



Arrangements for the Carriage of Agreed Search and Rescue Cooperation Plans Aboard UK Passenger Vessels

Notice to all Masters, Operators, Owners and other crew members of United Kingdom passenger vessels.

This Notice replaces Merchant Shipping Notice MSN 1783.

Summary

This notice provides details of the Search and Rescue (SAR) Cooperation Plan requirements under The Merchant Shipping (Safety of Navigation) Regulations 2002.

A plan for cooperation with the appropriate SAR services must be drawn up and carried by all UK passenger vessels and all passenger vessels using UK waters.

The plan must be agreed with the SAR service relevant to the vessel's area of operation.

Formats for the plan are included in Annexes B & C to this Merchant Shipping Notice.

Plans compiled in accordance with MSN 1783 or its predecessors do not need to be changed because of the issue of the Merchant Shipping Notice. This Notice is issued primarily to update the information given in MSN 1783 as regards IMO guidelines and contact details for HM Coastguard offices administering the plans.

1. Introduction

- 1.1 The Merchant Shipping (Safety of Navigation) Regulations 2002 ("The Regulations") apply to UK passenger vessels and other passenger vessels in UK waters the SOLAS requirements regarding SAR co-operation which entered force internationally on 1 July 1997. These provisions were amended with effect from 1 July 2002, so as to clarify their application to passenger vessels which transit may SAR regions, such as cruise ships. The 2002 Regulations have replaced the Merchant Shipping (Cooperation with Search and Rescue Services) Regulations 1998, which originally applied the SOLAS provisions.

1.2 SOLAS requires the carriage of plans for co-operation between passenger vessels and relevant SAR services. This requirement resulted from the sinking of the ESTONIA, and other accidents involving passenger carrying vessels. In the interests of safety and efficient emergency response, the requirement applies to all UK passenger vessels.

2. Scope and Requirement

2.1 The Regulations apply to all classes of UK passenger vessel and other passenger vessels in UK waters. A classification of all ships affected is at Annex A. For passenger vessels operating in inland or tidal waters, reference to the categorisation of waters in which they operate may be found in MSN 1776 or its successor.

2.2 The owner of a ship to which the Regulations apply shall ensure that a set of SAR cooperation plans have been agreed with the relevant SAR services, and that the plans are kept up to date.

3. SAR Cooperation Plan

3.1 All UK passenger vessels and all passenger vessels in UK waters must have on board an agreed and up to date plan for cooperation with relevant SAR services in the event of an emergency. The aim of the cooperation plan is to ensure that ship's staff, the members of a Company response team ashore and SAR service staff are able to work efficiently together to resolve the emergency. To this end brief details of the passenger vessel, the Company and the SAR service – including direct contact details – are exchanged and maintained ready for use.

3.2 A common approach is desirable. To facilitate this process frameworks for developing such a plan are appended to the IMO guidelines (Maritime Safety Committee Circular 1079, Rev.1) reproduced at Annex B. These frameworks may be modified, with the agreement of the appropriate SAR service, according to the size of the vessel concerned and its area(s) of operation. A simplified plan is available for the use of ships transiting many SAR regions, such as cruise ships. An example of a very basic plan which may be suitable for a vessel in inland waters is also included at Annex C.

3.3 To agree or amend a SAR cooperation plan, UK based companies should approach their nearest Coastguard Operations Centre (CGOC) for advice on how to proceed using the single generic SAR cooperation plans email address. These contact details are contained in Annex D. Vessels not operating within HM Coastguard's area of responsibility (HM Coastguard usually do not coordinate SAR in land locked, non-tidal waters for example) will be referred on to the appropriate authority in the vessel's operating area. Existing contingency or emergency plans already in place with the emergency services or Local Authorities and agreed to be satisfactory by all parties may be taken to have been prepared pursuant to these requirements.

4. Exercises

4.1 The regulations call for "periodic exercises" to test the plan's effectiveness. Where possible this requirement should be built into existing exercise programmes, so as to include the relevant SAR services and test cooperation arrangements without imposing an additional burden on ship's staff. For the larger companies an overall programme of exercises should be worked out by the Company and the relevant SAR services in conjunction to ensure that, so far as possible, all staff are able to participate over time.

- 4.2 The IMO guidelines on periodic exercises are contained in paragraph 9 of Annex B. As stated there, frequency and type of exercise depend on the circumstances in which the ship operates. For UK passenger vessels and passenger vessels in UK waters the exercise requirements for this purpose are as follows.
- 4.3 UK passenger vessels of Class I, II, II(A) & III (Annex A refers) and similar vessels in UK waters are required to exercise annually with the relevant SAR services. These vessels are not required to exercise with more than one SAR service if, for example, they trade internationally. The principle of reciprocity applies. If a vessel has conducted a SAR coordination exercise within the last twelve months she shall be deemed to have fulfilled the requirement. However it is recommended that, over time, the vessel should exercise with each of the SAR services along her route(s).
- 4.4 Exercises may be of any type so long as the principle of cooperation is exercised and mutual understanding tested. Live, coordination and tabletop exercises may all meet these criteria. "Live" or "full scale" exercises involve the actual deployment of SAR facilities such as lifeboats and helicopters. "Coordination" exercises involve key players – for example the vessel's bridge team, the Company emergency response team ashore and a Coastguard Operations Centre – working through an emergency scenario on paper without the actual deployment of SAR facilities. "Tabletop" exercises involve key players meeting and working through an emergency scenario on paper in slow time, enabling discussion of the issues. "Communications" exercises are simple tests of communications links between vessel, Company and SAR service. Although useful for checking that contact details held are up to date, communication exercises are less useful than coordination exercises for improving mutual awareness and the exercise requirement under these regulations should not be fulfilled by communications exercises alone.
- 4.5 UK passenger vessels of classes IV, V, VI & VI(A) and similar vessels in UK waters are also recommended to exercise annually with the relevant SAR services. As an alternative the fundamental principles of SAR cooperation – understanding of procedures and the maintenance of readily accessible and up to date information – will be tested at annual survey.
- 4.6 Further advice is contained in Annex B, paragraph 9.

