



**Australian Government**

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**Department of Infrastructure and Transport**

**GUIDANCE PAPER FOR REPORTING OF SECURITY INCIDENTS  
AND EVENTS BY MARITIME INDUSTRY PARTICIPANTS**

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**Office of Transport Security**  
January 2009

## CONTENTS

<b>INTRODUCTION</b> .....	3
Purpose .....	3
<b>PART A: MARITIME TRANSPORT OR OFFSHORE FACILITY SECURITY INCIDENT</b> 3	
Reporting a <i>maritime transport or offshore facility security incident</i> .....	4
What information must be included when reporting a <i>maritime transport or offshore facility security incident</i> ? .....	7
Contact details for reporting to the Transport Security Coordination Centre.....	8
Using the Maritime Security Incident Report Form .....	8
TimeSaver initiative .....	8
<b>PART B: MARITIME SECURITY EVENT</b> .....	9
Reporting a <i>maritime security event</i> .....	9
Content of „Event“ Reports .....	10
Contact details for reporting to the Transport Security Coordination Centre.....	10
<b>NON-COMPLIANCE AND PENALTIES FOR INADEQUATE REPORTING</b> .....	12
<b>APPENDIX A: DEFINITIONS</b> .....	13
<b>APPENDIX B: EVENT CATEGORIES AND EXAMPLES</b> .....	14
<b>APPENDIX C: EVENT GRADES AND EXAMPLES</b> .....	31

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### Disclaimer

This paper is provided as guidance only and on the understanding that the Department of Infrastructure, Transport, Regional Development and Local Government is not giving legal advice. Before acting or relying on the content, you should obtain appropriate professional advice and should refer to the *Maritime Transport and Offshore Facilities Security Act 2003* and the *Maritime Transport and Offshore Facilities Security Regulations 2003*.

## INTRODUCTION

Incident and event reporting is an important element of the information base that the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) collects and uses to assist industry in its security planning. Analysis of past incidents and events is a means of identifying trends and provides an effective tool upon which to base future planning considerations. Data that is relevant and statistically reliable allows the Department to also target policy gaps and focus compliance activity at addressing identified vulnerabilities.

### Purpose

Part A of this paper guides maritime industry participants, as well as other persons with reporting responsibilities, on the form and manner in which to report to the Department a „maritime transport or offshore facility security incident“, as defined under section 170 of the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act), and as contained in the *Maritime Transport and Offshore Facilities Security Act Notice About How Incident Reports Are To Be Made (No.3)*.

### **Reporting of Incidents is compulsory.**

Part B of this paper provides guidance in relation to the reporting of a „maritime security event“, as explained in clause 2.2 of version 1.1 of the *Industry Code of Practice for the reporting of Maritime Security Events 2009* (the Code).

More detailed descriptions of a maritime transport or offshore facility security incident and a maritime security event are provided in Appendix A. A list of event categories and examples is provided in Appendices B and C.

### **Although there are no legal reporting requirements in relation to Events<sup>1</sup>, the Department strongly encourages their reporting.**

It should be noted that the Act imposes prescribed reporting requirements in relation to Incidents (and creates offences for failure to do so), but that it does not do so in relation to maritime security events (Events). Maritime industry participants should note that if they voluntarily choose to adopt the Code into their security plans they will need to comply with the procedures as set out in the Code. This is because the Act imposes penalties where maritime industry participants fail to comply with their security plans (see for example, section 44 of the Act).

Where doubt exists as to whether information relating to a threat or event should be reported to the Department, it is best to report it.

## PART A: MARITIME TRANSPORT OR OFFSHORE FACILITY SECURITY INCIDENT

What is a maritime security incident?

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<sup>1</sup> **Please note** that it is a requirement of the Regulations, that maritime industry participants set out in their security plans procedures for reporting security occurrences to the relevant authorities.

Section 170 of the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) defines a maritime security incident as a threatened or actual interference with maritime transport which is, or likely to be, a terrorist act.

Part 9 of the Act sets out requirements to report maritime transport or offshore facility security incidents to the police, the Department's Transport Security Coordination Centre (TSCC) and to other affected parties for:

- port operators;
- ship masters;
- ship operators;
- port facility operators;
- offshore facility operators;
- maritime security inspectors;
- duly authorised officers;
- maritime security guards;
- screening officers; and
- other maritime industry participants, e.g. port service providers.

A maritime transport or offshore facility security incident must be reported by all maritime industry participants and persons with incident reporting responsibilities as soon as possible after becoming aware of its occurrence, in accordance with Part 9 of the Act. The Act creates an offence, punishable by penalty, for not doing so. There are no equivalent offences for failing to report „events“.

### **Reporting a *maritime transport or offshore facility security incident***

When a maritime transport or offshore facility security incident occurs, the first priority must be to immediately notify the police and other emergency services and response agencies as appropriate.<sup>2</sup>

After contacting the police, persons required to make reports under Part 9 of the Act must then report the maritime transport or offshore facility security incident to the Department's TSCC.

