

M. V. CROSSTREE

RESTRICTED

SECURITY

TRAINING

MANUAL

For Ship's Crew

KHABARDAR

Sample prepared by Captain Pawanexh Kohli



OBJECTIVES

The objectives of any Shipboard Security System are:

1. To establish a framework to detect security threats and take preventive measures against security incidents affecting the ship.
2. To establish roles and responsibilities for ensuring security.
3. To ensure the early and efficient collection and exchange of security-related information.
4. To provide a methodology for security assessments so as to have in place plans and procedures to react to changing security levels.
5. To ensure confidence that adequate and proportionate maritime security measures are in place.

FUNCTIONAL REQUIREMENTS

In order to achieve its objectives, a number of functional necessities are required. These include, but are not limited to:

1. Gathering and assessing information with respect to security threats – Report any lapse in Security to Master or Chief Officer.
2. Prevent unauthorized access to the ship and its restricted areas.
3. Prevent introduction of unauthorized weapons, incendiary devices or explosives to the ship.
4. Raising the alarm in reaction to security threats or security incidents.
5. Required training, drills and exercises to ensure familiarity with security plans and procedures.

VARIOUS SECURITY LEVELS

Security level 1 means a normal operational level at which minimum appropriate protective security measures shall be maintained at all times.

Security level 2 means that heightened risk of a security incident is perceived. At this level appropriate additional protective security measures shall be maintained for a period of time.

Security level 3 means a security incident is probable or imminent, although it may not be possible to identify the specific target. At this level further specific protective security measures shall be maintained for a limited period of time.

RESTRICTED AREAS

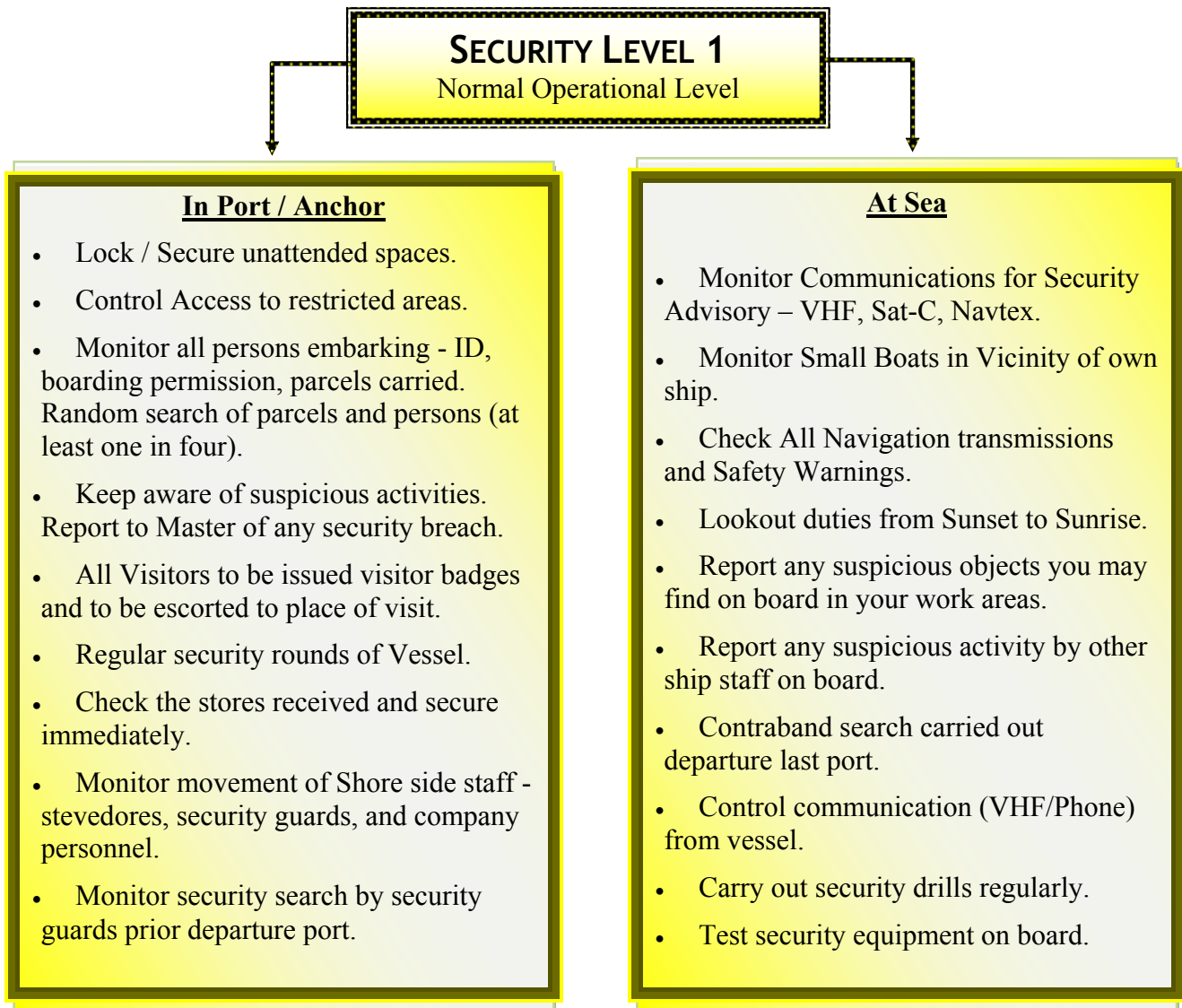
Following Areas are required to be declared restricted and unauthorized persons should not be allowed entry. Access to these areas is to be controlled. Stop any outsider from entering these areas.



