
Arrangements for the Carriage of Agreed Search and Rescue Co-operation Plans Aboard UK Passenger Vessels

This notice should be read by all Masters, Operators, Owners and other crew members of United Kingdom passenger vessels.

This Notice replaces Merchant Shipping Notice MSN 1761 and should be read in conjunction with the Merchant Shipping (Safety of Navigation) Regulations 2002 - SI 2002 No.1473.

Summary

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

- A plan for co-operation with the appropriate SAR services must be drawn up and carried by all UK passenger vessels and all passenger vessels using United Kingdom waters.
- The plan must be agreed with the SAR service relevant to the vessel's area(s) of operation.
- Formats for the plan are included in Annexes B & C to this Merchant Shipping Notice.
- Plans compiled in accordance with MSN 1761 or its predecessors do NOT need to be changed because of the issue of this Merchant Shipping Notice. This Notice is issued primarily to update the information given in MSN 1761 as regards underlying legislation, IMO guidelines, and contact details for HM Coastguard offices administering the plans, and to provide some additional information and guidance.

INTRODUCTION

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 into 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 many SAR Regions, such as cruise ships. The 2002 Regulations have replaced the Merchant Shipping (Co-operation with Search and Rescue Services) Regulations 1998, which originally applied the SOLAS provisions.
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.

SCOPE

3. 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.

REQUIREMENT

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

SAR CO-OPERATION PLAN

5. All UK passenger vessels and all passenger vessels in UK waters must have on board an agreed and up-to-date plan for co-operation with relevant SAR services in event of an emergency. The aim of the co-operation plan is to ensure that, in the event of an emergency, ships' staff, the members of a Company response team ashore, and SAR service staff are able to work efficiently together to resolve it. 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.
6. 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) reproduced at [Annex B](#). These frameworks may be modified, with the agreement of the appropriate SAR service, according to the size of 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](#).
7. To agree or amend a SAR co-operation plan, UK-based companies should

approach their nearest Coastguard co-ordination centre for advice on how to proceed. Contact details for these offices are contained in [Annex D](#). Vessels not operating within HM Coastguard's area of responsibility (HM Coastguard usually do not co-ordinate 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.

EXERCISES

8. 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 co-operation arrangements without imposing an additional burden on ships' staff. For the larger companies an overall programme of exercises should be worked out by the Company and the relevant SAR service in conjunction, to ensure that, so far as possible, all staff are able to participate over time.
9. 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.
10. 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 co-ordination 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).

11. Exercises may be of any type so long as the principle of co-operation is exercised and mutual understanding tested. Live, co-ordination, 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. 'Co-ordination' exercises involve key players – for example, the vessel's bridge team, the Company emergency response team ashore, and a Coastguard co-ordination 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 – including telephone and telefax links – between vessel, Company and SAR service. Although useful for checking that contact details held are up-to-date, communications exercises are less useful than co-ordination exercises for improving mutual awareness, and the exercise requirement under these regulations should not be fulfilled by communications exercises alone. HM Coastguard can assist and will advise further as required.
12. 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 co-operation – understanding of procedures and the maintenance of readily-accessible and up-to-date information – will be tested at annual survey.
11. Further advice is contained in [Annex B](#), paragraph 9.

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Department for
Transport

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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.

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.

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 classed 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.

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.

The text of the International Maritime Organisation's Maritime Safety Committee Circular 1079 is reproduced below. While some of the Circular's provisions apply only to ships trading internationally, the general principles of SAR co-operation planning apply to passenger vessels of all kinds.

**GUIDELINES FOR PREPARING PLANS FOR CO-OPERATION 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 co-operation between passenger ships and SAR services in accordance with SOLAS regulation V/7.3. Co-operation 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 co-operation plans for passenger ships in the domestic trade.

2 Aims & objectives of SAR co-operation planning

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

2.2 The objectives of SAR co-operation 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, her operators' shore-based emergency response system, and the SAR services. The SAR co-operation plan 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 her intended voyage and her communications and emergency response systems; and

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

2.3 The co-operation plan is of use when a passenger ship suffers an emergency herself, or when she responds as a SAR facility, particularly when acting as On Scene Co-ordinator.

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 co-operation with appropriate search and rescue services in event of an emergency. The plan shall be developed in co-operation 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 Organisation.”

4 **General requirements**

4.1 The SAR co-operation plan 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 – ie, the response on-board, from the company’s emergency response organisation ashore, and from the SAR services – is co-ordinated effectively and efficiently. The SAR co-operation plan serves as that link.

