

INTERNATIONAL MARITIME ORGANIZATION
4 ALBERT EMBANKMENT
LONDON SE1 7SR

Telephone: 020-7735 7611
Fax: 020-7587 3210
Telex: 23588 IMOLDN G



E

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MEASURES TO PREVENT UNLAWFUL ACTS AGAINST PASSENGERS AND CREWS ON BOARD SHIPS

At its fifty-third session (MSC 53/24, paragraph 17.3), the Maritime Safety Committee approved the measures to prevent unlawful acts against passengers and crews on board ships (MSC 53/24, annex 14), the text of which is attached hereto.

These measures are intended to assist Member Governments when reviewing and strengthening, as necessary, port and onboard security in accordance with resolution A.584(14). Member Governments are requested to bring the measures to the attention of concerned organizations and interested parties.

ANNEX 14

MEASURES TO PREVENT UNLAWFUL ACTS AGAINST PASSENGERS AND CREWS ON BOARD SHIPS

1 INTRODUCTION

1.1 Assembly resolution A.584(14) directed that internationally agreed measures should be developed, on a priority basis, by the Maritime Safety Committee to ensure the security of passengers and crews on board ships and authorized the Maritime Safety Committee to request the Secretary-General to issue a circular containing information on the agreed measures to governments, organizations concerned and interested parties for their consideration and adoption.

1.2 The text of Assembly resolution A.584(14) is attached at appendix 1.

2 Definitions

For the purpose of these measures:

- .1 DESIGNATED AUTHORITY means the organization or organizations or the administration or administrations identified by or within the Government as responsible for ensuring the development, implementation and maintenance of port facility security plans or flag State ship security plans, or both.
- .2 PORT FACILITY means a location within a port at which commercial maritime activities occur affecting ships covered by these measures.
- .3 PASSENGER TERMINAL means any area within the port facility which is used for the assembling, processing, embarking and disembarking of passengers and baggage.
- .4 PORT FACILITY SECURITY PLAN means a comprehensive written plan for port facility which identifies, *inter alia*, regulations, programmes, measures and procedures necessary to prevent unlawful acts which threaten the passengers and crews on board ships.
- .5 PORT FACILITY SECURITY OFFICER means the person in a port responsible for the development, implementation and maintenance of the port facility security plan and for liaison with the ships' security officers.
- .6 OPERATOR means the company or representative of the company which maintains operational control over the ship while at sea or dockside.
- .7 SHIP SECURITY PLAN means a written plan developed under the authority of the operator to ensure the application of measures on board ship which are designed to prevent unlawful acts which threaten passengers and crews on board ships.

.8 OPERATOR SECURITY OFFICER* means the person designated by the operator to develop and maintain the ship security plan and liaise with the port facility security officer.

.9 SHIP SECURITY OFFICER* means the master or the person on board the ship responsible to the master and operator for on-board security, including implementation and maintenance of the ship security plan and for liaison with the port facility security officer.

3 General provisions

3.1 Governments, port authorities, administrations, shipowners, operators, shipmasters and crews should take all appropriate measures against unlawful acts threatening passengers and crews on board ships. The measures implemented should take into account the current assessment of the likely threat together with local conditions and circumstances.

3.2 It is desirable that there be appropriate legislation or regulations which, *inter alia*, could provide penalties for persons gaining or attempting to gain unauthorized access to the port facility and persons committing unlawful acts against passengers or crews on board ships. Governments should review their national legislation, regulations and guidance to determine their adequacy to maintain security on board ships.

3.3 The measures contained in this document are intended for application to passenger ships engaged on international voyages ** of 24 hours or more and the port facilities which serve them. Certain of these measures may, however, also be appropriate for application to other ships or port facilities if the circumstances so warrant.

3.4 Governments should identify a designated authority responsible to ensure the development, implementation and maintenance of ship and port facility security plans. The designated authority should co-ordinate with other relevant domestic agencies to ensure that specific roles and functions of other agencies and departments are agreed and implemented.