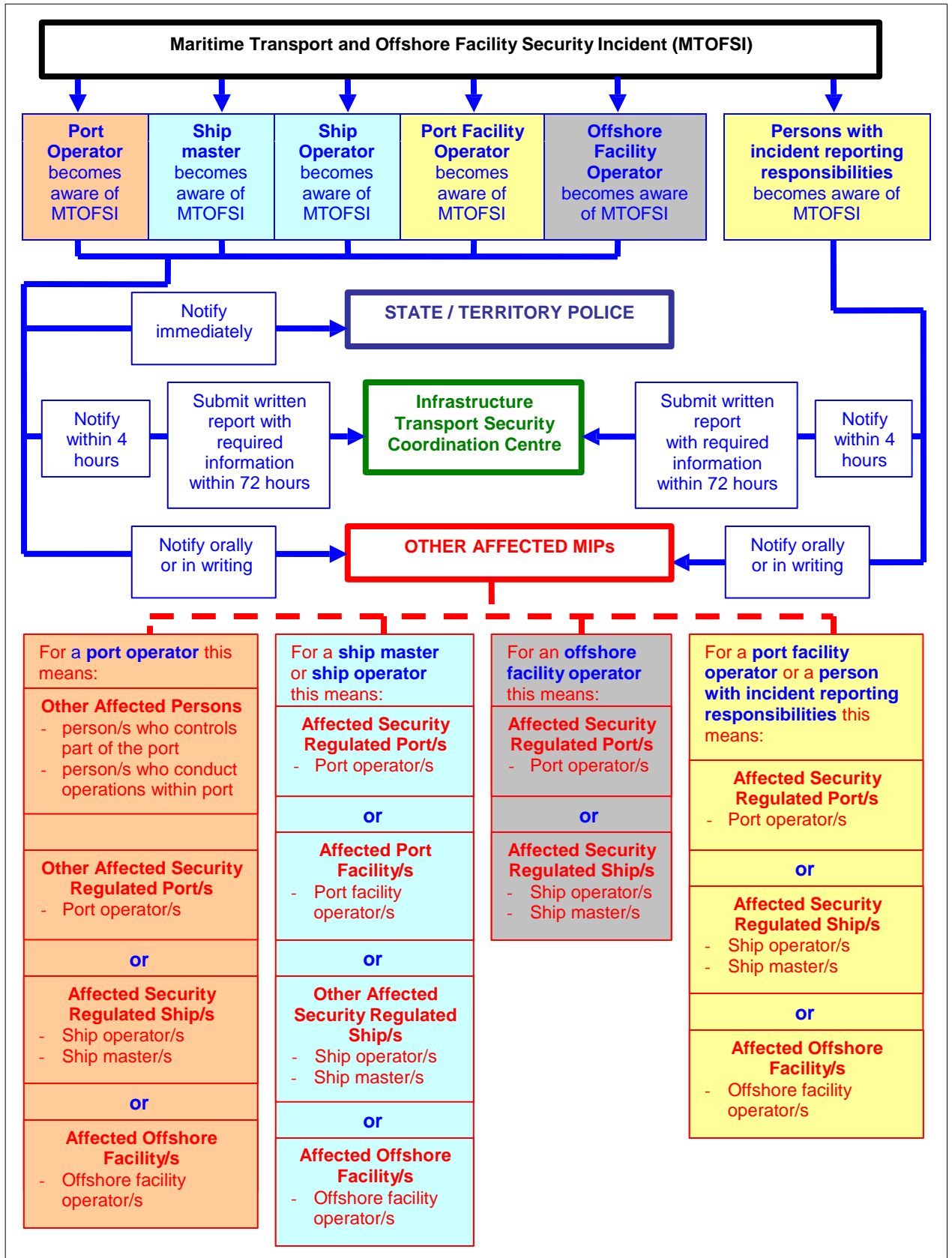
- The Department's TSCC and other affected maritime industry participants should be notified of the incident, either orally or in writing, when the person is able to do so without compromising the response by police and other response agencies.

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<sup>2</sup> **Note:** Reporting to the Department is not a substitute for reporting the incident/event to the police and other response agencies. The Department is not a response agency. For situations requiring a response, the police and other emergency services should be immediately notified where appropriate.

- A written report must be provided to the Department as soon as possible. This report must include all the information set out in section 4 of the *Maritime Transport and Offshore Facilities Security Act Notice About How Incident Reports Are To Be Made (No.3)*, as registered on the Federal Register of Legislative Instruments.
- Diagram 1 provides a basic outline of the suggested procedure for reporting a *maritime transport or offshore facility security incident*. Where doubt exists as to whether an incident should be reported to the Department, it is best to report it.

**Diagram 1: Recommended Process for reporting a maritime transport or offshore facility security incident**



### **What information must be included when reporting a *maritime transport or offshore facility security incident*?**

A *maritime transport or offshore facility security incident* report **must** include the following information, as set out in section 4 of the *Maritime Transport and Offshore Facilities Security Act Notice About How Incident Reports Are To Be Made (No.3)*, as registered on the Federal Register of Legislative Instruments. **It should be noted that where all information is not included, the report is deemed to not have been made (subsection 182(3) of the Act).**

- (a) the maritime industry participant to whom the report relates;
- (b) the date and time of the incident;
- (c) the location of the incident;
- (d) if the incident involved a ship, information regarding the ship including (if known): name, type, size, flag, IMO number, ISSC number, and type of cargo;
- (e) if the incident involved a building or other infrastructure, information sufficient to identify the building or other infrastructure, such as the building number, or other identifier;
- (f) the nature of the incident;
- (g) if the incident involved any other maritime industry participant s, details of the other MIP(s) involved;
- (h) a description of the incident;
- (i) if the report is being made on behalf of (including as a result of being notified by) another person or organisation, the name of the person on whose behalf the report is being made;
- (j) if the person reporting the incident is aware that the incident has previously been reported to the Department, the approximate time at which the incident was reported;
- (k) an indication of whether the person reporting the incident is aware of the incident being previously reported to the Police, and other maritime industry participant s involved as identified in (g);
- (l) the name of the person reporting the incident;
- (m) the title or position of the person reporting the incident;
- (n) the name of the employer of the person reporting the incident, where applicable; and
- (o) the date of the report.

## Contact details for reporting to the Transport Security Coordination Centre

Maritime transport or offshore facility security incidents must be reported in writing to the Department's OTS Coordination Centre using one of the following means of communication:

- Facsimile: (02) 6274 6089
- E-mail: [Transport.security@infrastructure.gov.au](mailto:Transport.security@infrastructure.gov.au)
- Post: GPO Box 594  
CANBERRA ACT 2601  
AUSTRALIA

For general or related enquiries, the Department's Transport Security Coordination Centre can be contacted by telephone on 1300 307 288 or +61 2 6274 8187 (if phoning from outside Australia).

## Using the Maritime Security Incident Report Form

Reports of maritime transport or offshore facility security incidents may be made by using the *Maritime Security Incident Report* form, which is available from the Department's secure website at [https://www.infrastructure.gov.au/transport/security/maritime/MSIR\\_online\\_form.aspx](https://www.infrastructure.gov.au/transport/security/maritime/MSIR_online_form.aspx).

The *Maritime Security Incident Report Form* is a means of notifying the Department's Transport Security Coordination Centre and other relevant persons and organisations when there has been a security incident or event.<sup>3</sup> The form should be lodged by the appropriate person with the Department.

A report submitted to the Department using this form and including the required information will fulfil reporting requirements under Part 9 of the Act and Section 7.0 of the Code.

## TimeSaver initiative

The *TimeSaver* initiative, introduced in 1999, reflects the Government's broad commitment to reducing the burden of regulation and red tape carried by businesses. *TimeSaver* requires that each Commonwealth Government form used by small business contains a time box in which businesses can indicate how long the form took to complete. The *TimeSaver* box is located near the bottom of the *Maritime Security Incident Report Form*.

This information will provide the Department with a quantitative indicator of the burden that the reporting requirements, i.e. reports made using the form, imposes on industry.

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<sup>3</sup> **Note:** Reports can be made in any form - use of the *Maritime Security Incident Report Form* is not mandatory. However, by not using this form for a Incident runs the risk that not all information, as required in section 4 of the Notice, will be included. Where all information is not included, the report is deemed to not have been made (subsection 182(3) of the Act).

## **PART B: MARITIME SECURITY EVENT**

Part 3 of the Code sets out suggested procedures for the reporting of „maritime security events“ to the Department by maritime industry participants. These procedures are aimed at those maritime industry participants who have implemented an approved security plan under the Act and associated Regulations, including:

- port operators, port facility operators and port service providers;
- ship“s masters and ship operators; and
- offshore facility operators and offshore service providers.

