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**MARINE DEPARTMENT**

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08 October 2012

To: All Masters, Ship Security Officers, Company Security Officers of Hong Kong registered ships, Hong Kong Ship Managers and Recognised Security Organisations

**Security and Quality Advisory No. 31**  
**ISPS Drill and Ship-Shore Exercise**

1. This supersedes Security & Quality Advisory No. 3.
2. Under Section 13, Part A of the ISPS Code stipulates that:
  - a. Security drill shall be carried out at appropriate interval to ensure the effective implementation of the ship security plan; and
  - b. The company security officer (CSO) shall participate in the exercises at appropriate interval to ensure effective co-ordination and implementation of the ship security plans.
3. The Marine Department (MD) received a number of enquiries regarding the requirements of security drills and exercises. This advisory serves to clarify these requirements for Hong Kong registered ships, as follow:
  - a. Security drill – drills shall be carried out on every Hong Kong registered ships at least once every three months. In addition, in case where more than 25% of the ship's personnel has been changed at any one time, a drill should be conducted within one week of the change;
  - b. Security exercise – CSO shall organize a ship-shore security exercise at least once each calendar year with no more than 18 months between exercises with a Hong Kong registered ship. Operators with large fleets are encouraged to include additional vessels in order to provide more opportunity for officers in gaining experience. After the exercise, all the records and review shall be distributed to other Hong Kong ships under the company's management for sharing purpose and provide a copy to the MD for record.

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- c. Security exercise with a non-Hong Kong registered ship – In accordance with ISPS Code part B section 13.8, the MD will accept company participation of security exercise **with the administration of a non-Hong Kong flag vessel**. In this case the company shall provide a summary report to the MD for record.
  
4. For any exercise involving the MD, advance notice should be given to the Senior Surveyor / Security and Quality Assurance Section at e-mail address ~~sqa@mardep.gov.hk~~. [mms@mardep.gov.hk](mailto:mms@mardep.gov.hk)\*
  
5. Please do not hesitate to contact the undersigned if you have any query regarding this matter.



(Y.K. LI)  
Senior Surveyor/Security & Quality Assurance Section  
for Director of Marine

\* With effect from 1 April 2021, [mms@mardep.gov.hk](mailto:mms@mardep.gov.hk) will be the only e-mail address for Marine Department to handle ISM and ISPS issues on Hong Kong registered ships. The previous e-mail addresses, [ssism@mardep.gov.hk](mailto:ssism@mardep.gov.hk) and [sqa@mardep.gov.hk](mailto:sqa@mardep.gov.hk), will be discontinued.