More Information

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Fareham
PO14 4LW

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Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: infoline@mcga.gov.uk

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Safer Lives, Safer Ships, Cleaner Seas

UK CLASSIFICATION OF PASSENGER SHIPS

- Class I -** Passenger ships engaged on voyages any of which are long international voyages¹.
- Class II -** Passenger ships engaged on voyages (not being long international voyages) any of which are short international voyages².
- Class II(A)** Passenger ships engaged on voyages of any kind other than international -
- voyages, which are not ships of Classes III to VI(A) as defined in the Merchant Shipping (Passenger Ship Construction: Ships of Classes III to VI(A)) Regulations 1998.
- Class III -** Passenger ships engaged only on voyages in the course of which they are at no time more than 70 miles by sea³ from their point of departure and not more than 18 miles from the coast of the United Kingdom, and which are at sea only in favourable weather and during restricted periods⁴.
- Class IV -** Passenger ships engaged only on voyages in Category A, B, C or D waters.
- Class V -** Passenger ships engaged only on voyages in Category A, B or C waters.
- Class VI -** Passenger ships engaged only on voyages with not more than 250 passengers on board, to sea, or in Category A, B, C or D waters, in all cases in favourable weather and during restricted periods, in the course of which the ships are at no time more than 15 miles, exclusive of any Category A, B, C or D waters, from their point of departure nor more than 3 miles from land.
- Class VI(A)** Passenger ships carrying not more than 50 passengers for a distance of not more -
- than 6 miles on voyages to or from isolated communities on the islands or coast of the United Kingdom, and which do not proceed for a distance of more than 3 miles from land; subject to any conditions which the Secretary of State may impose.

CATEGORISATION OF WATERS

MSN 1776 or its successor sets out the categorisations of waters in the UK and determines the waters not regarded as “sea” for the purposes of Merchant Shipping legislation:

Category A: Narrow rivers and canals where the depth of water is generally less than 1.5 metres.

Category B: Wider rivers and canals where the depth of water is generally more than 1.5 metres and where the significant wave height⁵ could not be expected to exceed 0.6 metres at any time.

Category C: Tidal rivers and estuaries and large, deep lakes and lochs where the significant wave height could not be expected to exceed 1.2 metres at any time.

Category D: Tidal rivers and estuaries where the significant wave height could not be expected to exceed 2.0 metres at any time.

These categorisations should not be confused with waters classified under the EC Directive on Safety Rules and Standards for Domestic Passenger Ships.

EC DOMESTIC PASSENGER SHIP CLASSIFICATION

Class A: a passenger ship engaged solely on domestic voyages⁶ other than ships of Classes B, C and D.

Class B: a passenger ship engaged solely on domestic voyages in the course of which it is at no time more than 20 miles from the line of the coast where shipwrecked persons can land, corresponding to the medium tide height.

Class C: a passenger ship engaged solely on domestic voyages in sea areas where the probability of exceeding 2.5 metre significant wave height is less than 10% over a one year period for all year round operation, or over a specific restricted period of the year for operation exclusively in such period, in the course of which it is at no time more than 15 miles from a place of refuge, nor more than 5 miles from the line of the coast where shipwrecked persons can land, corresponding to the medium tide height.

Class D: a passenger ship engaged solely on domestic voyages in sea areas where the probability of exceeding 1.5 metre significant wave height is less than 10% over a one year period for all year round operation, or over a specific restricted period of the year for operation exclusively in such period, in the course of which they are at no time more than 6 miles from a place of refuge, nor more than 3 miles from the line of the coast where shipwrecked persons can land, corresponding to the medium tide height.

MSN 1747 sets out the geographical extent of EC sea areas 'C' and 'D' identified as applicable in waters around the UK.

¹ A 'long international voyage' is defined as being a voyage from a port in one country to which SOLAS applies to a port in another country or conversely; and which is not a short international voyage.

² A 'short international voyage' is defined as being an international voyage (i) in the course of which a ship is not more than two hundred nautical miles from a port or place in which passengers and crew could be placed in safety; and (ii) which does not exceed six hundred nautical miles in distance between the last port of call in the country in which the voyage begins and the first port of destination.

³ For this purpose, 'sea' is defined as not including any waters of Category A, B, C or D.

⁴ A 'restricted period' is defined as being a period which falls wholly within the following limits: (i) from the 1st April to 31st October, both dates inclusive; and (ii) between one hour before sunrise and one hour after sunset in the case of ships fitted with navigation lights conforming to the collision regulations and between sunrise and sunset in the case of any other ships.

⁵ 'Significant wave height' is the mean height of the highest one third of wave heights.

⁶ A 'domestic voyage' is defined as a voyage in the sea areas from a port of a Member State to the same or another port within that Member State.

GUIDELINES FOR PREPARING PLANS FOR COOPERATION BETWEEN SEARCH AND RESCUE SERVICES AND PASSENGER SHIPS (in accordance with SOLAS regulation V/7.3)

1 Introduction

1.1 The purpose of these Guidelines is to provide a uniform basis for the establishment of plans for cooperation between passenger ships and SAR services¹ in accordance with SOLAS regulation V/7.3. Plans developed in accordance with the Guidelines will meet the requirements of the regulation.

1.2 These Guidelines are applicable to all passenger ships to which SOLAS chapter I applies. They are relevant to the safety management system maintained by passenger ships in accordance with the International Safety Management (ISM) Code and, in particular, to the section of the safety management system dealing with emergency preparedness. They may also be taken into consideration when drawing up SAR plans for cooperation for passenger ships in the domestic trade.