Where in doubt, maritime security events should be reported to the appropriate maritime industry participant“s security officer for forwarding on to the Department.

### **Reporting a *maritime security event***

When a maritime security event occurs, the first priority should be to immediately notify the police and other emergency services and response agencies as appropriate.<sup>4</sup>

After contacting the police, maritime industry participants are encouraged to report the maritime security event to the Department within the reporting timeframes suggested in Table 1 (page 6). Where doubt exists as to whether an event should be reported to the Department, it is best to report it.

Table 1 separates maritime security events into three separate categories in recognition that they can vary markedly in their seriousness and impact.<sup>5</sup> These are as follows:

- **Grade 1 events** are those events that are routine in nature and have been readily resolved (i.e. cause of security threat or breach has been identified and addressed by maritime industry participant). Routine or no follow-up action would normally apply to such events.
- **Grade 2 events** are those events that may require the awareness and the assistance of the Department in a guidance and/or compliance capacity. Grade 2 events include unresolved events where the maritime industry participant is unable to establish or identify:
  - the cause of the security threat or breach; and/or
  - any action taken to remedy the security threat or breach.
- **Grade 3 events** are those events that require immediate awareness and possible intervention by the Department.

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<sup>4</sup> **Note:** Reporting to the Department is not a substitute for reporting the incident/event to the police and other response agencies. The Department is not a response agency. For situations requiring a response, the police and other emergency services should be immediately notified where appropriate.

<sup>5</sup> **Note:** This grading system is provided as a guide only. The maritime security environment is complex and dynamic and the Department encourages the reporting of maritime security events as promptly as possible regardless of their apparent seriousness. Examples of events graded in accordance with the above categories are provided in Appendix C.

Grade 2 and 3 events may also require maritime and/or offshore industry awareness, either generally or for specific maritime industry participants.

### **Content of 'Event' Reports**

As mentioned, there are no requirements for the content of „event“ reports, unlike „incident“ reports. However, where a report is made voluntarily, it is most helpful when it takes account of the context in which an event has occurred. For example, a report on a security breach involving an intoxicated person gaining unauthorised access to a port would be of little value if it failed to mention the presence in the port of a visiting nuclear powered warship. Examples of content to be included in reports of security events are provided in Appendix C.

The Code suggests that information listed in column 3 of Table 1 be reported to the Department. There is no report form required for events, unlike Incidents, though the *Maritime Security Incident Report* form might serve as a useful example. It is available from the Department's website at

[https://www.infrastructure.gov.au/transport/security/maritime/MSIR\\_online\\_form.aspx](https://www.infrastructure.gov.au/transport/security/maritime/MSIR_online_form.aspx)

### **Contact details for reporting to the Department's Transport Security Coordination Centre (TSCC)**

Maritime security events can be reported to the TSCC using one of the following means of communication:

- Telephone: 1300 307 288
- Telephone from outside Australia: +61 2 6274 8187
- Facsimile: (02) 6274 6089
- E-mail: [Transport.security@infrastructure.gov.au](mailto:Transport.security@infrastructure.gov.au)
- Post: GPO Box 594  
CANBERRA ACT 2601  
AUSTRALIA

**Table 1: Standards of practice for reporting maritime security events**

Indicative notification trigger	Suggested timing	Suggested details to be included (if known)
<p><b>Maritime Security Event – Grade 1</b></p> <p>Events which seem to require either routine or no follow-up action.</p>	<p>Monthly reporting – events submitted to the Department within 14 days after the end of each month.</p> <p>Events that have been reported previously by the maritime industry participant would not normally be repeated in such monthly reporting.</p>	<p>(a) The MIP to whom the report relates.</p> <p>(b) The date and time of the event.</p> <p>(c) The location of the event.</p> <p>(d) If the event involved a ship, information regarding the ship including (if known): name, type, size, flag, IMO number, ISSC number, and type of cargo.</p> <p>(e) If the event involved a building or other infrastructure, information sufficient to identify the building or other infrastructure, such as the building number, or other identifier.</p>
<p><b>Maritime Security Event – Grade 2</b></p> <p>Events which seem to require awareness and assistance of the Department.</p>	<p>As soon as possible.* Ideally this means:</p> <ul style="list-style-type: none"> <li>• Notify within 24 hours</li> <li>• Submit oral or written report within 72 hours.</li> </ul>	<p>(f) The nature of the event.</p> <p>(g) If the event involved any other MIPs, details of the other MIP(s) involved.</p> <p>(h) A description of the event.</p> <p>(i) If the report is being made on behalf of (including as a result of being notified by) another person or organisation, the name of the person on whose behalf the report is being made.</p>
<p><b>Maritime Security Event – Grade 3</b></p> <p>Events which seem to require immediate awareness and possible intervention by the Department</p>	<p>As soon as possible.* Ideally, this means:</p> <ul style="list-style-type: none"> <li>• Notify within 4 hours.</li> <li>• Submit written report with required information within 72 hours.</li> </ul>	<p>(j) If the person reporting the event is aware that the event has previously been reported to the Department, the approximate time at which the event was reported.</p> <p>(k) An indication of whether the person reporting the event is aware of the event being previously reported to the Police and other MIPs involved as identified in (g).</p>
<p><b>Maritime Transport or Offshore Facility Security Incident</b></p>	<p>As soon as possible.* Ideally, this means:</p> <ul style="list-style-type: none"> <li>• Notify within 4 hours.</li> <li>• Submit written report with required information within 72 hours.</li> </ul>	<p>(l) The name of the person reporting the event.</p> <p>(m) The title or position of the person reporting the event.</p> <p>(n) The name of the employer of the person reporting the event, where applicable.</p> <p>(o) The date of the report.</p>

\* Ideally, this means notifying and/or reporting to the Department, when able to do so, yet without compromising the incident/event response.

## NON-COMPLIANCE AND PENALTIES FOR INADEQUATE REPORTING

### **Reporting of Incidents**

Failure to report a maritime transport or offshore facility security incident is an offence of strict liability carrying a penalty of:

- 200 penalty units for port, ship, port facility operators and offshore facility operators;
- 100 penalty units for MIPs with incident reporting responsibilities; and
- 50 penalty units for the master of a security regulated ship, any employee of a maritime industry participant and any other person with incident reporting responsibilities.

### **Reporting of Events**

Maritime industry participants are required, under the Act and Regulations (see Annex to this Code), to address procedures for reporting occurrences which threaten the security of their facility and/or operations.

A way of meeting the requirements for setting out procedures for reporting security occurrences to the Department is by implementation of the Code. However, while strongly encouraged by the Department, it is not compulsory under the Act or Regulations to do so.

Maritime industry participants who voluntarily choose to adopt the Code into their security plans will need to comply with the procedures as set out in the Code. Please note that the Act imposes penalties where maritime industry participants fail to comply with their security plans (see for example, section 44 of the Act).

