



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MERCHANT SHIPPING SECRETARIAT
MINISTRY OF PORTS AND SHIPPING

1st Floor, Bristol Building, 43-89, York Street, Colombo 01, Sri Lanka.

Telephone: +94(0)112435127, Fax: +94(0)112435160, E-mail: dmsmos@sltnet.lk

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Notice to All Ship-Owners, Operators, Training Institutes, Masters of Sri Lankan Flagged Ships, and Recognized Organizations.

Annual Company Security Exercise

1. Purpose

In accordance with the ISPS code A/13.5, the company security officer (CSO) shall ensure the effective coordination and implementation of ship security plans by participating in exercises at appropriate intervals, taking into account the guidance given in part B of the ISPS Code.

2. General requirements

2.1 CSO should plan and conduct periodic security exercises to test the company's procedures for responding to security alerts and incidents.

2.2 Security exercise required to be carried out at least once each calendar year with no more than 18 months between exercises. These exercises must test communications, company co-ordination, resource availability and response.

2.3 These exercises may be;

1. full-scale or live
2. tabletop simulation or seminar; or
3. combined with other exercises held, such as search and rescue or emergency response exercises.

2.4 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).

2.5 The Exercise should involve at least one vessel of the fleet. 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.

2.6 The Merchant Shipping Secretariat (MSS) will accept as meeting the requirements of ISPS Code, a real security incident in which one of the company's vessels, is involved provided all of the exercise elements were implemented and the company provides an incident summary report to all other vessels in the fleet and to the MSS.

2.7 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.

2.8 The CSO may consider coordinating 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 as an 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.

2.9 Company participation in an exercise with another Contracting Government will be recognized by the MSS.

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

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

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

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

3.2 The MSS may want to participate in Company Security Exercises to evaluate the effectiveness of the Plan and the interaction of the Company Security Officer with the Security Plan.

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Director General of Merchant Shipping
Merchant Shipping Secretariat
Ministry of Ports and Shipping
Tel : +94-11-2435127 / +94-11-2430305
Fax : +94-11-2435160
E-mail : dmsmos@slt.net.lk
Web : www.dgshipping.gov.lk