

**Annex 3 – Team Leader Embarkation Form**

GENERAL INFORMATION ABOUT THE SHIP		
	Details	Notes
Name of ship		
IMO number		
Call sign		
Dates of transport		
Load		
PMSC embarkation point		
PMSC disembarkation point		
Proposed IRTC route		East-West or West-East
Date/Time of arrival in HRA		
Date/Time of departure from HRA		
DTG waypoint BEM		
DTG waypoint point A		
DTG waypoint point B		
Ship condition: Loaded/In ballast		
At anchor/Moored in port		
Summer deadweight:	tonnes	
Planned boat speed through HRA	knots	
Lowest freeboard with load: (lowest deck)	metres	
Freeboard at summer draught:	metres	

INFORMATION ABOUT THE TEAM MEMBERS		
Team member	Details	Notes
Name		
Date of birth		
Address		
Nationality		
Passport number		

INFORMATION ABOUT THE WEAPONS		
	Details	Notes
Date and time of weapon embarkation		
Place or location		
Floating armoury? Yes/No		
If yes, name of ship		
Floating armoury company		
Date and time of weapon disembarkation		

Place or location of weapon disembarkation		
Floating armoury? Yes/No		
If yes, name of ship		
Floating armoury company		

INFORMATION ABOUT THE WEAPONS		
Weapons	Details	Notes
Brand and type of weapons		
Serial numbers		
Attach photo of weapon serial numbers		

INFORMATION ABOUT THE AMMUNITION		
Ammunition	Details	Notes
Ammunition type		(Calibre, FMJ/soft-point)
Number of bullets		

TEAM LEADER RISK ANALYSIS		
Nature of the risk		Notes

PREPARATORY MEASURES BY TEAM LEADER		
Members of security team briefed on procedure manual and rules of engagement		
Security team members have signed a declaration confirming their awareness of the contents of the procedure manual and the rules of engagement		
Weapons and equipment of security team members checked		
Drill completed with security team, covering the use of weapons in particular		
Name of security team member designated as team medic		

<b>BMP5 checklist for TEAM LEADER</b>		
<b>General</b>		
Is it the intention to sail through the HRA at maximum speed? <ul style="list-style-type: none"> <li>• What is the maximum speed of the ship?</li> <li>• What is the cruising speed of the ship?</li> </ul>		
Will the ship be sailing alone, in convoy or in group transit?		
Is it the intention not to carry out work on deck during the passage through the high-risk area?		
<b>Crew preparation</b>		
Has the crew received a briefing from the TL/PCASP team in which they were made aware of: <ul style="list-style-type: none"> <li>• The danger of piracy</li> <li>• The latest intelligence (threat assessment)</li> <li>• What to do in an emergency</li> <li>• How access to the accommodation block and engine rooms will be controlled/regulated during the passage through the HRA.</li> </ul> <i>Ref BMP 5 p. 9 and p. 16</i>		
Has the crew been trained in the actions to be taken if there is a risk of attack by pirates? <ul style="list-style-type: none"> <li>• First actions of bridge team and PCASP on suspicious approach</li> <li>• Alerting the crew</li> <li>• First actions to be taken by the crew</li> <li>• Retreat to citadel when ordered to do so</li> <li>• What to do when the 'all clear' is given</li> </ul> <i>Ref BMP 5 p. 9</i>		
Manoeuvring: has the bridge team practised taking the first evasive		

manoeuvres after observing a suspicious vessel?		
<b>Mandatory measures upon entry into high-risk area</b>		
Binoculars available		
Searchlights available		
Concertina razor wire with a roll diameter of at least 730 mm available and in place		
Safe muster point or safe room designated for ship's crew		
Trained crew members deployed to one or more lookout posts		
Water or foam sprayers mounted on the deck near potential boarding points		
Crew prepared by means of anti-piracy exercises		
Doors and hatches giving access to the bridge, the crew and passenger quarters and the engine rooms have been locked		
Large windows and portholes reinforced		
Ship equipment and machinery protected against third-party use		
<b>Other measures</b>		
Place dummies (mannequins) on the bridge wings and/or other places to give the impression that a good lookout is being kept;		
<ul style="list-style-type: none"> <li>• Avoid drifting and slow speeds, and do not anchor in the HRA;</li> </ul>		
<ul style="list-style-type: none"> <li>• Anti-RPG fencing along the bridge wings to provide protection against Rocket-Propelled Grenades (RPGs);</li> <li>• Sandbags or water-filled oil drums beside openings along the bridge wings, behind which PCASP and bridge crew can take shelter;</li> <li>• Steel plates that can be quickly mounted on a number of bridge windows on both port and starboard sides in the event of an attack or suspicious approach;</li> <li>• Anti-blast lamination on bridge windows to protect against</li> </ul>		

flying glass caused by bullet impacts.		
<p>Other (non-physical) protective measures that may be considered (<b>not mandatory</b>):</p> <ul style="list-style-type: none"> <li>• If present, CCTV cameras should be positioned to provide a view of areas that are vulnerable to pirates, such as the quarterdeck and the lowest deck (wind hole);</li> <li>• If present, CCTV cameras could be positioned in such a way, potentially with a searchlight alongside, that the surroundings (the water) at the rear of the ship (behind the railing) can be monitored from the bridge;</li> <li>• Searchlights that can be switched on instantly at night to detect, observe and blind pirates;<sup>1</sup></li> <li>• The ability to centrally switch off lighting in the accommodation block to disorient pirates once inside;</li> <li>• Displaying warning signs on the outside of the ship in English and/or Somali and/or drawings indicating that the ship is protected by armed guards.</li> </ul> <p><i>Ref BMP-5 p. 18</i></p>		
<b>Communication and means of communication</b>		
<p>Do all means of communication work?</p> <ul style="list-style-type: none"> <li>• VHF from the bridge</li> <li>• VHF from the citadel</li> <li>• INMARSAT from the bridge and/or cabin</li> <li>• INMARSAT from the citadel</li> <li>• Internal ship communication devices</li> </ul>		

<sup>1</sup> During darkness, the ship should only use navigation lights

(telephones/two-way radios); <ul style="list-style-type: none"> <li>• Has the SSAS<sup>2</sup> been tested?</li> <li>• Is the AIS enabled or disabled?<sup>3</sup></li> <li>• Are the emergency contact lists up to date and have they been posted at all locations from which external calls can be made, including the citadel?</li> </ul> <i>Ref: BMP p. 9</i>		
In terms of communication, will the following actions be taken upon entry to the HRA? <ul style="list-style-type: none"> <li>• Minimise use of VHF;<sup>4</sup></li> <li>• If VHF is used, only respond to 'legitimate' or known contacts.<sup>5</sup></li> </ul> <i>Ref: BMP5 – p. 10</i>		
Have UKMTO and MSCHOA been informed of the ship's sailing plans through the Voluntary Reporting Scheme? Have the following reports been made, or will they be made? <ul style="list-style-type: none"> <li>• Initial report (upon entering VRA);</li> <li>• Daily (noon) report;</li> <li>• Final report upon leaving VRA;</li> <li>• Reporting of irregular or suspicious ship movements.</li> </ul> <i>Ref: BMP5 p. 21</i>		
<b>Ship's resources</b>		
Optical resources: <ul style="list-style-type: none"> <li>• There are enough binoculars for all the lookouts and the bridge team;</li> <li>• Are Night Viewing Optics and/or Thermal Imagers (TIs) present and working and can the</li> </ul>		

<sup>2</sup> SSAS: Ship Security Alert System

<sup>3</sup> AIS: Automatic Identification System. It is recommended that this be enabled so that the ship can be tracked by onshore and military authorities, but that it not provide information on course and speed, identity and navigational status (stationary, unmanoeuvrable, moving forward, etc.).

<sup>4</sup> It could give away the ship's position. Preferably use email and INMARSAT instead.

<sup>5</sup> There have been cases where people have used VHF to pretend to be someone other than who they really are. VHF communication on the high seas is almost always related to safe navigation or coordination with other shipping.

crew access them during the hours of darkness?		
Radar. Does the ship have: <ul style="list-style-type: none"> <li>• Properly functioning navigation radar for all-round observation?</li> <li>• Fence radar (stern radar) covering the area behind the funnel?</li> </ul>		
Alarm signals: Is the alarm that sounds in case of a suspicious ship or an attack such that the ship immediately knows that it is a possible attack and the alarm is not confused with (for example) a fire alarm? <i>Ref BMP-5 p. 9</i>		
<b>Securing the crew – muster, citadel</b>		
Citadel. Is a citadel present or designated? Does the citadel meet the following conditions? <ul style="list-style-type: none"> <li>• VHF and/or INMARSAT connection with the outside world<sup>6</sup> (see also Section 5);</li> <li>• Sufficient water and food for the entire crew for a long period of time;</li> <li>• Sanitary facilities;</li> <li>• Team medic designated?</li> <li>• Sufficient medical resources to treat even serious injuries;</li> <li>• Ability to steer the ship;</li> <li>• Have the crew practised evacuating to the citadel?</li> </ul> <i>Ref BMP-5 p. 17</i>		
<b>Other observations</b>		
I have completed this form correctly to the best of my knowledge.		
Signature		
Team leader's name		
Company		

<sup>6</sup> This is important, because if military authorities cannot be assured that the entire crew is safely in the citadel, military units will not intervene.