# Training Circular No. 3 of 2005

No:11-TR(40)/2004                                         Dated: January 1, 2005

**Subject: Guidelines - Company Security Officer (CSO) Course**

Maritime safety and efficiency is of utmost concern to the Directorate General of Shipping (DGS), the constituted authority of the Government of India for all maritime affairs.

It was noticed that some training institutes barely met the minimum standards set by the Directorate, while others provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all training institutes the guidelines were revised and new ones formulated. This was done by the DGS in consultation with the training institutes and employers (shipowners and manning agencies). Draft guidelines were displayed on the website of the DGS and comments invited from interested parties, regardless of the position or office held. Comments received were considered to the earliest possible.

The final guidelines for **Company Security Officer Course** is attached herewith. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable.

It is expected that training institute would follow these guidelines in letter and spirit.

The above guidelines shall come into force w.e.f. **01.01.2005**.

This issues with the approval of the Director General of Shipping and ex-officio Addl. Secretary to the Government of India.

**Sd/-**
**(Naresh Salecha)**
**Sr.Dy. Director General of Shipping**

**MANDATORY GUIDELINES FOR  TRAINING INSTITUTES**

**FOR OBTAINING APPROVAL FROM  DIRECTORATE GENERAL OF SHIPPING**

**TO CONDUCT OF**

*Company Security Officer (CSO) Course*

**To avoid unnecessary repetition, reference has been made herein to DGS Order no: 1_2003of (Guidelines for the conduct of Pre-Sea Training Courses for the Merchant Navy) wherever appropriate.**

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| **Annexure 1** - Additional equipment, etc |
| **Annexure 2** - Course outline |
| **Annexure 3** - Detailed teaching syllabus |

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## COMPANY SECURITY OFFICER (CSO) COURSE

**1.  BASIC DETAILS OF THE COURSE**

**1.1 Aims:**

Section 11 of the Part A of the International Ship and Port Facility Security Code (ISPS Code) have laid down the requirement, duties and responsibilities of company security officer.

In accordance with provision under Section 13 - Part A of the Code with regard to training, drills and exercises on ship security, the ship security officer and appropriate shore-based personnel shall have knowledge and have received training, taking into account the guidance given in Part B of the Code.

This course, called the Company Security Officer course aims to provide knowledge to those who may be designated to perform the duties and responsibilities of a company Security Officer (SSO), as defined in section A/2.1.7 (and section A/11) of the ISPS Code and in particular the duties and responsibilities with respect to the security of a ship, for ensuring the development (or for developing) of a ship security assessment, for ensuring the development (or for developing), implementation, maintenance and updating of a ship security plan and for liasing with Ship Security Officers (SSOs) and with Port Facility Security Officers (PFSOs).

**1.2  Objectives:**

Those who successfully complete this course should be able to undertake the duties and responsibilities of Company Security Officer, as defined in section A/11.2 of the ISPS Code, which include, but are not limited to:

  1.1.1    advising the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information;

  1.1.2    ensuring that ship security assessments are carried out;

  1.1.3    ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the ship security plan;

  1.1.4    ensuring that the ship security plan is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship;

  1.1.5    arranging for internal audits and reviews of security activities;

  1.1.6    arranging for the initial and subsequent verifications of the ship by the Administration or the recognized security organization;

  1.1.7    ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;

  1.1.8    enhancing security awareness and vigilance;

1.1.9    ensuring adequate training for personnel responsible for the security of the ship;

1.1.10    ensuring effective communication and co-operation between the ship security officer and the relevant port facility security officers;

1.1.11    ensuring consistency between security requirements and safety requirement;

1.1.12    ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship-specific information accurately; and

1.1.13    ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained.

**1.3  Application:**

These guidelines shall be applicable from **1ST Jan  2005**

2.    **QUALIFICATION & ELIGIBILITY OF STUDENTS**

**2.1  Entry standards:**

It is assumed that those attending this course will be persons employed (or to be employed) by a company and that they are likely to be designated as Company Security Officer. However, no specific entry requirements are envisaged.