## APPENDIX A: DEFINITIONS

### Maritime transport or offshore facility security incident

Section 170 of the Act defines a *maritime transport or offshore facility security incident* as follows:

- (1) If a threat of unlawful interference with maritime transport or offshore facilities is made and the threat is, or is likely to be, a terrorist act, the threat is a *maritime transport or offshore facility security incident*.
- (2) If an unlawful interference with maritime transport or offshore facilities is, or is likely to be, a terrorist act, the unlawful interference is a *maritime transport or offshore facility security incident*.

Under Part 5.3 of the *Criminal Code Act 1995*, a *terrorist act* means an action or threat of action which:

- (a) causes serious harm that is physical harm to a person; or
- (b) causes serious damage to property; or
- (c) causes a person's death; or
- (d) endangers a person's life, other than the life of the person taking the action; or
- (e) creates a serious risk to the health and safety of the public or a section of the public;  
or
- (f) seriously interferes with, seriously disrupts, or destroys, an electronic system; and
- (A) the action is done or the threat is made with the intention of advancing a *political, religious or ideological cause*; and
- (B) the action is done or the threat is made with the intention of:
  - (i) coercing, or influencing by intimidation, the government of the Commonwealth or a State, Territory or foreign country, or of part of a State, Territory or foreign country; or
  - (ii) intimidating the public or a section of the public.

**Note:** An action that is in the form of advocacy, protest, dissent or industrial action that is not intended to cause serious harm, or any of the other consequences listed at subparagraphs 100.1(3)(b)(i)-(iv), is not a terrorist act.

## Maritime Security Event

What is a maritime security event? A "maritime security event, is a threatened or actual interference with maritime transport. It is an occurrence, or occurrences, which threaten the security of the maritime industry participant"s facility and/or operations AND is not a "maritime transport or offshore facility security incident,,"

How is a maritime security event different from a maritime security incident? Section 170 of the *Maritime Transport and Offshore Facilities Security Act 2003* (the Act) defines a maritime security incident as a threatened or actual interference with maritime transport which is, or likely to be, a terrorist act.

Event reporting contributes to the information base that the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) collects and uses to develop a national picture of incident and event occurrences. This enables the Department to identify and analyse trends and policy gaps and provides information that can assist industry to focus security planning around identified risks and vulnerabilities.

Reportable maritime security events may include, but are not limited to:

- unauthorised or attempted unauthorised access to a maritime or ship or offshore security zone;
- any breach of a screening point that is likely to, or results in; persons, vehicles or vessels gaining unauthorised access into a maritime security zone. This does not include the successful detection of weapons or prohibited items at a screening point;
- inappropriate use of a maritime security identity card to gain, or attempt to gain, access to a maritime, ship or offshore security zone;
- damage to security equipment through sabotage or vandalism;
- unauthorised disclosure of a maritime or ship or offshore security plan;
- unauthorised or attempted unauthorised carriage of weapons or prohibited items in a maritime, ship or offshore security zone;
- suspicious behaviour by persons in or near a regulated entity;
- unexplained or suspicious cargo, goods or luggage in, or in the vicinity of, a maritime, ship or offshore security zone;
- unsecured access points;
- maritime security events during, or after, which the media was present or inquiries by the media were known to have been made; and
- conduct by a person or persons which would, or is likely to, hinder or obstruct the implementation of a maritime industry participant"s security plan.

**APPENDIX B: EVENT CATEGORIES AND EXAMPLES**

The list of event categories and examples below should be used as a guide only. This list is not exhaustive and there may be events which occur that are not detailed below. If using the Report Form and the event is not listed below, please nominate “other” and provide a brief description

**Maritime (specific) Event Categories**

Event Group Type (High Level)	Event Type (Low Level)	Definition/Explanation	Most common event	Example
Suspicious Items/Activity	Suspicious Items found	Items or packages left unattended in port areas	Unattended or Unusual items (packages) discovered in port areas.	<p><u>Report:</u> Report received regarding a suspicious package had been found at 19:17hrs. MG informed Area Shift Manager (ASM) and PFSO who decided to investigate package. After some time it was confirmed that the package was owned by an electrician who had been changing floodlights in this area during the day. The package contained 1 x floodlight. No further action was required.</p> <hr/> <p><u>Report:</u> Phone call from Security in regards to a bag that had been dropped over the side of the vessel XXX that was moored at that berth. Port Security Control Centre dispatched to retrieve the bag. AQIS contacted the Port Security Control Centre to enquire the movements of the bag, Port Security Control Centre advised that the bag had been picked up and returned to ops base where it was placed into a container ready for AQIS inspection. AQIS arrived on site, inspected the bag and its contents and was returning to the vessel with the bag for further investigation.</p>
	Suspicious activity	Person/s or Vehicle/s	Individuals loitering	<u>Report:</u> Outside the Terminal boundary fence an employee

<p><b>– outside port perimeter</b></p>	<p>displaying behaviour that is abnormal or that arouses suspicion – outside port perimeter (Land side).</p>	<p>outside port perimeter (Land side).</p> <p>Individuals taking photographs of the port infrastructure or port activities from outside port perimeter (Land side).</p> <p>Individuals found fishing outside port perimeter (Land side).</p>	<p>witnessed a woman photographing terminal facility through the boundary fence from the public access area. Employee reported to security. Security approached woman who left scene in a maroon coloured car unable to ascertain registration no. Woman was 20-40 years old wearing light coloured shorts and blue short sleeve top. No other identification.</p> <hr/> <p><u>Report:</u> Re: vehicle at A gate. When approached, stated only looking &amp; left immediately. 1 male approx 18- 21y.o shoulder length brown/blonde hair, thin &amp; average in height, wearing dark clothes. All is in order. Vehicle Description: White 4 door hatch. Unknown badge. P plates displayed. Rego XXX_</p>
<p><b>Suspicious activity – port side</b></p>	<p>Person/s or Vehicle/s displaying behaviour that is abnormal or that arouses suspicion – within port perimeter (Land side).</p>	<p>Individuals loitering within port perimeter (Land side).</p> <p>Individuals taking photographs of the port infrastructure or port activities from within port perimeter (Land side).</p>	<p><u>Report:</u> Port Security Control Centre advised of a male person of Asian appearance at the Bridge. The male was looking around the area with a set of binoculars. The male person then crossed the bridge by foot. Guard pulled over and approached male to ascertain his business in the area. The male informed Guard that he was a bird watcher. The male was advised that he should not be crossing the bridge by foot. The male person was driving a Hyundai Excel, Rego:xxx. The male person left without any further incident.</p> <hr/>
<p><b>Suspicious activity – water side</b></p>	<p>Person/s or Vessel/s displaying behaviour that is abnormal or that arouses suspicion or <u>small fishing</u> vessels like tinnies too close to berths – waterside</p>	<p>Fishermen found in vessels near or underneath wharf/berths.</p>	<p><u>Report:</u> Supervisor Marine Services - Port Authority. Small Fishing Craft found to be anchored and fishing adjacent to berth 11, but very close. 2 persons on board. Vessel was moved on. . Security unable to identify - no rego number or name.</p> <hr/> <p><u>Report:</u> At 1841, charter vessel reported a sighting of a 10ft zodiac with two persons approaching the vessel xxx. The</p>