4.2 The co-operation plan 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 provider⁷ as described in paragraph 6.

4.3 Each of the parties to the co-operation plan should have access to a controlled copy⁸ of it, so that each then knows what information is already available to the others.

4.4 Guidelines on testing the co-operation arrangements between ship, company, and SAR services are at paragraph 9 below.

5 **SAR co-operation plan frameworks**

5.1 The co-operation plan 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 co-operation plan should be drawn up according to the frameworks set out in Appendices 1 or 2 to these Guidelines. The frameworks and the SAR co-operation planning process are described in paragraphs 7 & 8 below, and are illustrated by flow diagrams at Appendix 3.

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

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

⁷ The ‘search and rescue data provider’ is defined in the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual as “a source for a rescue co-ordination centre to contact to obtain data to support search and rescue operations...” (Vol I, page xi).

⁸ Document control, including controlled distribution of the copies of the plan held aboard the ship, by the company, and by the SAR services, is essential to ensuring that all copies are kept up-to-date.

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 which routinely transit many SAR regions as for any other passenger ship. Direct co-operation 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 each SAR service with which she might come into contact. For such ships it is not neither necessary to hold a copy of the ship's SAR co-operation plan at all the Rescue Co-ordination Centres (RCCs) whose regions she transits, nor to maintain on board extensive and up-to-date details of each and every SAR service.
- 6.3 The administrative difficulties can be overcome by use of the SAR data provider system, which permits the use of contact points between the global SAR service and cruise ship operators.
- 6.4 Under this system, the SAR data provider holds the ship's SAR co-operation plan on behalf of the SAR services. SAR services contact the SAR data provider to obtain the co-operation plan when it is required.
- 6.5 The company or ship should select a suitable SAR data provider. A shipping company, RCC, or other suitable entity may act as an SAR data provider. However, the ship cannot be her own SAR data provider, as this would negate the fundamental concept of easing the load on ship's staff during an emergency.
- 6.6 The SAR data provider must be able to provide essential information rapidly to the parties concerned. In order to achieve this, each SAR data provider should:
- .1 arrange for easy, continuous and immediate access to its SAR co-operation plans for relevant shipping companies and operators and for all RCCs with responsibilities in the operating areas of the ships concerned;
 - .2 ensure that essential technical capabilities, such as computers and communications links, are reliable and are redundant or have arrangements in place for rapid repair, and are provided with sources of emergency power. Establishing a back-up SAR data provider may satisfy this requirement;
 - .3 ensure that updates to plans are made promptly, and that back-up data in paper or electronic form is kept in a suitable safe location and is readily available;
 - .4 ensure that, if staff are necessary to provide data access to authorised users, such personnel are always available to handle urgent requests, trained to properly retrieve and transmit the needed information, and proficient in the use of the English language;
 - .5 ensure that pertinent information in the International SAR Co-operation Plans Index, including information on the primary and any back-up SAR data providers, is kept up-to-date. Details of the Index, and the procedure for updating it, are at paragraph 8 below.
- 6.7 SAR data providers should only release copies of co-operation plans to those parties named in the plans' controlled distribution lists – and to co-ordinating RCCs on request, in the event of emergency or for contingency planning purposes.
- 6.8 A passenger ship such as a ferry, which trades on fixed routes, should not use the SAR data provider system, but should compile a co-operation plan incorporating details of all the SAR

services along her 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 system. Such ships are not required to include in the co-operation plan information beyond that set out in Appendix 2 to these Guidelines.

6.9 Flow diagrams summarising the SAR co-operation planning process in both cases are at Appendix 3.

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

7 **Administrative requirements for ships not using the SAR data provider system**

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

7.2 In order to compile a SAR co-operation plan 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 chapter 1 ‘The company’ and chapter 2 ‘The ship(s)’. The SAR services are responsible for providing the introductory paragraphs, chapter 3 ‘The RCCs’ and chapter 4 ‘SAR facilities’. It is recommended that neighbouring SAR services 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 co-operation plan.

7.4 Chapter 5 ‘Media relations’ and chapter 6 ‘Periodic exercises’ should be considered jointly. Chapter 5 is intended to contain brief details of how the company and the SAR services will co-ordinate their response to news media interest in any emergency and should include contact details for their respective press / public relations officers. The requirements of chapter 6 are considered in more detail at paragraph 9 below.

