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SAR.7/Circ.14  
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**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 sixth session (16 to 25 January 2019), taking into account the outcome of the ninety-eighth, ninety-ninth and 100th sessions of the Maritime Safety Committee and the thirtieth session of the Assembly, updated the *List of documents and publications which should be held by a Maritime or Joint Rescue Coordination Centre* (SAR.7/Circ.13), as set out in the annex.

2 Member States are invited to bring the annexed list to the attention of MRCC and/or JRCC personnel.

3 This circular revokes SAR.7/Circ.13.

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

This list is published following the instructions of the Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), and provides maritime and joint rescue coordination centres (MRCCs and JRCCs), solely for their operational purposes, with a minimum list of 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.

<b>REFERENCE</b>	<b>DATE</b> (dd/mm/yy) where applicable	<b>TITLE</b>
<b>1 IMO publications</b>		
All following publications are available (to be purchased) at: <a href="http://www.imo.org/Publications/Documents/Attachments/Welcome.pdf">http://www.imo.org/Publications/Documents/Attachments/Welcome.pdf</a>		
IF-110 A/C/E/F/R/S	2014	International Convention for the Safety of Life at Sea (SOLAS) (Consolidated Edition, 2014)
IB-955 E EB-955 A/C/F/R/S	2006	International Convention on Search and Rescue, 1979 (SAR 1979) (2006 Edition)
II-960 E/F/S	2016 <sup>1</sup>	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume I – Organization and Management (2016 Edition)
IF-961 E/F/S	2016 <sup>1</sup>	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume II – Mission Coordination (2016 Edition)
II-962 E/F/S	2016 <sup>1</sup>	International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volume III – Mobile Facilities (2016 Edition)
IH-970 E	2017	GMDSS Manual (2017 Edition)
I-969 E	1992	GMDSS Operating Guidance Card (1992 Edition)
IA-987 E/F/S	2005	IMO Standard Marine Communication Phrases (IMO SMCP) – (including CD: pronunciation guide) (2005 Edition)

<sup>1</sup> 2019 edition of the publication, incorporating amendments disseminated by MSC.1/Circ.1594 (25 May 2018), to be published in due course.

REFERENCE	DATE (dd/mm/yy) where applicable	TITLE
IC-908 E/F/S	2017	International SafetyNET Manual (2017 Edition)
IE-951 E/F/S	2017	NAVTEX Manual (2017 Edition)
IB-910 E/F/S	2015	Manual on Maritime Safety Information (Joint IMO/IHO/WMO MSI Manual) (2015 Edition)
IA-994 E/S, EA-994 F	2005	International Code of Signals (2005 Edition)
IL-200 E/F/S	2018	International Maritime Dangerous Goods Code (IMDG Code) (2018 Edition – Amendment 39-18)
IJ-210 E/F/S	2018	IMDG Code Supplement (2018 Edition)
<p><b>2 IMO documents</b></p> <p>The following Assembly resolutions and MSC circulars are available for free at:  <a href="http://www.imo.org/KnowledgeCentre/IndexofIMOResolutions/Pages/Default.aspx">http://www.imo.org/KnowledgeCentre/IndexofIMOResolutions/Pages/Default.aspx</a>            COMSAR circulars are available for free at (IMODOCS):  <a href="https://docs.imo.org/Category.aspx?cid=479">https://docs.imo.org/Category.aspx?cid=479</a>            MSC circulars are available for free at (IMODOCS):  <a href="https://docs.imo.org/Category.aspx?cid=106">https://docs.imo.org/Category.aspx?cid=106</a>            GMDSS circulars are available for free at (IMODOCS):  <a href="https://docs.imo.org/Category.aspx?cid=133">https://docs.imo.org/Category.aspx?cid=133</a></p>		
Res. A.705(17), as amended by MSC.1/Circ.1287.Rev.1	06/11/91, amended 24/06/13	<i>Recommendation on promulgation of Maritime Safety Information</i>
Res. A.706(17), as amended by MSC.1/Circ.1288.Rev.1	06/11/91, amended 24/06/13	<i>World-Wide Navigational Warning Service</i>
Res. A.814(19)	23/11/95	<i>Guidelines for the avoidance of false distress alerts</i>
Res. A.855(20)	27/11/97	<i>Standards for onboard helicopter facilities</i>
Res. A.856(20)	27/11/97	<i>Guidance to Administrations on development of a shore-based SAR telecommunication infrastructure</i>
Res. A.887(21)	25/11/99	<i>Establishment, updating and retrieval of the information contained in the registration databases for the Global Maritime Distress and Safety System (GMDSS)</i>
Res. A.919(22)	29/11/01	<i>Acceptance and implementation of the International Convention on Maritime Search and Rescue, 1979, as amended</i>
Res. A.920(22)	29/11/01	<i>Review of safety measures and procedures for the treatment of persons rescued at sea</i>
Res. A.949(23)	05/12/03	<i>Guidelines on places of refuge for ships in need of assistance</i>
Res. A.950(23)	05/12/03	<i>Maritime Assistance Services (MAS)</i>
Res. A.954(23)	05/12/03	<i>Proper use of VHF channels at sea</i>

REFERENCE	DATE (dd/mm/yy) where applicable	TITLE
Res. A.999(25)	29/11/07	<i>Guidelines on voyage planning for passenger ships operating in remote areas</i>
Res. A.1051(27)	30/11/11	<i>IMO/WMO Worldwide Met-Ocean Information and Warning Service – Guidance Document</i>
Res.A.1074(28)	15/01/14	<i>Notification and circulation through the Global integrated shipping information system (GISIS)</i>
Res. MSC.131(75)	21/05/02	<i>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</i>
Res. MSC.167(78)	20/05/04	<i>Guidelines on the treatment of persons rescued at sea</i> (Also see IMO/UNHCR/ICS leaflet below)
IMO/UNHCR/ICS leaflet	2015	Rescue at sea – A guide to principles and practice as applied to refugees and migrants <a href="https://www.unhcr.org/publications/brochures/450037d34/rescue-sea-guide-principles-practice-applied-migrants-refugees.html">https://www.unhcr.org/publications/brochures/450037d34/rescue-sea-guide-principles-practice-applied-migrants-refugees.html</a>
Res. MSC.199(80)	16/05/05	<i>Adoption of amendments to provision of radio services for the Global Maritime Distress and Safety System (GMDSS) – (resolution A.801(19))</i>
Res. MSC.305(87)	17/05/10	<i>Guidelines on operational procedures for the promulgation of Maritime Safety Information concerning acts of piracy and piracy counter-measure operations</i>
Res. MSC.436(99)	24/05/18	Amendments <sup>2</sup> to the International Convention for the Safety of Life at Sea, 1974, as amended
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

2 Includes amendments to chapter IV on Radiocommunications, which incorporate the changes made to accommodate recognized mobile satellite services under GMDSS.

<b>REFERENCE</b>	<b>DATE</b> (dd/mm/yy) where applicable	<b>TITLE</b>
COMSAR/Circ.36	18/02/05	Broadcast of warnings for tsunamis and other natural disasters
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.58/Rev.1	31/10/18	List of NAVAREA and METAREA 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
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.892	16/12/98	Alerting of search and rescue authorities
MSC/Circ.895	04/02/99	Recommendation on helicopter landing areas on ro-ro passenger ships
MSC.1/Circ.896/Rev.2	26/05/16	Interim measures for combating unsafe practices associated with the trafficking, smuggling or transport of migrants by sea
MSC/Circ.959	20/06/00	Interim procedures for MRCCs on receipt of distress alerts
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

REFERENCE	DATE (dd/mm/yy) where applicable	TITLE
MSC/Circ.1079/Rev.1	16/06/17	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.1/Circ.1156	23/05/05	Guidance on the access of public authorities, emergency response services and pilots on board ships to which SOLAS chapter XI -2 and the ISPS Code apply
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	30/11/12	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	Guidance on the Cospas-Sarsat International 406 MHz Beacon Registration Database
MSC.1/Circ.1214	15/12/06	Performance standards for the systems and services to remain operational on passenger ships for safe return to port and orderly evacuation and abandonment after a casualty
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) – <i>Promulgation of maritime safety information</i>
MSC.1/Circ.1288/Rev.1	24/06/13	Amendments to resolution A.706(17) – <i>World-Wide Navigational Warning Service</i>

<b>REFERENCE</b>	<b>DATE</b> (dd/mm/yy) where applicable	<b>TITLE</b>
MSC.1/Circ.1333/Rev.1	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.1365	24/05/10	Commercially available locating, tracking and emergency notification devices
MSC.1/Circ.1382/Rev.2	24/06/13	Revised questionnaire on shore-based facilities for the Global Maritime Distress and Safety System (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
MSC.1/Circ.1447	14/12/12	Guidelines for the development of plans and procedures for recovery of persons from the water
MSC.1/Circ.1594	25/05/18	Amendments to the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual
GMDSS.1/Circ.22	30/07/18	Master Plan of shore-based facilities for the Global Maritime Distress and Safety System (GMDSS Master Plan)
SAR.7/Circ.14	14/02/19	List of documents which should be held by a MRCC or JRCC (this document)
<b>3 Global Integrated Shipping Information System (GISIS)</b>		
Global SAR Plan module	Real time	Global SAR Plan
Contact Points module on Maritime Assistance Services	Real time	Contact Points on Maritime Assistance Services
GMDSS module	Real time	GMDSS Master Plan

REFERENCE	DATE (dd/mm/yy) where applicable	TITLE
<b>4 Non-IMO documents</b>		
ITU List IV	2017 (updated biennially)	List IV – List of Coast Stations and Special Service Stations [on CD-ROM] can be purchased at: <a href="http://www.itu.int/pub/R-SP-LM/en">http://www.itu.int/pub/R-SP-LM/en</a>
ITU List V	2018 (updated annually)	List V – List of Ship Stations and Maritime Mobile Service Identity Assignments [on CD-ROM] can be purchased at: <a href="http://www.itu.int/pub/R-SP-LM/en">http://www.itu.int/pub/R-SP-LM/en</a>
ITU MARS	Updated daily	Maritime mobile Access and Retrieval System (MARS) containing the same information as in List IV and List V above Available for free at: <a href="http://www.itu.int/en/ITU-R/terrestrial/mars/Pages/MARS.aspx">http://www.itu.int/en/ITU-R/terrestrial/mars/Pages/MARS.aspx</a>
Cospas-Sarsat – C/S G.007	February 2018	Handbook on Distress Alert Messages for RCCs, SPOCs and IMO Ship Security Competent Authorities (Issue 2, revision 1) Available for free at: <a href="http://www.cospas-sarsat.int/en/documents-pro/system-documents">http://www.cospas-sarsat.int/en/documents-pro/system-documents</a>
List of Radio Signals		List of Radio Signals
Air Navigation Plan for ICAO region the MRCC or JRCC is located in		Electronic Air Navigation Plan (eANP) available on ICAO Regional Office website located at: <a href="https://www.icao.int/NACC/Pages/namcar-eANPV1.aspx">https://www.icao.int/NACC/Pages/namcar-eANPV1.aspx</a>
ICAO International Standards and Recommended Practices ISBN 978-92-9231-384-5	July 2004	Annex 12 to the Convention on International Civil Aviation – Search and Rescue (eighth edition) <a href="https://store.icao.int/annex-12-search-and-rescue-english-printed.html">https://store.icao.int/annex-12-search-and-rescue-english-printed.html</a>