**2.2 Required attendance:**

100% attendance is required for successful completion of the course. However, in exceptional circumstances, a student is allowed absence of upto one day subject to his attending the lectures missed out during the next course at the same institute. The institute shall keep proper records of such cases.

**2.3 Course intake limitations:**

2.3.1    The number of students shall not exceed 24 per class.

**3    INFRASTRUCTURE REQUIREMENT**

Physical requirement for classrooms, black/white boards, overhead projector, screen, notice board, study environment and teaching equipment are to be provided as per **DGS Order no: 1 of 2003**. Library books and equipment to include items contained in **Annexure 1.**

4.    **COURSE DETAILS**

4.1    Course duration:  3 days

4.2    Course outline:  As per **Annexure 2**

4.3    Detailed Teaching Syllabus: As per **Annexure 3**

**5    HOLIDAYS**

5.1    Sundays shall be holidays.

5.2    Independence Day (15th August) and Republic Day (26th January) shall    be compulsory holidays.

5.3    Students shall normally enjoy the holidays observed by the Govt. of the    State in which the institute is located.

**6    FACULTY REQUIREMENT**

**6.1  Qualifications and experience of course in charge:**

6.1.1      Certificate of competency, issued by the Government of India, as Master of a Foreign Going Ship

    and

6.1.2    At least 5 years service on Merchant ships of which at least one year should have been in the rank of Master

    and

6.1.3    Should have undergone Trainer & Auditors course for Security of 5 days duration.

**6.2.  Qualifications and experience of faculty members:**

6.2.1.    Certificate of competency , issued by the Government of India, as Master of a Foreign Going Ship

    and

6.2.2.    At least 5 years service on Merchant ships of which at least one year should have been at management level.

    and

6.2.3.    Should have undergone DG approved Company Security Officer-s course.

    and

6.2.4.    In lieu of above requirements of Para 6.2.1 to 6.2.3, an expert with specialised. Knowledge & Training in Maritime Security matters.

**6.3.  Training of Trainers & Assessors Course:**

As per **DGS Order no: 1 of 2003.**

**6.4. Visiting faculty members:**

Qualifications and experience of visiting faculty members should be the same as that of regular faculty as specified above.

**6.5. Age limit for regular faculty members:**

As per **DGS Order no: 1 of 2003**.

**7. FACULTY STRENGTH**

7.1.        Not less than two Master Mariners (inclusive of the course-in-charge) OR one Master Mariner and other person specialised in the field of Maritime Security.

7.2.        A minimum of 50% of the entire portion must be covered by regular faculty.

**8. COURSE DURATION**

A total of 18 hours of lectures including practical training and  assessment.

**9. ASSESSMENT**

        A written test would be carried out at the end of each course.

**10. QUALITY STANDARDS**

As per **DGS Order no: 1 of 2003.**

**11. INSPECTIONS**

As per **DGS Order no: 1 of 2003**

**12. COST OF INSPECTIONS**

As per **DGS Order no: 1 of 2003** and as per **Training Circular No.28  of 2004** dated 11.10.2004.

**13. FEES TO GOVT.**

As per **DGS Order no: 1 of 2003**

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**ANNEXURE - 1**

**TEACHING AIDS**

**Equipment**

Audiovisual aids:  video cassette player, TV, slide projector, overhead projector, etc.

Photographs, models, or other representations of various vessels and vessel parts to illustrate operational elements and security vulnerabilities.
**Video cassette(s)**

**Publications recommended**

Fernandez, L., & Merzer, M.  (2003).  *Jane's Crisis Communications Handbook*, (1st ed.).

Alexandria: Jane's Information Group.

Hawkes, K. G.   (1989).  *Maritime Security.*  Centreville: Cornell Maritime Press.

International Chamber of Shipping.  (2003*).  Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code.*
London: ICS.

International Chamber of Shipping.  (2003).  *Model Ship Security Plan.*  London: ICS.