2 Aims and objectives of SAR cooperation planning

2.1 The aim of SAR cooperation planning is to enhance the mutual understanding between a ship, a company² and SAR services so that, in the event of an emergency, all three parties will be able to work together efficiently and effectively. This is best achieved by the prior exchange of information and by conducting joint emergency response exercises.

2.2 The objectives of SAR cooperation planning are:

.1 to link the SAR response plans of the company, the passenger ship, and relevant SAR services so that these plans complement each other;

.2 to enable the early and efficient establishment of contact in the event of emergency between the passenger ship, the company's shore-based emergency response system and the SAR services. The SAR plan for cooperation should ensure that all relevant contact details are known to each of the three parties beforehand and that these details are kept up-to-date;

.3 to provide the SAR services with easily accessible and up-to-date information about the ship – in particular the intended voyage and on board communications and emergency response systems; and

.4 to provide the ship and the company with easily accessible information about SAR and other emergency services available in the ship's area of operation, to assist in decision-making and in contingency planning.

2.3 The plan for cooperation is of use when a passenger ship suffers an emergency or when it responds as a SAR facility, particularly when acting as On Scene Coordinator

3 The regulation

3.1 The text of SOLAS V/7.3 is as follows:

"Passenger ships, to which chapter I applies, shall have on board a plan for cooperation with appropriate search and rescue services in event of an emergency. The plan shall be developed in cooperation between the ship, the company as defined in regulation IX/1, and the search and rescue services. The plan shall include provisions for periodic exercises to be undertaken to test its effectiveness. The plan shall be developed based on the guidelines developed by the Organization."

4 General requirements

4.1 The SAR plan for cooperation does not replace more detailed emergency response plans already in place, whether as part of the company's safety management system or the SAR services' arrangements. But these plans should be linked so that the tripartite response to an emergency involving a passenger ship – i.e., the response on-board, from the company's emergency response organization ashore and from the SAR services – is coordinated effectively and efficiently. The SAR cooperation plan serves as that link.

4.2 The plan for cooperation should contain the basic information which will enable the response to any emergency to commence without delay. This information will include direct contact details for the three parties – ship, company, and SAR services or SAR data providers⁵ as described in section 6.

4.3 Each of the parties to the cooperation plan should have access to an up-to-date controlled copy⁶ of it, so that each then knows what information is already available to the others.

4.4 Guidelines on testing the cooperation arrangements between a ship, a company, and SAR services are in section 9 below.

4.5 SAR service personnel should receive periodic training on accessing plans for cooperation and on the importance of the plans' content for coordinating an effective SAR response.

5 Plan frameworks

5.1 The SAR plan for cooperation should be concise and user-friendly, so as to enable its easy use in emergency conditions. Depending on the type of trade the passenger ship is in, the cooperation plan should be drawn up according to the frameworks set out in appendices 1 or 2 to these Guidelines. The frameworks and the SAR cooperation planning process are described in sections 7 and 8 below and are illustrated by flow diagrams given in appendix 3.

5.2 The use of a common framework enables SAR service personnel to find the information they require rapidly, whatever ship or company they are dealing with. Likewise, ship's crew, or members of the company emergency response team ashore, are able to find the information they require, whatever the SAR region⁷ in which the emergency has occurred.

5.3 The framework is designed to enable modules of information (about different ships or SAR services, for example) to be easily added to the cooperation plan or removed from it if no longer relevant without the need for the whole cooperation plan to be revised.

5.4 It is essential that the SAR plan for cooperation is submitted in accordance with the relevant framework (see sections 7 and 8 and appendices 1 and 2). This enables SAR service personnel to find the information they need without delay. Plans which are not submitted in the correct framework may be returned by the SAR service or SAR data provider for modification.

6 Use by ships trading through many SAR regions

6.1 It will significantly enhance the effectiveness and efficiency of the response to an emergency if passenger ship crews and operators have developed a good mutual understanding with the SAR services available to them. This is as true for passenger ships that routinely transit many SAR regions as for any other passenger ship. Direct cooperation planning between ships, companies and local SAR services is encouraged wherever possible.

6.2 However, there are administrative difficulties in maintaining *direct* links between a ship transiting many SAR regions, such as some cruise ships, and every SAR service with which it might come into contact. For such ships it is not necessary to hold a copy of the ship's SAR plan for cooperation at each of the Rescue Co-ordination Centres (RCCs) whose regions it transits, provided that the plan is readily accessible by each RCC.

6.3 These administrative difficulties can be overcome by use of the SAR data provider procedure, which permits the use of a contact point between the global SAR service and cruise ship operators.

6.4 Under this procedure, the SAR data provider holds an electronic copy of the ship's SAR plan for cooperation on behalf of the SAR services. The coordinating RCC contacts the SAR data provider to obtain the plan when it is required.

6.5 The company or the ship should send a copy of its SAR plan for cooperation to the SAR data provider identified in section 8 below. The SAR data provider can only accept plans submitted in pdf format.

6.6 The SAR data provider should:

.1 provide written acknowledgement of receipt of new or updated plans and confirm that they have been compiled in accordance with these Guidelines;

.2 arrange continuously available and immediate access to the SAR plan for cooperation it holds for companies wishing to administer their plans and for RCCs with responsibilities in the operating areas of the ships concerned;

.3 ensure that essential technical capabilities, such as computers and communications links, are robust and are provided with sources of emergency power – establishing a back-up SAR data provider may satisfy this requirement;

.4 ensure that updated plans are stored promptly and securely and that back-up data is kept in a suitable safe location and is readily available;

.5 ensure that staff are always available to handle urgent requests;

.6 ensure that information in the International SAR Cooperation Plans Index is kept up-to-date. Details of the Index and the procedure for updating it are at section 8 below; and

.7 ensure that all relevant staff receive periodic training on the importance, retrieval and use of SAR plans for cooperation.

6.7 The SAR data provider should only release copies of the plans to those parties named in the plans' controlled distribution lists and to coordinating RCCs on request, in the event of emergency or for contingency planning purposes.

6.8 The SAR data provider must have a means of authenticating the requesting SAR service, RCC, or company to ensure that data is not released to unauthorized persons.

6.9 A passenger ship such as a ferry, which trades on fixed routes, should not use the SAR data provider procedure, but should compile a plan for cooperation incorporating details of all the SAR services along its route, in accordance with appendix 1 of these Guidelines. Other passenger ships transiting many different SAR regions, perhaps on a seasonal basis, such as some cruise ships, may choose to use the SAR data provider procedure. Such ships are not required to include in the plan for cooperation information beyond that set out in appendix 2 to these Guidelines.

6.10 Flow diagrams summarizing the SAR cooperation planning process in both cases are given at appendix 3.

6.11 Regardless of which procedure ships use, they are still encouraged to liaise as best they can with relevant SAR services. Direct communications, where practicable, will always be better than indirect.

7 Administrative requirements for ships not using the SAR data provider Procedure

7.1 The procedure described in this paragraph is for ships not using the SAR data provider procedure – that is, passenger ships on fixed routes, such as ferries. These ships and/or their companies will work with the relevant SAR services to complete and maintain a SAR plan for cooperation plan drawn up in accordance with the framework set out in appendix 1 of these Guidelines. The first flow diagram in appendix 3 illustrates this process. The procedure for ships which are using the SAR data provider procedure is described in section 8 below.

7.2 In order to compile a SAR plan for cooperation in accordance with appendix 1 of these Guidelines, the ship or the company should contact one of the SAR services responsible for the area in which the ship operates.

7.3 The ship or company and the SAR services each complete their own sections of the framework. The ship or company is responsible for providing the information in module 1 "The company" and module 2 "The ship(s)". The SAR services are responsible for providing the introductory paragraphs, module 3 "The RCCs" and module 4 "SAR facilities". It is recommended that neighbouring SAR services should each hold copies of the others' modules of information, so that the ship or company need only contact one SAR service in order to complete the whole plan.

7.4 Module 5 "Media relations" and module 6 "Periodic exercises" should be considered jointly. Module 5 is intended to contain brief details of how the company and the SAR services will coordinate their response to news media interest in any emergency and should include contact details for their respective public relations officers. The requirements of module 6, appendix 1, are considered in more detail in section 9 below.

7.5 Copies of the completed cooperation plan should be distributed to each of the three parties to emergency response – the ship, the company and the relevant SAR services. A controlled distribution system should be used to ensure that all parties maintain an up-to-date copy.

7.6 The SAR plan for cooperation should be written in:

- .1 the onboard working language(s) of the passenger ship; and
- .2 English and, if agreed, a language or languages commonly used by the ship, the company and the SAR services. The aim is that all those likely to need to refer to the plan should have a copy readily available in a language in which they are fluent.

7.7 SAR plans for cooperation, once they have been agreed, should be recognized by the SAR services of all Administrations.

7.8 The originator of each module of the cooperation plan (the ship, company or SAR service, as appropriate) is responsible for keeping it up-to-date and ensuring that all those holding controlled copies of the module are advised of changes. Each holder of a controlled copy of the cooperation plan is responsible for making and recording notified changes.

7.9 All parties should know where the controlled copies of the SAR cooperation plan are held. Each SAR cooperation plan should therefore contain a controlled distribution list; and each party to it should ensure that all relevant staff are aware of its existence, where it is stored and how it may be used.

8 Administrative requirements for ships using the SAR data provider procedure

8.1 The procedure described in this section is for passenger ships that transit many SAR regions and choose to use the SAR data provider procedure. These ships and/or their companies complete and maintain a SAR cooperation plan drawn up in accordance with the framework set out in appendix 2 of these Guidelines and send a copy of the plan and updates to it in pdf format to the SAR data provider identified below. The second flow diagram in appendix 3 illustrates this process. The procedure for ships *not* using the SAR data provider procedure is described in section 7 above.

8.2 If the SAR data provider procedure is being used, the ship or company completes all sections of the framework in appendix 2. Module 4 "Media relations" is intended to contain brief details of how the company will coordinate with the SAR services their response to news media interest in any emergency, and should include contact details of the company's public relations officers. The requirements of module 5 "Periodic exercises" are considered in more detail at section 9 below.

8.3 Controlled copies of the completed plan for cooperation should be distributed by the company and be held by the ship, the company and the SAR data provider. A controlled distribution system should be used to ensure that all parties maintain an up-to-date copy.

8.4 All parties should know where SAR data is held. Each copy of the plan should therefore contain a controlled distribution list, and each party to it should ensure that all relevant staff are aware of its existence, where it is stored and how it may be used.

8.5 It is not essential that every RCC through whose SAR region the ship trades should hold a copy of the plan for cooperation, only that each RCC should be able to obtain an up-to-date copy from the SAR data provider without delay. The SAR data provider holds the plan for onward distribution to the coordinating RCC on request, in the event of an emergency or for contingency planning purposes.

8.6 Likewise it is not essential for the ship to carry details of each and every SAR region's resources, if the SAR data provider procedure is being used. However, the ship should always be able to obtain such details. Administrations are encouraged to ensure that information on their SAR services in the Global SAR Plan module on GISIS is kept up-to-date.

8.7 It is recommended that the ship carry on board details of the SAR services in regions in which it spends the majority of its time, and that the relevant RCCs should therefore be included in the distribution list. Consideration should be given to using the framework set out in appendix 1 in such cases. But, as a minimum, the ship should carry contact details for the SAR data provider, as set out in the framework in appendix 2.

