR Coordinator will suspend the Offshore-MSAR cooperation, when:
- a) MRCC/MRSC assume total command of the search operation;
  - b) National SAR assets are conducting the SAR operation. At this stage, assets from private entities are no longer required.

### 2.0 TERMINATION OF SAR

- 2.1 SC will terminate maritime SAR mission when:
- a) all survivors have been found, rescued or accounted for; or
  - b) a decision has been made that further search cannot be justified or all reasonable hope of rescuing survivors has passed.
- 2.2 The SMC of the appropriate MRCC/MRSC will notify all agencies and SRUs concerned, that are earlier alerted, of the termination and the reason for the cessation of SAR activities.



## PART SEVEN : OFFSHORE MARITIME SAR (Offshore-MSAR): FINANCIAL IMPLICATION

### 1.0 INITIAL SAR RESPONSE

- 1.1 The cost for asset deployment (air/maritime) by the O&G Air Operator, O&G Vessel Operator or O&G Operator during the initial SAR response via the Offshore-MSAR cooperation will be referred to the respective contract obligation.
- 1.2 O&G Operator may also respond with their own will, during the initial SAR without cost recovery from PETRONAS.

### 2.0 PROLONGED SAR

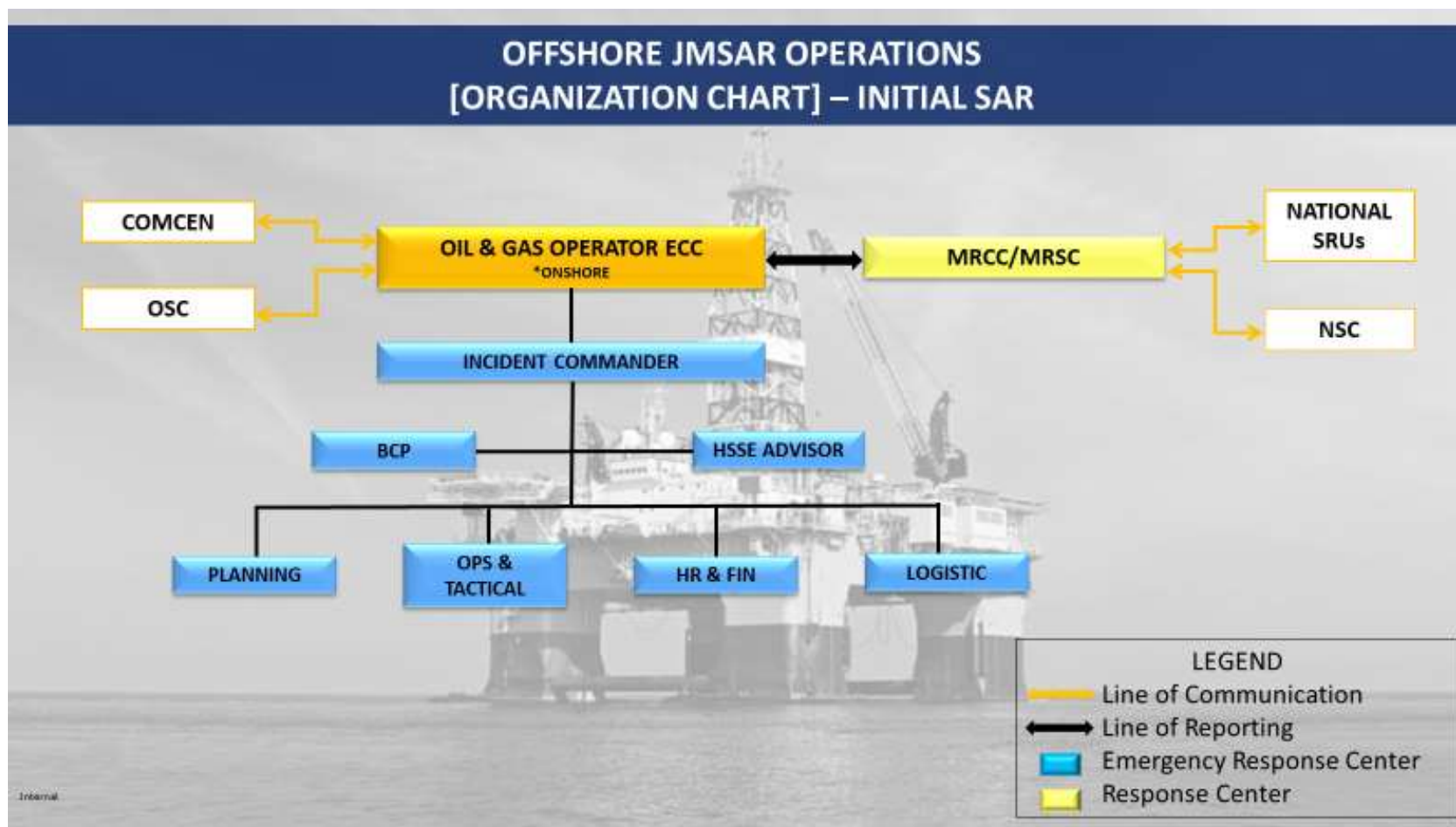
- 2.1 Deployment of maritime assets by the O&G Operator will be subjected to PETRONAS' approval based on case to case basis.
- 2.2 O&G Operator may at their own will, contribute the use of their maritime assets in the continuation of SAR operation without recovering cost from PETRONAS.