International Chamber of Shipping/International Shipping Federation.  (1999).  *Piracy and Armed Robbers: A Master's Guide.*  (3rd ed.).  London: Marisec Publications.

Sidell, F. R., et al.  (2002).  *Jane's Chem-Bio Handbook.*  (2nd ed.).  Alexandria: Jane's Information Group.

Sullivan, J. P., et al.  (2002).  *Jane's Unconventional Weapons Response Handbook.*  (1st ed.).

Alexandria: Jane's Information Group.

United States Coast Guard.  Risk-based Decision Making Guidelines.  http://www.uscg.mil/hq/g-m/risk/e-guidelines/html/index.htm

United States Department of Transportation. Volpe National Transportation Systems Center. (1999). *Intermodal Cargo Transportation: Industry Best Security Practice*s. Cambridge: Volpe Center.

Viollis, P., et al. (2002).  *Jane's Workplace Security Handbook.*  (1st ed.).  Alexandria: Jane's Information Group.

**IMO/ILO references (R) (Mandatory)**

International Maritime Organization.  (2003).  *International Ship & Port Facility Security (ISPS) Code, 2003 and December 2002 Amendments to SOLAS.*  London: IMO.  (IMO-I116E).

SOLAS Chapter XI-1

SOLAS Chapter XI-2

ISPS Code Part A

ISPS Code Part B

International Labour Organization. *Seafarers' Hours of Work and the Manning of Ships Convention, 1996.* (No. 180).

International Labour Organization. *Seafarers' Identity Documents Convention, 1958.* (No. 108).

International Labour Organization. *Seafarers' Identity Documents Convention (Revised), 2003.* (No. 185). (Not yet in force).

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**ANNEXURE - 2**

**COURSE OUTLINE**

Company Security Officer (CSO) Course

Duration: 3 working days                                    Total hours: 18 hours

| Sr. No. | Topic | Methods of teaching | Duration |
|---|---|---|---|
| 1. | **Introduction**<br><br>• Course Overview<br>• Competencies to be achieved<br>• Historical Perspective<br>• Current Security threats & Patterns<br>• Ship & Port operations and conditions | Lecture/ Presentation | 1.5 Hours |
| 2. | **Maritime Security Policies**<br><br>• Relevant International Conventions, Codes & Recommendations<br>• Relevant Govt. Legislation and Regulations<br>• Definitions<br>• .Legal Implications of action or non-action by the Ship Security Officer<br>• Handling sensitive security related information and communications | Lecture/ Presentation | 1.0 Hour |
| 3. | **Security Responsibilities**<br><br>• Contracting Governments<br>• Recognized Security Organization<br>• The Company<br>• The Ship<br>• The Port Facility<br>• Ship Security Officer<br>• Company Security Officer<br>• Port Facility Security Officer<br>• Vessel personnel with specific security duties<br>• Facility personnel with specific security duties<br>• Other personnel | Lecture/ Presentation | 1.5 Hours |
| 4. | **Ship Security Assessment**<br><br>• Risk assessment methodology<br>• Assessment tools<br>• On-scene security survey<br>• Security assessment documentation | Lecture/ Presentation/ Workshop/ Exercises | 2.0 Hours |
| 5. | **Security Equipment**<br><br>• Security Equipment and systems<br>• Operational limitations of Security Equipment and systems<br>• Testing, calibration and maintenance of Security Equipment & systems | Lecture/ Demonstration of Equipments | 1.0 Hour |
| 6. | **Ship Security Plan**<br><br>• Purpose of the Ship Security Plan<br>• Contents of the Ship Security Plan<br>• Confidentiality issues<br>• Development of the Ship Security Plan<br>• Approval of the Ship Security Plan<br>• Implementation of the Ship Security Plan<br>• Maintenance and modifications of the Ship Security Plan | Lecture/ Presentation/ Workshop/ Exercises | 2.5 Hours |
| 7. | **Threat Identifications, Recognition & Response**<br><br>• Recognition & detection of weapons, dangerous substances and devices | Lecture/ Presentation/ Workshop/ Exercises | 2.5 Hours |