3.5 Governments should notify the Secretary-General of progress made in the implementation of security measures. Any useful information, which might assist other governments in their implementation of measures, on any difficulties and problems which arose and were overcome during implementation of the security measures, should be forwarded with the notification. The designated authority should co-operate with similar authorities of other governments in the exchange of appropriate information.

3.6 Governments concerned with an act of unlawful interference should provide the Organization with all pertinent information concerning the security aspects of the act of unlawful interference as soon as practicable after the act is resolved. Further information and a reporting format is given in appendix 2.

3.7 In the process of implementing these measures, all efforts should be made to avoid undue interference with passenger services and take into account applicable international conventions.

* The operator security officer functions may be assigned to the ship security officer on board the ship.

** Voyages include all segmented voyages.

3.8 Governments and port authorities should ensure the application of these measures to ships in a fair manner.

4 Port facility security plan

4.1 Each port facility should develop and maintain an appropriate port facility security plan adequate for local circumstances and conditions and adequate for the anticipated maritime traffic and the number of passengers likely to be involved.

4.2 The port facility security plan should provide for measures and equipment as necessary to prevent weapons or any other dangerous devices, the carriage of which is not authorized, from being introduced by any means whatsoever on board ships.

4.3 The port facility security plan should establish measures for the prevention of unauthorized access to the ship and to restricted areas of the passenger terminal.

4.4 The port facility security plan should provide for the evaluation, before they are employed, of all persons responsible for any aspect of security.

4.5 A port facility security officer should be appointed for each port facility. The port facility security plan should identify the security officer for that port facility.

4.6 The responsibilities of the port facility security officer should include, but not be limited to:

- .1 conducting an initial comprehensive security survey in order to prepare a port facility security plan, and thereafter regular subsequent security inspections of the port facility to ensure continuation of appropriate security measures;
- .2 implementing the port facility security plan;
- .3 recommending modifications to the port facility security plan to correct deficiencies and satisfy the security requirements of the individual port facility;
- .4 encouraging security awareness and vigilance;
- .5 ensuring adequate training for personnel responsible for security;
- .6 maintaining records of occurrences of unlawful acts which affect the operations of the port facility;
- .7 co-ordinating implementation of the port facility security plan with the competent operator security officers; and
- .8 co-ordinating with other national and international security services, as appropriate.

4.7 Security measures and procedures should be applied at passenger terminals in such a manner as to cause a minimum of interference with, or delay to, passenger services, taking into account the ship security plan.

5 Ship security plan

5.1 A ship security plan should be developed for each ship. The plan should be sufficiently flexible to take into account the level of security reflected in the port facility security plan for each port at which the ship intends to call.

5.2 The ship security plan should include measures and equipment as necessary to prevent weapons or any other dangerous devices, the carriage of which is not authorized, from being introduced by any means whatsoever on board a ship.

5.3 The ship security plan should establish measures for the prevention of unauthorized access to the ship and to restricted areas on board.

5.4 A ship security officer should be appointed on each ship. The ship security plan should identify the ship security officer.

5.5 The operator security officer should be responsible for, but not be limited to:

- .1 conducting an initial comprehensive security survey and thereafter regular subsequent inspections of the ship;
- .2 developing and maintaining the ship security plan;
- .3 modifying the ship security plan to correct deficiencies and satisfy the security requirements of the individual ship;
- .4 encouraging security awareness and vigilance;
- .5 ensuring adequate training for personnel responsible for security; and
- .6 co-ordinating implementation of the ship security plan with the competent port facility security officer.

5.6 The ship security officer should be responsible for, but not limited to:

- .1 regular inspections of the ship;
- .2 implementing and maintaining the ship security plan;

- .3 proposing modifications to the ship security plan to correct deficiencies and satisfy the security requirements of the ship;
- .4 encouraging security awareness and vigilance on board;
- .5 ensuring that adequate training has been provided for personnel responsible for security;
- .6 reporting all occurrences or suspected occurrences of unlawful acts to the port facility security officer and ensuring that the report is forwarded, through the master, to the operator for submission to the ship's flag State's designated authority; and
- .7 co-ordinating implementation of the ship security plan with the competent port facility security officer.

6 Annexes

The annexes attached hereto contain information which may be useful when developing or improving security measures.