- Navigational Bridge
- Engine Room
 - Steering Gear Room
 - Crew Accommodations
 - Ventilation and Air Conditioning Rooms
 - Potable Water System
 - Bow thruster Room
 - Emergency Generator Room
- Battery Rooms
- HAZMAT Store (Chemical locker, Oxy/Acetylene room)
- Other rooms and areas the management deems.

SECURITY LEVELS

Security level 1 - The status maintained at ALL times under normal circumstances.

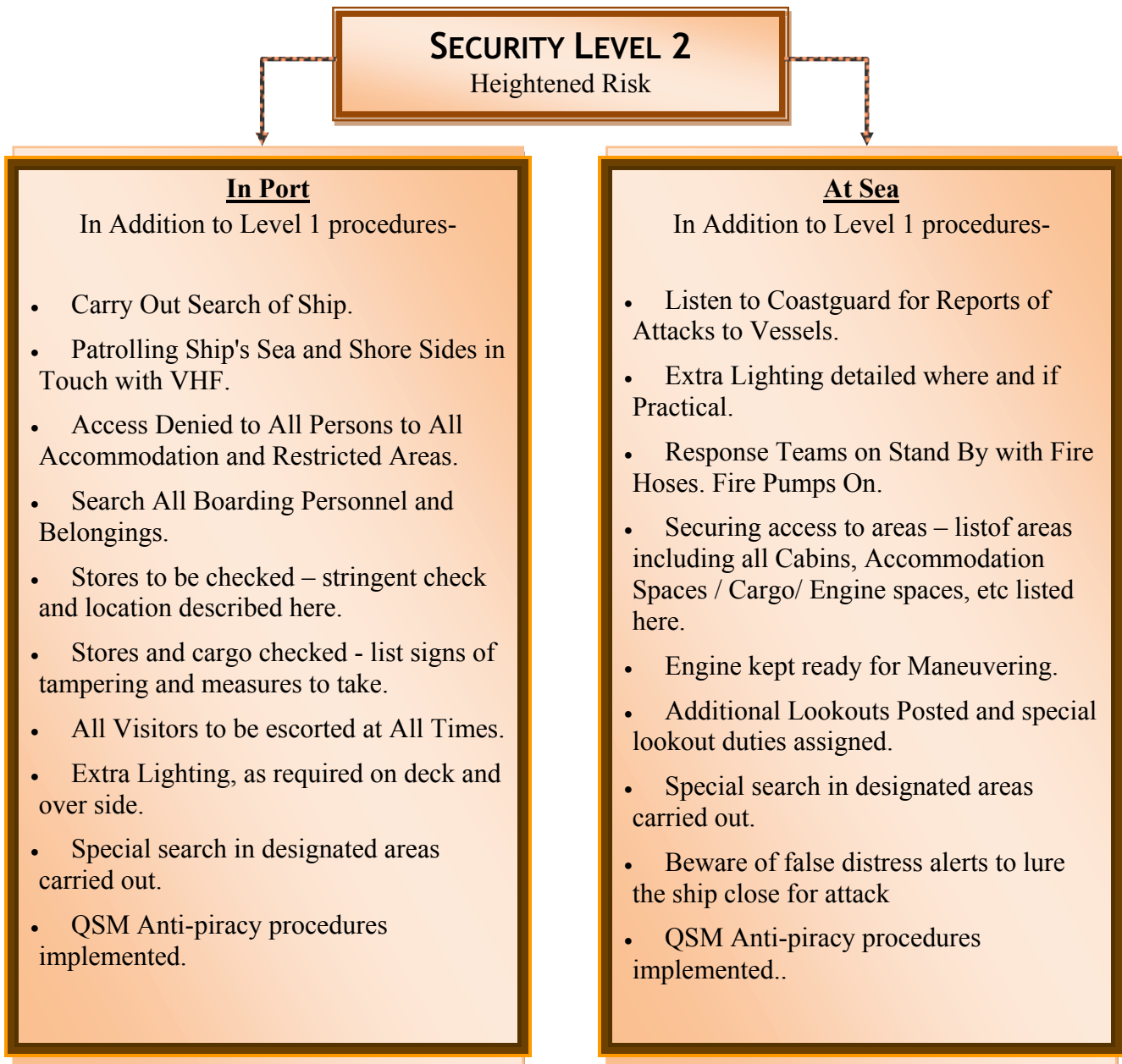


- In Port / Anchor**
- Lock / Secure unattended spaces.
 - Control Access to restricted areas.
 - Monitor all persons embarking - ID, boarding permission, parcels carried. Random search of parcels and persons (at least one in four).
 - Keep aware of suspicious activities. Report to Master of any security breach.
 - All Visitors to be issued visitor badges and to be escorted to place of visit.
 - Regular security rounds of Vessel.
 - Check the stores received and secure immediately.
 - Monitor movement of Shore side staff - stevedores, security guards, and company personnel.
 - Monitor security search by security guards prior departure port.

- At Sea**