7.5 Copies of the completed co-operation 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 co-operation plan should be written in:
- the on-board working language(s) of the passenger ship; and
- 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 co-operation plan should have a copy readily available in a language in which they are fluent. The co-operation plan may be provided and distributed electronically if agreed between the ship, the company and the SAR services.

7.7 SAR co-operation plans, once they have been agreed for a particular ship, should be recognised by the SAR services of all Administrations.

7.8 The originator of each module of the co-operation 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 co-operation plan is responsible for making and recording notified changes.

7.9 All parties should know where the controlled copies of the SAR co-operation plan are held. Each SAR co-operation 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 which are using the SAR data provider system**

8.1 The procedure described in this paragraph is that for passenger ships that transit many SAR regions and choose to use the SAR data provider system. These ships and/or their operators will identify a SAR data provider (seeking advice from relevant SAR services as necessary) and will complete and maintain a SAR co-operation plan drawn up in accordance with the framework set out in Appendix 2 of these Guidelines. The second flow diagram in Appendix 3 illustrates this process. The procedure for ships *not* using the SAR data provider system is described in paragraph 7 above.

8.2 If the SAR data provider system is being used, the ship or company and the SAR data provider each complete their own sections of the framework, as appropriate. Chapter 4 'Media relations' and chapter 5 'Periodic exercises' should be considered jointly. Chapter 4 is intended to contain brief details of how the company will co-ordinate with the SAR services their response to news media interest in any emergency, and should include contact details of the company's press / public relations officers. The requirements of chapter 5 are considered in more detail at paragraph 9 below.

8.3 Controlled copies of the completed co-operation plan 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 co-operation plan on file, only that each RCC should be able to obtain a copy from the relevant SAR data provider without delay. The SAR data provider holds copies of the co-operation plan for onward distribution to the co-ordinating 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 system is being used. However, the ship should always be able to obtain such details.

8.7 It is recommended that the ship carry on board details of the SAR services in regions in which she spends the majority of her time. But as a minimum, the ship should carry contact details for her SAR data provider, as set out in the framework at Appendix 2.

8.8 The co-operation plan should be written in:
- the on-board working language(s) of the passenger ship; and
- English and, if agreed, a language or languages commonly used by the ship, the company, and the SAR data provider.

The aim is that all those likely to need to refer to the co-operation plan should have a copy readily available in a language in which they are fluent. The co-operation plan may be

provided and distributed electronically if agreed between the ship, the company and the SAR data provider. The SAR data provider must maintain a copy of each co-operation plan in at least the English language, and must be able to transmit it immediately to the co-ordinating RCC on request, in the event of an emergency or for contingency planning purposes. Paragraph 6.5 above details the required capabilities of the SAR data provider in this context.

- 8.9 SAR co-operation plans, once they have been agreed for a particular ship, should be recognised by the SAR services of all Administrations.
- 8.10 The originator of each module of the co-operation plan (the ship, company, or the SAR data provider, 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 co-operation plan is responsible for making and recording notified changes.
- 8.11 It is necessary to have a means of identifying who is acting as a particular ship's SAR data provider, to enable co-ordinating RCCs to obtain a copy of the co-operation plan on request, in the event of emergency or for contingency planning purposes.
- 8.12 The International SAR Co-operation Plans Index enables users to look up a ship by any of three means of identification (name, callsign or MMSI), and to identify who is that ship's SAR data provider and how to contact them. Information in the Index is deliberately limited: the co-operation plans themselves are the prime documents. Index entries are submitted, and kept up-to-date, by the SAR data provider.
- 8.13 Index entries, and any subsequent amendments, should be submitted by the SAR data provider to:

International SAR Co-operation Plans Index
HM Coastguard
Pendennis Point
Castle Drive
FALMOUTH TR11 4WZ
UK

tel: +44 1326 211569
fax: +44 1326 319264.

The telephone is staffed 0845 - 1700 local time, Monday to Friday.

Entries should be made for all passenger ships using the SAR data provider system in accordance with these Guidelines; ie, ships which trade through many SAR regions. Entries for other passenger ships trading internationally will also be accepted. Entries should include:

ship's name
callsign
MMSI
company identity
SAR data provider identity
SAR data provider's 24-hour contact telephone number.