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APPENDIX 1

RESOLUTION A.584(14)
adopted on 20 November 1985

MEASURES TO PREVENT UNLAWFUL ACTS WHICH THREATEN
THE SAFETY OF SHIPS AND THE SECURITY
OF THEIR PASSENGERS AND CREWS

THE ASSEMBLY,

RECALLING Article 1 and Article 15(j) of the Convention on the International Maritime Organization concerning the purposes of the Organization and the functions of the Assembly in relation to regulations and guidelines concerning maritime safety,

NOTING with great concern the danger to passengers and crews resulting from the increasing number of incidents involving piracy, armed robbery and other unlawful acts against or on board ships, including small craft, both at anchor and under way,

RECALLING resolution A.545(13) which urged action to initiate a series of measures to combat acts of piracy and armed robbery against ships and small craft at sea,

RECOGNIZING the need for the Organization to assist in the formulation of internationally agreed technical measures to improve security and reduce the risk to the lives of passengers and crews on board ships,

1. CALLS UPON all Governments, port authorities and administrations, shipowners, ship operators, shipmasters and crews to take, as soon as possible, steps to review and, as necessary, strengthen port and on-board security;

2. DIRECTS the Maritime Safety Committee, in co-operation with other committees, as required, to develop, on a priority basis, detailed and practical technical measures, including both shoreside and shipboard measures, which may be employed by Governments, port authorities and administrations, shipowners, ship operators, shipmasters and crews to ensure the security of passengers and crews on board ships;

3. INVITES the Maritime Safety Committee to take note of the work of the International Civil Aviation Organization in the development of standards and recommended practices for airport and aircraft security;

4. AUTHORIZES the Maritime Safety Committee to request the Secretary-General to issue a circular containing information on the measures developed by the Committee to Governments, organizations concerned and interested parties for their consideration and adoption.

* * *

APPENDIX 2

REPORTS OF UNLAWFUL ACTS

- 1 To safeguard maritime interests against unlawful acts which threaten the security of passengers and crews on board ships, reports on incidents and the measures taken to prevent their recurrence should be provided to the Organization as soon as possible by the flag and port State, as appropriate. This information will be utilized in updating or revising these agreed measures, as necessary.
- 2 Use of the following report format is recommended for conveying information for such purposes:

ANNEX 1

SECURITY SURVEYS

1 General

1.1 In order to prepare security plans, an initial comprehensive security survey should be undertaken to assess the effectiveness of security measures and procedures for the prevention of unlawful acts and determine the vulnerability of the port facility or the ship, or both, to such acts.

1.2 The results of this security survey should be used to determine the security measures necessary to counter the threat both at the port facility and on board ships taking into consideration local conditions.

1.3 The level of security may vary from port to port, from ship to ship and from time to time. Liaison between security officers is important to ensure the best utilization of ship and shore resources.

1.4 The survey should determine what needs to be protected, what security measures are already in effect, and what additional security measures and procedures are required.

1.5 The security survey should be periodically reviewed and the security plans updated as necessary.

2 Port facility security survey

2.1 The port facility security survey may be divided into two parts, the initial preliminary assessment and an on-scene security survey.

2.1.1 Preliminary assessment

2.1.1.1 Prior to commencing the survey the port facility security officer should obtain current information on the assessment of threat for the locality and should be knowledgeable about the port facility and type of ships calling at the port. He should study previous reports on similar security needs and know the general layout and nature of the operations conducted.

2.1.1.2 The port facility security officer should meet with appropriate representatives of the port facility, of the operator, or of both of them, to discuss the purpose and methodology of the survey.

2.1.1.3 The port facility security officer should obtain and record the information required to conduct a vulnerability assessment, including:

- .1 the general layout of the port facility and terminal including topography, building locations, etc.;
- .2 areas and structures in the vicinity of the port facility such as, fuel storage depots, bridges, locks, etc.;

- .3 the degree of dependence on essential services, such as electric power, communications, etc.;
- .4 stand-by equipment to assure continuity of essential services;
- .5 locations and functions of each actual or potential access point;
- .6 numerical strength, reliability and function of staff, permanent labour and casual labour forces;
- .7 the details of existing security measures and procedures, including inspection, control and monitoring procedures, identification documents, access control procedures, fencing, lighting, fire hazards, storm drains, etc.;
- .8 the equipment in use for protection of passengers, crews and port facility personnel;
- .9 all vehicle traffic or services which enter the port facility; and
- .10 availability of other personnel in an emergency.

2.1.2 On-scene security survey

2.1.2.1 The port facility security officer should examine and evaluate the methods and procedures used to control access to ships and restricted areas in the port facility, including:

- .1 inspection, control and monitoring of persons and carry-on articles;
- .2 inspection, control and monitoring of cargo, ship stores, and baggage; and
- .3 safeguarding cargo, ship stores and baggage held in storage within the port facility.

2.1.2.2 The port facility security officer should examine each identified point of access to ships and restricted areas in the port facility and evaluate its potential for use by individuals who might be engaged in unlawful acts. This includes persons having legitimate access as well as those who seek to obtain unauthorized entry.

2.1.2.3 The port facility security officer should examine and evaluate existing security measures, procedures and operations under both emergency and routine conditions, including:

- .1 established safety procedures;
- .2 restrictions or limitations on vehicle access to the port facility;
- .3 access of fire and emergency vehicles to restricted areas and availability of parking and marshalling areas;
- .4 the level of supervision of personnel;

- .5 the frequency and effectiveness of patrols by security personnel;
- .6 the security key control system;
- .7 security communications, systems and procedures; and
- .8 security barriers and lighting.

3 Ship security survey

3.1 The ship security survey may be divided into two parts, the initial preliminary assessment and an on-scene security survey.

3.1.1 Preliminary assessment

3.1.1.1 Prior to commencing the ship security survey, the operator security officer should take advantage of such information as is available to him on the assessment of threat for the ports at which the ship will call or at which passengers embark or disembark and about the port facilities and their security measures. He should study previous reports on similar security needs.

3.1.1.2 Where feasible, the operator security officer should meet with appropriate persons on the ship and in the port facilities to discuss the purpose and methodology of the survey.

3.1.1.3 The operator security officer should obtain and record the information required to conduct a vulnerability assessment, including:

- .1 the general layout of the ship;
- .2 the location of areas which should have restricted access, such as bridge, engine-room, radio-room etc.;
- .3 the location and function of each actual or potential access point to the ship;
- .4 the open deck arrangement including the height of the deck above the water;
- .5 the emergency and stand-by equipment available to maintain essential services;
- .6 numerical strength, reliability and security duties of the ship's crew;
- .7 existing security and safety equipment for protection of passengers and crew; and
- .8 existing security measures and procedures in effect, including inspection, control and monitoring equipment, personnel identification documents and communication, alarm, lighting, access control and other appropriate systems.

3.1.2 On-scene security survey

3.1.2.1 The operator security officer should examine and evaluate the methods and procedures used to control access to ships, including:

- .1 inspection, control and monitoring of persons and carry-on articles; and
- .2 inspection, control and monitoring of cargo, ship's stores and baggage.

3.1.2.2 The operator security officer should examine each identified point of access, including open weather decks, and evaluate its potential for use by individuals who might be engaged in unlawful acts. This includes individuals having legitimate access as well as those who seek to obtain unauthorized entry.

3.1.2.3 The operator security officer should examine and evaluate existing security measures, procedures and operations, under both emergency and routine conditions, including:

- .1 established security procedures;
- .2 response procedures to fire or other emergency conditions;
- .3 the level of supervision of the ship's crew, vendors, repair technicians, dock workers, etc.;
- .4 the frequency and effectiveness of security patrols;
- .5 the security key control system;
- .6 security communications systems and procedures; and
- .7 security doors, barriers and lighting.

4 Periodic security inspections

Security inspections should be undertaken on a periodic basis to permit a review and updating of the initial comprehensive security survey and possible modification of the port facility and ship security plans.

5 Report

5.1 From the information obtained during the survey assessment and inspection, the respective security officer should assess the vulnerability of the port facility, ship, or both.

