

Checklist of requirements for licensing under Section 31 of the Trade Regulation Code (GewO)

I. Operational framework

1. Senior executive

		Reference	Federal Office of Economics and Export Control
1.1 Company management has selected a senior executive as designated executive.	<input type="checkbox"/>		
1.2 The position of the senior executive corresponds to Section 5 (3) of the Works Constitution Act (BetrVG).	<input type="checkbox"/>		
1.3 The designated executive is responsible for the following tasks:			
ensuring that a process manual is maintained	<input type="checkbox"/>		
supervising the recruitment, training and testing of personnel	<input type="checkbox"/>		
introducing measures to remedy any deficiencies identified in the control and verification processes	<input type="checkbox"/>		
internal communication and communication with the Federal Office of Economics and Export Control	<input type="checkbox"/>		
implementing and monitoring procedures and standing orders	<input type="checkbox"/>		
1.4 The designated executive meets the requirements of Section 11 (2) of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.			
The individual is reliable within the meaning of Section 8 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		
The individual is at least 18 years old.	<input type="checkbox"/>		
The individual is personally qualified within the meaning of Section 9 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		
The individual possesses the necessary competence, Section 10 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels in conjunction with the annex.	<input type="checkbox"/>		
1.5 The appointment has been notified to all personnel in writing.	<input type="checkbox"/>		
1.6 Points 1.1 and 1.4 have been documented.	<input type="checkbox"/>		

Comments (Please use this space to provide any additional comments):

Documents included with the application:

Documentation on the appointment of the designated executive including:

name and role in the company ☐

description of tasks ☐

copy of the announcement to personnel ☐

an overview of employers to date ☐

an explanatory statement on whether either criminal proceedings or a preliminary investigation by the public prosecutor are pending against the individual, and

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a certificate of good conduct pursuant to Section 30 (5) of the Act on the Central Criminal Register and the Juvenile Delinquency Register (*Bundeszentralregistergesetz*), or a comparable foreign document. The foreign document, if not in German, must be submitted in the form of a certified translation.

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Education or training certificates or other evidence, with which the competence according to sec. 10 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels is proven

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2. Organizational structure

2.1 The following aspects of the organizational structure have been determined, documented, and notified to personnel in writing:			
responsibilities within the security company	<input type="checkbox"/>		
details of the right to issue instructions and to whom this right may be transferred	<input type="checkbox"/>		
rules on deputising in the case of absence	<input type="checkbox"/>		
2.2 The security teams on board ocean-going vessels are of a sufficient size (at least 4 security operatives), depending on the risk assessment conducted as part of operations planning.	<input type="checkbox"/>		
2.3 The criteria for determining the necessary personnel including the allocation of responsibilities within the security team have been documented.	<input type="checkbox"/>		
2.4 The following positions are occupied within the security team:			
team leader	<input type="checkbox"/>		
deputy team leader	<input type="checkbox"/>		
guards	<input type="checkbox"/>		
trained paramedic	<input type="checkbox"/>		
2.5 There is sufficient personnel on land to keep the service operating around the clock.	<input type="checkbox"/>		
2.6 All personnel will immediately be informed in writing of changes to the organizational structure that are relevant to carrying out their security function.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Organizational chart

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Copy of the notification to personnel of responsibilities, the right to issue instructions, and rules on deputising.

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Description of the organizational structure

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3. Process framework

3.1 A process manual has been created detailing procedures and the individual responsibilities.	<input type="checkbox"/>		
3.2 The creation of procedures takes into account the risks associated with the security functions.	<input type="checkbox"/>		
3.3 Personnel are supplied with the process manual, which provides guidelines.	<input type="checkbox"/>		
3.4 Changes to procedures, particularly due to changes in legal requirements, will be immediately integrated into the process manual.	<input type="checkbox"/>		
3.5 Changes will be notified to personnel immediately.	<input type="checkbox"/>		
3.6 It is ensured that personnel take note of the changes.	<input type="checkbox"/>		

Comments:

Documents included with the application:

- Process manual ☐
- Description of the operating procedures paying attention to 3.2 to 3.6 ☐