- 8.14 Entries received are added to the International SAR Co-operation Plans Index, which has been linked to the website of the United Kingdom's Maritime and Coastguard Agency at www.mcga.gov.uk/c4mca/mcga-hmcg/mcga-sar_co-operation.htm (or follow the links 'HM Coastguard' and 'International SAR')⁹. Users with access to the internet are recommended to visit this website to obtain the details of a particular ship's SAR data provider. Instructions on use of the Index are included on the site. Users who do not have access to the internet are invited to contact MRCC Falmouth (24-hour telephone: +44 1326 317575) if a SAR co-operation plan is required in an emergency. MRCC Falmouth will then provide the caller with details of the relevant SAR data provider, and will be able to assist further if required.
- 8.15 It should be noted that, although the International SAR Co-operation Plans Index is administered at MRCC Falmouth, and MRCC Falmouth also acts as SAR data provider for some ships, the two functions are distinct. Generally, it is recommended that operators choose a SAR data provider within the ship's geographical area of operation.
- 8.16 It is, however, essential, if the SAR data provider system is to be used, that an entry is made on the International SAR Co-operation Plans Index as described in paragraph 8.13 above.

9 Periodic exercises

- 9.1 The regulation requires that the co-operation plan 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 co-operation 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 her SAR co-operation arrangements 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', 'co-ordination', and/or 'communications' exercises¹⁰ may all be appropriate, so long as the fundamental principle of co-operation between ship, 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 co-ordinated, to ensure efficient use of available resources. The principle of reciprocity applies. If a ship has conducted a SAR co-operation exercise within the last twelve months, she should be deemed by all parties to have fulfilled the requirements of the regulation: the 'SAR service' should be considered a global entity in this context. Likewise, the SAR services of individual states should co-operate to ensure that passenger ships' exercise requirements are distributed between them in a way appropriate to available resources.

⁹ The link given here has been updated since the original publication of MSC Circular 1079. However, the link originally published – www.mcga.gov.uk/sandr/coop.htm – will still operate.

¹⁰ IAMSAR Vol I, Chapter 3.3 refers.

- 9.7 Exercises conducted under this regulation should occasionally include the passenger ship taking on the role of a SAR facility – and in particular the role of On Scene Co-ordinator, if appropriate.
- 9.8 Ships which have participated in actual SAR incidents may be deemed 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 co-operation plan up-to-date**
- 10.1 The information contained in each SAR co-operation plan must be kept up-to-date. Review, updating and auditing of the SAR co-operation 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 co-operation plan should be reviewed, updated and audited in a similar way.
- 10.3 The International SAR Co-operation Plans Index must also be kept up-to-date. It is the SAR data provider's responsibility to ensure that this is done. SAR data providers should therefore check whether any amendments made to the co-operation plan affect the Index entry and, if so, should proceed in accordance with paragraph 8 above.

APPENDIX 1

PLAN FOR CO-OPERATION BETWEEN SEARCH AND RESCUE SERVICES AND PASSENGER SHIPS NOT USING THE SAR DATA PROVIDER SYSTEM **(IN ACCORDANCE WITH SOLAS REGULATION V/7.3)**

List of Contents

Introduction¹¹

Description of a Plan for Co-operation¹²

- 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); eg, 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

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 ie, 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

- MMSI
- 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, transmittable by electronic means, and including basic information on

- lifesaving equipment
- firefighting equipment
- plan of helicopter deck / winching area with approach sector
- helicopter types for which helicopter deck is designed
- 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)¹⁹

.1 search and rescue regions along the route

- chartlet showing SRRs in relevant area of ships' operation

.2 SAR mission co-ordination (SMC)

- definition
- summary of functions

.3 on scene co-ordination (OSC)

- definition
- selection criteria
- summary of functions

4 SAR facilities²⁰

.1 [SRR]²¹

.1 RCC/RSCs along the route

- addresses

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

¹⁹ To be prepared by the SAR service

²⁰ To be prepared by the SAR service.

²¹ Enter here the name of the relevant state.

- .2 communications
 - equipment
 - frequencies available
 - watch maintained
 - contact list (MMSIs, callsigns, telephone, fax and telex numbers)
- .3 general description and availability of designated SAR units (surface and air) and additional facilities along the route, eg:
 - fast rescue vessels
 - other vessels
 - heavy / light helicopters
 - long range aircraft
 - fire fighting facilities
- .4 communications plan
- .5 search 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 relations²²

6 Periodic exercises²³

²² To be prepared jointly by the Company and each SAR Service concerned.