5.2 The report should contain, as appropriate, recommendations for new or revised security measures and procedures.

5.3 The report will form the basis for development or revision of security plans, should be confidential and have limited distribution.

* * *

ANNEX 2

SECURITY MEASURES AND PROCEDURES

1 General

1.1 Port facility security measures and procedures and ship security measures and procedures should take account of the recommendations contained in the report described in paragraph 5 of annex 1.

2 Port facility security

2.1 Security measures and procedures reduce port facility vulnerability. Increased levels of threat will have a significant influence on the number and type of security measures used and the degree of measures and procedures adopted. During short periods of heightened threat, increased security can be achieved through the use of additional manpower.

2.2 The following on-scene security measures should be considered:

- .1 restricted areas;
- .2 security barriers;
- .3 security lighting;
- .4 security alarms and communication systems; and
- .5 access control and identification.

2.2.1 Restricted areas

The establishment of restricted areas helps control and channel access, improves security and increases efficiency by providing degrees of security compatible with the port facility's operational requirements. Restricted areas may be further subdivided depending on the degree of restriction or control required to prevent unauthorized access.

2.2.2 Security barriers

2.2.2.1 The boundary between restricted and uncontrolled areas should be clearly defined. This can be achieved by security barriers which prevent access except at authorized points. Where permanent security barriers are appropriate, security fences have proven effective.

2.2.2.2 The purpose of security barriers is to:

- .1 delineate the area to be protected;
- .2 create a physical and psychological deterrent to persons attempting unauthorized entry;
- .3 delay intrusion, enabling operating personnel and security guards to detect, and, if necessary, apprehend intruders; and
- .4 provide designated and readily identifiable places for entry of personnel and vehicles into areas where access is restricted.

2.2.2.3 Openings in security barriers should be kept to a minimum and secured when not in use.

2.2.2.4 Security fences and other barriers should be located and constructed so as to prevent the introduction of dangerous substances or devices, and should be of sufficient height and durability to deter unauthorized passage.

2.2.2.5 Security fence lines should be kept clear of all obstructions.

2.2.2.6 The effectiveness of a security fence against penetration depends to a large extent on the construction employed. The total height of the security fencing should be not less than 2.50 metres.

2.2.2.7 Natural barriers such as water, ravines, etc., can sometimes be effectively utilized as part of the control boundary. However, they may require supporting safeguards (i.e. fencing, security patrols, surveillance, anti-intrusion devices, lighting) especially during high threat periods.

2.2.2.8 The roofs of buildings may also provide a possible route for unauthorized access to the restricted area. Safeguards should be taken to prevent such access by these routes.

2.2.2.9 Restricted areas partly surrounded by water may require security barriers with sufficient illumination during night hours and, if on navigable waters, frequent and unscheduled patrols by boat or ashore on foot, or both. Illumination of these areas must be of a type and so placed that it does not interfere with safe navigation.

2.2.3 Security lighting

2.2.3.1 Security lighting with uninterrupted power supply is an important element in a security programme.

2.2.3.2 The primary system should consist of a series of lights arranged to illuminate a specific area continuously during the hours of darkness or restricted visibility. In some circumstances, it may be preferable to use such lighting systems only in response to an alarm.

2.2.3.3 Floodlights may be used to supplement the primary system and may be either portable or fixed. Floodlights when used should have sufficient flexibility to permit examination of the barrier under observation and adjacent unlighted areas.

2.2.3.4 Multiple circuits may be used to advantage in the security lighting system. Circuits should be so arranged that the failure of any one lamp will not affect a series of others.

2.2.3.5 Controls and switches for security lighting should be protected at all times.

2.2.3.6 Where fences and other barriers are to be illuminated, it is important to ensure that the intensity of illumination is adequate for the purpose.

2.2.4 Security alarms and communication systems

2.2.4.1 Intrusion detection systems and alarm devices may be appropriate as a complement to guards and patrols during periods of increased threat.

2.2.4.2 Immediate response capability by guards to an alarm from an intrusion detection system or device is important if its use is to be effective. Alarms may be local, i.e. at the site of the intrusion, provided at a central location or station, or a combination of both.

