



# **GUIDELINES ON MARITIME SECURITY EXERCISES**

Procedures on developing and implementing security exercises in ports and onboard ships

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# INTRODUCTION

The Maritime Security Committee (MSC) recognized the need to assist port facilities and ships with guidelines for organizing and conducting maritime security exercises to comply with the International Ship and Port Security (ISPS) Code.

Under the provisions of the ISPS Code Part A, Sections 18.3 and 18.4 and Part B, Sections 18.4, 18.5 and 18.6, port facilities are required to conduct maritime security drills at least every three (3) months and participate in maritime security exercises at least once a calendar year, with no more than 18 months between exercises.

The Maritime Safety Administration (Ship and Port Security) Regulations 2011 section 16 prescribes for security exercises to test measures and response arrangements of the Port Facility operators in the form of theoretical or desktop exercises, simulated incidents to practice response and handling arrangements; and any other exercise, operation or procedure stated in any approved guideline or code of practice.

The 2011 Regulations requires the security exercise to test response arrangements to a simulated act of unlawful interference, and practice call out of all involved elements, test the adequacy of facilities, involve members of the port security committee in the provision of effective support to police operational elements, and test the adequacy of applicable contingency plans.

Under the provisions of the ISPS Code Part A, Section 13.4 & 13.5 and Part B, Sections 13.5, 13.6, 13.7 and 13.8, shipboard personnels are required to conduct maritime security drills at least once every three (3) months and in cases where more than 25% of the ship's personnel has been changed at any one time, with personnel that has not previously participated in any drill on that ship within the last 3 months, a drill should be conducted within one week of the change and major security exercises should be carried out at least once each calendar year with no more than 18 months between the exercises.

These Guidelines focus on the planning, preparation and conduct of maritime security exercises at the port facilities and onboard ships at least once each calendar year, with no more than 18 months between exercises.

## MARITIME SECURITY EXERCISE IN A PORT FACILITY

### Objective

The primary objectives in conducting maritime security exercises are to practice the skills, test the equipment and validate the procedures relating to the detection and deterrence of maritime security threats. Maritime security exercises are targeted at the operative level of a Port Facility's organization and develop personnel to maintain a high level of readiness against maritime security threats.

As per the 2011 Regulations, the objective of a maritime security exercise is to carry out a live security exercise possibly involving an international ship at berth within the port facility simulating an act of unlawful interference to:

- practice calls out of all involved elements,

- involves members of the Maritime Security Committee, and
- tests the adequation of the Port Facility Security Plan (PFSP).

## Scenario

In preparation for the maritime security exercise, the setting of the scenario should describe a maritime security situation that will involve all participants:

- a security incident from a ship or in the port facility is detected by playing the alert system,
- the ship (or simulated ship) alerts its company and local authorities as per its own security procedure,
- all organizations are alerted through the Shipping Agent, the Port Facility Security Officer (PFSO) and the Solomon Islands Maritime Authority (SIMA) to:
  - evacuate from the ship any person other than the crew and gather them in the port facility assembly area for headcount, and
  - create a virtual and/or physical 50-meter security bubble around the ship (or simulated ship),
- physically secure the ship shore and seaside by intervention of Police and Fire Services ready for intervention on board the ship,
- prepare and consider decision by Director SIMA upon advice by the Maritime Security Committee to impose higher security measures and/or elevate the security level of port facility,
- apply procedures of the Port Facility Security Plan,
- address the security incident by controlling or suppressing the security threat,
- prepare and consider decision by Director SIMA upon advice by the Maritime Security Committee to lower security measures and/or security level of port facility,
- stand down security measures and demobilize personnel, and
- debrief and report maritime security exercise with all stakeholders.

## Organization and personnel involved

The personnel must at least involve:

- SIMA as the designated authority,
- the port facility concerned,
- the Maritime Security Committee,
- the Maritime Police Force and Fire Services,
- the shipping agent.

Other port facilities and agencies can participate as participant or observer depending on the scenario and size of the exercise.

## Proceedings

### General information

A note is issued by the port facility and approved by SIMA detailing the objective, scenario, personnel involved, timing and location of the maritime security exercise.

## Exercise

The exercise is conducted following below requirements:

- Participants apply their own procedures and systems keeping safety and security of personnel as the priority,
- Participants maintain communication between each other and exchange information starting “Exercise, Exercise, Exercise” to avoid confusion with normal operations,
- Members of the Maritime Security Committee engage in the exercise and communicate with SIMA,
- Procedures and plan are strictly applied including the use of forms and templates to adequately test systems.

## Debrief and report

All participant organisations contribute to report on the exercise and include in their report at least actions taken, and lessons learned.

A meeting of the Maritime Security Committee extended to involved organisations is organised to workshop the result of the exercise and discuss lessons learned and improvement.

# MARITIME SECURITY EXERCISE ONBOARD A SHIP

## Objective

The primary objectives in conducting maritime security exercises are to practice the skills, test the equipment and validate the procedures relating to the detection and deterrence of maritime security threats. Maritime security exercises are targeted at the operative level of a ship and the shipping company and develop personnel to maintain a high level of readiness against maritime security threats.

As per the 2011 Regulations, the objective of a maritime security exercise on board a ship is to carry out a live security exercise involving the shipping company and possibly the port facility simulating an act of unlawful interference to:

- practice calls out of all involved elements,
- involves the shipping company, and
- tests the adequation of the Ship Security Plan (SSP).

## Scenario

In preparation for the maritime security exercise, the setting of the scenario should describe the ship situation and the involvement of the shipping company and authorities if necessary:

- A security incident onboard the ship or in the port facility is detected by a crew member who alert in accordance with the ship emergency procedures; potential security incident are listed in the SSP following the security risk assessment,
- the Ship Security Officer (SSO) alerts the shipping company through the Designated Person Ashore (DPA) and the Company Security Officer (CSO) and local authorities in accordance with the PFSP,
- the ship master and SSO respond to the security incident applying the SSP which include the testing of the Ship Security Alert (SSA),
- the SSO communicate with the Port Facility Security Officer (PFSO) through the shipping agent to inform about the security incident and request assistance, if necessary,
- the port facility and authorities respond to the security incident by applying security measures that can include elevating the security level in the port facility,
- the master and SSO change or maintain the ship security level to be at the same security level than the port facility,
- the master and SSO address the security incident by controlling or suppressing the security threat,
- the master and SSO apply the SSP and adapt/lower security measures and/or security level depending on the port facility exchanging security information,
- the master and SSO stand down security measures and demobilize personnel, and
- debrief and report maritime security exercise with the crew, shipping company and port authorities.

## Organization and personnel involved

The personnel must at least involve:

- the master, SSO and all crew members with security tasks,
- the port facility concerned,
- the shipping company personnel,
- The shipping agent.

Other port facilities and agencies can participate as participant or observer depending on the scenario and size of the exercise.

## Proceedings

### General information

The ship master schedule drills and exercises in the overall annual work plan for the ship and the shipping company. A timetable for each drill and the major security exercise is available.

### Exercise

The exercise is conducted applying the SSP. When port authorities are involved, they apply their own security procedures and plans that comply with the ISPS Code and facilitate exchange of information with the ship.

### Debrief and report

The master and SSO debrief the exercise with the crew and the shipping company contribute to reporting the exercise and include in their report at least actions taken, and lessons learned.

A meeting with port authorities when involved is organised to workshop the result of the exercise and discuss lessons learned and improvement.