- Monitor Communications for Security Advisory – VHF, Sat-C, Navtex.
 - Monitor Small Boats in Vicinity of own ship.
 - Check All Navigation transmissions and Safety Warnings.
 - Lookout duties from Sunset to Sunrise.
 - Report any suspicious objects you may find on board in your work areas.
 - Report any suspicious activity by other ship staff on board.
 - Contraband search carried out departure last port.
 - Control communication (VHF/Phone) from vessel.
 - Carry out security drills regularly.
 - Test security equipment on board.

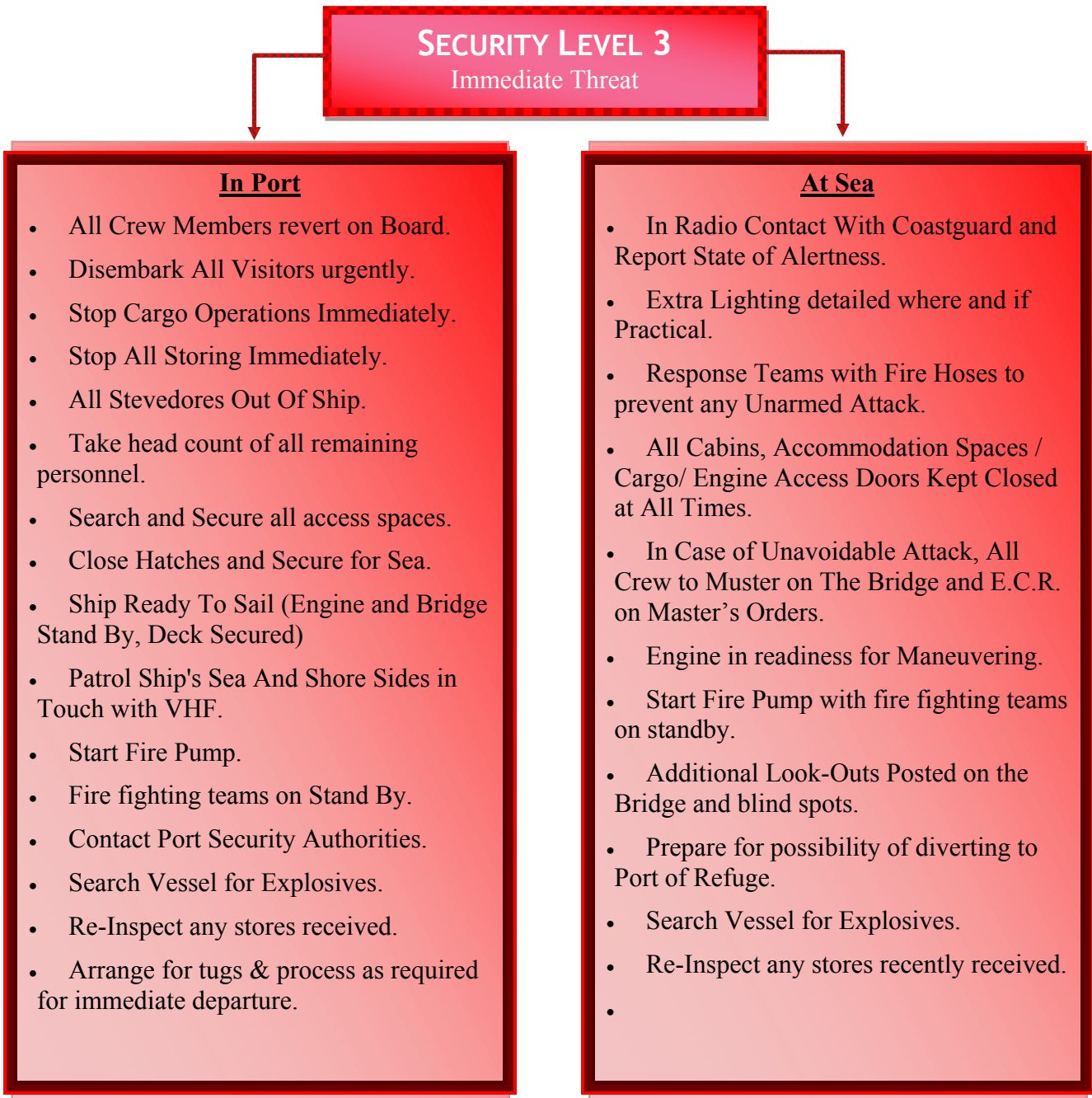
- Monitor Access to vessel.
 - Shore side Gangway
 - Mooring lines
 - Sea Sides
 - Bunker ladder
 - Anchor chains.
- Keep unattended spaces Locked / Secured.
- Monitor embarking/disembarking persons and items.
 - Even if known company personnel or surveyor is expected, ask to check ID, confirm that they are allowed to board vessel, record parcels carried. Be polite at all times.
- Supervise handling of cargo and Ship’s Stores. Check for evidence of tampering.
- A Visible presence of the Ship staff is a significant deterrent to those planning mischief.