2.2.4.3 A wide variety of intrusion detection systems and devices are available for possible use. These systems include those which are sensitive to:

- .1 breaking of an electrical circuit;
- .2 interruption of a light beam;
- .3 sound;
- .4 vibration;
- .5 motion; or
- .6 capacitance change in an electrical field.

2.2.4.4 In view of the wide range of technical matters which must be taken into account in deciding upon the device or system best suited for application in each environment and for each task, it is prudent to obtain the advice of a qualified expert before a decision is made on the system or device to be used.

2.2.4.5 A means of transmitting discreet or covert signals by radio, direct-line facilities or other similarly reliable means should be provided at each access point for use by the control and monitoring personnel to contact police, security control, or an emergency operations centre in the event assistance is required. An additional public or overt communications system would be useful to obtain information or advice on routine matters.

2.2.5 Access control and identification

2.2.5.1 Persons and their property, before being permitted to proceed beyond access points, should be subject to routine inspection or control and monitoring, or both.

2.2.5.2 It is recommended that port facility employees, vendors, operators' personnel, assigned law enforcement officials and others, whose official duties require them to pass through the access point, should prominently display a tamper-resistant identification card. This procedure should be closely monitored and strictly enforced to preserve the integrity of the inspection, control and monitoring processes and the security of the passenger terminal and ships. Approved means of identification and the procedures to be followed should be specifically provided for in the security plan.

2.2.5.3 An effective means of identification is a card which incorporates a photograph of the individual as an integral part. These should show the relevant details of the holder, e.g. name, description, or other pertinent data. The provision of a photograph is recommended in order to prevent misuse of the card by unauthorized persons.

2.2.5.4 To prevent substitution of a photograph and subsequent illegal use, the entire card should be sealed in a plastic container, preferably of a type which will mutilate the photograph and card if tampered with.

2.2.5.5 The number and types of different styles of identification cards in the port area should be limited in order to avoid control problems for security staff and the administration of the identification programme.

2.2.5.6 Identification cards should be issued by an appropriate control authority, such as a port authority or ship operator. Strict card control and accountability procedures should be established and maintained.

2.2.5.7 Persons who refuse to submit to security clearance at an access point must be denied entry.

2.2.5.8 Persons denied entry for refusal to submit to security clearance, or for other security reason should be, if possible, identified and reported to appropriate security personnel.

2.2.5.9 A booth or other area in which a manual search can be conducted is advisable. The access points should, as appropriate, be equipped with metal detectors to expedite the security clearance of people.

2.2.5.10 All items should be subject to inspection, appropriate to the risk of unlawful acts, prior to being placed on board ships. Such inspection methods may include hand search, electronic screening, the use of dogs, or other means.

2.2.5.11 Tables on which baggage may be searched should be provided at the appropriate access points. Such tables should be high enough to permit inspection without requiring the examiner to bend. They also should be sufficiently wide to provide some measure of separation of the baggage from the passenger. The latter should be able to witness the examination, but should not be in a position to interfere with the examiner.

3 Ship security

3.1 The master's traditional authority in matters of ship security remains unchanged. Maintaining ship security is an ongoing task. Additional security measures should be implemented to counter increased risks when warranted.

3.2 Ship security should be continually supervised by the ship security officer. A properly trained crew is in itself a strong deterrent to being subjected to unlawful acts.

3.3 Communication and co-operation with the port facility in security matters should be maintained.

3.4 The following on-board security measures should be considered:

- .1 restricted areas;
- .2 deck and overside lighting;
- .3 access control and identification; and
- .4 security alarms and communication systems.

3.4.1 Restricted areas

3.4.1.1 The establishment of restricted areas on-board ships (e.g. bridge, engine-room, radio-room etc.) is recommended.

3.4.1.2 The use, number and distribution of master keys on-board ships should be controlled by the master.

3.4.1.3 The ship security plan should provide for immediate corrective action in the event of security being compromised by potential misuse or loss of keys.

3.4.2 Deck and overside lighting

3.4.2.1 While in port, at anchor or underway the ship's deck and overside should be illuminated in periods of darkness and restricted visibility, but not so as to interfere with the required navigation lights and safe navigation.