### 3.0 INVOLVEMENT OF FOREIGN ASSETS

- 3.2 The cost for any involvement of foreign asset during initial SAR operation, if any, should be claimed from respective insurance company of the distressed vessel.
- 3.3 The Government of Malaysia is not liable on operation cost during initial SAR conducted by any voluntary foreign asset.
- 3.4 PETRONAS will not be held liable for any operation cost during the SAR operation on the deployment of any foreign assets conducted by the voluntary foreign assets.

## APPENDIX I

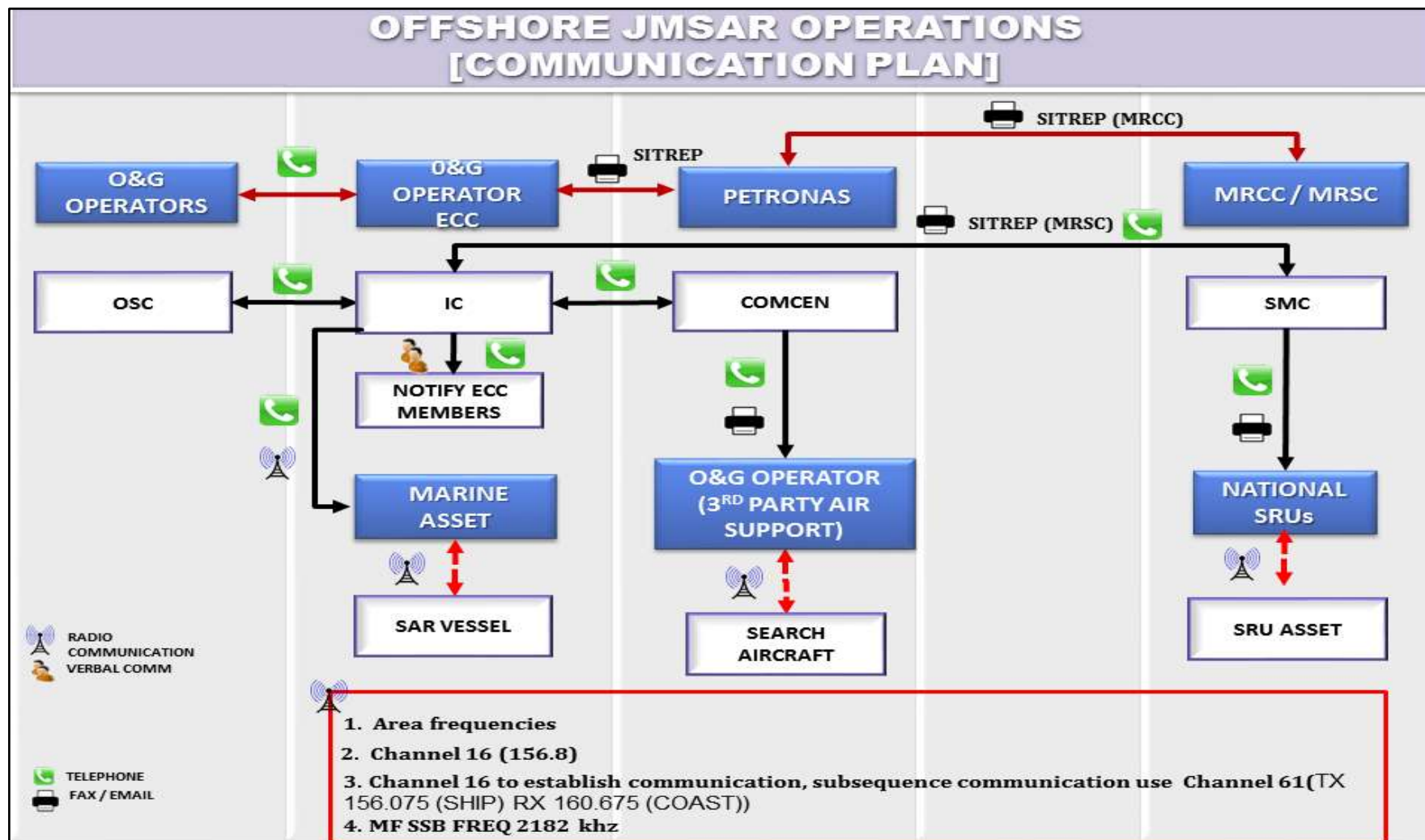
## Offshore-MSAR INITIAL SAR COMMAND PLAN



