

A joint project by:



TUG BOATS AND BARGES (TaB) GUIDE

Against Piracy and Sea Robbery

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TUG BOATS AND BARGES (TaB) GUIDE AGAINST PIRACY AND SEA ROBBERY

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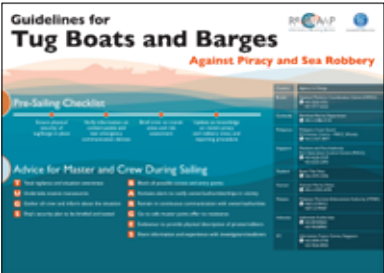
INTRODUCTION

The purpose of this guide is to capture tips, guidelines, reporting procedures and contact details for tug boat owners, operators and crew in avoiding hijacking and robbery onboard tug boats and barges. The guide contains inputs and experience of tug boat owners, operators and masters whose vessels had been robbed or hijacked; and modus operandi of the robbers and hijackers. In planning a passage, the guide highlights the responsibilities of the ship owner, ship master and crew at the various phases: the pre-sailing, sailing and post incident reporting/follow-up phases.

In past four years (2008-2011), it was observed that more tug boats and barges had been targets of robbery and hijacking in certain locations of Asia. The inherent characteristics and activities of tug boats towing barges had made these vessels relatively more vulnerable, particularly the low freeboard, slow speed of a tug boat which on an average moving between 8-10 knots, small number of crew onboard a tug boat, and unmanned barges with cargoes and logistic items onboard.

As the annual number of incidents involving tug boats boarded by pirates / robbers has shown an upward trend between 2009 and 2011, the ReCAAP Information Sharing Centre (ISC) and the Information Fusion Centre (IFC) had taken the initiative to jointly produce a poster entitled "Guidelines for Tug Boats and Barges Against Piracy and Sea Robbery" (see below) which was launched on 12 January 2012. The poster outlines the factors and risks that tug boat's owners, masters and crew need to consider during navigation, advices on how to minimize risks and protection measures to adopt to avoid, deter and delay boarding by perpetrators. The poster contains the reporting procedures and contact details of coastal states and the relevant authorities in the event that the tug boats and barges were approached by suspicious boats or boarded.

As individual states may have their own respective guidelines and policies against piracy and armed robbery against ships, this guide serves as a supplementary tool to owners, masters, crew and authorities with tips to pre-empt an attack, counter the attack and investigate the attack for purpose of prosecuting the perpetrators. However, it shall be in no way bind any owners, masters and crew should they deem that these guidelines do not apply to them in parts or in total.



Poster on "Guidelines for Tug Boats and Barges Against Piracy and Sea Robbery"

TYPES OF INCIDENTS

There are two types of incidents commonly in Southeast Asia: robbery onboard tug boats and barges; and hijacking of tug boats and barges. The former is more opportunistic in nature involving robbers whose intention is to rob and escape as soon as possible without being spotted by the crew. Hijacking incident is more well-organised, pre-planned in nature and believed to involve syndicates who were armed with knives and in some incidents, guns. The hijackers who were more interested in hijacking the vessels usually abandoned the crew after keeping them in captivity for a few days. The modus operandi of the robbers and hijackers are distinctively different. Below are the general description of these two types of incidents:

a. Incidents of robbery onboard tug boats and barges

- (i) Between the two types of incidents, robbery onboard tug boats and barges was more common. The robbers would board the tug boat or barge, steal the cargo, the crew's personal belongings, navigational or communication equipment onboard and escaped immediately to avoid being spotted by the crew. The incidents usually occurred while the vessels were anchored at ports and anchorages, or anchored at port limits during hours of darkness. Normally, the robbers would board the vessels from small speed boats and escape immediately after taking the crew's personal belongings, cash and other valuables. In some of the incidents, the robbers boarded the barge and escaped with the cargoes onboard the barge.
- (ii) Compared to incidents at ports and anchorages, attacks on tug boats towing barges whilst underway is often more violent and threatening to the crew. The attackers were normally armed with at least knives or machetes. Under the cover of darkness, usually between dusk and dawn, the robbers would come alongside the targeted vessels, utilising any blind spots such as approaching from the stern, and climb up the sides of the vessel due to its low freeboard. Notably, tug boats travelling at slow speed, and coupled with a low freeboard, are more vulnerable to boarding.

b. Incidents involving hijacking of tug boats towing barges

- (i) It was suspected but lack of evidence to suggest that insider information was gathered by the hijackers, and these include: planned route of the vessels, cargoes carried onboard the barge, schedule of the watch keepers on patrols onboard the tug boat, allocation of manpower scheduled for the patrols, etc. Such information are important inputs to the hijackers after they had identified the particular tug boat and barge to hijack, and buyer who agreed to buy the vessel(s).
- (ii) Based on past incidents of hijacking, the ReCAAP ISC notes that the modus operandi of the hijackers appeared to adhere to certain patterns. Some of these (although not happening in all hijacking incidents) are as follows:
 - (a) The hijackers were interested in hijacking the entire tug boat and sometimes with the barges included. In some of the cases, the hijackers abandoned the barge, to aid faster escape.
 - (b) While underway, the hijackers would repaint and rename the tug boat to mask its identity and appearance.
 - (c) In some incidents, the hijackers seemed to have prior knowledge of the fitments of the tug boats and barges as depicted by their ability to turn off the tracking system onboard, and navigate the vessel to the desired destination.
 - (d) After gaining control of the tug boat, the hijackers would release the crew in one or two life-rafts before proceeding to their destination. In most cases, the hijackers would rob the crew's personal belongings and valuables before releasing them.
 - (e) The hijacked tug boats with/without barges were usually taken to a shipyard for further refurbishments before handing over to the buyer who had already negotiated with the 'seller' on the terms.

