
4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

SAR.7/Circ.12
31 March 2015

**LIST OF DOCUMENTS AND PUBLICATIONS WHICH SHOULD BE HELD
BY A MARITIME OR JOINT RESCUE COORDINATION CENTRE**

- 1 The Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), at its second session (9 to 13 March 2015), taking into account the outcome of the ninety-second, ninety-third and ninety-fourth sessions of the Maritime Safety Committee and the twenty-eighth Assembly, updated the annexed List of documents and publications, previously issued as SAR.7/Circ.11, which are considered essential for use by Maritime or Joint Rescue Coordination Centres.
- 2 Member Governments are invited to bring the updated list, given in the annex, to the attention of MRCC or JRCC personnel.
- 3 This circular revokes SAR.7/Circ.11.

ANNEX**LIST OF DOCUMENTS AND PUBLICATIONS WHICH SHOULD BE HELD
BY A MARITIME OR JOINT RESCUE COORDINATION CENTRE**

This circular, which is published following the instructions from the Sub-Committee on Navigation, Communications and Search and Rescue, provides maritime or joint rescue coordination centres (MRCC or JRCC), solely for their operational purposes, with a minimum list of IMO documents, as well as other documents and publications which are essential for such centres to have in their possession or to have rapid and reliable access to a digital version.

The list has been kept to a minimum. It only covers search and rescue and no other tasks which RCCs are often required to perform. Thus, documents concerning the World-wide navigational warning system are only mentioned to the extent that access to the system is essential in the context of some SAR operations.

National Authorities responsible for search and rescue may, of course, add to this list to improve centres' documentation. Governments may replace the documents and publications listed below by national equivalent documents and publications. It is also for them to decide, depending on the degree of autonomy of maritime or joint rescue sub-centres, whether some documents on the list need not be provided to them.

* Indicates that the document may not be useful for MRCCs or JRCCs whose search and rescue region (SRR) is entirely in a GMDSS sea area A1 and/or A2.

** Indicates that the document is only essential if the MRCC or JRCC covers an area where the NAVTEX service exists or may be introduced.

REFERENCE	DATE	TITLE
1 IMO publications		
All following publications are available (to be purchased) at: http://www.imo.org/Publications/Documents/Attachments/Welcome.pdf		
IF-110 A/C/E/F/R/S	2014	International Convention for the Safety of Life at Sea (SOLAS) (Consolidated Edition, 2014)
IB-955 A/C/E/F/R/S	2006	SAR Convention (2006 edition)
IH-960 E/F/S	2013	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume I (2013 edition) – Organization and Management
IE-961 E/F/S	2013	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume II (2013 edition) – Mission Coordination
IH-962 E/F/S	2013	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume III (2013 edition) – Mobile Facilities
IF-970 E	2013	GMDSS Manual (2013 edition)
I-969 E	1992	GMDSS Operating Guidance Card (1992 edition)
IA-987 E/F/S	2005	IMO Standard Marine Communication Phrases (SMCP) – (including CD-ROM: pronunciation guide) (2005 edition)
IB 908 E/F/S	2011	*International SafetyNET Manual (2011 edition)

REFERENCE	DATE	TITLE
ID 951 E/F/S	2012	**NAVTEX Manual (2012 edition)
I-910 M	2010	Joint IMO/IHO/WMO Manual on Maritime Safety Information (MSI) (2010 edition) See also MSC.1/Circ.1310/Rev.1 below
IA-994 E/F/S	2005	International Code of Signals (2005 edition)
II-200 E/F/S	2012	International Maritime Dangerous Goods Code (IMDG Code) (2012 edition) (incorporating amendment 36-10)
IH-210 E/F/S	2010	IMDG Code Supplement (2010 edition)
<p>2 IMO documents The following Assembly resolutions and MSC Circulars are available for free at: http://www.imo.org/KnowledgeCentre/IndexofIMOResolutions/Pages/Default.aspx COMSAR Circulars are available for free at (IMODOCS): http://docs.imo.org/Category.aspx?cid=376</p>		
Res. A.705(17), as amended (MSC.1/Circ.1287.Rev.1)	06/11/91, amended 24/06/13	Promulgation of Maritime Safety Information (MSI)
Res. A.706(17), as amended (MSC.1/Circ.1288.Rev.1)	06/11/91, amended 24/06/13	World-Wide Navigational Warning Service
Res. A.814(19)	23/11/95	Guidelines for the Avoidance of False Distress Alerts
Res. A.855(20)	27/11/97	Standards for onboard helicopter facilities
Res. A.856(20)	27/11/97	Guidance to Administrations on development of a shore-based SAR telecommunication infrastructure
Res. A.887(21)	25/11/99	Establishment, updating and retrieval of the information contained in the registration databases for the Global Maritime Distress and Safety System (GMDSS)
Res. A.919(22)	29/11/01	Acceptance and implementation of the International Convention on Maritime Search and Rescue, 1979, as amended
Res. A.920(22)	29/11/01	Review of safety measures and procedures for the treatment of persons rescued at sea
Res. A.949(23)	05/12/03	Guidelines on places of refuge for ships in need of assistance
Res. A.950(23)	05/12/03	Maritime Assistance Services (MAS)
Res. A.954(23)	05/12/03	Proper use of VHF channels at sea
Res. A.999(25)	29/11/07	Guidelines on voyage planning for passenger ships operating in remote areas
Res. A.1044(27)	30/11/11	Piracy and armed robbery against ships in waters off the coast of Somalia
Res. A.1051(27)	20/12/11	IMO/WMO Worldwide Met-Ocean Information and warning Service – Guidance Document

REFERENCE	DATE	TITLE
Res. MSC.131(75)	21/05/02	Maintenance of a continuous listening watch on VHF channel 16 by SOLAS ships whilst at sea after 1 February 1999 and installation of VHF DSC facilities on non-SOLAS ships
Res. MSC.167(78)	20/05/04	Guidelines on the treatment of persons rescued at sea (Also see IMO/UNHCR/ICS leaflet)
IMO/UNHCR/ICS leaflet	2014	Rescue at Sea – A guide to principles and practice as applied to refugees and migrants
Res. MSC.199(80)	16/05/05	Adoption of amendments to provision of radio services for the Global Maritime Distress and Safety system (GMDSS) – (resolution A.801(19))
Res. MSC.305(87)	17/05/10	Guidelines on Operational Procedures for the promulgation of Maritime Safety Information concerning acts of Piracy and Piracy counter-measure operations
COMSAR/Circ.3	19/04/96	Relations between NAVAREA Coordinators and Rescue Coordination Centres
COMSAR/Circ.22	20/06/00	Guidance on data fields for SAR databases
COMSAR/Circ.23	20/06/00	Guidance for central alerting posts (CAPs)
COMSAR/Circ.25	15/03/01	Procedure for responding to DSC distress alerts by ships
COMSAR/Circ.29	27/05/02	Guidance for the voluntary use of the standardized questionnaires and formats for reporting false alerts in collecting data on false alerts
COMSAR/Circ.31	06/02/03	Guidance for Mass Rescue Operations (MROs)
COMSAR/Circ.35	21/05/04	Recommendations on medium frequency/high frequency (MF/HF) digital selective calling (DSC) test calls to coast stations
COMSAR/Circ.37	28/02/05	Guidance on minimum communication needs of Maritime Rescue Coordination Centres (MRCCs)
COMSAR.1/Circ.41	16/10/07	Analysis of Maritime Safety Information Promulgated via the EGC SafetyNET system and recommendations on improving its quality
COMSAR.1/Circ.45	04/02/09	Guidance on distress alerts
COMSAR.1/Circ.50/Rev.3	13/01/12	*Distress priority communications for RCC from shore to ship via Inmarsat
COMSAR.1/Circ.51/Rev.5	31/03/14	List of NAVAREA Coordinators
COMSAR.1/Circ.53/Rev.2	22/07/13	List of Land Earth Station (LES) Operation Coordinators in the Inmarsat System
COMSAR.1/Circ.55	30/11/12	Guidance for entering and updating information on search and rescue services into GISIS and on how to get access to the information for operational use
COMSAR.1/Circ.56	30/11/12	Guidance on smartphone and other computer device SAR applications

REFERENCE	DATE	TITLE
COMSAR.1/Circ.57	24/06/13	Guidance on the use of the graph in figure N.14, appendix N of IAMSAR Manual, Volume II
MSC/Circ.805	06/06/97	Guidance for the use of radio signals by ships under attack or threat of attack from pirates or armed robbers
MSC/Circ.895	04/02/99	Recommendation on helicopter landing areas on ro-ro passenger ships
MSC/Circ.896/Rev.1	12/06/01	Interim measures for combating unsafe practices associated with the trafficking or transport of migrants by sea
MSC/Circ.960	20/06/00	Medical assistance at sea
MSC/Circ.1042	28/05/02	List of contents of the "Emergency Medical Kit/Bag" and medical consideration for its use on ro-ro passenger ships not normally carrying a medical doctor
MSC/Circ.1043	31/05/02	Guidance on ships' daily reporting of their positions to their companies
MSC/Circ.1073	10/06/03	Measures to enhance maritime security – Directives for maritime rescue coordination centres (MRCCs) on acts of violence against ships
MSC/Circ.1078	06/06/03	Guidelines to Administrations on reporting false alerts
MSC/Circ.1079	10/07/03	Guidelines for preparing plans for cooperation between search and rescue services and passenger ships (in accordance with SOLAS regulation V/7.3)
MSC/Circ.1105	25/02/04	Guidance on responsibility and liability issues related to the use of the emergency medical kit/bag and evaluation of its use in emergency incidents
MSC/Circ.1172	23/05/05	Identification of passenger ships, other than ro-ro passenger ships, which should benefit from being equipped with the Emergency Medical Kit/Bag (EMK)
MSC.1/Circ.1182/Rev.1	21/11/14	Guide to recovery techniques
MSC.1/Circ.1183	31/05/06	Guidelines on the provision of external support as an aid to incident containment for SAR Authorities and others concerned
MSC.1/Circ.1184	31/05/06	Enhanced contingency planning guidance for passenger ships operating in areas remote from SAR facilities
MSC.1/Circ.1185/Rev.1	23/05/12	Guide for cold water survival
MSC.1/Circ.1186	01/06/06	Guidelines on the training of SAR service personnel working in major incidents
MSC.1/Circ.1208	22/05/06	Promoting and verifying continued familiarization of GMDSS operators on board ships
MSC.1/Circ.1210/Rev.1	21/11/14	Cospas-Sarsat International 406 MHz Beacon Registration Database

REFERENCE	DATE	TITLE
MSC.1/Circ.1218	15/12/06	Guidance on exchange of medical information between telemedical assistance services (TMAS) involved in international SAR operations
MSC.1/Circ.1248	16/10/07	Minimizing delays in search and rescue response to distress alerts
MSC.1/Circ.1287/Rev.1	24/06/13	Amendments to resolution A.705(17) – Promulgation of Maritime Safety Information
MSC.1/Circ.1288/Rev.1	24/06/13	Amendments to resolution A.706(17) – World-Wide Navigational Warning Service
MSC.1/Circ.1310/Rev.1	21/11/14	Revised Joint IMO/IHO/WMO Manual on Maritime Safety Information (MSI), which will enter into force on 1 January 2016
MSC.1/Circ.1333	26/06/09	Recommendations to Governments for preventing and suppressing piracy and armed robbery against ships
MSC.1/Circ.1334	23/06/09	Guidance to shipowners and ship operators, shipmasters and crews on preventing and suppressing acts of piracy and armed robbery against ships
MSC.1/Circ.1338/Rev.1	21/11/14	Guidance to search and rescue services in relation to requesting and receiving LRIT information
MSC.1/Circ.1364	24/05/10	Revised International SafetyNET Manual
MSC.1/Circ.1365	24/05/10	Commercially available locating, tracking and emergency notification devices
MSC.1/Circ.1382/Rev.2	24/06/13	Questionnaire on the availability of shore-based facilities in the GMDSS
MSC.1/Circ.1412/Rev.1	21/11/14	Principles and Guidelines relating to the review and audit of the performance of LRIT Data Centres and the International LRIT Data Exchange (Principles and Guidelines)
MSC.1/Circ.1413	25/05/12	Basic safety guidance for yacht races or oceanic voyages by non-regulated craft
GMDSS.1/Circ.16	05/02/14	Master Plan of shore-based facilities for the GMDSS (GMDSS Master Plan)
SAR.7/Circ.12	2015	List of documents which should be held by a MRCC or JRCC
3 Non-IMO documents		
ITU List IV	November 2013 (updated bi-annually)	List of Coast Stations and Special Service Stations (List IV) [on CD-ROM] can be purchased at: http://www.itu.int/pub/R-SP-LM/en
ITU List V	April 2015 (updated annually)	List of Ship Stations and Maritime Mobile Service Identity Assignments (List V) [on CD-ROM] can be purchased at: http://www.itu.int/pub/R-SP-LM/en

REFERENCE	DATE	TITLE
ITU MARS	Updated daily	Maritime online access and retrieval system (MARS) containing the same information as in List IV and List V above Available for free at: http://www.itu.int/en/ITU-R/terrestrial/mars/Pages/MARS.aspx
Cospas-Sarsat – C/S G.007	October 2012	Handbook on Distress Alert Messages for RCCs, SPOCs and IMO Ship Security Competent Authorities (issue 1/Rev.3) Available for free at: http://www.cospas-sarsat.org/images/stories/SystemDocs/Current/cs_g007_oct_2012.pdf
List of Radio Signals		List of Radio Signals
RANP for ICAO region the MRCC or JRCC is located in		Regional Air Navigation Plan (RANP) http://www.icao.int/safety/ANP/Pages/Air-Navigation-Plans.aspx
ICAO Documents		
ISBN 978-92-9231-459-0	July 2005	ICAO Convention on International Civil Aviation Annex 2 – Rules of the Air
ISBN 978-92-9249-233-5	July 2013	Annex 3 – Meteorological Service for International Air navigation
ISBN 978-92-9231-338-8	July 2009	Annex 4 – Aeronautical Charts
ISBN 978-92-9231-536-8		Annex 6 – (Aircraft Operations, SAR information and ELT/emergency equipment carriage)
ISBN 978-92-9249-011-9	July 2012	Annex 7 – Aircraft Nationality and Regulation Marks
ISBN 978-92-9231-842-0	July 2011	Annex 9 – Facilitation of temporary entry of SAR personnel/equipment into another State's territory
ISBN 92-9194-772-5	July 2006	Annex 10 – Aeronautical Telecommunications
ISBN 92-9194-772-5	July 2006	Annex 10 – Aeronautical Telecommunications Vol 1 Radio Navigation Aids
Order No. AN10-2	Oct 2001	Annex 10 Vol 2 Communication procedures including those with PANS status
ISBN 92-9194-953-1	July 2007	Annex 10 Vol 3 Communications systems
ISBN 92-9194-952-3	July 2007	Annex 10 Vol 4 Surveillance and Collision avoidance systems
ISBN 92-9194-952-3	July 2007	Annex 10 Vol 5 Aeronautical and Radio Frequency Spectrum utilization
Order No. AN 11	July 2001	Annex 11 – Air Traffic Services
ISBN 978-92-9231-384-5	July 2004	Annex 12 – Search and Rescue

REFERENCE	DATE	TITLE
ISBN 978-92-9231-526-9	July 2010	Annex 13 – Notification by RCCs to Accident Investigation authorities
ISBN 978-92-9249-281-6	July 2013	Annex 14 – Aerodrome Emergency Plans and coordination with RCCs
ISBN 978-92-9249-243-4	July 2013	Annex 15 – SAR information requirements for Aeronautical Information Publications
ISBN 978-92-9231-764-5	March 2011	Annex 17 – Notification to RCCs of Unlawful Interference
ISBN 978-92-9231-813-0	July 2011	Annex 18 – Safe Transport of Dangerous Goods by Air
ISBN 978-92-9249-232-8	July 2013	Annex 19 – Safety Management Systems
ISBN 978-92-9249-328-8	2013	Doc 9973 – <i>Manual on Assistance to Aircraft Accident Victims and their Families.</i>
ISBN 978-92-9231-626-6	2010	Doc 8400 – ICAO Abbreviations and Codes
ISBN 92-9194-996-5	4th Ed 2007	Doc 9432 – Manual of Radiotelephony
ISBN 92-9194-906-X	2nd Ed 1990	Doc 9433 – Manual concerning Interception of Civil Aircraft
Order No. CIR185	1986	Circ 185 – Satellite aided Search and Rescue – The Cospas-Sarsat System
ISBN 978-92-9249-128-4	2013- 2014	Doc 9481 – Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods
ISBN 978-92-9249-200-7	2013	Doc 9849 – Global Navigation Satellite System (GNSS) Manual
ISBN 978-92-9249-226-7	June 2013	Doc 7383 – Aeronautical Information Services Provided by States
ISBN 978-92-9249-361-5	166th edition, October 2013	Doc 8585 – Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services