## OFFSHORE JMSAR OPERATIONS [COORDINATION FLOW CHART]

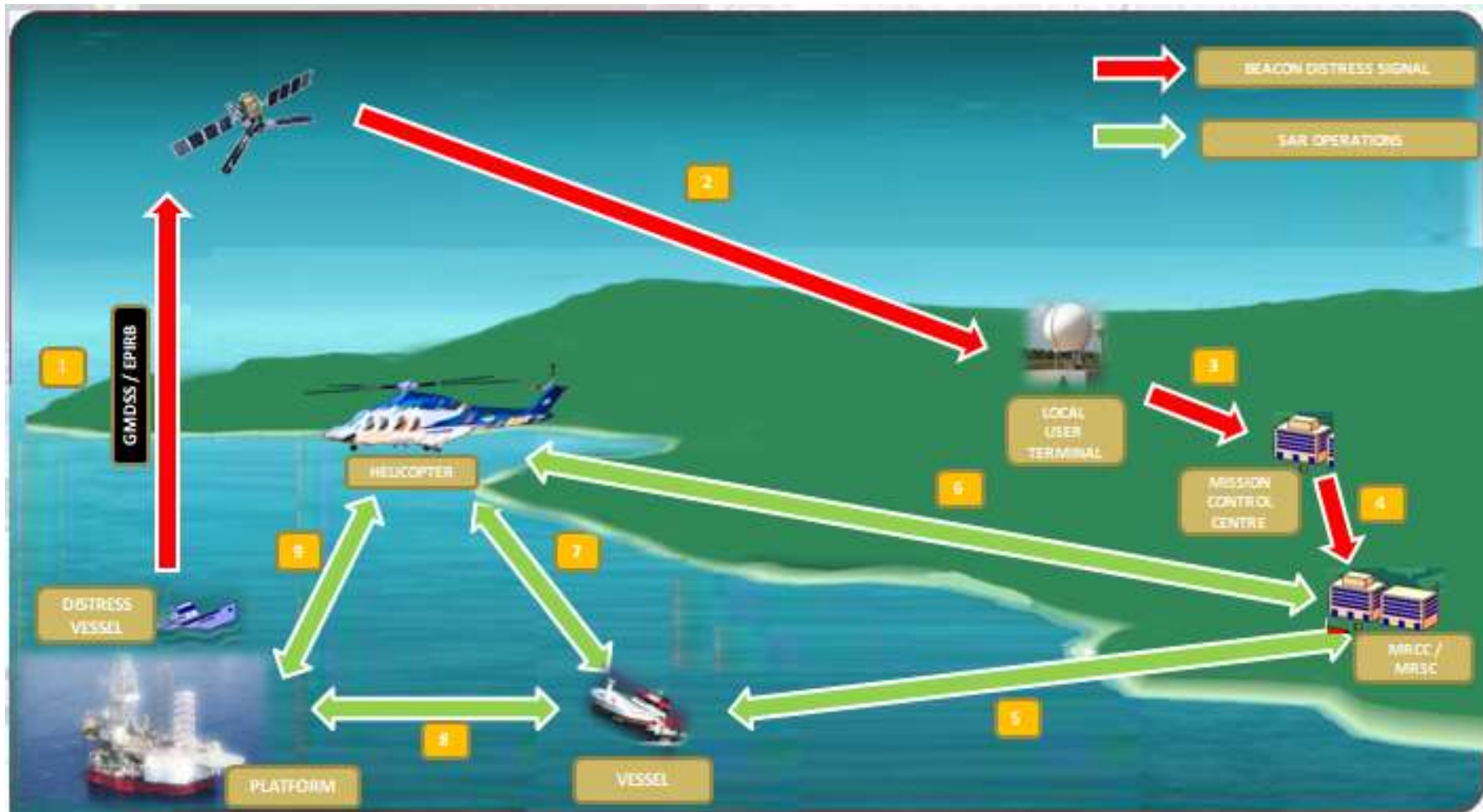


## Offshore-MSAR COMMUNICATION PLAN

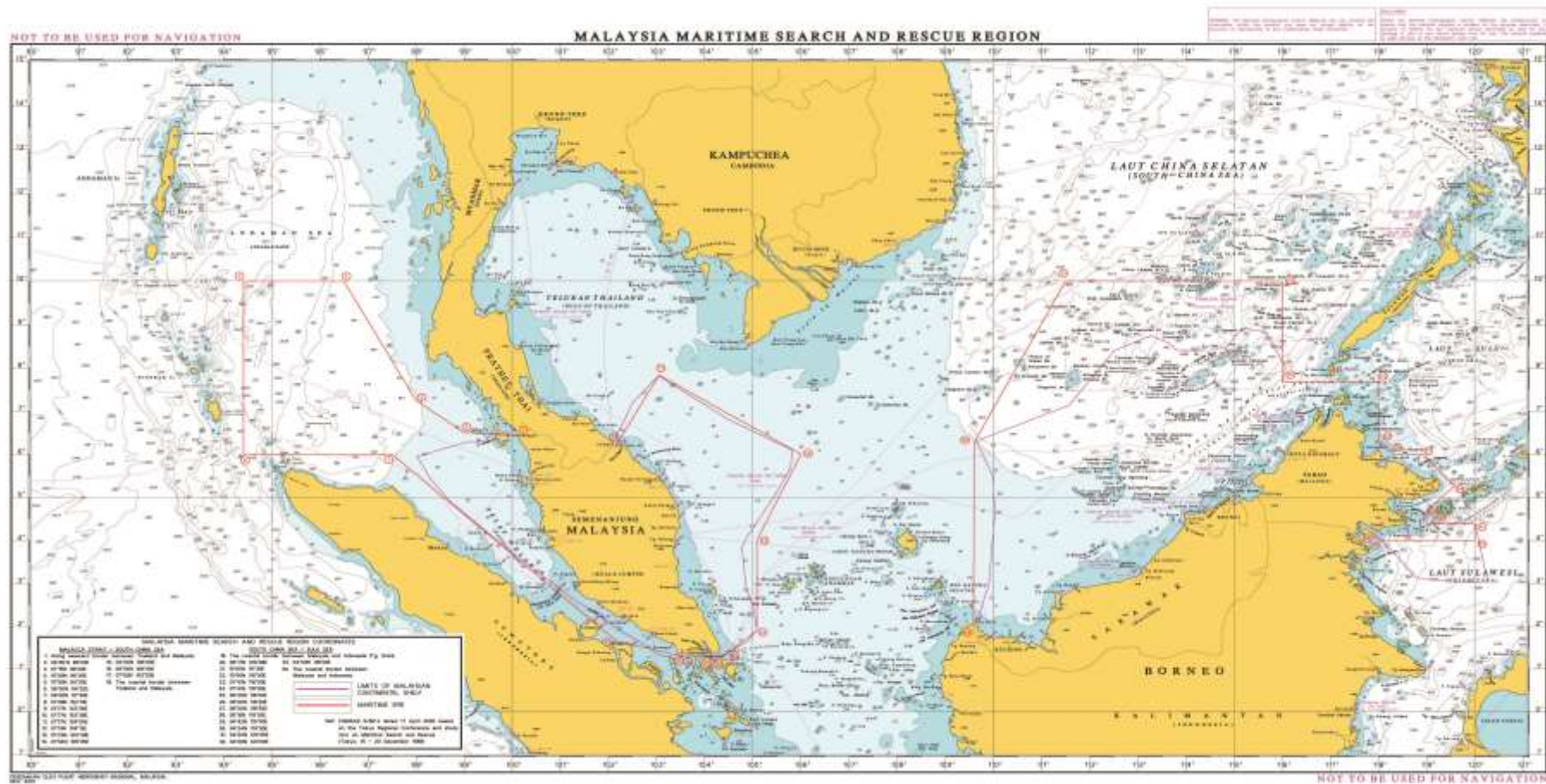




## Offshore-MSAR COMMUNICATION ILLUSTRATION



## MALAYSIA MARITIME SEARCH AND RESCUE REGION (MSRR)



APPENDIX VI

MRCC/MRSC CONTACT INFORMATION

MARITIME RESCUE COORDINATION CENTRE PUTRAJAYA

NO TEL : 03-89413140  
NO FAKS : 03-89413129  
[mrccputrajaya@mmea.gov.my](mailto:mrccputrajaya@mmea.gov.my)

MALAYSIA MISSION CONTROL CENTRE, KUANTAN PAHANG

NO TEL : 09- 5807175  
NO FAKS : 09- 5734177  
[mymcc@mmea.gov.my](mailto:mymcc@mmea.gov.my)

MARITIME RESCUE SUB CENTRE LANGKAWI

NO TEL : 04-9665307  
NO FAKS : 04-9669543  
[mrsclangkawi@mmea.gov.my](mailto:mrsclangkawi@mmea.gov.my)

MARITIME RESCUE SUB CENTRE JOHOR BHARU

NO TEL : 07-2219231  
NO FAKS : 07-2279285  
[mrscjohorbharu@mmea.gov.my](mailto:mrscjohorbharu@mmea.gov.my)

MARITIME RESCUE SUB CENTRE KOTA KINABALU, SABAH

NO TEL : 088-270165  
NO FAKS : 088-270105  
[mrsckotakinabalu@mmea.gov.my](mailto:mrsckotakinabalu@mmea.gov.my)

MARITIME RESCUE SUB CENTRE KUCHING, SARAWAK

NO TEL : 082-432544  
NO FAKS : 082-432554  
[mrskkuching@mmea.gov.my](mailto:mrskkuching@mmea.gov.my)

## APPENDIX VII

## INITIAL SAR CHECK SHEET



**MRCC PUTRAJAYA**  
MALAYSIAN MARITIME ENFORCEMENT AGENCY  
PRIME MINISTER'S DEPARTMENT  
8<sup>th</sup> Floor, One IOI Square  
IOI Resort  
62502 PUTRAJAYA  
Malaysia



Tel : 603-89413140  
Fax : 603-89413129  
E-mail : mrccputrajaya @ mmea.gov.my

Radio Call	Frequency:	Tel:	From:
Type of Comms:		Original	Relay
Time:	Date:	Initials:	

**-- Initial SAR Check Sheet --**

<b>1. Position</b>		Type of Position:	<input type="checkbox"/> Lat/Long <input type="checkbox"/> Loran Lines <input type="checkbox"/> Geographic Reference
How determined?			
<b>2. Number of Persons On Board</b>	Adults:	Children:	Total:
<b>3. Nature of Distress</b> (if PIW complete additional PIW box below)			
<b>4. Description of Vessel</b>	Name:	Length:	Type:
	Make:	Color:	
<b>5. Have all persons on board the vessel put on Personal Flotation Devices / adequate number of PFD's available?</b> Y / N			

**\*\* ADVISE REPORTING SOURCE OF INTENDED ACTIONS AT THIS TIME \*\***

<b>6. Determine Initial Severity / Emergency Phase</b>	
<input type="checkbox"/> Distress <input type="checkbox"/> Dispatch Resources / Activate SAR <input type="checkbox"/> Advise reporting source of MRCC's Actions <input type="checkbox"/> Brief MRSC/POMAR/DISTRICT <input type="checkbox"/> Provide emergency instructions to vessel in distress <input type="checkbox"/> Complete additional check-sheets as situation dictates	<input type="checkbox"/> Uncertainty <input type="checkbox"/> Alert Additional information is needed Complete one or more of the following: <input type="checkbox"/> Supplemental Check-sheet <input type="checkbox"/> Overdue Check-sheet <input type="checkbox"/> MEDEVAC/MEDICO Check-sheet <input type="checkbox"/> Grounding Check-sheet