²³ Frequency, form and content of training to be considered jointly by the Company and the SAR Service(s) concerned.

APPENDIX 2

SIMPLIFIED PLAN FOR CO-OPERATION BETWEEN SEARCH AND RESCUE SERVICES AND PASSENGER SHIPS USING THE SAR DATA PROVIDER SYSTEM (IN ACCORDANCE WITH SOLAS REGULATION V/7.3)

Introduction

- 1 The Company²⁴
 - .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)²⁵

- 2 The ship(s)²⁶
 - .1 [ship 1]²⁷
 - .1 basic details of the ship
 - MMSI
 - callsign
 - 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 carried²⁸
 - .3 simple plan of decks and profile of the ship, transmittable by electronic means, and including basic information on
 - lifesaving equipment

²⁴ As defined in the ISM Code

²⁵ The chartlet may be replaced by a simple description, if appropriate.

²⁶ To be prepared by the Company

²⁷ Enter here the ship's name

²⁸ Enter here basic information on the ship's communications fit, frequencies available, identifiers, etc

- firefighting equipment
- arrangements for working with helicopters

and a picture of the ship

.2 [ship 2 – as for ship 1, etc]

3 SAR Data Provider

.1 []²⁹

.1 address

.2 contact arrangements

4 Media relations³⁰

5 Periodic exercises³¹

²⁹ Enter here the name of the SAR data provider.

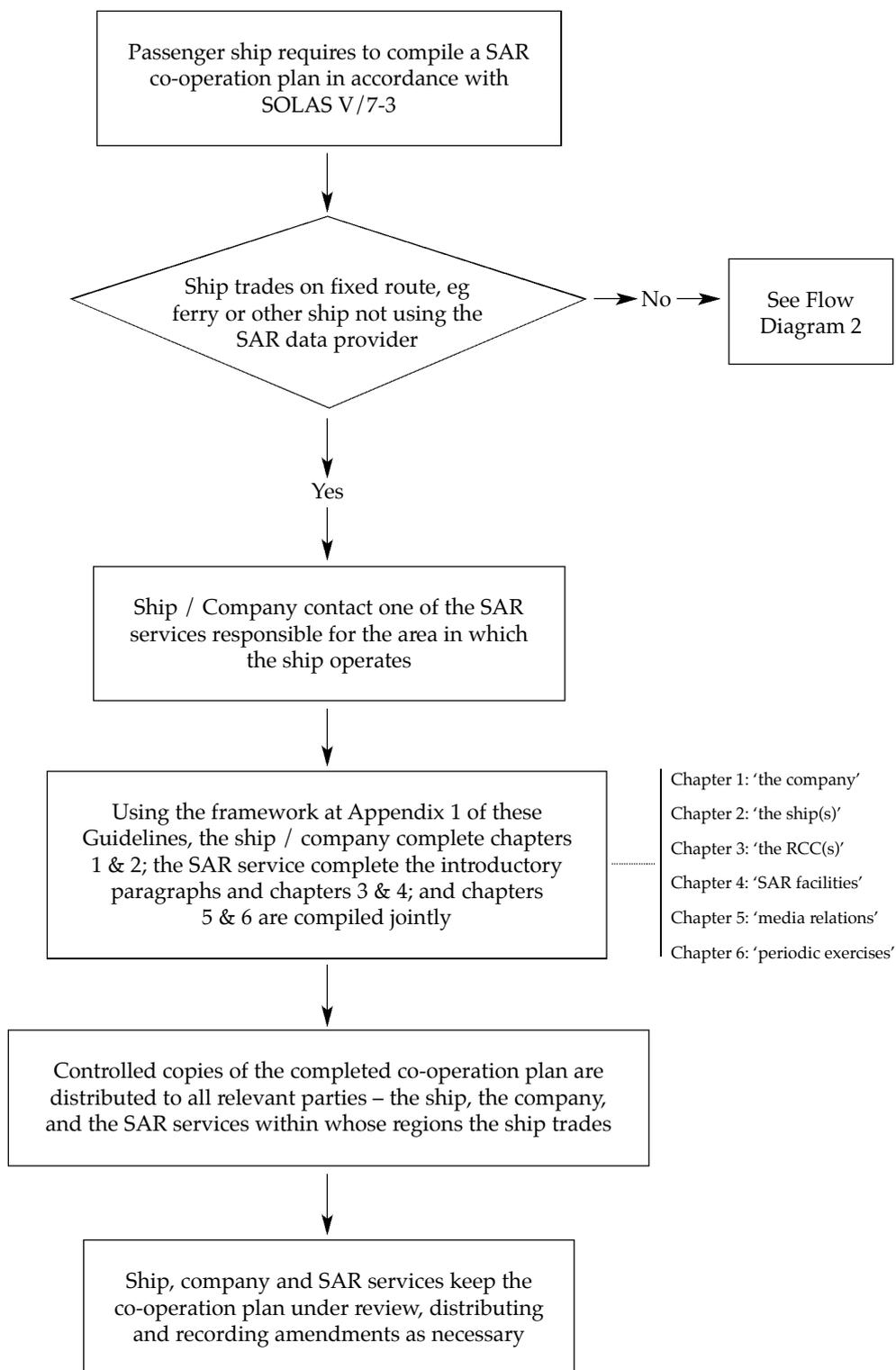
³⁰ Details of the Company's arrangements for working with the news media should be entered here.