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| | • Methods of physical searches and non-intrusive inspections<br>• Implementing and coordinating searches<br>• Recognition on a non-discriminatory basis, of persons posing potential security risks<br>• Techniques used to circumvent security measures<br>• Crowd management and control techniques | | |
| 8. | **Ship Security Actions**<br><br>• Actions required by different security Levels<br>• Maintaining security of the ship/port interface<br>• Usage of the declaration of security<br>• Implementation of security procedures | Lecture/ Presentation/ Workshop/ Exercises | 1.0 Hour |
| 9. | **Emergency Preparedness, Drills and Exercises**<br><br>• Contingency planning<br>• Security drills and exercises<br>• Assessment of Security drills and exercises | Lecture/ Presentation/ Exercises/<br><br>Contingency plans for various security related emergencies | 2.0 Hours |
| 10. | **Security Administration**<br><br>• Documentation & Records<br>• Reporting security breaches<br>• Monitoring and Control<br>• Security Audits and Inspections<br>• Reporting nonconformities | Lecture/ Presentation/ Workshop/ Exercises | 1.0 Hour |
| 11. | **Security Training**<br><br>• Training requirements<br>• Instructional Techniques | Lecture/ Presentation | 2.0 Hours |

TOTAL: 18 Hours

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## DETAILED TEACHING SYLLABUS

| Learning Objectives | Hours |
|---|---|
| 1. **Introduction**<br><br>1.1     Course overview<br><br>     1.    describes the topics and emphasis of the course<br><br>1.2  Competences to be achieved<br><br>1.   describes the competences that will be achieved through completion of the course<br><br>1.1     Historical perspective<br><br>     1.   describes representative incidents involving criminal activity in the maritime environment<br><br>     2.   Summarizes incident statistics and discusses underlying motivation and result<br><br>1.2    Current security threats and patterns<br><br>   1    identifies threats to the maritime transport industry, such as:<br><br>       ☒  piracy and armed attacks<br><br>       ☒  terrorism<br><br>       ☒  stowaways and refugees<br><br>       ☒  contraband smuggling<br><br>       ☒  cargo theft<br><br>       ☒  collateral damage<br><br>1.3  Ship and port operations and conditions<br><br>1.   Characterizes the intermodal nature of transportation and the interfaces between ships and other modes | 1.5 hours |

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| **2    Maritime Security Policy** | |
| 2.1  Relevant international conventions, codes, and recommendations | |
|     1. lists previous efforts of IMO toward maritime security, such as MSC/Circ.443, SUA Act, etc.<br>    2. Describes the rapidity with which IMO acted to enhance maritime security following 9/11<br>    3. summarizes the amendments to SOLAS Chapter XI and the contents of the ISPS Code | |
| 2.2  Relevant government legislation and regulations | |
|     1.    States the requirements of relevant national legislation and regulations | |
| 2.3  Definitions | |
|     1.   Defines | |
| ☒    Ship Security Plan | |
| ☒    Company Security Officer | |
| ☒    Ship Security Officer | |
| ☒    Port facility | |
| ☒    Ship / Port Interface | |
| ☒    Ship to ship activity | |
| ☒    Port Facility Security Officer | |
| ☒    Designated Authority | 1.0 hour |
| ☒    Recognized Security Organization | |
| ☒    Declaration of Security | |
| ☒    Security incident | |
| ☒    Security Level | |
| ☒    the three security levels | |
| 2.4  Legal implications of action or non-action by security personnel | |
|     1.   identifies the legal limits of authority and the obligations of personnel with security duties | |
| 2.5  Handling sensitive security-related information and communicationsdefines security-sensitive information and the importance of keeping it confidential | |

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| 3 **Security Responsibilities** | | 1.5 hours |

3.1  Contracting governments

    1.  describes the responsibilities of contracting governments with respect to SOLAS Chapter XI-2 and the ISPS Code

