
 QUALITY MATTERS	SHIPS CLASSIFICATION MALAYSIA SCM CIRCULAR TO SHIPOWNERS, SHIPYARDS, MASTERS, AGENTS AND RELEVANT INTEREST PARTIES		 MS ISO 9001 REG. NO. AR2998
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TITLE	MARITIME SECURITY EXERCISE - TABLETOP		

To All Shipowners and Ships Managers of Malaysian Vessels,

Section 13/Part A of the ISPS Code stated that, Company Security Officers (CSO) are required to participate in maritime security exercise at appropriate intervals to ensure effective co-ordination and implementation of the Ship Security Plans (SSP).

Maritime security exercise is an activity involving extensive training in which various aspect of the SSP are practiced. Exercise is to test communication, coordination, availability of resources and response. Exercise may be full scale or live; or may be a tabletop simulation.

Tabletop exercise is a discussion based session where team members meet in an informal, classroom setting and discuss their roles in an emergency and their responses to a particular emergency situation. A basic tabletop exercise should include the following:

1. Planning

Objectives – to establish the aims and objectives of the exercise. To achieve this, inputs for objectives may be obtained from the SSP, new factors (changing threat, organizational, operations etc) and/or lesson learnt from previous exercises.

Scenario - the setting for an exercise should describe a maritime security situation that will set the scene and focus all participants on the event. Based on the objectives of the exercise, a muster list of events may be prepared, which may be initiated during the exercise that can be expected the participants to respond in a manner that will generate a learning point.

Communications – various communication means will be required to plan and conduct the exercise. Responsibility for communication during the exercise may be specifically assigned.

Logistics – availability of planning room, control room, map covering the geographical area of responsibility, communication facilities, etc. may be considered.

2. Conduct the exercise

Briefings – participants should be briefed on the aims, objectives, organization and arrangements for the exercise. Where relevant, lessons learnt from previous exercises may also be reviewed at the briefing.

Scenario initiation – should provide the background events leading to the situation at the commencement of the exercise and provide the measures set in place. Master events list may be used to commence the exercise. Narratives are provided by the exercise control to describe the situation at any stage in the exercise. They are usually provided to initiate the exercise and to advance the scenario to a next stage. Events may be introduced during the exercise to develop the scenario that would lead to insight or lessons on aspects of the operation of the plan.

Command, Control and communications – when different agencies are involved, areas of responsibility need to be clearly demarcated. Where participation of agencies is simulated, it is a good practice to include their contact details in the simulated communication.

Termination – tabletop exercises should normally end when the operations plan developed during the planning phase has been played out.

3. **Debrief** - each operating group or participants should give their feedback. The lessons learnt, areas of improvement and recommendations from the conduct of the exercise should be consolidated in debrief.
4. **Reports** – written report to top management should follow the conduct of an exercise. Report should focus on the lesson learnt from the exercise and recommendations for follow-up action and serve as a record of the event.
5. **Records** – should be maintained as evidence of compliance

It may be noted that maritime security exercises do not have to involve each ship within a fleet. If an exercise is carried out on board and/or involves one or more company ships then, as a minimum, the exercise details and lessons learnt can be circulated throughout the fleet. (paragraph 4.8.19 of Guide to Maritime Security and the ISPS Code).

Companies are requested to be guided by above.

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