8.8 The SAR plan for cooperation should be written in:

.1 the onboard working language(s) of the passenger ship; and

.2 English.

8.9 The SAR data provider must maintain a copy of the plan in at least the English language and should be able to transmit it immediately to the coordinating RCC on request, in the event of an emergency or for contingency planning purposes. Required capabilities of the SAR data provider in this context are set out in section 6.

8.10 SAR plans for cooperation, once they have been agreed, should be recognized by the SAR services of all Administrations.

8.11 The originator of the cooperation plan is responsible for keeping it up-to-date and ensuring that all those holding controlled copies are advised of changes. Each holder of a controlled copy of the cooperation plan is responsible for making and recording notified changes. Complete copies of the plan, including when updates are made, should be sent to the SAR data provider in pdf format.

8.12 The SAR data provider for ships using this procedure (i.e., ships trading through many SAR Regions) is:

HM Coastguard
National Maritime Operations Centre
Fareham
Hampshire PO14 4LW
United Kingdom

Tel: 00 44 (0)2392 556000

Email: nmoccocontroller@hmcg.gov.uk

8.13 The International SAR Cooperation Plans Index is maintained by Her Majesty's Coastguard, United Kingdom – see contact details above. It enables users to look up ships using the SAR data provider procedure. The information is listed by ship's name, IMO number, MMSI, and call sign. Information in the Index is deliberately limited: the cooperation plans themselves are the prime documents.

8.14 The International SAR Cooperation Plans Index may be found at

www.gov.uk/government/publications/international-sar-co-operation-plans-index

Instructions on use of the Index are included on the site.

9 Periodic exercises

9.1 The regulation requires that the SAR plan for cooperation include provisions for periodic exercises to be undertaken to test its effectiveness.

9.2 Both frequency and type of exercise will depend on the circumstances in which the ship operates, availability of SAR service resources, etc.

9.3 While it is very important that SAR plan for cooperation arrangements be tested from time to time – by, for example, requesting local SAR service involvement in exercises already being run in accordance with the ISM Code and each ship's safety management system requirements – it is also important that the benefits of such exercises are not diluted by over-exercising or by always exercising in particular ways or with particular authorities. Therefore, the ship should not be required to exercise its plan for cooperation more than once in any twelve month period.

9.4 The aim should be to test all parts of the emergency response network realistically, over time. A wide variety of scenarios should be employed; different SAR services should be involved if appropriate; and exercises should be so arranged as to allow all relevant staff (including relief staff) to participate over time.

9.5 Various types of exercise are acceptable: "full-scale" or "live", "coordination", and/or "communications" exercises¹⁰ may all be appropriate, so long as the fundamental principle of cooperation between the ship, the company and SAR services is exercised. "Tabletop" exercises; SAR seminars and liaison exchanges involving ship's personnel, shore-based company emergency response personnel and SAR service personnel can also be beneficial.

9.6 Exercises should be coordinated to ensure efficient use of available resources. The principle of reciprocity applies. If a ship has conducted a SAR plan for cooperation exercise within the last twelve months, it should be accepted by all parties that the ship has fulfilled the requirements of the regulation: the "SAR service" should be considered a global entity in this context. Likewise, SAR services should cooperate to ensure that passenger ships' exercise requirements are distributed in a way appropriate to available resources.

9.7 Exercises conducted under this regulation should occasionally include the passenger ship taking on the role of a SAR facility – in particular, the role of On Scene Coordinator.

9.8 Ships which have participated in actual SAR incidents may be considered to have fulfilled the exercise requirements of this regulation.

9.9 Exercises conducted under this regulation should be formally recorded by all the main participants (ship, company and SAR service). The record should include at least the date, location and type of exercise and a list of the main participants. A copy of the record should be available aboard the ship for inspection.

10 Keeping the cooperation plan up-to-date

10.1 The information contained in each SAR cooperation plan should be kept up-to-date. Review, updating, and auditing of the SAR cooperation plan should be conducted as part of the safety management system required by the ISM Code.

10.2 SAR service and SAR data provider information contained in each SAR plan for cooperation should be reviewed, updated, and audited in a similar way.

10.3 The International SAR Cooperation Plans Index should also be kept fully up-to-date. It is the SAR data provider's responsibility to ensure that this is done. To ensure consistency for Port State Control purposes, the Index should record the plan's latest date of revision, not the date it was entered into the Index.

APPENDIX 1

PLAN FOR COOPERATION BETWEEN SEARCH AND RESCUE SERVICES AND PASSENGER SHIPS NOT USING THE SAR DATA PROVIDER PROCEDURE (in accordance with SOLAS regulation V/7.3)

List of Contents

Introduction¹¹

Description of a Plan for Cooperation¹²

1 The Company¹³

.1 name and address

.2 contact list

.1 24 hour emergency initial and alternative contact arrangements

.2 further communications arrangements (including direct telephone / fax links to relevant personnel)

.3 Chartlet(s) showing details of route(s) and service(s) together with delimitation of relevant search and rescue regions (SRRs)¹⁴

.4 liaison arrangements between the Company and relevant RCCs¹⁵

.1 provision of relevant incident information

- how specific information will be exchanged at the time of an incident, including details of persons, cargo and bunkers on board, SAR facilities and specialist support available at the time, etc.

.2 provision of liaison officer(s)

- arrangements for sending Company liaison officer(s) to the RCC, with access to supporting documentation concerning the Company and the ship(s); e.g., copies of fire control & safety plans as required by the flag state

2 The ship(s)¹⁶

.1 [ship 1]¹⁷

.1 basic details of the ship

- MMSI
- IMO number
- call sign
- country of registry
- type of ship
- gross tonnage
- length overall (in metres)
- maximum permitted draught (in metres)
- service speed

- maximum number of persons allowed on board
- number of crew normally carried
- medical facilities

.2 communications equipment carried¹⁸

.3 simple plan of decks and profile of the ship, including basic

information on:

- lifesaving equipment
- firefighting equipment
- plan of helicopter deck, if fitted¹⁹
- plan of winching area, if fitted, including approach sector
- means on board intended to be used to rescue people from the sea or from other vessels

and a colour picture of the ship

.2 [ship 2 as for ship 1, etc.]