3.2  Recognized Security Organizations

    1.  characterizes the role of the Recognized Security Organization and identifies the extent of its function

3.3  The company

    1.  describes the responsibilities of the company with respect to:

☒   ensuring Master has documents on board relating to the crewing of the vessel and its employment

☒   ensuring that the Ship Security Plan contains a clear statement emphasizing the master's authority

☒   designating a Company Security Officer and a Ship Security officer and ensuring that they are given the necessary support to fulfill their duties and responsibilities

3.4  The ship

    1.  states that the ship shall comply with the requirements of the Ship Security Plan as per the security level set

3.5  The port facility

    1.  states that port facilities shall comply with the relevant requirements of Chapter XI-2 of SOLAS and the ISPS Code
    2.  states that the port facility shall act upon the security levels set by the Administration within whose territory it is located

3.6  Ship Security Officer

    1.  states that the company shall designate a Ship Security Officer for each ship
    2.  lists the duties and responsibilities of the Ship Security Officer

3.7  Company Security Officer

    1.  states that the company shall designate a Company Security Officer
    2.  describes that the person designated as Company Security Officer may act as Company Security Officer for one or more ships provided that it is clearly identified for which ships he is responsible
    3.  indicates that the company may designate several persons as Company Security Officer provided that it is clearly identified for which ships each is responsible
    4.  lists the duties and responsibilities of the Company Security Officer

3.8  Port Facility Security Officer

    1.    states that the Port Facility Security Officer shall be designated for each port facility

    2.  states that a person may be designated as the Port Facility Security Officer for one or more port facilities

    3.  lists the duties and responsibilities of the Port Facility Security Officer

3.9  Shipboard personnel with specific security duties

    1.states that members of the ship's crew may be assigned security duties in support of the Ship Security Plan

3.10      Port facility personnel with specific security duties

    3.    states that port facility personnel other than the PFSO may be assigned security duties in support of the port facility Security Plan

3.11      ther personnel

    1.  States that other shipboard and port facility personnel may have a role in the enhancement of maritime security
    2.  states that personnel other than ship or facility personnel may have a role in

the enhancement of maritime security

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| **4.   Ship Security Assessment**<br><br>  4.1  Risk assessment methodology<br><br>  1.  states the role of risk-based decision making in completing a security assessment<br>  2.  describes the recommended methodology<br>  3.  explains and demonstrates how to carry out an initial risk assessment<br>  4.  identifies the types of weaknesses that may be found in the initial risk assessment<br><br>  4.2  Assessment tools<br><br>  1.  discusses the use of software and checklists in conducting security assessments<br><br>  4.3  On-scene security surveys<br><br>   1.  lists the preparations required prior to an on-scene survey<br><br>   2. lists the procedures and measures and operations to be<br><br>     evaluated during an on-scene survey.<br><br>   3. discusses the security aspects of ship layout<br><br>   4. divides the survey into the following sections:<br><br>⊠   Physical Security<br><br>⊠   Structural Integrity<br><br>⊠   Personnel Protection Systems<br><br>⊠   Procedural Policies<br><br>⊠   Radio and Telecommunication Systems<br><br>⊠   Other Areas<br><br>  5.discusses the importance and elements of physical security aboard ship<br><br>  6.describes the significance of structural integrity for ships and other structures<br><br>  7.discusses the components and operations of systems to protect shipboard personnel<br><br>  8.states the role of proper procedures in preventing and mitigating security incidents<br><br>  9.describes the use of information technology and communications systems in ship operations and in maintaining security<br><br>  10.identifies other areas that may, if damaged or used for illicit observation, pose a risk to persons, property, or operations aboard the ship or within a port facility<br><br>  11.discusses the identification of vulnerabilities in the above areas and the preparation of countermeasures to address them<br><br>  12.states the importance of having in place emergency plans to deal with contingencies<br><br>  13.explains and demonstrates how to carry out a security assessment with new measures in place and checks if further mitigating measures are required<br><br>  4.4. Security assessment documentation<br><br>   1.describes proper form and practice for recording security assessment results | 2.0 hours |