³¹ Exercises should be co-ordinated between the parties involved to ensure efficient use of available resources.

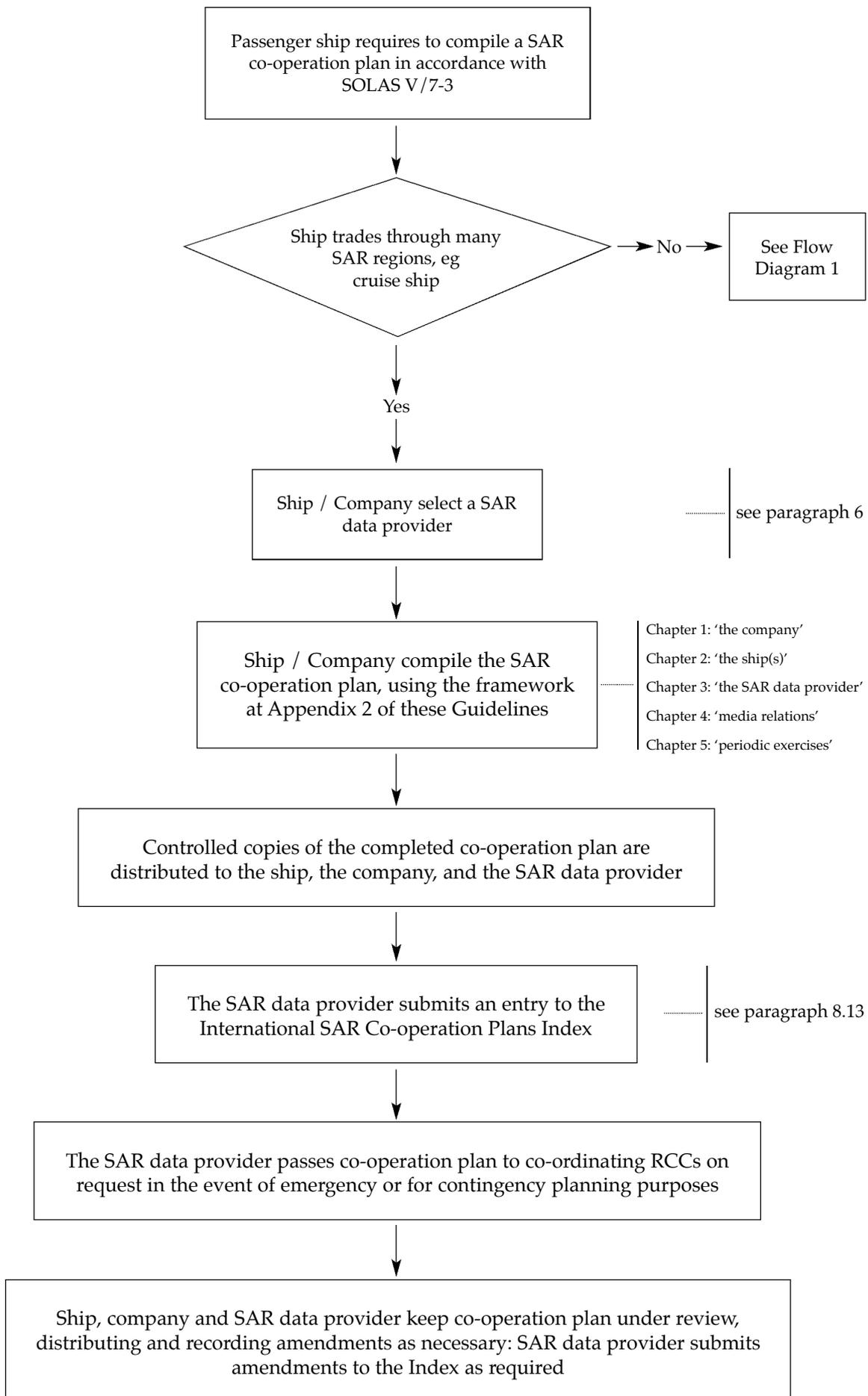
APPENDIX 3

SAR CO-OPERATION PLANNING: FLOW DIAGRAMS

1. **Administrative requirements for ships not using the SAR data provider system (paragraph 7)**



2. Administrative requirements for ships which are using the SAR data provider system (paragraph 8)



**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

The following addresses and contact numbers are for use by Company 'contact persons' when initiating contact with HM Coastguard for the purpose of drawing up the SAR Co-operation Plans. Please note that the telephone numbers listed below are for administration offices usually only open during working hours.

MRSC Shetland HM Coastguard The Knab Knab Road LERWICK ZE1 0AX	tel: 01595 743500 fax: 01595 696816
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MRCC Aberdeen HM Coastguard 4th Floor Marine House Blaikies Quay ABERDEEN AB11 5PB	tel: 01224 597929 fax: 01224 573720
--	--

MRSC Forth HM Coastguard Fifeness CRAIL KY10 3XN	tel: 01333 452000 fax: 01333 451438
--	--

MRSC Humber HM Coastguard Limekiln Lane BRIDLINGTON YO15 2LX	tel: 01262 607334 fax: 01262 400646
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MRCC Yarmouth HM Coastguard 4th Floor Havenbridge House North Quay GREAT YARMOUTH NR30 1HZ	tel: 01493 841302 fax: 01493 841324
--	--

MRSC Thames HM Coastguard East Terrace WALTON ON THE NAZE CO14 8PY	tel: 01255 682104 fax: 01255 682103
--	--

London Coastguard Thames Barrier Navigation Centre Unit 28 30 Bowater Road Woolwich LONDON SE18 5TF	tel: 020 8312 7380 fax: 020 8312 7679