Persons in the Water		
Number:	Description:	<input type="checkbox"/> PFD - type/color:
Time:		<input type="checkbox"/> Exposure Suit
Confirmed? <input type="checkbox"/>		<input type="checkbox"/> Light

**\*\* Complete all of the above before shifting frequency; Complete below before hanging up phone \*\***



<b>Reporting Source</b>
Name:
Vessel Name:
Call back number (with area code): <input type="checkbox"/> cell phone <input type="checkbox"/> radio / call sign:                      / MMSI:
Address:

On Scene Weather			
Wind	Seas	Swells	Visibility
Weather Type			

## APPENDIX VIII

## INITIAL SITREP



**MRCC PUTRAJAYA**  
 MALAYSIAN MARITIME ENFORCEMENT AGENCY  
 PRIME MINISTER'S DEPARTMENT  
 8<sup>th</sup> Floor, One IOI Square  
 IOI Resort  
 62502 PUTRAJAYA  
 Malaysia



Tel : 088-270165  
 Faks: 088-270105  
 Web : <http://www.mmea.gov.my>

## SITUATION REPORT

Date: Tarikh:	Time: H Masa
------------------	-----------------

From:  
Daripada:

To:

Info:

<b>SAR SITREP – (01)</b> LAPORAN SITUASI SAR	
---	--

## A. IDENTITY OF CASUALTY:

IDENTITI MANGSA/OBJEK

**SENARAI NAMA KRU BOT:**

**SENARAI NAMA 10 ORANG PENUMPANG**

**MASA KEJADIAN:**

**TEMPAT KEJADIAN:**

**PENGADU:**

**LAPORAN DITERIMA:**

B. POSITION :

*POSISI*

C. SITUATION :

*SITUASI*

D. NUMBER OF PERSONS:

*JUMLAH MANGSA*

JUMLAH MANGSA :

E. ASSISTANCE REQUIRED:

*BANTUAN YANG DIPERLU*

F. CO-ORDINATING RCC:

*RCC PENYELARAS*

G. DESCRIPTION OF CASUALTY :

*MAKLUMAT TERPERINCI MANGSA/OBJEK*

H. WEATHER ON SCENE :

*CUACA DI LOKASI KEJADIAN*

PAGI :

MALAM :

LAUT :

ANGIN:

J. INITIAL ACTIONS TAKEN :

*TINDAKAN AWAL DIAMBIL*

K. SEARCH AREA :

*KAWASAN PENCARIAN*

L. CO-ORDINATING INSTRUCTIONS :

*ARAHAN KOORDINASI*

M. FUTURE PLANS:

*RANCANGAN MASA DEPAN*

N. ADDITIONAL INFORMATION :

*MAKLUMAT TAMBAHAN*

## APPENDIX IX

## HANDING OVER TAKING OVER FORM



**MRCC PUTRAJAYA**  
 MALAYSIAN MARITIME ENFORCEMENT AGENCY  
 PRIME MINISTER'S DEPARTMENT  
 8<sup>th</sup> Floor, One IOI Square  
 IOI Resort  
 62502 PUTRAJAYA  
 Malaysia



Tel : 603-89413140  
 Fax : 603-89413129  
 E-mail : mrccputrajaya @ mmea.gov.my

## HANDING OVER TAKING OVER FORM

**Incident** :  
**Location** :  
**Describe of incident:**

Handover		Takeover	
<b>Name/Asset</b>		<b>Name/Asset</b>	
<b>Company</b>		<b>Agency</b>	
<b>Date</b>		<b>Date</b>	

Dear Sir/Madam,

We congratulated you for joining this search and rescue operation. Please find below as the asset handed to you for support your command.

No.	Name of Asset	Company	POB	Equipment	Remark

**Authorized Signatory**  
 (Person Requesting)

**Authorized Signatory**  
 (Person responsible for handover)

**Authorized Signatory**  
 (Approved)