				<p>zodiac took off when approached. Ports' vessel X conducted security patrols around the area at 2100, 2245 and at 0430 and reported no activity. The vessel's agent has been notified. Water Police were notified and subsequently spoke to the master of the Charter vessel. A subsequent search of the area did not locate the zodiac. The POL notified Control at 2056 to advise that they were calling off the search following an extensive search of the area.</p> <p><u>Report:</u> On 17 May 08, a small fishing vessel was located too close to Fisherman Island Export Coal Berth. The occupants were moved on without incident; however, registration details were obtained.</p>
	<b>Chemical /Biological/ Radiological</b>	Items identified as potential chemical, biological or radiological in nature	White powder incidents	<b><u>NIL Examples</u></b>
<b>Public Behaviour</b>	<b>Disruptive person – at the Port</b>	Person/s behaving in a disruptive manner at the port.	Intoxicated, argumentative or agitated person/s at a port.	<p><u>Report:</u> At approximately 1400 hrs a group of 6 males (thought to be Lebanese) approached the entrance to the security regulated port and demanded entry to gain access to the vessel to have a look. They had been at a pub across the road and were intoxicated. The POI's have gone back to the pub but may return. Local police have been informed and have contingencies in place if they return.</p> <hr/> <p><u>Report:</u> 0725 received call from Port Security Officer advising that two persons were at the port today to visit pax on vessel xxx. When leaving the vessel the POI's had an argument at the passenger terminal and the female POI left the area. The male POI became abusive towards security staff when directed to leave area. The security notified POL who detained the POI and escorted him back to a local police station. Advised the POI was listed on official visitors list. .</p>

	<b>Disruptive person – on board a Vessel</b>	Person/s behaving in a disruptive manner on board a vessel.	Intoxicated, argumentative or agitated person/s on board a vessel.	<b><u>NIL Examples</u></b>
	<b>Protest Activity</b>	Protest Activity	Protest Activity	<p><u>Report:</u> 0547 received call from Duty Marine Controller Port who informed that 6-10 protesters had gained access to the port and chained themselves to a woodchip loader. The loader was positioned to load the vessel XXX. Controller was unsure of point of entry and stated it may have even been waterside. POL has been contacted and requested to attend.</p> <hr/> <p><u>Report:</u> Animal rights activists entered the port area by climbing and forcing a gate on the western boundary of the ports security fencing and chained themselves to the livestock loading ramps until arrested and removed by Police. No damage was done, no security threat was evident and no property or persons were threatened. Action from here - PSO to liaise with port management and Police to determine course of action.</p>
	<b>Inappropriate comment</b>	<p>Comments inferring a capability or intent to contravene maritime security legislation.</p> <p>*Note: does not include Direct Threats to Ports and Vessels.</p>	Joking comments regarding bombs or weapons contained in luggage or on person.	<p><u>Report:</u> Security officers reported that during routine screening of a crew member the alarm on the walk through magnetometer sounded indicating something in the area of the crew member pockets. Keys were discovered and removed. During repeat screening the alarm sounded and a wallet and phone were discovered. The crew member was asked if any thing else was in his pockets to which he replied "NO". On the 3rd screening, the person was cleared and his bags were also screened. Bags were deemed cleared. Person then stated words to the effect After all that you did not find the bomb in my bag. Security Officers stopped the crew member and made him complete the screening process again and conducted a physical search of his bag. Again nothing was found and the person deemed cleared. The Security</p>

				Officer then warned person about making such remarks and the person was cleared to enter ship.....
<b>Threats</b>	<b>Communication of threat against a Port.</b>	Receipt of a direct threat to a Port or Port facilities, either in person or via another communication form.	Phone calls, emails or notes threatening to bomb or attack a Port or a Port facility.	<p><u>Report:</u> At 2210 Port received an anonymous bomb threat by telephone stating a bomb will explode in 4 hours. Terminal has been closed down - all non-essential staff have been sent home, Security Officers of vessels alongside have been notified and gangways raised, Police Bomb Squad are in attendance.</p> <hr/> <p><u>Report:</u> Port Security Officer was contacted to advise that Police had received a phone call advising of a bomb threat. Bomb is to be placed somewhere and is due to go off at 1700hrs. It is being treated as an Eco Terrorism threat currently. Media are aware of the situation.</p>
	<b>Communication of threat against a Vessel.</b>	Receipt of a direct threat to a Vessel, either in person or via another communication form.	Phone calls, emails or notes threatening to bomb or attack a Vessel.	<p><u>Report:</u> 1428 received call to advise that POL had increased the Security Level to 2 for XXX following a phone threat (deemed as a credible terrorist threat) made against the vessel for this evening. The vessel is currently in complete security lock down. The vessel has been thoroughly searched inside and inspected by divers externally. The ETD of the vessel tonight is 2000 with approx 700-800 pax. Aus SAR are putting together a contingency plan for a possible incident.</p> <hr/> <p><u>Report:</u> The Water Police have advised that they received a non specific bomb threat to a "party boat". At 0005 Police broadcast a PAN PAN urgency message on VHF channel 13, advising all charter craft of the non specific threat and requesting operators to conduct a cursory check of their craft. At this time (0027) no further reports have been monitored on VHF 13.</p>

<b>Screening events</b>	<b>Prohibited Items found.</b>	Detection of a prohibited item on board a Vessel or within the Port Security Zone.	Variety of objects ranging from knives, sharp objects to ammunition, firearms and explosives	<p><u>Report:</u> Information provided pertaining to an Australian passenger aboard xxx that departed from X travelling to XX and due to arrive today. The pax was discovered to have in his possession 2 live firearm shells (shotgun shells). Apparently these shells were not detected at the screening point in X. Management will be looking to review screener training and supervision as their current x-ray equipment has the capacity to detect the above items.</p> <hr/> <p><u>Report:</u> Advice received that earlier today some live ammunition was discovered on a fender beam (this is the large piece of steel that ships bounce off at port). The local police, customs and AFP attended. The live ammunition consisted of 20 rounds of 7.62mm and 20 rounds of 30.06mm. This is generally used by sporting shooters. The local AFP representative deemed the incident non threatening (possibly an incoming crewman or passenger throwing the ammunition prior to entering port and clearing customs) and the local police have taken the ammunition to destroy. Customs has no further interest.</p>
<b>Breach/Intrusion</b>	<b>Perimeter Damage</b>	Perimeter Damage	Holes or damage discovered in perimeter fence.	<p><u>Report:</u> Extract of Email - 0700 - FBIS advised via phone. 0800 - PFSO attended site investigated hole cut in fence from the Port to the xxx area. 0812 - Ports signal tower advised assistance in temporary fence repairs obtained. 0815 - FBIS requested to notify local authorities ****End of Extract***</p> <hr/> <p><u>Report:</u> Gate cut by hacksaw or the like to gain entry by</p>

				<p>removing Chain, Found at 0500. Whilst on Road Security Patrol, Port Officer found that the Exit gate had been opened and left opened for access to XX Drive. On inspection the Gate had been cut by hacksaw or the like through the handle area of the gate. The chain was then able to be removed as there was approx 10cm of pipe/gate cut away. Port Officer then entered and found that there where eight vehicles already parked at the end in the parking area. No vehicle details where taken due to the fact that it would be very hard to identify who was responsible. The gates can be still locked by placing the chain either higher or lower of the handle area.</p>
	<p><b>Perimeter Breach</b></p>	<p>Breach of external Port perimeter.</p> <p>Note: Does not include damage to the perimeter</p>	<p>Person/s seen or admitting to jumping, scaling the Port perimeter</p>	<p><u>Report:</u> At 0400hrs a man was found fishing in a restricted area. The man jumped the fence to gain access to the area. Security contractor found the man and called the police to have him removed from the area. The man in question was questioned by Police and taken away. No vessel alongside the jetty at time of event.</p> <hr/> <p><u>Report:</u> At 2030hrs two males (early 20's) unlawfully entered tug facility by climbing past security fence. Suspect - the persons were looking for a fishing spot. PRPC notified. Security contractor swept wharf area.</p>
	<p><b>Unauthorised access – Port.</b></p>	<p>Identification of unauthorised persons within Port perimeter without just cause.</p> <p>Highlights access control issues.</p>	<p>Person/s identified within Port perimeter without just cause.</p> <p>Note: This includes fishermen found on the wharf or within the port perimeter.</p>	<p><u>Report:</u> Via CCTV persons noticed fishing within berth. Police were notified and a patrol was dispatched. Persons found within the facility who had entered around the waterside edge of the security fence had details taken by the police and told if they were found in the sight again they would be charged.</p> <hr/> <p><u>Report:</u> At approximately 10:30, 2 individuals gained access to the Customs Hall through the Baggage Handlers Door. The individuals were stopped by the Controller and escorted off the premises. Whilst no details of the individuals were</p>

		*Note: Does not include misuse of MSIC		taken, they claimed to be waiting for passengers who were disembarking from the Cruise Ship. The Security Guard posted to the door was assisting other passengers at the time and did not see the two gain entry.
	<b>Unauthorised access – Offshore Security Zone.</b>	<p>Identification of unauthorised persons in an Offshore Security Zone</p> <p>*Note: Does not include misuse of MSIC</p>	<p>Person/s identified in an Offshore Security restricted zone without just cause.</p> <p>Fishermen found in vessels near an Offshore facility.</p>	<p><u>Report:</u> - Email received OTS Coordination Centre Extract as follows Unidentified pleasure craft observed inside Wandoo Field Exclusion Zone; The craft was within 200m of the Wandoo B Facility. The four occupants observed to be fishing. Attempts were made to raise occupants of boat with no response. Boat was approximately 4.5 to 5M, white with half cabin, with twin Yamaha outboards. Reg No xxx End of extract_</p> <hr/> <p><u>Report:</u> ** Email Extract**** 3 A 04-09-2006 1 of small Indonesian Type 3 within 500m exclusion zone. . Event Type # Unauthorised access to a facility security zone ***End Extract***</p>
	<b>Unauthorised access – Ship Security Zone.</b>	<p>Identification of unauthorised persons in the Ship Security Zone</p> <p>*Note: Does not include misuse of MSIC</p>	<p>Person/s identified in a Ship Security Zone without just cause.</p> <p>Fishermen found in vessels near an established Ship Security Zone.</p>	<b><u>Nil Examples</u></b>
	<b>Unsecured or Unattended Gates/ Access points.</b>	Unsecured/ Unattended Gates or Access Points	Gates and Access points found to be unsecured.	<u>Report:</u> Security advised that during their patrols that the access gate closest to the hills was left unattended. Due to damage to this gate the procedure is for a 40' unit to be

			<p>Foreign flagged vessels with unattended rope ladders down the side of the vessel.</p>	<p>placed 'hard up' against the opening to prevent access. This procedure was not adhered to by operating company and until we delve deeper we will not know if there was anyone on site during the said period. Notwithstanding this access has now been denied until such time as they are able to demonstrate that measures put in place will satisfy our requirements under our Security Plan. Local Infrastructure officers have been advised separately via email</p> <hr/> <p><u>Report:</u> Whilst Port Security Control Centre were carrying out a CCTV patrol, the operator observed vessel had the gangway down on the waterside. Port Security Control Centre contacted Security Officer and advised him of the gangway, Security informed Port Security Control Centre that the gangway was down waterside because vessel was unable to put down landside. Port Security Control Centre also noticed that no sentry was placed at the gangway and that gangway was low enough for a small fishing vessel to gain access. 1856 hrs - Port Security Control Centre received a call advising that a 24 hr watch is in place whilst gangway is down waterside.</p>
<p><b>Staff/Procedural</b></p>	<p><b>MSIC Incident</b></p>	<p>Incidents involving the inappropriate use of an MSIC</p>	<p>Authorised Person/s in the Port Security Zone not displaying MSIC.</p> <p>Authorised Person/s in the Port Security Zone using an expired MSIC.</p>	<p><u>Report:</u> *A Ports employee used a Ports security pass to access a port security zone. He was not on duty at the time. He then left the area leaving his vehicle within the security zone. Ports Authority is dealing with this matter internally. The vehicle was subsequently retrieved at 1230hrs. <b>**End of Extract**</b></p>

			Inappropriate use of MSIC to gain unlawful access to the Port Security Zone.	* (Noting: <i>MSIC implementation is not complete</i> ).
	<b>Unauthorised Shore leave</b>	Incidents involving crew members leaving the vessel without authorisation.	Crew members leaving the vessel without permission to visit nearby towns.	<p><u>Report:</u> Customs notified that a crew member from MV XXX had jumped ship between 3am and 6am and asked for a check of security footage to see if it was caught on CCTV. As it turned out we were able to give him our footage of the crew member in question running from the facility at 0313am.</p> <hr/> <p><u>Report:</u> Extract **A crew member of the vessel xxx climbed over the security fence to access a phone and be allowed to take his bicycle and bag into town. Crew member was questioned and denied access to town. Harbour master, was notified. Harbour master boarded vessel and had a talk with the Ship's master. Crew member admitted jumping the fence. All shore leave was suspended for the Vessel.</p>
	<b>Non Compliance with legislation by an Australian flagged vessel</b>			<b><u>NIL Examples</u></b>
	<b>Non Compliance with legislation by a foreign flagged vessel</b>			<p><u>Report:</u> 2227 Vessel XX contacted Port Communications (PC) requesting anchorage at Port. PC advised that the vessel was unknown to the port and to hold current position. PC contacted Customs. PC advised that vessel should proceed to Harbour. PC tracked vessel down the main channel to its final location. PC was requested to contact vessel and obtain information on the pax on board. Vessel advised that 3 pax were on board. Captain advised that the owner of the vessel should have organised all the required paperwork. Customs advised that they will board the vessel on 10/08/2005.</p> <hr/>

	<b>Non Compliance with legislation by a Port facility</b>			<b><u>NIL Examples</u></b>
	<b>Loss of Keys/Access cards</b>	Loss of Keys/Access cards	Loss of Keys/Access cards by staff, contractors or other maritime industry participants	<b><u>NIL Examples</u></b>
	<b>Failure of Staff Protocol/ Procedure</b>	Clear breach of protocol or procedure by authorised staff members resulting in compromise of maritime security	Failure to implement security procedures in undertaking duties.  Illegal use of delegated authority.	<b><u>Report:</u></b> Contracting Supervisor working on site with the XX civil engineering firm knowingly allowed his workers access to this site via a haulage road which avoids this sites access control. As all breaches of security are taken very seriously, the supervisor’s site access has now been revoked and he has permanently been removed from site.
	<b>Security System Failure</b>	Failure of security equipment resulting in compromise of maritime security.	Computer software malfunctions, equipment failure.	<b><u>Report:</u></b> At 10.15pm, two male passengers were apprehended on deck 5 (Onboard Security Zone) on xx. The ship departed at 9pm and the vehicle decks would have been secured at 9.10pm. The two passengers gained entry through a security door, which had a faulty air lock, which has since been repaired. Both stated they were just trying to have a look at the engine room. Both passengers were conveyed to the Master and interviewed at length. At this stage, it is believed there was no criminal or malicious intent by the two passengers and they were bone fide passengers. Both passengers have been informed the matter would be investigated further and they would be advised in due course. The passengers were apprehended within two minutes of their unlawful entry into deck 5. <hr/> <b><u>Report:</u></b> Reported to the Operations Superintendent that the

				<p>sites turnstile gates could be pushed through without using swipe card. On investigation he found that it was quite easy to operate the gates by pushing on the turnstile and not swiping thus allowing potential unauthorised entry and exit.</p> <p>Immediate action taken: Security guard stationed at the gates until problem is rectified. The installation company called to site to rectify malfunction. At the time of this report the problem still exists. National Manager Security notified and informed all sites to check operation of turnstile gates.</p>
	<b>Emergency Evacuation</b>	Evacuations of Port facilities		<u><b>NIL Examples</b></u>
<b>Criminal</b>	<b>Vandalism</b>	Person/s involved in the wanton or malicious destruction or damage of property.	Persons damaging Port equipment – spraying graffiti – Port side	<p><u>Report:</u> At approx 1745 Port Security Officers detected two young people activating and throwing fire extinguishers from the wharf into the water. The POI's fled the scene before police arrived - but one of the Port Security Officers believes he knows who they are. The POI's also caused extensive vandalism damage.</p> <hr/> <p><u>Report:</u> Offender/s have gained access to the area by unknown means, boarded the barge and sprayed graffiti to external accommodation area. Barge was searched no offenders found. Full fence line search and CCTV search completed, nothing found. One small area of fence being repaired but unsure if this is where access was gained.</p>
	<b>Theft</b>	Person/s involved in the stealing of property – this includes equipment, personal items and cargo.		<p><u>Report:</u> About 11pm offenders armed with a pistol entered the office after entering the port through the perimeter gates and holding the guards at bay whilst making off with a late model Honda Accord sedan. Police in attendance</p> <hr/> <p><u>Report:</u> The incident involved the tug boat XX where offenders gained access to the boat whilst it was moored.</p>

				Offenders have gained access to the galley and stolen foodstuffs, a mobile phone and a portable stereo.
	<b>Assault</b>	Person/s involved in the unlawful physical attack on another.	Assaults by passengers	<u>Report:</u> 1024 received call from PSO informing that at 1630 he was notified by the Captain of the Vessel X of an assault that had taken place on board. When the vessel berthed the shipping agent requested the attendance of Police and Ambulance Service. The crewman was taken to Hospital for psychological assessment. Customs were present at the time he was being transported and when assessment is completed he will be handed to DIMIA officers. The other crewman involved suffered minor injuries and no first aid was administered on board the vessel or by Ambulance Officers. Incident reported to Port Corporation at 1630.
	<b>Break and Enter</b>	Person/s forcefully entering port facilities or a vessel.  Note: This does not include theft.		<u>Report:</u> At 5.30 am, staff from the Port Corporation's Pilot Station noticed that the downstairs section of the Pilot Station building had been broken into. It appeared that person(s) had removed an external screen and forced their way into the premises. No items had been stolen however it appeared that the person(s) involved had searched through personal lockers and cupboards. Police attended the Pilot station at 11.35 am and dusted for fingerprints.
	<b>Attack on Security System</b>			<u>Report:</u> While reviewing CCTV footage in response to Security Incident, I noticed that the camera dome appeared to have been partly covered with a white gum-like substance. The area covered by the gum blocked out vision of the employee car park and rear entry gate at the Small Craft Pens. Chewing gum removed and camera vision restored. The gum had been placed perfectly on the camera dome to completely block the footage of the small craft pens office and amenities entrance and car park area and had been in place for some time. Incident being investigated further. ***XXX ports advise report is for information only purposes. Incident is considered serious and being investigated

				internally.
	<b>Sabotage – Port</b>	An act that leads to the destruction of a port or equipment located within a port, or damage that interferes with the port undertaking its business.	Includes detonation of IED (Improvised explosive device) at a Port.  Tampering with the power supply.	<b><u>NIL Examples</u></b>
<b>Vessel</b>	<b>False travel documentation</b>	Attempt to travel or board a Vessel without the correct documentation, eg: Boarding pass, passport etc.		<u>Report:</u> 0005hrs; Two (2) crew members arrived at the Gatehouse requesting access onto the vessel xxx. SO X requested identification. One crew member verified his identification via photo. Another crew member could not produce photo identification, but produced a photocopy of his passport. SO X photocopied for records (Page 3). ESO xx further noticed that the crew member Passport and Crew Info was different from those given on the Form 3B (Customs Form) and the Form 10 from the Ship Agent. (Note: Page 4) 0312hrs; Christine (Customs) called back to say that she had contacted the Manager of the Customs Maritime Response Unit out of bed and informed him of what was transpiring. He was however, extremely pleased that the incident had been reported. Christine said for the moment that the crew member be placed aboard the vessel and wait for the Customs team. Customs would be on site within the next few hours.
	<b>Unauthorised</b>	Identification of unauthorised person/s	Person/s identified aboard a Vessel without	<u>Report:</u> Executive Support Officer was showing local newspaper reporter and photographer over the discharge