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| 5. **Security Equipment**<br><br>4.1  Security equipment and systems<br><br>      1. lists the various types of security equipment and systems that can be used aboard ships and in port facilities<br><br>4.2  Operational limitations of security equipment and systems<br><br>      1. explains the limitations of individual items of equipment and security systems<br><br>4.3  Testing calibration and maintenance of security equipment and systems<br><br>      1. describes the testing, calibration and maintenance requirements for the above security equipment and systems | 1.0 hour |
| 6.  **Ship Security Plan**<br><br>6.1  Purpose of the Ship Security Plan<br><br>      1. states that each ship shall carry a Ship Security Plan approved by the Administration<br><br>      2. explains that the Ship Security Plan addresses the security measures that should be taken at each security level<br><br>6.2  Contents of the Ship Security Plan<br><br>      1. lists the required elements of a Ship Security Plan<br><br>      2. states that the Ship Security Plan shall establish procedures for the performance of ship security duties. | 2.5 hours |

6.3 Confidentiality issues

1. states that the Ship Security Plan is confidential
2. states that the Ship Security Plan is not generally subject to inspection by Port State Control
3. describes the circumstances under which certain sections of the plan may be shown to Port State Control Authorities

6.4 Development of the Ship Security Plan

1. states that the Company Security Officer is responsible for ensuring that the Ship Security Plan is prepared and submitted for approval.

2. explains the process that should be used in development of the Ship Security Plan

3. states that the security measures included in the plan must be in place when initial verification of the plan is being carried out.

6.5 Approval of the Ship Security Plan

1. states that all Ship Security Plans must be approved and that if any security equipment fails or a security measure is suspended, equivalent temporary security measures should be adopted and communicated to the Administration

2. explains mechanisms and procedures for obtaining approval of the Ship Security Plan

3. states that the Ship Security Plan, or amendments to a previously approved plan, submitted for approval shall be accompanied by the Ship Security Assessment on which the plan or amendments have been based

6.6 Implementation of the Ship Security Plan

1. explains procedures to be employed in implementing the Ship Security Plan
2. explains the requirement to ensure effective communication and cooperation between the Ship Security Officer, the Company Security Officer, and the Port Facility Security Officer in the implementation of the Ship Security Plan
3. discusses the importance of giving due regard to the effect that security measures may have on shipboard personnel who may remain on board the ship for long periods

6.7 Maintenance and modification of the Ship Security Plan

1. explains mechanisms for ensuring the continuing effectiveness and updating of the Ship Security Plan

2. states that amendments to the plan shall not be implemented unless approved by the Administration

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| **7. Threat Identification, Recognition, and Response** | 2.5 hours |
| 7.1 Recognition and detection of weapons, dangerous substances and devices<br><br>    1. describes the various types of weapons, dangerous substances and devices, the damage they can cause, and their appearance<br><br>7.2 Methods of physical searches and non-intrusive inspections<br><br>    1. demonstrates how to carry out physical searches and non-intrusive inspections.<br>    2. describes in brief the use of metal detectors, X-ray machines, and Ion scan machines.<br><br>7.3 Implementing & coordinating searches<br><br>    1. describes how important it is to plan a search and practice carrying out searches as a drill.<br>    2. explains how to plan a search using a system of check cards<br><br>    3. describes the equipment the search team should carry for conducting a search<br><br>    4. describes the procedures to be followed for an efficient search<br><br>    5. describes the various places of concealment on board a ship<br><br>7.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks<br><br>    1. describes the general characteristics and behavioural patterns of persons who are likely to threaten security<br>    2. states how important it is to be observant to recognize such persons<br><br>7.5 Techniques used to circumvent security measures<br><br>    1. describes the techniques that may be used to circumvent security measures<br><br>7.6 Crowd management and control techniques<br><br>    1. explains the basic psychology of a crowd in a crisis situation<br>    2. describes strategies for managing a crowd through the crisis phases<br>    3. states the importance of clear communication with crew and passengers during an emergency | |
| **8. Ship Security Actions** | 1.0 hour |
| 8.1 Actions required by different security levels<br><br>  1. states the three security levels and the actions required for each level.<br><br>8.2 Maintaining security of the ship/port interface<br><br>    1. lists the reporting requirements for the ship prior entering port.<br><br>8.3 Usage of the Declaration of Security<br><br>    1. explains the Declaration of Security and what it addresses.<br>    2. states who determines when it should be completed<br>    3. lists the situations in which the ship can request that the Declaration of Security be completed.<br>    4. states who is required to complete it<br><br>8.4 Implementation of security procedures<br><br>1. lists the security measures and procedures at the three security levels required to:<br><br>☒    ensure the performance of all ship security duties<br><br>☒    control access to the ship<br><br>☒    control the embarkation of persons and their effects<br><br>☒    monitor restricted areas to ensure only authorized persons have access<br><br>☒    monitor deck areas and areas surrounding the ship<br><br>☒    supervise the handling of cargo and ship's stores; and | |