3.4.3 Access control and identification

3.4.3.1 Crew members should carry at all times a photo identification document.

3.4.3.2 When visitors to the ship are permitted their embarkation and disembarkation should be closely controlled.

3.4.3.3 All vendors should have an identification document prior to boarding the ship or should be escorted at all times on board the ship.

3.4.4 Security alarms and communication systems

3.4.4.1 Security alarms and devices may be appropriate in restricted areas and at access points to the ship, as a complement to guards and patrols. Immediate appropriate response to an alarm is important if the security alarms and devices are to be effective.

3.4.4.2 In view of the wide range of technical matters which must be taken into account in deciding upon the device or system best suited for application in each environment, it is prudent that the advice of a qualified expert be obtained before a decision is made on the system or device to be used.

3.4.4.3 A means of discreet or covert communications by radio, direct-line facilities or other reliable means should be provided in each restricted zone and at each access point for use by security or operating personnel to contact the ship security officer in the event assistance is required.

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ANNEX 3

SECURITY TRAINING

1 General

A continuous and thorough training programme should support measures taken to safeguard the security of passengers and crews on board ships. Basic guidance for development of security training and education is given in the following paragraphs.

2 Criteria

Security training should meet the following criteria:

- .1 be comprehensive
- .2 have an adequate number of qualified instructors;
- .3 have an effective system of presentation;
- .4 use adequate training equipment and aids; and
- .5 have a clearly defined objective, i.e. the attainment of an established minimum standard of proficiency, knowledge and skill to be demonstrated by each individual.

3 Port facility security personnel training

3.1 Security officer and appropriate staff

The port facility security officer and appropriate port facility staff should have knowledge and, as necessary, receive training in some or all of the following, as appropriate:

- .1 security administration;
- .2 relevant international conventions, codes and recommendations;
- .3 responsibilities and functions of other involved organizations;
- .4 relevant government legislation and regulations;
- .5 risk, threat and vulnerability assessments;
- .6 security surveys and inspections;

- .7 ship security measures;
- .8 security training and education;
- .9 recognition of characteristics and behavioral patterns of persons who are likely to commit unlawful acts;
- .10 inspection, control and monitoring techniques;
- .11 techniques used to circumvent security measures;
- .12 dangerous substances and devices and how to recognize them;
- .13 ship and local port operations and conditions; and
- .14 security devices and systems.

3.2 Inspection, control and monitoring

Instruction and, where appropriate, training for persons assigned to conduct inspection, control and monitoring at a port facility should take into consideration, as appropriate:

- .1 responsibilities under the port facility plan or ship security plan;
- .2 inspection, control and monitoring regulations or policies and pertinent laws;
- .3 detection and identification of fire-arms, weapons and other dangerous substances and devices;
- .4 operation and testing of security equipment;
- .5 manual search methods of persons, baggage, cargo and ship's stores;
- .6 emergency procedures;
- .7 recognition of characteristics and behavioral patterns of persons who are likely to commit unlawful acts;
- .8 human relations techniques; and
- .9 techniques used to circumvent security measures.

3.3 Guards

Port facility guards who are assigned either to specific fixed locations or to patrols for the purpose of preventing unauthorized access to areas should receive a general briefing on the training subjects recommended for the port facility security officer. Initial and subsequent training should emphasize techniques for:

- .1 entry control;
- .2 patrols, observation and communications;
- .3 inspection, identification and reporting;
- .4 person, building and vehicle searches;
- .5 apprehension of suspects;
- .6 self-defence;
- .7 recognizing dangerous substances and devices;
- .8 human relations; and
- .9 first aid.

4 Ship security personnel training

4.1 Operator security officer and appropriate staff

The operator security officer and appropriate staff should have knowledge and, as necessary, receive training in some or all of the following, as appropriate:

- .1 security administration;
- .2 relevant international conventions, codes and recommendations;
- .3 responsibilities and functions of other involved organizations;
- .4 relevant government legislation and regulations;
- .5 risk, threat and vulnerability assessments;
- .6 security surveys and inspections;

- .7 ship security measures;
- .8 security training and education;
- .9 recognition of characteristics and behavioral patterns of persons who are likely to commit unlawful acts;
- .10 inspection, control and monitoring techniques;
- .11 techniques used to circumvent security measures;
- .12 dangerous substances and devices and how to recognize them;
- .13 ship and local port operations and conditions; and
- .14 security devices and systems.