Guidance paper for reporting of security incidents and events by maritime industry participants

	<b>Access – Vessel</b>	boarding a Vessel.  *Note: Does not include misuse of MSIC	just cause.	operation. 32 railway wagons were being unloaded from the vessel and they were doing a media report on it. Whilst being escorted the photographer "snuck off" and boarded the vessel to take photographs without permission from the Port Authority escort person. .
	<b>Stowaway</b>	Person/s found hiding aboard Vessels to gain free travel		<u>Report:</u> 1127 Port advising that the Captain of the vessel 'XX' had notified that 4 stowaways had been located in the hold of the vessel. Two of the stowaways are deceased and all are of male gender. The vessel is due in port at 1600. Advised Shipping Company has begun to take appropriate action.
	<b>Hijack Alert</b>	Attempted, suspected or successful gain of control of a Vessel.	Includes hoaxes and mistaken use of hijack protocols	<u><b>NIL Examples</b></u>
	<b>Sabotage - Vessel</b>	An act that leads to the destruction of a Vessel or damage that renders a Vessel incapable of voyage.	Includes detonation of IED (Improvised explosive device) on ground or in flight.  Tampering of vessel fuel and engine systems.	<u><b>NIL Examples</b></u>
<b>Other</b>	<b>Other (check with Supervisor)</b>	All other unclassified maritime security events		<u><b>NIL Examples</b></u>
	<b>Information only</b>	Information only		Report: 20:25. Port Security Control Centre, received a telephone call from Fire and Emergency Services asking if

				<p>everything appeared okay at the Refinery. A member of the public had dialled 000 to express concern about the amount of flame/light that was emitting from the area. A search by the CCTV found nothing unusual, except that the low cloud was reflecting a considerable amount of light from the normal flame in that area. Fire and Emergency Services advised the Port Authority that they would send a unit to the area to check.</p> <hr/>
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## APPENDIX C: EVENT GRADES AND EXAMPLES

GRADE	EXAMPLE
<p style="text-align: center;">GRADE 1</p>	<ol style="list-style-type: none"> <li>1. Extract of Email - 0700 - advised via phone - Breach in security at Outer Harbour. 0800 - PFSO - attended site investigated hole cut in fence. 0812 - Signal tower advised assistance in temporary fence repairs obtained. 0815 - requested to notify local authorities 0900 - Manager advised ****End of Extract***</li> <li>2. Extract of Email - Report to port Security Control Centre, small fishing vessel under wharf with 3 persons on board. Port Security advised vessel of correct distance allowed in area around wharf and vessel moved away without incident. Boat Rego: xxxxx ****End Extract ** Please Note this vessel was also cautioned on the 26 July for similar incident.</li> <li>3. A suspicious person walked straight inside the terminal through the gate and started taking photos of the terminal (apparently of the containers and may be the straddle carriers). Security Officer immediately approached the person and warned him not to take any photographs and that he is in a Land Side Restricted Zone, without any authorisation. The person complied immediately and went to his car (parked across the road) to get his ID, to which the Security Officer accompanied him to his car. Person's Details as follows: XX (International Driver's Licence), DOB xx/xx/xxxx.</li> </ol>
<p style="text-align: center;">GRADE 2</p>	<ol style="list-style-type: none"> <li>1. Extract of Email: While reviewing CCTV footage it was noticed that the camera dome appeared to have been partly covered with a white gum-like substance. The area covered by the gum blocked out vision of the employee car park and rear entry gate. Chewing gum was removed and camera vision restored. The gum had been placed perfectly on the camera dome to completely block the footage of the small craft pens office, amenities entrance and car park area and had been in place for some time. Incident is being investigated further. Incident is considered serious and being investigated internally. ****End of Extract***</li> <li>2. At 1338, Opscen received a call from Duty Marine Controller. A Zodiac (registration xxx- named "XXX") was observed in the Shipping Channel, engaged in picking up and dropping off two divers. Security Officer contacted the Water Police, but they could not assist as they had no vessels in the vicinity.</li> </ol>

GRADE	EXAMPLE
<p style="text-align: center;">GRADE 3</p>	<ol style="list-style-type: none"> <li data-bbox="576 310 1383 751"> <p>1. Extract from Email: At approx 1600hrs, a staff member of Shipping Company X observed what he believed to be a diver, who surfaced in the water immediately behind the stern of vessel XXX which was berthed at the Port X. Cruise ship xx is berthed on the opposite side of the pier. At 1605, Port Facility Security Officer (PFSO) was informed of the incident and he in turn notified the Ship's security officer, who initiated first call to water police. At 1630 to 1650hrs water police attended scene of event and initiated surface search of immediate area with snorkel divers with no results. At 1705hrs, water police made decision to evacuate vessel xxx and Cruise Ship xx (completed by 1830). Pier and Terminal area was searched and hull of vessels xxx was examined. Vessel xxx was searched by divers from the Police and finally cleared at 8.30pm. The passengers were then loaded onto the Cruise Ship xx, which departed at 1045pm, nearly three hours late. Investigations have since failed to identify the diver involved ****End of Extract.</p> </li> <li data-bbox="576 825 1383 1150"> <p>2. 0900 Port Facility Security Officer (PFSO) from xx Port called the Transport Security Coordination Centre to advise that a break and enter had been investigated at the Port. According to the PFSO at 0700 the security guard from xx Port had noticed a cut in the perimeter fence. The security guard then identified two suspicious people driving slowly past the xx Port entrance. The security guard noted the licence plate of the vehicle. Further investigation by the security guard found that the CCTV at the xx Port had been disabled and damaged, and a suspicious item was found within the vicinity of regulated vessel xx. At 0730 the police were contacted. The Police arrived and identified the suspicious item as a suspected bomb. The area was cordoned off and the bomb squad called at 0815.</p> </li> <li data-bbox="576 1171 1383 1476"> <p>3. .Transport Security Coordination Centre advised by Ship Security Officer that at 1345 a crew member had found 5 unauthorised persons in the engine room of an Australian regulated ship in Port xx. When spotted the persons overpowered the crew member and disappeared. The crew member was injured in the scuffle. The SSO notified port security at 1420, who immediately notified the Police. The Police boarded the ship at 1445 and searched vessel xx. The 5 unauthorised persons in question were found hidden in the sleeping quarters of vessel xx. They were detained and escorted off vessel xx for further questioning. The injured crew member was taken to hospital at 1525. Vessel xx was cleared at 1700 to continue voyage</p> </li> </ol>