AREAS OF INCREASED INCIDENTS

For the past four years (2008-2011), incidents of robbery onboard tug boats and hijacking appeared to occur in certain locations in Asia more frequently than others.

a. Locations of robbery involving tug boats

Incidents of robbery onboard tug boats and barges were mostly either Petty Theft incidents or Category 2 (moderately significant) incidents. Of the 81 incidents reported during 2008-2011, 33 incidents occurred in the Straits of Malacca and Singapore. Refer to the ReCAAP ISC website at <http://www.recaap.org> for detailed reports.

b. Locations of hijacking of tug boats towing barges

- (i) Incidents of hijacking were reported along the general routes taken by tug boats when ferrying logistics and supplies. Broadly, these routes can be categorised into five traffic patterns:
 - (a) South bound from East Thailand to the Philippines, Malaysia and Indonesia
 - (b) South bound from Cambodia or South Vietnam to Singapore
 - (c) South bound from West of Thailand or Myanmar to Malaysia, Indonesia and Singapore
 - (d) North bound to Malaysia, Thailand, Cambodia, Vietnam and Myanmar
 - (e) East bound to East Malaysia and East Kalimantan
- (ii) The ReCAAP ISC observes that incidents reported during 2008-2010 mostly occurred off the eastern coast of Peninsular Malaysia and in the South China Sea. However, incidents reported in 2011 were much more dispersed with incidents reported off Pulau Tioman, Malaysia, off Pulau Lingga, Indonesia, off Kalimantan and most recently in July 2012 off East Malaysia. It remained to be seen if there had been a north-easterly shift in the location of hijacking incidents involving tug boats.

RISK ASSESSMENTS

During the planning stage, ship owners, operators and masters should carry out a thorough risk assessment of the likelihood and consequences of robbery or hijacking of their tug boat and barge. The assessment should identify measures for prevention, mitigation and recovery which combine statutory regulations with supplementary measures to combat piracy and robbery onboard tug boat and barge. The factors to be considered, although not exhaustive, are as follows:

S/N	Factors	Remarks
DESIGN AND CHARACTERISTICS OF TUG BOATS AND BARGES		
1	Age of tug boat	Newer tug boat (less than five years) with specialised equipment is more desirable and are at higher risk of being hijacked and sold under a new name.
2	Low freeboard	The low freeboard of the barge especially when loaded with cargoes rendered the vessels vulnerable to boarding by the robbers who tend to board at the lowest point above the waterline, usually on either quarter. Furthermore, the approach from stern may go unnoticed by the crew.
3	Slow speed	Tug boats towing barges generally sail at very slow speed (less than 10 knots) especially when the barge is loaded with cargoes. Unless the master is able to detect an attempted boarding early so that he can report the incident to the nearest coastal State for assistance, while increasing the speed of the tug boat to avoid and prevent boarding by the robbers.
ENFORCEMENT BY SHIP OWNER, MASTER AND CREW		
4	Small number of crew	With a smaller number of crew, the ship owner and master are confronted with the challenging task of ensuring safe navigation of their vessel through congested and confined waters and having the additional onerous task of maintaining high level of security surveillance in areas with relatively high number of reported incidents.
5	Market value of the cargo onboard	High value cargo onboard barges are lucrative targets. In some incidents, barges carrying scrap metal are robbed as such items are of high market value and can be disposed off for cash easily.

6	Cash, valuables and personal belongings of the crew	Other common items stolen are the crew's personal belongings such as cash, mobile phones, valuables, laptops and other electronic gadgets.
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TIME AND SPACE

7	Routeing	If possible, vessels should be routed away from areas where incidents were reported to have had occurred more often.
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8	Environmental conditions	<p>Similar to other vessels, the conditions that are conducive for hijacking, piracy and robbery onboard tug boats and barges are:</p> <ul style="list-style-type: none"> • During hours of darkness • Limited moon illumination (less than 20% of moon illumination is generally favourable) • Favourable sea state condition (limited operation by small boats when sea state increases) • Limited visibility due to rain, fog and haze. <p>For up-to-date information on environmental conditions, please visit Information Fusion Centre (IFC)'s website at https://www.infofusioncentre.gov.sg</p>
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SITUATION AWARENESS

9	Past trend and patterns and timely update of current situation	From past trends and patterns, pirates and robbers were believed to operate within certain geographical locations. For a quick overview on the location of incidents in Asian waters, please visit ReCAAP Information Sharing Centre (ISC)'s website at https://portal.recaap.org/OpenMap .
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REPORTING PROCEDURES

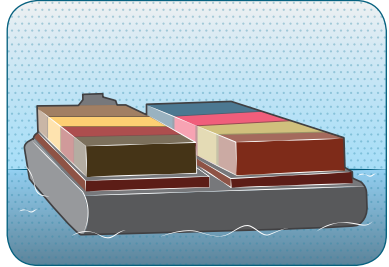
The reporting procedure stipulates that ship masters are to report all incidents of piracy and armed robbery against ships to the Rescue Coordination Centre (RCC) of the coastal States immediately; and ship owners and ship operators to report to the ReCAAP Focal Points. Prompt reporting to the nearest coastal State also facilitates 'ownership for response' and enable the law enforcement agencies to respond immediately in accordance with their national policies and jurisdiction. The reporting formats and the flowchart on reporting procedures are stipulated in the International Maritime Organisation (IMO) Maritime Safety Committee (MSC) Circular 1333 and 1334 as shown in Annex B.

PHYSICAL PROTECTION MEASURES

PHYSICAL MEASURES

a. *Cargo arrangements (barge)*

The arrangement of the cargo, especially containers, onboard the barge should be positioned in such a manner to minimize easy break-in by intruders. The crew should conduct proper survey and maintenance of cargo as well as constantly monitor any changes, unusual movements or presence of intruders onboard their barge.



b. *Barbwire / Razor wire*

The installation of barb wires as anti-piracy preventive measures on big ships and other ocean going vessels had proven to be an effective barrier for any attempts to board the vessel while underway. But in the case of tug boats, there is a need to consider its structure, operation and size. It is recommended that in the carriage of high value cargoes the use of barbed wires/razor wire can be considered to prevent easy access.