4.2 Ship security officer

The ship security officer should have adequate knowledge of and, if necessary, training in the following, as appropriate:

- .1 the ship security plan and related emergency procedures;
- .2 the layout of the ship;
- .3 the assessment of the risk, threat and vulnerability;
- .4 methods of conducting security inspections;
- .5 techniques used to circumvent security measures;
- .6 operation of technical aids to security, if used;
- .7 recognition of characteristics and behavioral patterns of persons who may be likely to commit unlawful acts;
- .8 the detection and recognition of dangerous substances and devices;
- .9 port and ship operations; and
- .10 methods of physical searches of persons and their baggage.

4.3 Inspection, control and monitoring personnel

Instruction and training, as appropriate, for persons assigned to conduct inspection, control and monitoring on board ships should take into consideration, as appropriate, the following:

- .1 responsibilities under the port facility or ship security plan;
- .2 inspection, control and monitoring regulations or policies and pertinent laws;
- .3 detection and identification of fire-arms, weapons and other dangerous substances and devices;
- .4 operation and testing of security equipment, if used;
- .5 physical search methods of persons, baggage, cargo and ship's stores;
- .6 emergency procedures;
- .7 recognition of characteristics and behavioral patterns of persons who are likely to commit unlawful acts;
- .8 human relations techniques; and
- .9 techniques used to circumvent security measures.

4.4 Ship's crew

Crew members having specific security duties should know their responsibilities for ship security as described in the ship security plan and should have sufficient knowledge and ability to perform their assigned duties.

5 Law enforcement personnel

Appropriate law enforcement personnel, when not directly involved in or responsible for port facility security, should receive a general briefing to become familiar with port and ship operations and the training of port facility and ship operator security personnel. They should also be orientated regarding inspection, control and monitoring and the security plans.

* * *

ANNEX 4

EXCHANGE OF INFORMATION

- 1 The prompt and continuing dissemination and exchange of information will assist the maintenance of effective port and ship security procedures and will enable States, port facilities, operators and shipmasters to adjust their procedures in response to changing conditions and the specific or general threats.
- 2 Effective port and ship security requires efficient two-way communications for the exchange of information at all levels both domestic and with the governments and organizations concerned. The prompt, clear and orderly dissemination of such information is vital to the success of the security programme.

* * *

REPORT ON AN UNLAWFUL ACT

Date: _____

1 SHIP OR PORT AREA DESCRIPTION;

NAME OF SHIP _____

FLAG _____

MASTER _____

PORT FACILITY SECURITY OFFICER _____

2 BRIEF DESCRIPTION OF INCIDENT OR THREAT

DATE, TIME AND PLACE OF INCIDENT OR THREAT _____

3 NUMBER OF ALLEGED OFFENDERS:

PASSENGER _____ CREW _____ OTHER _____

4 METHOD UTILIZED TO INTRODUCE DANGEROUS SUBSTANCES OR DEVICES INTO
THE PORT FACILITY OR SHIP

PERSONS _____;

BAGGAGE; _____ CARGO: _____ SHIP STORES; - OTHER: _____

5 TYPE OF DANGEROUS SUBSTANCES OR DEVICES USED, WITH FULL DESCRIPTION:

WEAPON -

EXPLOSIVES -

OTHER -

6 a) WHERE WERE THE ITEMS DESCRIBED IN SECTION 5 ABOVE CONCEALED, IF KNOWN?

b) HOW WERE THE ITEMS DESCRIBED IN SECTION 5 ABOVE USED AND WHERE?

c) HOW WERE THE SECURITY MEASURES CIRCUMVENTED?

7 WHAT MEASURES AND PROCEDURES ARE RECOMMENDED TO PREVENT RECURRENCE OF A SIMILAR EVENT?

8 OTHER PERTINENT DETAILS:
