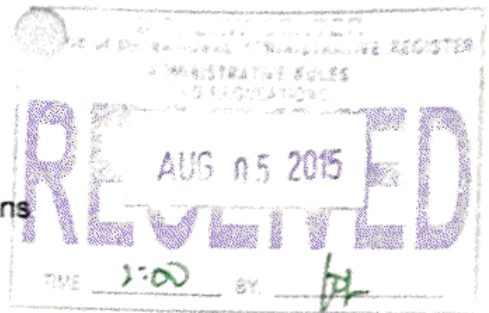




Republic of the Philippines
Department of Transportation and Communications
OFFICE FOR TRANSPORTATION SECURITY



MEMORANDUM CIRCULAR No. 05, Series 2015

SUBJECT: GUIDELINES IN THE CONDUCT OF PORT SECURITY TRAINING, DRILLS AND EXERCISES

DATE: 31 July 2015

Pursuant to E.O. No. 311, dated 26 April 2006; Section 18 Part A and Part B Chapter XI-2 of the International Ship and Port Facility Security (ISPS) Code, in compliance with the mandatory requirements set forth therein, stipulating maritime security training, drills and exercise for port facility; and the National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI), the Office for Transportation Security adopts the following guidelines:

I. Purpose

Define the roles and responsibilities of the designated authority and port operators and port facility security officers in the conduct of port security training, drills and exercises.

II. Scope

This Memorandum Circular (MC) applies to all port operators, port facility security officers, port security personnel having specific security duties (e.g guards, access controller) and all other port personnel (e.g. administrative clerks, store keepers, stevedores, technicians).

III. Definitions

Designated Authority - refers to the Office for Transportation Security.

Drills – live activities that are conducted to ensure proficiency and quality of performance; and directly linked to testing individual elements of the security plan.

Exercises – live activities at a larger scale with more complex training events when compared to drills, conducted to test and update the facility security plan and associated response plan.

International Ship and Port Facility Security (ISPS) Code- international code for the security of ships and port facilities, consisting of Part A (the provisions of which shall be treated as mandatory) and part B (the provisions of which shall be treated as recommendatory), as adopted on 12 December 2002 by Resolution 2 of the

Conference of Contracting Governments to the International Convention for the Safety of Life at Sea, 1974.

Port Security Personnel - personnel performing port security duties and responsibilities at the port.

Port - a place where ships may anchor or tie up for the purpose of shelter, repair, loading or discharge of cargo, or for other such activities connected with the water-borne commerce; and including all the land and water areas and the structures, equipment and facilities related to those functions.

Port Facility Security Officer (PFSO) - a person designated by the port operator responsible for the development, implementation, revision and maintenance of the port facility security plan; and for liaison with the Ship Security Officer (SSO) and Company Security Officer (CSO).

Port Facility Security Plan (PFSP) - a plan developed to ensure the application of measures designed to protect the port facility and ships, persons, cargo, cargo transport units and ship's stores within the port facility from the risks of a security incident.

Port Operator- an entity, either government or private, responsible for the operational management and coordination of port operations, including management of port security.

IV. Policies

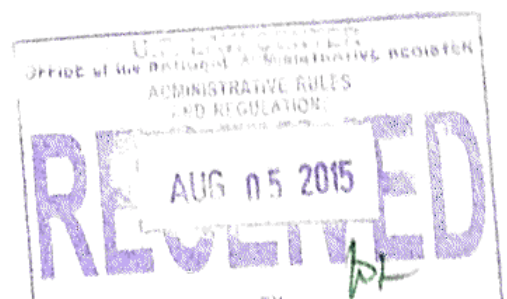
- A. PFSOs, port security personnel and all other port personnel shall have the proper training on port security, in accordance with OTS prescribed training standards and processes, taking into account the guidance given in part B of the ISPS Code;
- B. Drills shall be carried out at appropriate intervals taking into account the types of operation of the port facility, port facility personnel changes, the type of ship the port facility is serving and other relevant circumstances;
- C. Lateral coordination among concerned participating agencies in the conduct of port security drills and exercises is enjoined.

V. Responsibilities

A. OTS

Prescribes standard in the conduct of port security training courses, in accordance with OTS prescribed training standards and processes, taking into account the guidance given in part B of this Code as follows:

- a. Port Facility Security Officer Course



- b. Awareness Training Course for Port Facility Security Personnel with Designated Port Security Duties
 - c. Awareness Training Course for Port Personnel Without Security Duties
2. Performs assessment and evaluation in the conduct of port security trainings, drills and exercises to ensure its effective implementation

B. Port Operator

1. Designates a certified PFSO in accordance with OTS MC No. 03 Series of 2014
2. Ensures that all port facility security personnel are designated specific security duties; and all other port facility personnel receive the necessary training prior employment/deployment to the port/port facility
3. Ensures the availability of an approved PFSP.
4. Ensures that the drills and exercises are communicated and coordinated with concerned authorities/agencies.
5. Ensures that the drills and exercises are conducted according to the guidelines set forth in this MC.

C. Port Facility Security Officer

1. Prepares PFSP for submission to and approval by appropriate authority.
2. Orchestrates the conduct of drills and exercises in accordance with approved PFSP.
3. Ensures that the conduct of security drills and exercises are properly recorded, documented and communicated.

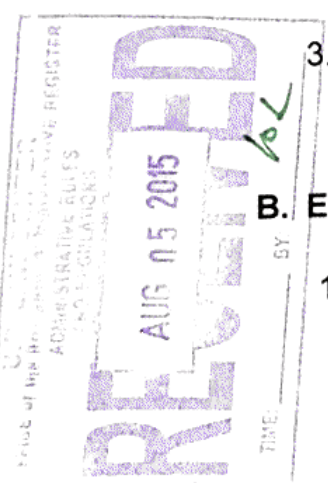
VI. Guidelines

A. Drills

1. Drills shall be conducted at least every three (3) months, unless a specific circumstance (natural calamities, civil disturbance and other force majeure) dictates otherwise.
2. The drills shall test the PFSP to, at least, address the security threats listed under par. 15.11/Part B of the ISPS Code, in terms of security measures and procedures stipulated in par.16.3/Part A of the ISPS Code.
3. A post activity report shall be prepared and submitted to OTS and other concerned agencies, not later than 30 days upon completion of the drills.

B. Exercise

1. The exercise shall be carried out at least once every calendar year with no more than 18-month interval between the exercises, in accordance with par. 18.6/Part B of the ISPS Code.



2. The exercise shall test communication, coordination, resource availability and response, which may be full scale or live; tabletop simulation or seminar; or combined with other exercises held, such as emergency response or other port State authority exercises.
3. A post activity report shall be prepared and submitted to OTS and other concerned agencies, not later than 30 days upon completion of the exercise.

VII. Miscellaneous Provisions

- A. **Construction.** The provisions herein shall be liberally construed in order to promote its maritime security objectives.
- B. **Reservation.** Nothing herein shall be construed as precluding OTS, through its Administrator, from implementing/enforcing the provisions enunciated herein; and from prescribing other requirements to meet the constantly evolving challenges in maritime security.
- C. **Amendments.** Nothing in this circular shall restrict the authority of OTS, through its Administrator, to modify, amend or repeal any provision of this circular by subsequent issuances.
- D. **Repeal.** All orders, rules, regulations and issuances, or parts hereof, which are inconsistent with this circular, are hereby accordingly repealed or modified.
- E. **Separability.** If any provision or section of this circular is declared null and void by competent authority, the remaining provisions thereof shall not be affected and shall remain in full force and effect.
- F. **Effectivity.** This circular shall take effect fifteen (15) days following its publication in the Official Gazette or newspaper of general circulation. A copy of this circular shall be deposited with the University of the Philippines Law Center, in compliance with the Revised Administrative Code.


COMMO ROLAND S RECOMONO AFP (Ret)
Administrator