EQUIPMENT

a. Lighting

Sufficient lighting around the vessel is a source of deterrence to robbers at night especially at ports and anchorages, in addition to navigational light. Good quality lighting can provide maximum illumination within and around the decks giving the watches and lookouts better view around the vessels.

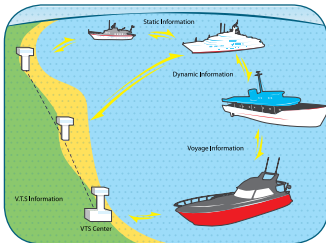
Search lights may also be placed on tug boats and used periodically, as most perpetrators tend to stay away once they are aware of possible signs of security measures implemented by the master and crew.



b. Tracking Devices and Communications Equipment

The use and installation of different types of tracking devices and communication equipment gives added advantage to the vessels especially during times of distress. It has proven useful to owners when he lost communication with the master. The tracking device enables the owner to continue tracking the location of the vessels and assist the authorities in activating its assets to locate the whereabouts of the 'missing' vessels.

Portable solar power or wireless (battery operated) tracking devices may be installed for continuous monitoring of vessel's position and may be installed covertly.



c. Closed Circuit Television (CCTV)

These are useful tools to ensure that vulnerable locations of the tug boat and barge are monitored, and the owner is able to view these vulnerable portions in the owner's control room ashore and onboard the vessels manned by an operator. These CCTVs need to be placed suitably for secure recording and subsequent access to the footage for assisting in post incident investigation.



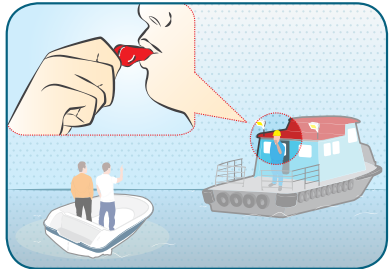
d. Alarms

The alarm systems are useful to notify the crew onboard about any danger or intrusion. It also serves as an alert to the perpetrators that their presence had been detected, and this had been effective in compelling the perpetrators to flee after knowing that they had been detected.



e. Whistle

A whistle is a low cost device that can be held by all crew around the neck, to be used for drawing attention of other crew.



RECOMMENDED COMMUNICATION EQUIPMENT

Safety of life at sea is of concern to members of the maritime industry. Several norms and regulations have been laid down to ensure safe operation and procedures to avoid any mishap. In spite of all the regulations, some accidents are hard to avoid. Thus, SOLAS clearly describes the minimum criteria for Global Maritime Distress Safety System (GMDSS) to ensure that during mishaps or accidents, maximum number of lives can be saved. All ships underway engage in international voyages must comply with SOLAS Chapter IV for a smooth and clear operation of the distress system all over the world.

Although tug boats are not guided by the SOLAS convention in view of the tonnage requirement, but for those who operate in international voyages, they are vulnerable to attack by pirates during their passage. It is therefore recommended that all tug boats towing barges while transiting in international waters have the following communication capabilities:

- Capable of transmitting and receiving signal between ship to ship via VHF channel.
- Capable of communicating bridge to bridge which is normally done at port or pilotage via VHF for normal range and MF/HF or Inmarsat for longer range.
- In case of piracy attack, the vessel should be able to have alternate means of communication preferably at a safe location.
- A ship tracking system to be installed onboard for monitoring of the real-time movement of the vessel.

PLANNING A PASSAGE

PRE-SAILING

a. Ship owner

- (i) *Preparation*
 - (a) Establish an effective ship security and communication plan between owner and master of the vessel. There should also be a backup communication plan in the event that the primary mode of communication failed.
 - (b) A distress codeword only known between the owner and master is recommended.
 - (c) Provide the master and crew a list of updated contact details for reporting of incident (actual or attempted).
 - (d) Emphasize to the master and crew the importance of timely reporting of incident to the coastal State and flag State.
 - (e) Familiar with and adhere to the reporting procedures and format.
 - (f) Obtain the latest update of the situation of piracy and armed robbery against ships in Asia via the websites of the ReCAAP ISC and IFC.
 - (g) Ship owners, operators and masters need to be constantly apprised of the latest situation so that they are able to plan their route, advise the masters and crew to exercise vigilance when transiting locations that are high risk in nature.
 - (h) Ship owners operating in the region may consider making an Initial Report regarding the planned voyage to IFC as part of the **Voluntary Community Reporting**, as an additional precautionary measure. The details of the reporting scheme are provided in *Annex C*.
 - (i) Educate the crew about evidence management in the event of piracy/armed robbery incident.
 - (j) Ship owners may wish to consider installing appropriate surveillance and detection equipment to aid the crews and protect their vessels.

(ii) *Prevention*

- (a) Carry out background checks on all crew.
- (b) Avoid having a set of homogeneous crew.
- (c) Conduct 'spot checks' on the inventory list or ship store list.
- (d) Be suspicious and query the master should the vessel have more than sufficient quantity of fuel or cans of paint or different colour of paint onboard.
- (e) Inform the nearest coastal State of the vessels' planned movement, particularly when transiting locations with reports of high number of incidents of piracy and robbery incidents.
- (f) Avoid sailing in locations with high number of incidents. However, if this is not possible, review the route, highlight the concerns and carry out risk assessment.

(iii) *Protection*

- (a) Ensure adequate manpower is available to enhance vigilance and watch-keeping onboard especially while underway in high risk area and during hours of darkness.
- (b) Consider installing relevant ship physical protection measures onboard tug boat and barge. Refer to the physical protection measures highlighted in this document.

b. Ship masters/Crew

- (i) Be familiar with the Ship Security Plan (SSP), the ship's communication and emergency plans and communication procedures.
- (ii) Adhere to the emergency reporting procedures for reporting of incidents and emergency situations. Conduct regular test on the emergency communication procedures.
- (iii) Be updated on the latest situation on incidents of piracy and armed robbery against ships, with emphasis and consideration in the high risk area.
- (iv) Be familiar with the physical protection measures and the security equipments onboard the tug boat and barge.
- (v) Brief all crew on their duties prior to entry into designated high risk area.
- (vi) Conduct training and briefing to crew on the transit areas and risk assessment prior to sailing. Also conduct debriefing after each transit to share best practices and lessons learned.