3 The RCC(s)²⁰

.1 search and rescue regions along the route

- chartlet showing SRRs in relevant area of ships' operation

.2 SAR mission coordinator²¹ (SMC)

- definition
- summary of functions

.3 on scene coordinator (OSC)

- definition
- selection criteria
- summary of functions

4 SAR facilities²²

.1 [SRR]²³

.1 RCC/RSCs along the route

- addresses

.2 communications

- equipment
- frequencies available
- watch maintained
- contact list (MMSIs, call signs, telephone, fax and telex numbers)

.3 general description and availability of designated SAR units (surface and air) and additional facilities along the route, e.g.:

- fast rescue vessels
- other vessels

- heavy / light helicopters
- long range aircraft
- firefighting facilities

- .4 communications plan

- .5 search and rescue planning

- .6 medical advice / assistance

- .7 firefighting, chemical hazards, etc.

- .8 shore reception arrangements

- .9 informing next-of-kin

- .10 suspension / termination of SAR action

.2 [SRR 2 as for SRR 1, etc.]

5 Media relations²⁴

6 Periodic exercises²⁵

¹¹ To be prepared by the SAR service.

¹² To be prepared by the SAR service.

¹³ As defined in the ISM Code.

¹⁴ The chartlet may be replaced by a simple description, if appropriate.

¹⁵ i.e. how company and SAR service are to work together in the event of an emergency, including the provision of that information which will only be available at the time.

¹⁶ To be prepared by the company.

¹⁷ Enter here the ship's name.

¹⁸ Enter here basic information on the ship's communications fit, frequencies available, identifiers, etc.

¹⁹ If fitted with a helicopter landing area, a deck-plan drawing depicting the positioning and details of such area including dimensions (metres) in terms of aiming circle, clear zone and manoeuvring zone as well as maximum permitted height (metres) of obstructions in these zones and maximum allowable weight (kg)

²⁰ To be prepared by the SAR service.

²¹ *Search and rescue mission coordinator (SMC)*. The official temporarily assigned to coordinate response to an actual or apparent distress situation.

²² To be prepared by the SAR service.

²³ Enter here the name of the relevant SAR Region.

²⁴ To be prepared jointly by the company and each SAR service concerned.

²⁵ Frequency, form and content of training to be considered jointly by the company and the SAR service(s) concerned.

APPENDIX 2

SIMPLIFIED PLAN FOR COOPERATION BETWEEN SEARCH AND RESCUE SERVICES AND PASSENGER SHIPS USING THE SAR DATA PROVIDER PROCEDURE

(in accordance with SOLAS regulation V/7.3)

Note: the copy of the plan sent to the SAR data provider should be in pdf format.

Introduction

1 The Company²⁶

.1 name and address

.2 contact list

.1 24 hour emergency initial and alternative contact arrangements

.2 further communications arrangements (including direct telephone / fax links to relevant personnel)

.3 Chartlet(s) showing details of route(s) and service(s) together with delimitation of relevant search and rescue regions (SRRs)²⁷

2 The ship(s)²⁸

.1 [ship 1]²⁹

.1 basic details of the ship

- MMSI
- IMO number
- call sign
- country of registry
- type of ship
- gross tonnage
- length overall (in meters)
- maximum permitted draught (in meters)
- service speed
- maximum number of persons allowed on board
- number of crew normally carried
- medical facilities

.2 communications equipment carried³⁰

.3 simple plan of decks and profile of the ship, including basic information on:

- lifesaving equipment
- firefighting equipment
- plan of helicopter deck, if fitted³¹

- plan of winching area, if fitted, including approach sector
- means on board intended to be used to rescue people from the sea or from other vessels

and a colour picture of the ship

.2 [ship 2 as for ship 1, etc.]

3 SAR Data Provider

HM Coastguard National Maritime Operations Centre
Fareham
Hampshire PO14 4LW
United Kingdom
Tel: +44 (0)2392 556000
Email: nmoccocontroller@hmcg.gov.uk

4 Media relations³²

5 Periodic exercises³³

²⁶ As defined in the ISM Code.

²⁷ The chartlet may be replaced by a simple description, if appropriate.

²⁸ To be prepared by the company.

²⁹ Enter here the ship's name.

³⁰ Enter here basic information on the ship's communications fit, frequencies available, identifiers, etc.

³¹ If fitted with a helicopter landing area, a deck-plan drawing depicting the positioning and details of such area including dimensions (metres) in terms of aiming circle, clear zone and manoeuvring zone as well as maximum permitted height (metres) of obstructions in these zones and maximum allowable weight (kg)

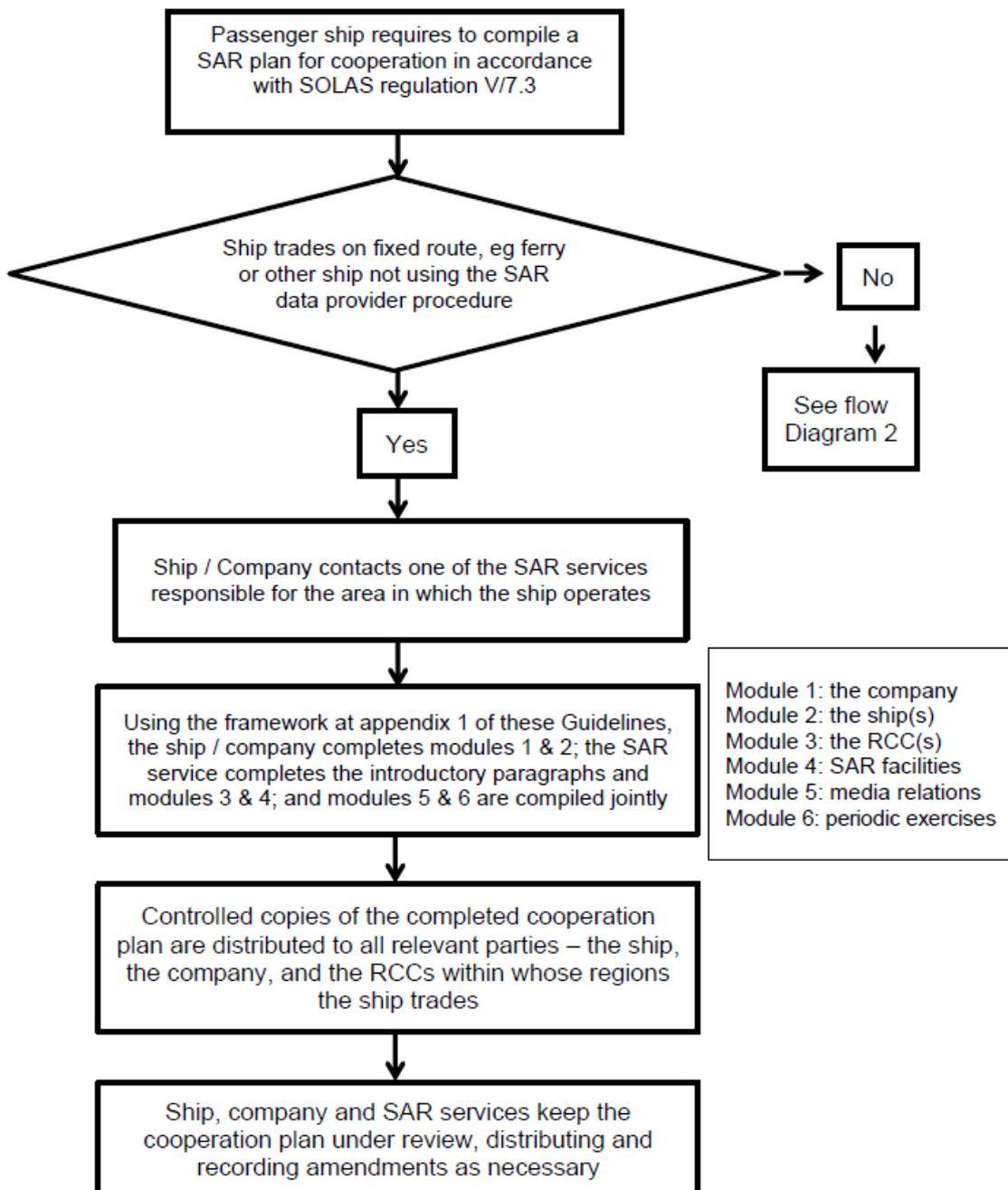
³² Details of the company's arrangements for working with the news media should be entered here.

³³ Exercises should be coordinated between the parties involved to ensure efficient use of available resources.

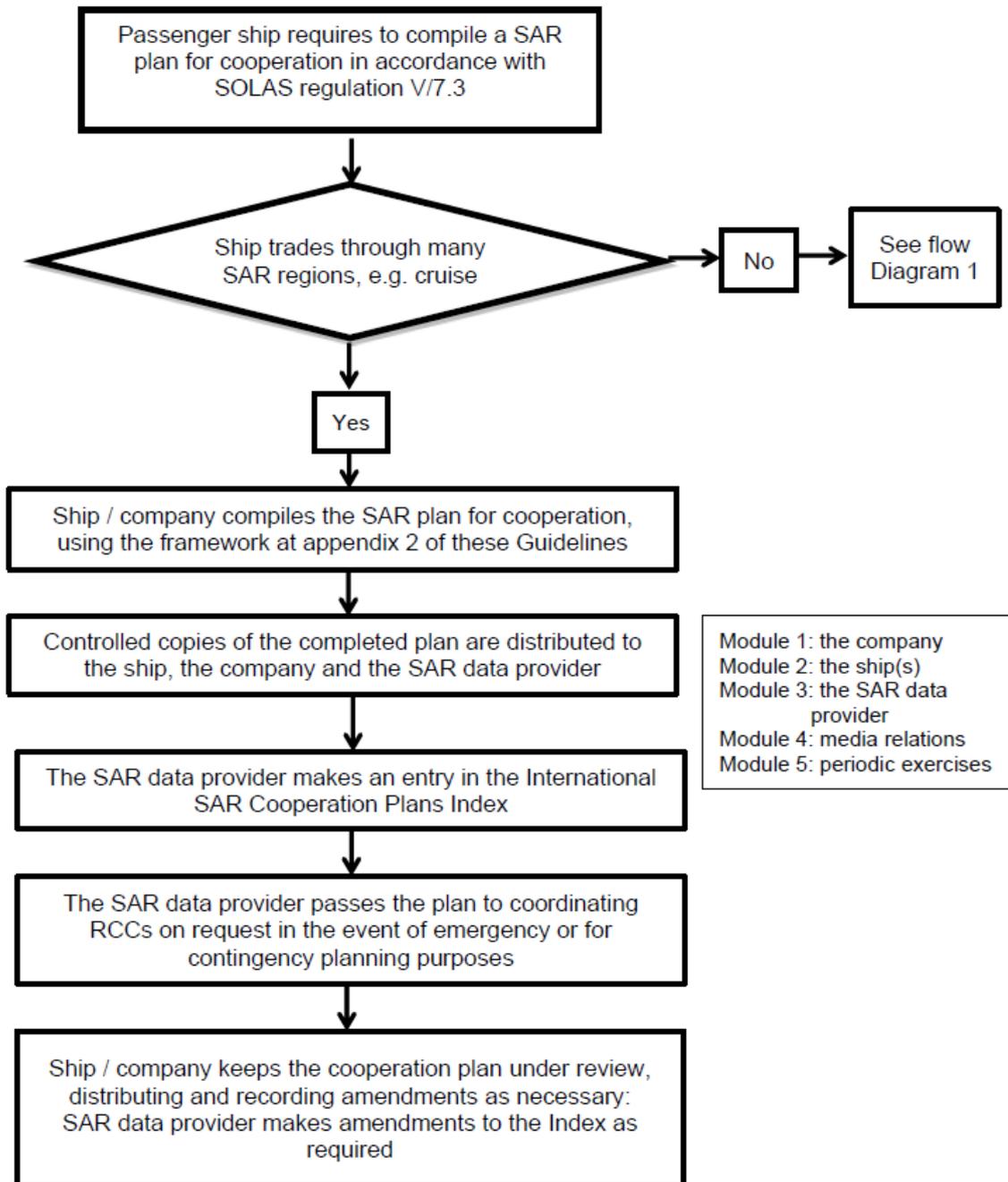
APPENDIX 3

SAR COOPERATION PLANNING: FLOW DIAGRAMS

1 Administrative requirements for ships not using the SAR data provider procedure (see section 7)



2 Administrative requirements for ships using the SAR data provider procedure (see section 8)



ANNEX C

EXAMPLE OF A SIMPLIFIED PLAN FOR VESSELS OPERATING IN UK INLAND WATERS

1. Operator details
 - .1 name and address
 - .2 contact telephone number(s) - available on a 24-hour basis if possible, or at least during the vessel's period of operation
 - .3 fax number(s) - if applicable
 - .4 chartlet(s) showing details of route(s) and service(s) provided
 - .5 liaison arrangements between the operator and relevant local emergency services

2. The vessel(s)
 - .1 basic details of vessel
 - gross tonnage
 - length overall (in metres)
 - maximum permitted draught (in metres)
 - service speed
 - maximum number of persons allowed on board
 - number of crew normally carried
 - .2 communications equipment carried
 - .3 general plan of decks and profile of the vessel, including basic information on
 - lifesaving equipment
 - firefighting equipment

ARRANGEMENTS FOR CO-OPERATION BETWEEN SAR SERVICES AND PASSENGER SHIPS:

HM COASTGUARD ADMINISTRATIVE CONTACTS

For all admin correspondence regarding SAR Cooperation Plans use the generic email address sarcp@hmcg.gov.uk

The mailbox is managed such that messages will be actioned at the appropriate Coastguard Operations Centre (CGOC) or at the National Maritime Operations Centre (NMOC). For information the contact details of these stations are listed below.

NMOC	National Maritime Operations Centre Unit 12, Kites Croft Business Park Fareham PO14 4LW
	MMSI 002320011 tel +44 (0)2392 552100 fax +44 (0)1329 244547 email zone17@hmcg.gov.uk R/T call sign: 'Solent Coastguard'
CGOC SHETLAND	The Knab Knab Road Lerwick ZE1 0AX
	MMSI 002320001 tel +44 (0)1595 692976 fax +44 (0)1595 694810 email zone1@hmcg.gov.uk R/T call sign: 'Shetland Coastguard'
CGOC ABERDEEN	4 th Floor, Marine House Blaikies Quay Aberdeen AB11 5PB
	MMSI 002320004 tel +44 (0)1224 592334 fax +44 (0)1224 575920 email zone3@hmcg.gov.uk R/T call sign: 'Aberdeen Coastguard'

CGOC HUMBER

Limekiln Lane
Bridlington
YO15 2LX

MMSI 002320007
tel +44 (0)1262 672317
fax +44 (0)1262 606915
email zone8@hmcg.gov.uk
R/T call sign: 'Humber Coastguard'

CGOC DOVER

Langdon Battery
Swingate
Dover
CT15 5NA

MMSI 002320010
tel +44 (0)1304 210008
fax +44 (0)1304 202137
email zone14@hmcg.gov.uk
R/T call sign: 'Dover Coastguard'

CGOC FALMOUTH

Pendennis Point
Castle Drive
Falmouth
TR11 4WZ

MMSI 002320014
tel +44 (0)1326 317575
fax +44 (0)1326 318342
email zone24@hmcg.gov.uk
R/T call sign: 'Falmouth Coastguard'

CGOC MILFORD HAVEN

Gorsewood Drive
Hakin
Milford Haven
SA73 3HB

MMSI 002320017
tel +44 (0)1646 690909
fax +44 (0)1646 692176
email zone28@hmcg.gov.uk
R/T call sign: 'Milford Haven Coastguard'

CGOC HOLYHEAD

Prince of Wales Road
Holyhead
LL65 1ET

MMSI 002320018
tel +44 (0)1407 762051 / 763911
fax +44 (0)1407 764373
email zone31@hmcg.gov.uk
R/T call sign: 'Holyhead Coastguard'

CGOC BELFAST

Bregenz House
Quay Street
Bangor
BT20 5ED

MMSI 002320021
tel +44 (0)28 9146 3933
fax +44 (0)28 9146 5886
email zone34@hmcg.gov.uk
R/T call sign: 'Belfast Coastguard'

CGOC STORNOWAY

Clan Macquarrie House
Battery Point
Stornoway
HS1 2RT

MMSI 002320024
tel +44 (0)1851 702013 / 702014
fax +44 (0)1851 704387
email zone36@hmcg.gov.uk
R/T call sign: 'Stornoway Coastguard'