MRCC Dover HM Coastguard Langdon Battery Swingate DOVER CT15 5NA	tel: 01304 218504 fax: 01304 218505
MRSC Solent HM Coastguard 44A Marine Parade West LEE ON SOLENT PO13 9NR	tel: 023 9255 9000 fax: 023 9255 9005
MRSC Portland HM Coastguard Custom House Quay WEYMOUTH DT4 8BE	tel: 01305 763600 fax: 01305 763603
MRSC Brixham HM Coastguard Kings Quay BRIXHAM TQ5 9TW	tel: 01803 884000 fax: 01803 884004
MRCC Falmouth HM Coastguard Pendennis Point Castle Drive FALMOUTH TR11 4WZ	tel: 01326 310800 fax: 01326 314331
MRCC Swansea HM Coastguard Tutt Head Mumbles SWANSEA SA3 4EX	tel: 01792 365300 fax: 01792 365334
MRSC Milford Haven HM Coastguard Gorsewood Drive Hakin MILFORD HAVEN SA73 3HB	tel: 01646 699600 fax: 01646 699603

MRSC Holyhead
HM Coastguard
Prince of Wales Road
HOLYHEAD
LL65 1ET

tel: 01407 767950
fax: 01407 767954

MRSC Liverpool
HM Coastguard
Hall Road West
Crosby
LIVERPOOL
L23 8SY

tel: 0151 931 6600
fax: 0151 931 6604

MRCC Clyde
HM Coastguard
Navy Buildings
Eldon Street
GREENOCK
PA16 7QY

tel: 01475 553350
fax: 01475 731935

MRSC Stornoway
HM Coastguard
Clan Macquarrie House
Battery Point
STORNOWAY
HS1 2RT

tel: 01851 708450
fax: 01851 706193

MRSC Belfast
HM Coastguard
Bregenz House
Quay Street
BANGOR
BT20 5ED

tel: 028 9147 5300
fax: 028 9147 5312

To initiate UK-wide arrangements, or in case of difficulty, please contact:

Emergency Response Liaison Officer
Directorate of Operations
The Maritime and Coastguard Agency
Bay 1/07, Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG

tel: 023 8032 9108
fax: 023 8032 9488