Security level 2 - is when there is report of heightened threat of an attack. A possibility or risk of attack exists and this level may be maintained for a certain time period. Additional Security measures are required to safe guard vessel and crew.



Special tasks are not detailed above as they would depend on type of vessel, cargo and area of trade. Training data would depend on above criteria and reasons and objective of each task can be specified in the training manual.

Security level 3 - is when an attack is expected against a specific target (own ship or port of call). Immediate security counter measures are required. Vessel may have to depart port or divert to another secure port of refuge. An explosive device may already exist on board. Extreme precaution required.



Special tasks are not detailed above as they would depend on type of vessel, cargo and area of trade. Training data would depend on above criteria and reasons and objective of each task can be specified in the training manual.

Shipboard Personnel - SECURITY DUTIES

Level 1:

NO	RANK	IN PORT	AT SEA
1	MASTER	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 1 IN PORT.	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 1 AT SEA.
2	CHIEF OFF.	ENFORCES SECURITY PROCEDURES FOR LEVEL # 1 IN PORT.	MONITORS AND REPORTS SUSPICIOUS ACTIVITY FROM SMALL BOATS IN THE VICINITY
3	2ND OFF.		
4	3RD OFF.		
5	CHIEF ENG.		
6	1ST A/ENG.		
7	2ND A/ENG.		
8	ELECTR. OFF		
9	ENG. CADET		
10	BOSUN		
11	A.B. 1		
12	A.B. 2		
13	A.B. 3		
14	FITTER		
15	MOTORMAN		
16	WIPER		
17	CHIEF COOK		
18	STEWARD		
19	CADET		
20	S'NUMERY		
21	S'NUMERY		

Typically Duties would be assigned basis assigned trade route, type of ship, operating trade areas, type & number of crew and after due consultation with Master, Management, CSO and SSO.

Level 2:

NO	RANK	IN PORT	AT SEA
1	MASTER	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 2 .IN CONTACT WITH PORT AUTHORITIES.	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 2. LISTENS TO COAST GUARD FOR REPORTS ON ATTACKS TO VESSELS.
2	CHIEF OFF.	ENFORCES SECURITY PROCEDURES FOR LEVEL # 2 IN PORT.	IN CHARGE OF RESPONSE-TEAM, IN READINESS
3	2ND OFF.		
4	3RD OFF.		
5	CHIEF ENG.		
6	1ST A/ENG.		
7	2ND A/ENG.		
8	ELECTR. OFF.		
9	ENG. CADET		
10	BOSUN		
11	A.B. 1		
12	A.B. 2		
13	A.B. 3		
14	FITTER		
15	MOTORMAN		
16	WIPER		
17	CHIEF COOK		
18	STEWARD		
19	CADET		
20	S'NUMERY		
21	S'NUMERY		

Typically Duties would be assigned basis assigned trade route, type of ship, operating trade areas, type & number of crew and after due consultation with Master, Management, CSO and SSO.

Level 3:

NO	RANK	IN PORT	AT SEA
1	MASTER	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 3 .IN CONTACT WITH PORT SECURITY OFFICER & OTHER AUTHORITIES	SUPERVISES SECURITY PROCEDURES FOR LEVEL # 3. IN CONTACT WITH COAST GUARD & REPORTS STATE OF ALERTNESS.
2	CHIEF OFF.	ENFORCES SECURITY PROCEDURES FOR LEVEL # 3 IN PORT. STOPS CARGO/OPNS AND EVACUATES ALL NON-CREW ON BOARD. PREPARES TO SAIL.	AT MASTER’S ORDERS. IN OVERALL CHARGE OF RESPONSE TEAM. MONITOR APPROACH OF ANY BOATS.
3	2ND OFF.		
4	3RD OFF.		
5	CHIEF ENG.		
6	1ST A/ENG.		
7	2ND A/ENG.		
8	ELECTR. OFF.		
9	ENG. CADET		
10	BOSUN		
11	A.B. 1		
12	A.B. 2		
13	A.B. 3		
14	FITTER		
15	MOTORMAN		
16	WIPER		
17	CHIEF COOK		
18	STEWARD		
19	CADET		
20	S’NUMERY		
21	S’NUMERY		

Typically Duties would be assigned basis assigned trade route, type of ship, operating trade areas, type & number of crew and after due consultation with Master, Management, CSO and SSO.

ACCESS TO THE SHIP

Access Points:

In Port:

- a) Shore's side gangway.
- b) Mooring Lines
- c) Vessel's sea sides.
- d) Cranes and hoisting gear

At Anchor:

- a) Anchor's chains
- b) Ship's sea sides (freeboard)

At Sea:

- a) Ship's sea sides.

Good security practices includes an adequate control over authorized individuals accessing the ship, proper inspections of packages, personal items, brought on board or exiting the must be in place at all times.

Readable signs, written in English and Spanish, French or Ship's Official Language, should be posted at the gangway, advising that all individuals entering the vessel are subject to inspection.

Visitor's Passes (for all visitors including visiting company personnel) must be made. Preferably with an easily recognizable, tamper proof Logo (with the company's logo, etc.) and must be numbered.

All ship visitors (surveyors, supplies, clients, etc.) must possess a letter signed by the representative who authored the visit. Security personnel must verify this.

A proper log must be carried out at vessel entrance and a proper Identification system should be in place, which should be numbered, and with company information. Identification must be requested of personnel that board the ship.

Every item brought on board by visitors should be inspected without exception.

While ship is in port all access points should be protected. Every individual entering the ship should be challenged and should not granted to enter the ship unless offers reasonable motives.

A strict vigilance must be kept at all times while ship is in port over access points and any events which may be a potential threat to the ship, the crew, and the cargo.

The individuals authorized to enter the ship after properly identified are the following:

1. Company employees
2. Port authorities and officials
3. Stevedores
4. Visitors (previously authorized in written form)
5. Crew members

Access should not be granted to individuals without proper identification. No verbal authorization, unless expressly by Ship's Master, should be accepted by security personnel and crewmembers carrying out access control duties at the gangway.

Private own vehicles should not allow to be stationed next to shipside unless there is a valid reason.

Once vessel operations are concluded and stevedores personnel has exit the ship, all access to the vessel should be closed and entrance should be forbidden during final security inspection to the vessel.

On the pier special attention must be made on mooring lines that are vulnerable and may be utilized to access the ship and/or sabotage.

Deck areas

Special attention must be paid to all equipment used in berthing maneuvers (reels, cables, capstan) must be guarded until the ship initiates bear-off maneuvers.

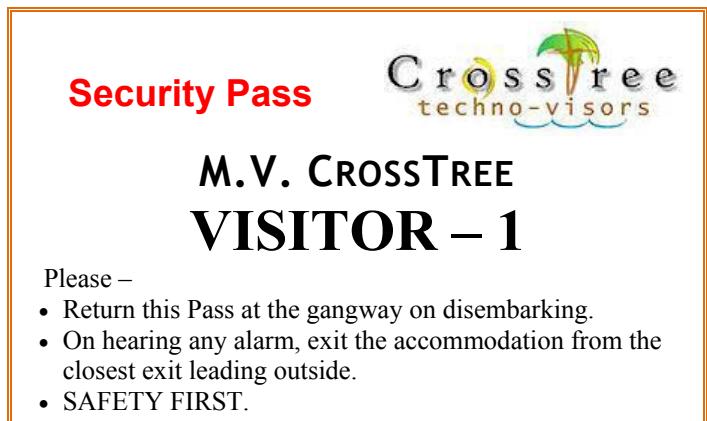
Storerooms located on deck area must be kept secured at all times including access hatch to steering gear room.

Identification Systems:

Visitors must be issued identification/visitor's pass at all times. This identification is open to checks on board, by any crewmember or security personnel. Abuse of procedures would be subject to disciplinary action.

Every individual entering the ship should be challenged and should not granted to enter the ship unless offers reasonable motives.

A proper log must be carried out at vessel entrance and a proper Identification system should be in place, which should be numbered, and with company information. Identification must be requested from personnel that board the ship.



MONITORING THE SECURITY OF THE SHIP

General

Monitoring the activities on board the ship is essential to prevent situation that may represent potential threat to the ship, the crew and the cargo.

In order to comply with this objective, proper procedures should be in place for early detection of activities that may represent potential threats to the ship.

While ship is in port SSO should ensure adequate the port of state provides lighting in order to monitor all activities on board the ship. If lighting considered no adequate then ship should provide its own lighting.

Special attention should be paid to restricted areas and sensitive areas and surrounding such as waterside.

A strict maintenance must be kept of all ship's lighting, especially emergency lights and auxiliary lights that provides ship's watersides lighting during port operations.

The crew must report lighting defects or malfunctions to the ship's electrician. The ship's electrician must ensure proper operation of all lighting and have access to sufficient lighting defects at sea that could put the ship at sea to provide safety navigation.

If intruders penetrate the perimeter, they should encounter more stringent security measures as the move inward.

In addition security rounds should be established to control activities on board the vessel while in port. Security personnel assisting operations should conduct frequent security rounds, especially in those areas that are not being used and considered sensitive due their vulnerability to avoid access of none authorized individual.

Security personnel should pay special attention to areas that are in operations.

At least four security guards should be contracted at the following ports:

- -----
- -----
- -----
- -----
- -----

They should be in the following areas:

1. One at the top of the gangway, who will control the access of visitors, employees, stevedores, painters, workers, etc.
2. A second guard should be patrolling the stern from port to starboard, in order to prevent intruders from accessing the ship via its mooring ropes or from the seaside. This guard should also look for strange packages or suspicious activities near the ship.
3. A third guard should be patrolling the bow from port to starboard, in order to prevent intruders from accessing the ship via its mooring ropes or from the seaside. This guard should also look for strange packages or suspicious activities near the ship.
4. The fourth guard should be patrolling the seaside from stern to bow, to prevent intruders from accessing the ship via its mooring ropes or from the seaside. This guard should also look for strange packages or suspicious activities near the ship.

The Security personnel and ship's personnel should special attention if they observe swimmers or small boats approaching the ship or other suspect situations.

DIFFERING SECURITY LEVELS

Introduction

The Master will declare the Ship Security Level. Security Levels or readiness conditions are procedures to respond to security threats or breaches of security, and include provisions for maintaining critical operations of the ship or ship/port interface. Normal operating conditions are Security Level 1. At this readiness condition, all ships must perform the following actions:

- Ensure the performance of all ship security duties.
- Monitor access to the ship.
- Monitor the deck areas and areas surrounding the ship.
- Monitor the embarkation of people and their carry-on items.
- Supervise cargo handling and ship's stores.
- Ensure that port-specific security communication is readily available.

As threat level changes, so should the security level. The highest security level, as a general policy, may include arming ship personnel. Three Security Levels have been established to respond to potential threats:

Security Level 1	Low Threat	Normal operating conditions
Security Level 2	Medium Threat	Heightened security due to an announcement or intelligence of a non-specific (perceived) threat.
Security Level 3	High Threat	Highest security level in response to attack or official information of a specific threat.

Security Level 1

	Port 1 + 4	Port 2 + 3 + 5
a.	Here, for each port of call, a summarization of duties planned and overall game plan; port specific and operation specific summary would be provided.	
b.		
c.		
d.		
e.		
f.		

Security Level 2

	Port 1	Port 2
a.		
b.		
c.		
d.		
e.		
f.		

Security Level 3

	Port 1	Port 2
a.	Here, for each port of call, a summarization of duties planned and overall game plan; port specific and operation specific summary would be provided.	
b.		
c.		
d.		
e.		

Anti-Piracy Security Measures At Port

- Reduce access points to a single gangway or -----.
- Keep emergency stairways out of the water; raise ----- after use.
- If necessary, place ----- at all access points.
- Tighten perimeter security by ----- main deck and sides of the ship, establishing ----- deck and wave breaks, and stationing -----.
- Inspect deliveries of supplies with -----; conduct random -----.
- Search all visitors and escort them while aboard.
- Keep all small area craft under surveillance.
- Maintain strict control of all documents that describe the ship’s cargo and itinerary.
- Conduct a ----- ship prior to departure and ----- points.

Anti-Piracy Security Measures At Sea

When nearing or navigating high-risk areas, the ship should:

- Increase number of watchmen and guards on bridge.
- Station additional guards at the stern and in areas that constitute visual or radar “blind spots.”
- When monitoring area vessels, pay extra attention to smaller craft that seem to be matching speed or sailing a parallel course.
- Maintain radio contact with the appropriate shore and naval authorities. If another ship threateningly approaches:
 - Increase speed and alter course, if it’s safe to do so.
 - Don’t allow ---- alongside. Don’t respond to -----.
 - Take ----- threatening ship’s ----- . If possible, take ----- or make ----- of it.
 - At night, -----.
 - Keep personnel -----.
 - Man all -----.
 - Etc.....

Bomb Threats and Hoaxes

Following are general guidelines for responding to a potential bomb on a ship:

- The person who receives the bomb threat must immediately notify the Master, ship security official or watch keeper.
- Details.-----

MASTER'S AUTHORITY

The Master is the Chief Executive and personifies the owner of the ship he commands.

THE MASTER HAS COMPLETE OVER-RIDING AUTHORITY FOR ALL MATTERS ON BOARD HIS VESSEL, FOR SAFETY OF LIFE AND PROPERTY AND FOR THE PROTECTION OF THE ENVIRONMENT.

- The Master retains Absolute Responsibility for the overall safety and safe operation of the vessel under his command.
- The Master shall be the ultimate disciplinary authority on board.
- The Master is the only person on board having the authority to act on behalf of the owner and the company.
- The Master can assign and change tasks and responsibilities for any personnel employed in his care for the duration he deems fit.

APPENDIX A: GLOSSARY

Administration or Contracting Government is the government of the state whose flag the ship is entitled to fly – Hongkong, Liberia, Norway, Bahamas, USA, etc.

Ship Owner or Operator means the person, company, that maintains operational control over a ship.

Company Security Officer (CSO) is the person designated by the ship owner or operator to be responsible for preparing Ship Security Assessments and for developing, maintaining, and implementing approved Ship Security Plans..

Ship Security Officer (SSO) is the person on board a ship who is responsible for implementing and maintaining the Ship Security Plan and for coordinating security activities with the Company Security Officer and the Port Facility Security Officers – Ship’s Master or assigned rank.

Port Facility Security Officer (PFSO) is the person at a port facility who is responsible for developing, implementing and maintaining the Port Facility Security Plan and for coordinating security activities with Ship Security Officers and Company Security Officers.

Restricted Areas are places on a ship that are essential for the operation, control or safety of the ship.

Security Incident is any suspicious act or circumstance threatening the security of a ship, a port facility, a ship/port interface, or a ship-to-ship activity.

Security Level is used to quantify the risk that a security incident will be attempted or will occur.

Ship Security Plan is a written document developed to ensure that measures are taken or applied on board a ship to protect persons on board, the cargo, and the ship from risks of a security incident.

Ship-to-Ship Activity is any activity not related to a port facility that involves the transfer of goods or persons from one ship to another.

Ship/Port Facility Interface are the activities that occur on a ship and at a port facility where the ship is located when people, goods and cargo are moved to or from the ship.

Unlawful Act is an act that is a felony under laws of the country where the ship is located (the Port State), under the local laws where the ship is located, or under the laws of the country in which the ship is registered (the Flag State).

DECLARATION OF SECURITY

The port facility and ship agree to the following security measures and responsibilities to ensure compliance with the requirements of part A of the International Code for the Security of Ships and of Port Facilities.

Name of Ship:	M.V. CrossTree
Port of Registry:	Port Name
IMO Number:	Assigned 7 digit number
Name of Port Facility:	Post of Call

This Declaration of Security is Valid from _____ until _____
for the following activities:

Loading, Discharging, Bunkering, Husbandry or Repairs, Refuge, Dry Docking, etc

(List the activities with relevant details)

Under the following security levels

Security Level(s) for the Ship:	Level 2 - Heightened Threat of Attack
Security Level(s) for the port facility:	

The affixing of the initials of the SSO or PFSO under these columns indicates that the activity will be done, in accordance with the relevant approved plan, by:		
ACTIVITY	THE PORT FACILITY	THE SHIP
Ensuring the performance of all security duties.		
Monitoring restricted areas to ensure that only authorized personnel have access.		
Controlling access to the port facility.		
Controlling access to the ship.		
Monitoring of the port facility including berthing areas and areas surrounding the ship.		
Handling of Cargo.		
Delivery of Ship's Stores.		
Handling unaccompanied baggage.		
Controlling the embarkation of persons and their effects.		
Ensuring that security communication is readily available between the ship and port facility.		

This DoS to be completed on every occasion when deemed necessary, when ship is at a higher security level than the port facility interfaced with, there has been a security threat or security incident, when the ship is at a port not required to have and implement a port facility security plan. The DoS must be maintained onboard for ten (10) most recent ports of call after which it should be retained by the Company.

SECURITY LOG

Date of Log Entry: _____

Name of Ship: M.V. Security Level: Level 1 - Normal Operational Level

Place Located: _____ Destination Port: _____

Master: Capt. Pawanexh Kohli Ship Security Officer: _____

Reason for Log Entry:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Change in Security Level | <input type="checkbox"/> Threat or Incident | <input type="checkbox"/> Security Breach | <input type="checkbox"/> Communications related to Security |
| <input type="checkbox"/> Any special or additional security measures taken | <input type="checkbox"/> Record of ship to ship activity | <input checked="" type="checkbox"/> Any amendments to the Ship's Security Plan | <input type="checkbox"/> Maintenance, calibration or testing of security equipment |
-

Description of Log Entry:

Amendments to SSP - Sec 3.6 (Page 65) and Appendix-B updated with new pages. Old pages destroyed.

SAMPLE ONLY

SIGNED

REPORT OF AN UNLAWFUL ACT

Date of Unlawful Act: _____

Name of Ship: M.V.

Place of Unlawful Act: _____

Destination Port: _____

Flag of ship: _____

Master: Capt. Pawanexh Kohli

Ship Security Officer: _____

Other Crewmembers or Port Personnel Involved in the Incident:

List names in this column

Port Area Description (if relevant):

As required

Brief Description of Incident or Threat:

The report on call

Name of alleged Offenders (if possible):

As known or alleged.

SIGNED

HOW TO WELCOME A VISITOR

Instructions for Gangway Watchkeeper

When a Visitor Boards the Vessel-

- 1. MAY I SEE YOUR IDENTIFICATION, PLEASE?** Log the Visitor's Name or ask him/her to make an entry.
- 2. MAY I KNOW YOUR REASON FOR BOARDING THE VESSEL, PLEASE?** Confirm with Master/Ch.Off if you are not already aware of the visitor.
- 3. DO YOU HAVE ANY FIREARMS AND WEAPONS ON YOU?** If answer is Yes, deny access to vessel – only Law Enforcement Personnel allowed with weapons. Inform Master.
- 4. MAY I INSPECT YOUR BAGS PLEASE? (BE AWARE THAT YOU MAY ALSO BE SUBJECT TO A SEARCH AT ANY TIME WHILE ON BOARD).** Inspect any bags Visitor is bringing on Board.
- 5. PLEASE KEEP THIS VISITOR'S PASS ON YOU WHILE ON BOARD. KINDLY RETURN THE PASS WHEN LEAVING.** Hand over Pass to Visitor.
- 6. WELCOME ABOARD. (PLEASE FOLLOW ME).** A Ship's crew must escort the visitor into accommodation.

Example: when you enter a country at the airport, the authorities ask you the following-

- 1. Your ID - in form of Passport.**
- 2. Permission to enter – Visa check or special transit papers.**
- 3. They ask you why you are entering their country – checked against documents.**
- 4. They ask you if you have contraband or arms. They also check your baggage.**
- 5. They permit you entry into the country and wish you a good stay.**

It is similar for when someone wishes to enters you ship. You Check, Verify, Welcome, Monitor.

SECURITY NOTICE

BAGGAGE AND PERSONAL ITEMS ARE SUBJECT TO SEARCH AND INSPECTION PRIOR TO BOARDING THIS VESSEL AND AT ANY TIME WHILE ON BOARD THIS VESSEL.

PERSONS WHO REFUSE TO SUBMIT TO SEARCH WILL NOT BE ALLOWED ON BOARD.

FIREARMS AND WEAPONS ARE NOT ALLOWED ON THIS VESSEL AT ANY TIME EXCEPT WHEN CARRIED BY AUTHORIZED LAW ENFORCEMENT PERSONNEL.

THE MASTER OF THIS VESSEL HAS THE RIGHT TO SEIZE ANY ITEM DEEMED AS DANGEROUS AND TO DETAIN ANY PERSON POSSESSING SUCH ITEM PENDING ARRIVAL OF LAW ENFORCEMENT.