DURING SAILING

a. Ship owners

- (i) Establish communication with the master of tug boat on a periodical basis as stated and scheduled in the ship's security plan and communication plan.
- (ii) Monitor the vessel's position and movement periodically.
- (iii) Require the vessel to provide a short SITREP on regular intervals when passing within the designated high risk areas.

b. Ship masters/Crew

- (i) Keep the company/ management of the vessel updated on the position and movement of vessel on a periodical basis.
- (ii) Establish systematic and continuous communication with shipping company and crew onboard.
- (iii) Submit to the Company Security Officer a short SITREP on regular intervals whilst operating within the high risk area.
- (iv) Prepare an Emergency Communication Plan to include all essential emergency contact numbers and prepared messages which should be ready at hand or permanently displayed in close proximity to all external communications stations (including telephone numbers of the nearest coastal state's maritime enforcement authorities, IFC, the ReCAAP Focal Points, the Company Security Officer, etc).
- (v) As far as possible, avoid coastal navigating in areas where activities of hijacking/robbery of vessels had been reported in the past.
- (vi) Maintain all around vigilance and look-outs while operating in the area and use security monitoring equipment onboard.
- (vii) Keep the radar manned especially during hours of darkness, and look out for suspicious vessels that maybe approaching.
- (viii) In case of emergency or attack, stay calm and do not panic.
- (ix) Conduct counter-piracy drills and exercises as per the SSP.
- (x) While underway through high risk areas, maintenance and engineering work must be minimized. Any work outside the accommodation quarters shall be limited and similarly, all possible access/entry points are controlled and observed. Likewise, all engine room essential equipment such as water/fire pumps must be in ready-condition for immediate and possible use.
- (xi) Report sighting of any suspicious activities to IFC as part of **Voluntary Community Reporting Scheme**.

WHEN UNDER ATTACK

a. Ship owner

- (i) Report incident to the flag State, nearest coastal State/law enforcement agency, IFC and ReCAAP Focal Points for assistance immediately.
- (ii) Provide details of the incident based on the format documented in Annex B of this guide.
- (iii) Be on continuous contact with the vessel and continue to monitor its position and location.
- (iv) Inform local shipping organizations who can provide warning to other mariners, and solicit assistance for the purpose of monitoring the victim vessel.

b. Ship master/Crew

- (i) Sound the alarm and activate the emergency communication plan to notify ship owner, authorities and ships in the vicinity.
- (ii) Muster all crew and update all about the situation.
- (iii) Block all possible access and entry points, and activate physical security protection measures onboard.
- (iv) Report the attack immediately to the nearest coastal State, the company security officer and the IFC.
- (v) Be in continuous communication with ship owner and authorities.
- (vi) Offer no resistance when the pirates had successfully boarded the vessels.
- (vii) Remain calm.
- (viii) Observe details of the pirates, such as the number of persons, their attire, the language/dialect used, their nationality, the type of weapons carried, the boats used for boarding, detailed physical and facial features of the pirates, and the direction of the boat the pirates escaped in, etc.
- (ix) Keep all CCTV (if installed) running.

POST INCIDENT REPORTING AND FOLLOW-UP

a. Ship owner/Agents

- (i) Cooperate with the authorities through continued communication and providing updates until vessel and crew are safe.
- (ii) Provide necessary information, documents and identification of the crew and vessel, as required by the authorities.
- (iii) Cooperate with the authorities during the conduct of investigation by providing access to the vessel for the gathering of physical evidences including electronic information of equipments.
- (iv) Ensure the crew is available when conduct investigation to obtain their testimonies as witnesses during prosecution.
- (v) Provide follow-up reports and gather feedback on the investigation outcome for analysis and research purpose. A list of the general questions frequently asked is in Annex G.
- (vi) Provide assistance to the crew and their families', if necessary.
- (vii) Share experience and lesson learned during Conferences, Forums, Meetings, etc to develop and share best management practices.

b. Ship masters/Crew

- (i) Inform the ship owner and company about the incident.
- (ii) Cooperate with the authorities by providing information on the details of the incident, the description of pirates/robbers, number of persons involved, language and nationality, colour and make of their boat, direction the boat is heading towards, weapons carried, etc., during the conduct of investigation, as well as, during prosecution.
- (iii) Preserve evidences onboard the vessel that may be used as evidence against the pirates/robbers.
- (iv) Share information and experience with investigators/seafarers.

ANNEX A

CONTACT DETAILS OF ReCAAP FOCAL POINTS AND CONTACT POINT, ReCAAP ISC, IFC, MALAYSIAN AND INDONESIAN AUTHORITIES

Country & Agency-In-Charge	Point of Contact	
	Phone No	Fax Number
ReCAAP FOCAL POINTS/CONTACT POINT		
PEOPLE'S REPUBLIC OF BANGLADESH		
Department of Shipping Email: dosdgd@bdtb.net.bd	+88-02-9554206	+88-02-7168363
BRUNEI DARUSSALAM		
National Maritime Coordination Centre (NMCC) Email: P2MK@jpm.gov.bn	+67-3223-3751 +67-3717-6322	+67-3223-3753
KINGDOM OF CAMBODIA		
Merchant Marine Department Email: mmd@online.com.kh	+85-5-2386-4110	+85-5-2386-4110
PEOPLE'S REPUBLIC OF CHINA		
China Maritime Search and Rescue Centre (Beijing) Email: cnmrcc@mot.gov.cn	+86-10-6529-2218 +86-10-6529-2219 +86-10-6529-2221	+86-10-6529-2245
Maritime Rescue Coordination Centre (Hong Kong) Email: hkmrcc@mardep.gov.hk	+85-2-2233-7999 +85-2-2233-7998	+85-2-2541-7714
REPUBLIC OF INDIA		
MRCC (Mumbai) Coast Guard Region (West) Mumbai – India Email: icgmrcc_mumbai@mtnl.net.in mrcc-west@indiancoastguard.nic.in	+91-22-2431-6558 +91-22-2438-8065	+91-22-2433-3727 +91-22-2431-6558
JAPAN		
Japan Coast Guard (JCG) Ops Centre Email: op@kaiho.mlit.go.jp	+81-3-3591-9812 +81-3-3591-6361	+81-3-3581-2853
REPUBLIC OF KOREA		
Ministry of Land, Transport and Maritime Affairs (MLTM) Operations Centre Email: piracy@gicoms.go.kr	+82-44-201-5140 to 45 +82-44-201-4117 to 18	+82-44-201-5699

Country & Agency-In-Charge	Point of Contact	
	Phone No	Fax Number
LAO PEOPLE'S DEMOCRATIC REPUBLIC		
Department of Foreign Relations Ministry of Public Security Email: keomps@yahoo.com	+85-6-2121-2505	+85-6-2121-2505 +85-6-2121-2547
THE REPUBLIC OF THE UNION OF MYANMAR		
MRCC Ayeyarwaddy (Myanmar Navy) Email: mrcc.yangon@mptmail.com.mm	+95-313-1650	+95-1202-417
KINGDOM OF THE NETHERLANDS		
Netherlands Coastguard Centre Email: info@kustwacht.nl	+31-223-542-300	+31-223-658-358
REPUBLIC OF THE PHILIPPINES		
Philippine Coast Guard PCG Action Centre-MRCC (Manila) PCG Hot Text Email: cg2@coastguard.gov.ph pcg_cg2@yahoo.com	+63-2-527-3877 +63-2-527-8481 to 89 (ext: 6136/6137) +63-917-724-3682 (Text Hotline)	+63-2-527-3877
REPUBLIC OF SINGAPORE		
Maritime and Port Authority of Singapore Port Operations Control Centre (POCC) Email: pocc@mpa.gov.sg	+65-6226-5539 +65-6325-2493	+65-6227-9971 +65-6224-5776
DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA		
Sri Lanka Navy Operations Centre Email: nhqsoo@navy.lk nhqsoo@yahoo.com	+94-1-1244-5368	+94-1-1244-9718
KINGDOM OF THAILAND		
Royal Thai Navy Maritime Information Sharing Centre (MISC) Email: miscdutyofficer@misc.go.th	+66-2475-5432	+66-2475-4577
SOCIALIST REPUBLIC OF VIET NAM		
Vietnam Marine Police Email: phonghqtcbsb@vnn.vn vietnamfocalpoint@yahoo.com.vn	+84-4-3355-4378	+84-4-3355-4363
AGENCIES		
ReCAAP Information Sharing Centre (ISC) Email: info@recaap.org	+65-6376-3091	+ 65-6376-3066
Information Fusion Centre (IFC) Email: Information_fusion_centre@starnet.gov.sg ifc_do@starnet.gov.sg	+65-6594-5728 (Office Hours) +65-9626-8965	+65-6594-5734
Malaysian Maritime Enforcement Authority (MMEA)	+607-2199-401-10 /999	+607-2279285
Indonesian Authorities	+65-8343-0663	+65-9626-8965

Correct as at 31 December 2012

ANNEX B

REPORTING FORMAT

Maritime Safety Committee (MSC) Circulars 1333 and 1334 on preventing and suppressing acts of piracy and armed robbery against ships

The Maritime Safety Committee (MSC) at its eighty-sixth session (27 May 09 to 5 Jun 09) reviewed MSC/Circ.622/Rev.1 on “Recommendations to governments for preventing and suppressing piracy and armed robbery against ships” and MSC/Circ.623/Rev.3 on “Guidance to ship owners, ship operators, ship masters and crew on preventing and suppressing acts of piracy and armed robbery against ships”.

In the revised MSC circulars¹, the ReCAAP ISC is recognized as one of the agencies in preventing and suppressing piracy and armed robbery against ships in Asia. The revised circulars include a flow diagram on the procedure for reporting incidents of piracy and armed robbery against ships in Asia. Refer to Diagram 1 on the flow diagram.

The reporting procedure stipulates that ship masters are to report all incidents of piracy and armed robbery against ships to the Rescue Coordination Centre (RCC) of the coastal States immediately; and ship owners and ship operators to report the incidents to the ReCAAP Focal Points. Prompt reporting to the nearest coastal State also facilitates ‘ownership’ to the incident and enable the law enforcement agencies to address appropriate responses as these incidents are under their respective national policies. Some of the ReCAAP Focal Points are the RCCs of the ReCAAP Contracting Parties. The contact details of the ReCAAP Focal Points/Contact Point are shown in Table 2.

Recommendation

Multi-channel reporting and timeliness of reports enable the ReCAAP ISC to issue Incident Alerts to warn seafarers and the maritime community about the incidents. In addition, it provides inputs from alternate sources which facilitate data verification, information collation and comprehensive analysis in deriving trends and patterns, and production of value-added reports for sharing with ship masters, ship owners, ship operators and the maritime community at large.

¹ The MSC.1/Circ.1333 and MSC.1/Circ.1334 have replaced MSC/Circ.622/Rev.1 and MSC/Circ.623/Rev.3 respectively.

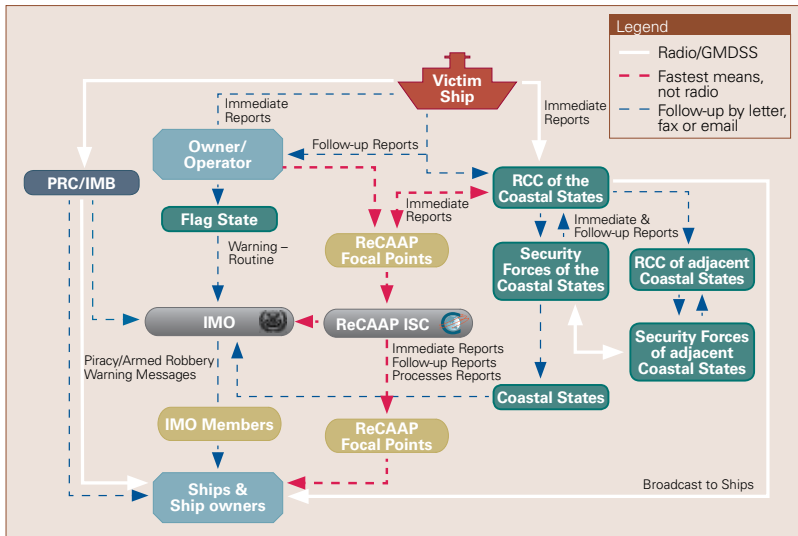


Diagram 1 – Flow Diagram for Reporting Incidents in Asia
 (The diagram above can be found at http://www.recaap.org/Portals/0/docs/About%20ReCAAP%20ISC/4%29%2020120727-ReCAAP-v05-Flow_Diagram.pdf)

Notes:

- (i) The RCCs of some ReCAAP Contracting Parties are also their ReCAAP Focal Points. These Focal Points also disseminate incident information internally to their respective RCCs, maritime authorities and law enforcement agencies as appropriate.
- (ii) The ReCAAP Focal Points are governmental agencies designated by the respective Contracting Parties of the ReCAAP Agreement.
- (iii) The incident reporting process in Asia does not change other reporting processes for incidents already in practice.

INCIDENT REPORT FORMAT

SHIP'S PARTICULARS

Ship's Name*		IMO Number	
Flag (Country of Registration)*		Type of Ship*	
Gross Tonnage		IMO Number	
MMSI No		IMMARSAT ID	
Name of Shipping Company/ Manager			

DETAILS OF INCIDENT/ ATTACK

Date and Time of Incident (When did it occur?)*	
Time zone*	
Position (Latitude & Longitude)*	
Nearest Landmark	
Ports or Anchorage	
Country/Nearest Country	
Attack Method	
Description and number of suspect craft	
Number and description of pirates/robbers	
Description of weapons used	
Injuries to crew and passengers	
Damage to ship. Which part of the ship was attacked?	
Any other information? E.g. Language spoken	
Brief details of stolen property or cargo	
Other actions taken by Master and Crew	

Fields with asterisk (*) are mandatory.

ANNEX C

VOLUNTARY COMMUNITY REPORTING

The VCR merchant vessel voluntary reporting schemes has been established by the IFC for the purpose of enhancing security and provide the necessary support to maintain the freedom of navigation of all vessels in Southeast Asia and surrounding waters.

Merchant vessels operating in the VCR region are strongly encouraged to report maritime security incidents or anomalous behaviour to the IFC. Any vessel, owner, operator or manager choosing not to report may delay any assistance in the event of an incident as military and maritime enforcement assets will not be expecting the ship, resulting in valuable information not being available.

The Owners/Masters of the vessels are encouraged to send regular reports of their position/course/speed and other voyage information as well as report on anomalous activities to the IFC. In return, IFC provides maritime security advisories to the ships based on their reported position and intended destinations. IFC will risk evaluate and monitor selected vessels, sharing the information with other maritime enforcement agencies when required.

Participation in this reporting scheme is totally free and vessels sailing under any flag are strongly encouraged to participate. All information provided is treated with strict commercial confidentiality and will be used within the military and maritime enforcement agencies.

Examples of suspicious activities may include, but are not limited to, the following:

Anomalies are behavior outside the normal expectations of shipping, commercial trade, or marine practice. They may be indicative of a maritime security threat. These can include, but are not limited to, the following:

- Unusual RVs of ships at sea including transfers of cargo or people
- Darkened ships/not illuminating nav lights
- Ships anchored in unusual locations
- Ships not flying a flag/displaying a name
- Ships navigating contrary to the ordinary practice of seamen
- Vessels outside of normal patterns/sea lanes
- Fishing boat without appropriate equipment
- Overcrowded/unseaworthy/overloaded vessels
- Non-ocean going vessels in the high seas
- Abandoned vessels

- Unwarranted/unsolicited approaches by vessels to your own vessel or other vessels in your vicinity
- Non-military/government vessels carrying arms
- Boarding equipment
- Suspicious/unusual voice communications

IFC INITIAL REPORT	
Vessels name	
International Radio Call Sign:	
Flag :	
Number of crew/Nationalities :	
Nationality of ship master	
IMO number	
Draft	
MMSI	
Inmarsat-M telephone number	
Mobile phone Number	
Inmarsat-C Telex	
Inmarsat-M/GSM fax number	
Email address	
Current position/Course	
Planned passage speed	
Waypoints of planned track	
Next port of call and ETA	
Last port of call	
Name and address of ship owner	
Agent Name and email address at next port of call	

ANNEX D

CHECKLISTS

PLANNING A PASSAGE

PRE-SAILING

Checklist for **Ship owners**

	Establish and update the Ship Security Plan (SSP).
	Establish a distress codeword which is only known between the owner and master.
	Establish and update the Ship Emergency Communication Plan (SECP).
	Conduct communications check (primary and back-up net) with master.
	Update the list of contact details for incident reporting.
	Emphasize the importance of timely reporting of incident to the coastal State.
	Establish reporting procedures (both routine and emergency).
	Obtain the latest situation update from the ReCAAP ISC and IFC websites for updates/situational awareness on piracy and armed robbery against ships and brief the Master/Crew.
	Conduct of background checks on crew.
	Ensure crew is non-homogeneous.
	Conduct checks on logistics manifest (e.g. quantity of fuel, number of cans of paint) to ensure items brought are not in excessive amount.
	Inform nearest coastal State of vessel's planned route.
	Conduct risk assessment of planned route and review if necessary.
	Ensure adequate manpower onboard vessels for watch-keeping duties.
	Install relevant ship physical protection measures onboard tug boat and barge (e.g. lightings, tracking devices, CCTV), if possible.
	Educate the crew about evident management in the event of piracy/armed robbery incident.

Checklist for **Ship masters/Crew**

	Familiarize with the SSP.
	Familiarize the SECP.
	Specify each's task, responsibilities and role for each individual (during routine or time of emergency).
	Conduct inventory check of ship's communication equipment.
	Familiarize with ship's physical protection measures and security equipments onboard (e.g. alarms and lighting system).
	Ensure that possible avenues of attack should be well illuminated.
	Conduct drill on emergency reporting/communication procedures.
	Conduct anti-piracy drill.
	Conduct risk assessment.
	Brief crew on the voyage plan, transit areas and risk assessment.

DURING SAILING

Checklist for *Ship owners*

	Establish routine and periodical communication with the ship in accordance with its SSP and SECP.
	Continuously monitor the ship's position, speed and movement.
	Request master to provide a SITREP at regular intervals.
	Maintain situational awareness/monitor updates on incidents of piracy and sea robbery from ReCAAP ISC and IFC websites.

Checklist for *Ship masters/Crew*

	Update shipping company on the position and movement of vessel at regular intervals.
	Submit SITREP to the Company Security Officer at regular intervals.
	Establish systematic and continuous communication with shipping company and crew onboard.
	Prepare an emergency communication plan to include all essential emergency contact numbers and pre-prepared messages.
	Avoid, whenever possible, coastal navigating in high-risk areas.
	Maintain all-round vigilance and lookouts. Security monitoring equipment onboard are to be utilised whenever necessary.
	Ensure radars are properly manned and operated to keep a lookout for approaching and suspicious-looking vessels.
	Brief crew on the preparation and their respective duties prior entry into high-risk areas.
	Minimize all maintenance and engineering work; and work outside the accommodation quarters in high-risk areas.
	Control all possible access/entry points in high-risk areas.
	Ensure all engine room essential equipment (e.g. water/fire pumps) are in ready-condition when sailing in high risk areas.

WHEN UNDER ATTACK

Checklist for **Ship owners**

	Report incident to the flag State, nearest coastal State/law enforcement agency, IFC and ReCAAP Focal Points (see Annex I on useful contact details).
	Provide details of the incident based on the specified format in this guide (see Annex B on reporting format).
	Maintain continuous contact with vessel.
	Monitor the ship's position, speed and direction closely.
	Inform local shipping organizations of the incident.
	Direct/remind ship master/crew to execute SSP/SECP.

Checklist for **Ship masters/Crew**

	Sound the emergency alarm.
	Muster all crew and inform them about the situation.
	Block all possible access and entry points.
	Activate physical security protection measures onboard, if any.
	Report immediately to the nearest coastal State, ship owner, authorities and ships within the vicinity (see Annex B on MSC Circular 1333/1334).
	Remain in continuous contact with ship owner and authorities.
	Do not resist the pirates should they manage to board the vessels.
	Remain calm.
	Observe details of the pirates (e.g. physical and facial features, number, attire, language, nationality, type of weapons used, boats used for boarding, direction of escape route pirates took).
	Keep the CCTVs in running condition.
	Switch on the emergency lighting system during hours of darkness.
	Assess the situation together with the ship master.
	Proceed to nearest the maritime/port authorities (if possible).

POST INCIDENT REPORTING AND FOLLOW-UP

Checklist for **Ship owners/agents**

	Cooperate with authorities and provide updates.
	Provide essential information, documents and identification of crew and vessel.
	Cooperate with authorities during the conduct of investigation.
	Ensure crew are readily available during conduct of investigation.
	Provide follow-up reports and gather feedback on investigation outcome.
	Provide assistance to crew and their families.
	Share experience and lessons learned during conferences, forums, meetings, etc .
	Develop and share Best Management Practices.
	Submit Post Incident Report (see Annex B on incident report format).

Checklist for **Ship master/Crew**

	Provide details of the incident and updates to ship owner/company.
	Provide additional details and information to authorities.
	Preserve/document the evidences onboard the vessel.
	Preserve evidences onboard (e.g. back up a copy of the CCTV footage during the incident, if possible).
	Share information and experience with investigators/seafarers.

ANNEX E

DEFINITIONS & CLASSIFICATION METHODOLOGY

Definitions

Piracy, in accordance with Article 101 of the United Nations Convention on the Law of the Sea (UNCLOS), is defined as:

1. "Piracy" means any of the following acts:
 - a. any illegal act of violence or detention, or any act of depredation, committed for private ends by the crew or the passengers of a private ship or a private aircraft, and directed:
 - (i) on the high seas, against another ship, or against persons or property on board such ship;
 - (ii) against a ship, persons or property in a place outside the jurisdiction of any State;
 - b. any act of voluntary participation in the operation of a ship or of an aircraft with knowledge of facts making it a pirate ship or aircraft;
 - c. any act of inciting or of intentionally facilitating an act described in subparagraph (a) or (b).

Armed Robbery Against Ships, in accordance with the Code of Practice for the Investigation of Crimes of Piracy and Armed Robbery against Ships of the International Maritime Organisation (IMO) Assembly Resolution A.1025(26), is defined as:

2. "Armed robbery against ships" means any of the following acts:
 - a. any illegal act of violence or detention, or any act of depredation, or threat thereof, other than an act of "piracy," committed for private ends and directed against a ship, or against persons or property on board such ship, within a State's internal waters, archipelagic waters and territorial sea;
 - b. any act of inciting or of intentionally facilitating an act described above.

Methodology in classifying incidents

To provide some perspective on incidents of piracy and armed robbery, the ReCAAP ISC evaluates the significance of each incident in terms of two factors – the level of violence and the economic loss incurred. The indicators for these two factors are as follows:

- a. **Violence Factor.** This factor refers to the intensity of violence in an incident, and the three indicators used to determine this are:
 - (1) **Type of weapons used.** Incidents of pirates/robbers who board a ship with no visible weapons are generally deemed as less violent compared to those equipped with pistols, knives, machetes, or other dangerous weapons. In cases where more sophisticated weapons are used, such incidents would be considered more violent.
 - (2) **Treatment of the crew.** Incidents where pirates/robbers kill or kidnap crew are deemed to be more violent compared to petty thieves who flee upon being noticed. Other cases could include threatening crew members, assault, or serious injury.
 - (3) **Number of pirates/robbers engaged in an attack.** As a rule, an incident where a larger number of pirates/robbers were involved would be considered more significant as having a large capacity (as well as probability) for use of force. A larger number of pirates/robbers may also indicate the involvement of gangs or organised syndicates rather than petty and opportunistic pirates who generally operate in small groups.
- b. **Economic Factor.** This factor takes into consideration the type of the property taken from the ship. Cases of theft of cash or personal effects are generally less significant incidents compared to cases where the entire ship is hijacked either for the cargo onboard or theft of the vessel.

Using these indicators, the ReCAAP ISC classifies all incidents into one of the four categories to determine their overall significance.

Category	Significance of Incident
CAT 1	Very Significant
CAT 2	Moderately Significant
CAT 3	Less Significant
Petty Theft	Minimum Significant

This classification of incidents allows the ReCAAP ISC to provide some perspective of the piracy and armed robbery situation in Asia.

ANNEX F

PARTNER ORGANISATIONS

ReCAAP ISC

“The Regional Cooperation Agreement on Combating Piracy and Armed Robbery against Ships in Asia (ReCAAP) is the first regional government-to-government agreement to promote and enhance cooperation against piracy and armed robbery in Asia. Under the Agreement, the ReCAAP Information Sharing Centre (ReCAAP ISC) was launched in Singapore on 29 November 2006. It was formally recognised as an international organisation on 30 January 2007. To date, 18 States have become Contracting Parties to ReCAAP.

The ReCAAP ISC facilitates exchange of information among the ReCAAP Focal Points through a secure web based Information Network System (IFN). Through this network, the ReCAAP Focal Points are linked to each other as well as the ReCAAP ISC on a 24/7 basis, and are able to facilitate appropriate responses to incident. The agency receiving the incident report will manage the incident in accordance to its national policies and response procedures, and provide assistance to the victim ship where possible.”

IFC

The Information Fusion Centre or IFC is a 24/7 multi-national maritime security information centre. It aims to achieve early warning of maritime security threats by building a common maritime situation picture through the efforts of the various stakeholders including the shipping community. The IFC is manned by an integrated team of International Liaison Officers and RSN personnel and it has extensive linkages with more than 50 agencies in 30 countries. Through its operational linkages, the IFC is able to reach out to different navies and enforcement agencies. The IFC also works with the shipping community to enhance maritime security through regular activities such as the Shared Awareness Meeting (SAM) and company visits.

ANNEX G

FOLLOW-UP QUESTIONNAIRE

Owners/Crew

- 1. When did the Owner received information and whom (authorities) the incident was reported?**
- 2. Where the boarding took place (lat and long)?**
 - Location and time where the pirates attacked the tugboats. (Lat & Long)
 - Weather condition in the area (Sea State, Winds, and Visibility) during the attack
- 3. Details about pirates and their speed boat(s): no. of pirates, what are they armed (weapons), their attire, language/dialect spoken, etc.**
 - Description of the boat or boats used by the pirates (no of boats, color, length, Engines fitted, any other identification of the boat)
 - What weapons did they carry?
 - Language spoken by the Pirates?
 - How the pirates approached the tug boat?
 - How long it took the pirates to board the vessel?
 - Methods used by the pirates to board the tugboat?
 - How many pirates boarded?
 - How long did it take for the pirates to gain control over the crew?
 - Was there any mothership in vicinity or did the pirates approached from land?
 - What defensive measures were carried out by the crew before they were boarded?
- 4. What happened after pirates boarded vessel? How crew was treated?**
 - How did they gain control over the crew?
 - Did they use any force against the crew?
 - After the pirates boarded the tugboat, did they abandon the boat used?
 - Once boarded, did the pirates operate the tugboat themselves?
 - If not, what assistance provided by the crew to the pirates?
 - Where the pirates wanted to take the tugboat?
 - Did the pirates maintain a guard/watch on the crew?
 - Did the pirates communicate with other people ashore? Did they communicate with other people at sea? By what means was this carried out?

- 5. How was the pirates treated the crew (during the period of captivity before they were thrown overboard)?**
- Where were the crews held hostage prior disembarking them in a life raft?
 - Did the pirates maintain a guard/watch on the crew?
 - What was the general behaviour of pirates once onboard the vessel?
 - Where were the pirates from?
 - Could the crew give a physical description of the pirates?
- 6. What happened between the period of Hijacking and rescue of the crew/crew being abandoned?**
- 7. Any other information?**

Authorities

1. From whom the Incident Report was received?
2. Response provided or action initiated on receipt of information?
3. Description of Incident?
4. Where the crew was rescued and vessels found (lat and long)?
5. What was gathered from the interrogation of the rescued crew?
6. Efforts taken to prevent such incidents in future?
7. Legal actions taken against the apprehended pirates/robbers?
8. Challenges faced during the incident?
9. Assistance provided to the rescued crew (medical/logistics/any other)
10. Any other information?

NOTES

A series of horizontal dotted lines for taking notes.



**Regional Cooperation Agreement
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