4. Personnel selection process

4.1 A requirements profile was drawn up for the personnel selection process.	<input type="checkbox"/>		
4.2 The following documents are requested and documented:			
certificate of good conduct which was issued no earlier than 3 months before submission, or a comparable foreign document issued by an authority in the place of residence	<input type="checkbox"/>		
curriculum vitae	<input type="checkbox"/>		
evidence of knowledge required pursuant to Section 10 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels and on time spent in the service of the armed forces and the police	<input type="checkbox"/>		
valid Medical Certificate for Service at Sea	<input type="checkbox"/>		
a certificate issued by a medical officer (Arzt), specialist, or psychologist if facts are known that give reason to doubt personal qualification as stipulated in Section 9 (1) of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels	<input type="checkbox"/>		

Comments:

Documents included with the application:

- Requirements profile ☐
- Description of the personnel selection process ☐

5. Personnel review process

5.1 The reliability and personal aptitude of the security operatives will be tested at intervals not exceeding 12 months pursuant to Sections 8 and 9 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		
5.2 Review is documented.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Description of personnel review process ☐

6. Familiarization training

6.1 A written familiarization concept has been developed.	<input type="checkbox"/>		
6.2 The familiarization programme incorporates the aspects mentioned in Section 6 (1) numbers 1 to 5 of the Ordinance implementing the Ocean-Going Vessel Security Ordinance.	<input type="checkbox"/>		
6.3 familiarization training is documented.	<input type="checkbox"/>		
6.4 The documentation is brought to the attention of the designated executive.	<input type="checkbox"/>		

Comments:

Documents included with the application:

familiarization concept ☐

7. Further training process for personnel

7.1 Security operatives receive annual training to keep their competence up-to-date.	<input type="checkbox"/>		
7.2 Time, duration and content of the training and the names of the participants are documented.	<input type="checkbox"/>		
7.3 The security operatives providing security services undertake firearms training at least four times a year.	<input type="checkbox"/>		
7.4 Firearms training is undertaken at intervals not exceeding 6 months.	<input type="checkbox"/>		
7.5 The designated executive ensures that all accessible information on the current threat level in hazardous sea areas (strategies and weaponry of specific criminal groups, targets of attacks) is obtained and evaluated.	<input type="checkbox"/>		
7.6 Relevant knowledge about the situation is immediately transferred to deployed security operatives.	<input type="checkbox"/>		
7.7 The time intervals between the gathering of information, the information sources, and the evaluation made are documented.	<input type="checkbox"/>		

7.8 Evidence of the use of information services able to provide a current overview of events relevant to operations is included with the application.	<input type="checkbox"/>		
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Comments:

Documents included with the application:

Description of further training process for personnel	<input type="checkbox"/>
Training concepts	<input type="checkbox"/>
Description of information gathering	<input type="checkbox"/>
Evidence of the use of information services able to provide a current overview of events relevant to operations	<input type="checkbox"/>

8. Legal advice

8.1 The security operatives have access to legal advice around the clock.	<input type="checkbox"/>		
8.2 Legal advice is given by professional, qualified legal advisors.	<input type="checkbox"/>		
8.3 All personnel have been provided with the contact details.	<input type="checkbox"/>		
8.4 All security operatives are immediately informed of changes to those responsible.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Name of the person charged with giving legal advice, their qualification, and the company they belong to.	<input type="checkbox"/>
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9. Documentation of control and verification processes

9.1 The internal verification processes stipulate control mechanisms to be used in daily operations.	<input type="checkbox"/>		
9.2 The controls that are carried out ensure compliance with legal requirements, particularly those set out in Sections 4 to 6, 13 and 14 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		
9.3 The design, appropriateness and effectiveness of the organizational structure and process framework including the procedures at sea are examined regularly.	<input type="checkbox"/>		
9.4 The system is checked by:			
a member of personnel that is not directly involved in routine work in the department for operations planning	<input type="checkbox"/>		
Name and role of the member of personnel			
an external expert	<input type="checkbox"/>		

Name of the company and expert, qualification:			
9.5 Company management has defined processes to remedy any deficiencies identified.	<input type="checkbox"/>		
9.6 The designated executive is informed of any deficiencies identified.	<input type="checkbox"/>		
9.7 The process contains the steps stipulated in Section 9 (3) numbers 1 to 6.	<input type="checkbox"/>		
9.8 The respective points of contact have been defined.	<input type="checkbox"/>		
9.9 Escalation stages and emergency procedures have been set up.	<input type="checkbox"/>		
9.10 The process and the respective points of contacts have been documented.	<input type="checkbox"/>		
9.11 Changes are integrated into the process manual.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Description of the internal control and verification processes. ☐

10. System of documentation

10.1 Company management has set up a system of documentation and ensure that this is maintained.	<input type="checkbox"/>		
10.2 The following has been defined in writing:			
the definition of responsibilities for the system	<input type="checkbox"/>		
the issues to be documented and the documents	<input type="checkbox"/>		
the form of documentation to be used	<input type="checkbox"/>		
the means of identifying, protecting and retrieving the documents	<input type="checkbox"/>		
the way in which the documents are used	<input type="checkbox"/>		
access rights for the documents	<input type="checkbox"/>		
measures for ensuring the retention obligation is fulfilled as stipulated in Section 13 (3) of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Description of the system design including names of the persons responsible at the time the application is made ☐

11. Communication system

11.1 Company management has set up a communication system and ensures that this is maintained.	<input type="checkbox"/>		
11.2 The communication system ensures that:			

personnel are informed of the responsibilities pertaining to them	<input type="checkbox"/>		
imminent or observed violations of legal or operational requirements are reported to company management and to the designated executive immediately.	<input type="checkbox"/>		
11.3 Company management has established a contact point which, in addition to the communication channels, is also responsible for receiving and passing on information on imminent or observed violations and suggestions for improvement to company management and the designated executive.	<input type="checkbox"/>		
11.4 The contact point named in 11.3 has been announced internally.	<input type="checkbox"/>		
11.5 Information on imminent or observed violations and suggestions for improvements and how these have been processed are documented.	<input type="checkbox"/>		
11.6 The designated executive provides company management with regular written reports on the main processes in operations.	<input type="checkbox"/>		

Comments:

Documents included with the application:

Description of the communication system ☐

II. Deployment procedures

Before commencing the security activities covered by the licence application, appropriate procedures have been defined and documented, and are continually updated during the term of the licence.	<input type="checkbox"/>		
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The procedures include:

1. Operations planning

1.1 Composition and qualification of the security personnel making up the security team on board and the allocation of tasks are defined.	<input type="checkbox"/>		
1.2 A team leader and deputy with a minimum of one year's professional experience as a security operative providing security services on board ocean-going vessels are selected.	<input type="checkbox"/>		
1.3 The communication and decision channels between the security team and the designated executive are defined.	<input type="checkbox"/>		
1.4 Operations planning takes overall circumstances into account.	<input type="checkbox"/>		
1.5 Operations planning is based on a risk assessment that takes into account the technical and constructional specifications of the vessel including the equipment on board, the planned route, the duration of the journey and the current developments in the sea area.	<input type="checkbox"/>		
1.6 The guidelines of the International Maritime Organisation are followed.	<input type="checkbox"/>		
1.7 The BMP4 are observed and implemented.	<input type="checkbox"/>		

1.8 There is a clear hierarchy and command structure within the security team, which is made known to all participants involved before the deployment.	<input type="checkbox"/>		
1.9 The command structure is followed during exercises.	<input type="checkbox"/>		
1.10 All security operatives deployed must follow the instructions of the team leader.	<input type="checkbox"/>		
1.11 The overriding authority of the captain to issue orders remains unaffected.	<input type="checkbox"/>		
1.12 The determining of the persons in charge including all changes is documented.	<input type="checkbox"/>		

Comments:

2. Interaction between the team leader and the captain

2.1 The interaction between the team leader and the captain when identifying an attack and for conduct in the event of an attack is defined.	<input type="checkbox"/>		
2.2 The captain's right to decide on defensive measures is not prejudiced.	<input type="checkbox"/>		
2.3 The team leader supports the captain to the best of his ability and conscience taking into account all circumstances relevant to the situation when the captain is assessing whether an attack is pending.	<input type="checkbox"/>		
2.4 In the event of an attack, the team leader normally remains with the captain in order to ensure communication with the captain.	<input type="checkbox"/>		

Comments:

3. Procedural rules on the use of force and weapons

In the case that weapons are used, the procedural rules on the use of force and weapons are observed in addition to the following rules:	<input type="checkbox"/>		
The use of physical force and of weapons is strictly avoided.	<input type="checkbox"/>		
Exceptions are only made in accordance with the relevant German legislation, in particular Sections 32 through 35 of the German Penal Code, paying special attention to the appropriateness, necessity and proportionality.	<input type="checkbox"/>		
In high-risk areas, security operatives carry their weapons with them ready-for-use.	<input type="checkbox"/>		
If an attack is in progress and other, milder defensive measures are unsuccessful or their use is unlikely to prove successful, the team leader gives the instruction – after this has been explicitly ordered by the captain – to take up defensive positions and establishes readiness to fire.	<input type="checkbox"/>		
The following escalation levels are observed:			
warning shots in the air	<input type="checkbox"/>		

warning shots in the water close to the attacker	<input type="checkbox"/>		
targeted shots against property, in particular the engine of the boat or the boat hull	<input type="checkbox"/>		
As a last resort, when all milder defensive measures are ineffective, it is possible to use firearms directly against the attacker.	<input type="checkbox"/>		

Comments:

4. Communication channels between security operatives and the captain

4.1 The communication channels between security operatives and the captain are defined before the deployment.	<input type="checkbox"/>		
4.2 The team leader is specified as the person responsible to the captain.	<input type="checkbox"/>		
4.3 The team leader is responsible for the security operatives in his security team during the entire deployment and has legal responsibility for them, particularly with regard to the rules and regulations that must be complied with on board.	<input type="checkbox"/>		
4.4 The team leader remains in contact with the captain and his security company during the deployment.	<input type="checkbox"/>		
4.5 The team leader is ready to answer any queries from German authorities.	<input type="checkbox"/>		
4.6 If the team leader is unable to undertake his duties, his role is taken over by the deputy.	<input type="checkbox"/>		

Comments:

5. Monitoring on board

5.1 Measures to monitor the security operatives on board the ocean-going vessel have been taken.	<input type="checkbox"/>		
5.2 These are as follows:			

Comments:

6. Completion of reports and safeguarding of evidence

6.1 The behaviour of the security operatives when defending off an attack is documented.	<input type="checkbox"/>		
6.2 A concept has been developed for this purpose.	<input type="checkbox"/>		
6.3 The concept also includes measures taken with respect to the safeguarding of documentation against falsification, deletion, or theft.	<input type="checkbox"/>		

Comments:

7. Procurement, transport, loading onto the vessel and unloading, storage and protection against loss, use and disposal of the equipment

7.1 The procedures are described in the application.	<input type="checkbox"/>		
7.2 This includes a description of the entire supply chain.	<input type="checkbox"/>		
7.3 Any export, import or transit licences as well as trading and brokering licences are submitted.	<input type="checkbox"/>		
7.4 The internal rules and measures on the storage of weapons and ammunition are also submitted.	<input type="checkbox"/>		

Comments:

Documents included with the application for II. 1.-7.:

Process handbook, which is to include a description of the procedures in II. 1.-7. and the definition of responsibilities which take into consideration the risks associated with the provision security services.

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export, transit or trade permits as well as trading and brokering licences

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internal rules and measures on the storage of weapons and ammunition

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III. Standing orders

III.1 The guard duty is regulated through a general standing order, deployment-specific standing orders, and shift scheduling.	<input type="checkbox"/>		
III.2 Before deployment, the security company delivers a copy of the standing orders to the security operatives in return for a written acknowledgement of receipt and also provides them with a copy of the shift schedule.	<input type="checkbox"/>		

1. General standing order

1.1 The general standing orders contain details on:			
general description of duties	<input type="checkbox"/>		
legal status of the security operatives	<input type="checkbox"/>		
rights to issue directives	<input type="checkbox"/>		
rules on periods of service	<input type="checkbox"/>		
general conduct during the deployment	<input type="checkbox"/>		
rules on handling uniforms and equipment	<input type="checkbox"/>		
reports and notifications	<input type="checkbox"/>		
data protection and obligations to maintain confidentiality	<input type="checkbox"/>		
1.2 An annex detailing the applicable legal provisions of the Federal Republic of Germany is attached to the general standing order.	<input type="checkbox"/>		

Comments:

Documents included with the application:

General standing order

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2. Deployment-specific standing orders

2.1 The deployment-specific standing orders contain details on:			
constructional specifications of the vessel such as rooms, storage facilities for weapons and ammunition, existing safety devices, life-saving equipment, cargo	<input type="checkbox"/>		
shipping route	<input type="checkbox"/>		
contact person and specific rights to issue instructions	<input type="checkbox"/>		
description of the specific assignment	<input type="checkbox"/>		
conduct in emergency situations	<input type="checkbox"/>		
directory of important telephone numbers	<input type="checkbox"/>		
2.2 An annex detailing the applicable legal provisions of the coastal and port states traversed is attached to the deployment-specific standing orders.	<input type="checkbox"/>		

Comments:

Documents included with the application

Example / draft of deployment-specific standing orders

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IV. Identity passes and documents

1. The following documents are on hand no later than embarkation:			
in the case of deployment on an ocean-going vessel flying the federal flag, evidence of having satisfied the conditions associated with the firearms certificate under Section 28a (1) of the Weapons Act	<input type="checkbox"/>		
proof of accident and health insurance for security operatives	<input type="checkbox"/>		
travel documents and visa, if visas are to be issued by the relevant country before entry	<input type="checkbox"/>		
identity passes bearing the following information:	<input type="checkbox"/>		
surnames and first names of the security operatives	<input type="checkbox"/>		
name and address of the security company	<input type="checkbox"/>		
photographs of the security operatives	<input type="checkbox"/>		
signatures of the security operatives and of a person under Section 11 (1) or (2) of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels	<input type="checkbox"/>		
2. The identity passes plainly differ from official identification cards.	<input type="checkbox"/>		
3. The identity passes have been numbered consecutively and recorded in a register.	<input type="checkbox"/>		

Comments:

V. Equipment

1. The security operatives are equipped with appropriate and serviceable equipment.	<input type="checkbox"/>		
2. The equipment includes:			
night-vision device	<input type="checkbox"/>		
rangefinder	<input type="checkbox"/>		
binoculars	<input type="checkbox"/>		
long firearm	<input type="checkbox"/>		
handgun	<input type="checkbox"/>		
sufficient ammunition	<input type="checkbox"/>		
ballistic helmet	<input type="checkbox"/>		
camera	<input type="checkbox"/>		
ballistic vest	<input type="checkbox"/>		
radios with microphone headsets, satellite phone	<input type="checkbox"/>		
medical equipment	<input type="checkbox"/>		
automatic life vest	<input type="checkbox"/>		
3. When selecting respective models, attention is paid to ensuring that it is possible to comply with the import, export and transit provisions that apply to the Federal Republic of Germany and to the port and coastal states as well as the provisions for trading and brokering transactions in foreign trade.	<input type="checkbox"/>		
4. The security company inspects the equipment prior to each deployment to ensure that it is serviceable.	<input type="checkbox"/>		
5. Items of equipment that are not serviceable are replaced with equivalent items of equipment.	<input type="checkbox"/>		
6. Changes are reported without delay to the Federal Office of Economics and Export Control.	<input type="checkbox"/>		

Comments:

Documents that must be included with the application:

List of the weapons and equipment used including specification of the specific features

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VI. Requirements for the deployed security operatives