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| ☒     ensure that security communication is readily available | |
| **9       Emergency Preparedness, Drills, and Exercises**<br><br>9.1   Contingency planning<br><br>    1.   explains the need for contingency plans<br>    2.   discusses action to take in case of a breach of security<br>    3.   discusses and prepares contingency plans for:<br><br>            ☒     hijacking<br><br>            ☒     bomb threat<br><br>            ☒     unidentified objects / explosives on vessel<br><br>            ☒     damage to / destruction of port facility<br><br>            ☒     piracy and other depredations<br><br>            ☒     stowaways<br><br>9.2   Security drills and exercises<br><br>     1.     explains the purpose of drills and exercises<br><br>    2.   states the requirements for conducting drills and exercises<br><br>    3.   states the individual elements that should be tested by each drill<br><br>9.3   Assessment of security drills and exercises (Debrief)<br><br>    1.   states the purpose of carrying out an assessment at the end of each drill<br>    2.   describes the relevant elements in assessing a drill. | 2.0 hou rs |

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| **10  Security Administration**<br><br>10.1      Documentation and records<br><br>  1.  states the documents that shall be available on board at all times<br>  2.  describes the International Ship Security Certificate, its validity and verification requirements<br>  3.  states the requirements of the Continuous Synopsis Record and what it shall contain<br>  4.  states the activities for which records shall be kept on board and the duration for which they should be retained.<br><br>10.2      Reporting security incidents<br><br>  1.  states the reporting requirements in case of a security incident or a breach of security<br><br>10.3      Monitoring and control<br><br>  1.  states the requirements for the Ship Security Officer to carry out regular security inspections.<br>  2.  states the explicit requirement for the Ship Security Officer to review the Ship Security Plan and the implicit responsibility of the Master in this regard.<br><br>10.4      Security audits and inspections<br><br>  1.  states the requirements for carrying out internal audits and inspections<br><br>10.5      Reporting nonconformities<br><br>  1.  states the requirements for reporting nonconformities | 1.0 hour |
| **11      Security Training**<br><br>11.1      Training requirements<br><br>  1.  Explains which personnel must receive training and in what subjects they must be trained<br><br>11.2      Instructional techniques<br><br>  1.  explains the various methods of imparting training<br>  2.  explains that the method of teaching must take into account the social and cultural background of trainees<br>  3.  explains the use of demonstrations as a method of training<br>  4.  describes how lectures may be used to convey material<br>  5.  describes how discussions may be used to impart training<br>  6.  describes how case studies may be used to impart training<br>  7.  describes how group exercises may be used to impart training<br>  8.  describes how Incident Analysis may be used to impart training<br>  9.  describes how audiovisual aids may be used to impart training | 2.0 hours |
| **Total: 18.0 hours** | |