1. Security services are only provided by persons who are:			
reliable within the meaning of Section 8 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels	<input type="checkbox"/>		
at least 18 years of age	<input type="checkbox"/>		
have the necessary personal aptitude within the meaning of Section 9 of the of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels, and	<input type="checkbox"/>		
who possess the necessary competence pursuant to Section 10 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels	.		
2. As part of the vetting process for reliability, the security operatives are required to submit the following documents:			
an overview of employers to date	<input type="checkbox"/>		

an explanatory statement on whether either criminal proceedings or a preliminary investigation by the public prosecutor are pending against the individual, and	<input type="checkbox"/>		
a certificate of good conduct under Section 30 or 30b of the Act on the Central Criminal Register and the Juvenile Delinquency Register (Bundeszentralregistergesetz) which must be issued no earlier than 3 months before submission, or a comparable foreign document. The foreign document, if not in German, must be submitted in the form of a certified translation.	<input type="checkbox"/>		

Comments:

VII. Requirements for company management

The members of the company management as well as persons charged with management of a business or branch office are:			
reliable within the meaning of Section 8 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels	<input type="checkbox"/>		
at least 18 years old	<input type="checkbox"/>		
have the personal aptitude within the meaning of Section 9 of the Ordinance on the Licensing of Security Companies on Board Ocean-going Vessels.	<input type="checkbox"/>		

Comments:

VIII. Public and employers' liability insurance

1. Public and employers' liability insurance has been procured and is maintained for the duration of the activities.	<input type="checkbox"/>		
2. The minimum coverage for an insured event is 5 million euros for personal injury and damage to property and 500,000 euros for financial losses.	<input type="checkbox"/>		
3. If exclusions have been made:			
Liability for compensation claims due to wilful breach of duty has been excluded.	<input type="checkbox"/>		
Other exclusions have been stipulated. These are customary in the market and do not contravene the purpose of public and employers' liability insurance.	<input type="checkbox"/>		

Comments:

Documents that must be included with the application:

Copy of the insurance policy

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IX. Recordkeeping and retention obligations

1. Continuous records on dealings and operations are kept and a clear overview of documents and evidence is maintained.	<input type="checkbox"/>		
2. The records are compiled without delay.	<input type="checkbox"/>		

3. The following records are completed and the documents and evidence below compiled:			
security contract with name and address of the principal, content and nature of the assignment as well as the date of contract execution	<input type="checkbox"/>		
documentation of each deployment upon termination of the deployment with the following details:	<input type="checkbox"/>		
name and IMO ship identification number of the ocean-going vessel	<input type="checkbox"/>		
itinerary and travel period through the hazardous area	<input type="checkbox"/>		
names of the deployed security operatives together with the documents required under Section 5 (4)	<input type="checkbox"/>		
list of weapons, ammunition and other equipment under Section 6 (1) first sentence that are carried aboard, together with any export, transit or trade permits as well as documentation on losses, replacements or use	<input type="checkbox"/>		
name, address and birth date of the security operatives, indicating the date of contract execution	<input type="checkbox"/>		
evidence concerning the reliability, qualification and competence of the security operatives and concerning their familiarization and basic training in accordance with Sections 7 to 10	<input type="checkbox"/>		
the standing orders under Section 5 (2) first sentence and acknowledgments of receipt under Section 5 (2) second sentence	<input type="checkbox"/>		
insurance policy under Section 12 (1)	<input type="checkbox"/>		
notifications under Section 14 and	<input type="checkbox"/>		
results of the verifications conducted as part of the control and verification processes under Section 4 (1) second sentence, number 5.	<input type="checkbox"/>		
4. In the event that weapons are used, the following are documented immediately after termination of the deployment:			
time, location and duration of the deployment	<input type="checkbox"/>		
course of events leading up to the use of weapons	<input type="checkbox"/>		
in the event of an attack: number and weaponry of the attackers	<input type="checkbox"/>		
in the event of an attack: boats and weapons used by the attackers in the attack	<input type="checkbox"/>		
in the event of an attack: course of the defensive measures	<input type="checkbox"/>		
weapons used and ammunition consumed	<input type="checkbox"/>		
identity of wounded and dead	<input type="checkbox"/>		
written witness statements and available records on the use of weapons as well as	<input type="checkbox"/>		
target practice.	<input type="checkbox"/>		
5. The records and the documentation are retained for three years.	<input type="checkbox"/>		

Comments: