

**MODEL
COURSE
3.24**

**SECURITY AWARENESS
TRAINING FOR PORT
FACILITY PERSONNEL
WITH DESIGNATED
SECURITY DUTIES**

2011 Edition

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Contents

	Page
Foreword	vii
Introduction	1
Purpose of the model courses	1
Use of the model course	1
Lesson plans	2
Presentation	2
Implementation	2
Part A: Course Framework	3
Scope	3
Objective	3
Entry standards	3
Course certificate, diploma or document	3
Course delivery	4
Course intake limitations	4
Staff requirements	4
Teaching facilities and equipment	4
Teaching aids (A)	4
Bibliography (B)	4
IMO/ILO references (R)	5
Textbooks (T)	5
Part B: Course Outline and Timetable	6
Part B (1): Course Outline	6
Part B (2): Course Timetable	8
Part C: Detailed Teaching Syllabus	9
Learning objectives	9
References and teaching aids	9
Note	9
Competences	10
Part D: Instructor Manual	18
Guidance Notes	19
1. Introduction	19
1.1 Course overview	19
1.2 Competences to be achieved	19
1.3 Current security threats and patterns	19
1.4 Ship and port operations and conditions	20
2. Maritime Security Policy	20
2.1 Familiarity with relevant international conventions, codes, and recommendations	20
2.2 Familiarity with relevant Government legislation and regulations	21
2.3 Definitions	21
2.4 Handling sensitive security-related information and communications	22

3.	Security Responsibilities.	22
3.1	Contracting Governments.	22
3.2	Recognized Security Organizations	22
3.3	The company.	22
3.4	The ship.	22
3.5	The port facility	22
3.6–		
3.11	Ship Security Officer, Company Security Officer, Port Facility Security Officer, seafarers with designated security duties, port facility personnel with designated security duties, and other personnel	23
4.	Port Facility Security Assessment	23
4.1	Assessment tools	23
4.2	On-scene security surveys	23
5.	Security Equipment	24
5.1	Security equipment and systems	24
5.2	Operational limitations of security equipment and systems	25
5.3	Testing, calibration and maintenance of security equipment and systems	25
6.	Threat Identification, Recognition, and Response	25
6.1	Recognition and detection of weapons, dangerous substances and devices	25
6.2	Methods of physical searches and non-intrusive inspections	26
6.3	Execution and co-ordination of searches	26
6.4	Recognition, on a non-discriminatory basis, of persons posing potential security risks.	28
6.5	Techniques used to circumvent security measures	29
6.6	Crowd management and control techniques	29
7.	Port Facility Security Actions	29
7.1	Actions required by different security levels	29
7.2	Maintaining security of the ship/port interface	29
7.3	Familiarity with the Declaration of Security	29
7.4	Reporting security incidents	29
7.5	Execution of security procedures	30
8.	Emergency Preparedness, Drills, and Exercises	30
8.1	Execution of contingency plans	30
8.2	Security drills and exercises	30
9.	Security Administration.	31
9.1	Documentation and records	31
Part E: Evaluation		32
	Introduction	32
	Method of evaluation	32
	Validity	32
	Reliability	33
	Subjective testing.	33
	Objective testing	33
	Distracters	33
	Guess factor.	34
	Scoring.	34

Information Requested of Instructors Who Implement IMO Model Courses	35
Introduction	35
Information requested and its format	35
Guidance on the Implementation of Model Courses	37
Part 1: Preparation	41
Part 2: Notes on teaching technique	46
Part 3: Curriculum development	48
Annex A1 Preparation checklist	51
Annex A2 Example of a Model Course syllabus in a subject area	53
Annex A3 Example of a lesson plan for annex A2	58





Foreword

Since its inception the International Maritime Organization (IMO) has recognized the importance of human resources to the development of the maritime industry and has given the highest priority to assisting developing countries in enhancing their maritime training capabilities through the provision or improvement of maritime training facilities at national and regional levels. IMO has also responded to the needs of developing countries for postgraduate training for senior personnel in administrations, ports, shipping companies and maritime training institutes by establishing the world Maritime University in Malmö, Sweden, in 1983.

Following the adoption of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 (STCW), a number of IMO Member Governments had suggested that IMO should develop model training courses to assist in the implementation of the Convention and in achieving a more rapid transfer of information and skills regarding new developments in maritime technology. IMO training advisers and consultants also subsequently determined from their visits to training establishments in developing countries that the provision of model courses could help instructors improve the quality of their existing courses and enhance their implementation of the associated Conference and IMO Assembly resolutions.

In addition, it was appreciated that a comprehensive set of short model courses in various fields of maritime training would supplement the instruction provided by maritime academies and allow administrators and technical specialists already employed in maritime administrations, ports and shipping companies to improve their knowledge and skills in certain specialized fields. With the generous assistance of the Government of Norway, IMO developed model courses in response to these generally identified needs and now keeps them updated through a regular revision process taking into account any amendments to the requirements prescribed in IMO instruments and any technological developments in the field.

These model courses may be used by any training institution and, when the requisite financing is available, the Organization is prepared to assist developing countries in implementing any course.

E. E. MITROPOULOS
Secretary-General



Introduction

■ Purpose of the model courses

The purpose of the IMO model courses is to assist maritime training institutes and their teaching staff in organizing and introducing new training courses or in enhancing, updating or supplementing existing training material where the quality and effectiveness of the training courses may thereby be improved.

It is not the intention of the model course program to present instructors with a rigid “teaching package” which they are expected to “follow blindly”. Nor is it the intention to substitute audiovisual or “programmed” material for the instructor’s presence. As in all training endeavors, the knowledge, skills and dedication of the instructor are the key components in the transfer of knowledge and skills to those being trained through IMO model course material.

Because educational systems and the cultural backgrounds of trainees in maritime subjects vary considerably from country to country, the model course material has been designed to identify the basic entry requirements and trainee target group for each course in universally applicable terms, and to specify clearly the technical content and levels of knowledge and skill necessary to meet the intent of IMO conventions and related recommendations.

■ Use of the model course

To use the model course the instructor should review the course plan and detailed syllabus, taking into account the information provided under the entry standards specified in the course framework. The actual level of knowledge and skills and the prior technical education of the trainees should be kept in mind during this review, and any areas within the detailed syllabus which may cause difficulties because of differences between the actual trainee entry level and that assumed by the course designer should be identified. To compensate for such differences, the instructor is expected to delete from the course, or reduce the emphasis on, items dealing with knowledge or skills already attained by the trainees. He should also identify any academic knowledge, skills or technical training which they may not have acquired.

By analyzing the detailed syllabus and the academic knowledge required to allow training in the technical area to proceed, the instructor can design an appropriate pre-entry course or, alternatively, insert the elements of academic knowledge required to support the technical training elements concerned at appropriate points within the technical course.

Adjustment of the course objectives, scope and content may also be necessary if in your maritime industry the trainees completing the course are to undertake duties which differ from the course objectives specified in the model course.

Within the course plan the course designers have indicated their assessment of the time that should be allotted to each learning area. However, it must be appreciated that these allocations are arbitrary and assume that the trainees have fully met all entry requirements of the course. The instructor should therefore review these assessments and may need to re-allocate the time required to achieve each specific learning objective.

■ Lesson plans

Having adjusted the course content to suit the trainee intake and any revision of the course objectives, the instructor should draw up lesson plans based on the detailed syllabus. The detailed syllabus contains specific references to the textbooks or teaching material proposed for use in the course. Where no adjustment has been found necessary in the learning objectives of the detailed syllabus, the lesson plans may simply consist of the detailed syllabus with keywords or other reminders added to assist the instructor in making his presentation of the material.

■ Presentation

The presentation of concepts and methodologies must be repeated in various ways until the instructor is satisfied that the trainee has attained each specific learning objective. The syllabus is laid out in learning-objective format and each objective specifies *what the trainee must be able to do* as the learning outcome.

■ Implementation

For the course to run smoothly and to be effective, considerable attention must be paid to the availability and use of:

- properly qualified instructors;
- support staff;
- rooms and other spaces;
- equipment;
- textbooks, technical papers; and
- other reference material.

Thorough preparation is the key to successful implementation of the course. IMO has produced “Guidance on the Implementation of IMO Model Courses”, which deals with this aspect in greater detail and is included as an attachment to this course.

Part A: Course Framework

■ Scope

This model course is intended to provide the knowledge required for port facility personnel with designated security duties in connection with a Port Facility Security Plan (PFSP) to perform their duties in accordance with the requirements of Chapter XI-2 of SOLAS 74 as amended, the ISPS Code, the IMDG Code, the IMO/ILO Code of Practice on Security in Ports, and guidance contained in IMO MSC.1/Circ.1341.

■ Objective

Those who successfully complete this course should be able to demonstrate sufficient knowledge to undertake the duties assigned under the PFSP. This knowledge shall include, but is not limited to:

1. knowledge of current security threats and patterns;
2. recognition and detection of weapons, dangerous substances and devices;
3. recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security;
4. techniques used to circumvent security measures;
5. crowd management and control techniques;
6. security-related communications;
7. knowledge of emergency procedures and contingency plans;
8. operation of security equipment and systems;
9. testing, calibration and maintenance of security equipment and systems;
10. inspection, control, and monitoring techniques; and
11. methods of physical searches of persons, personal effects, baggage, cargo, and ship stores.

■ Entry standards

It is assumed that those attending this course will be persons employed (or to be employed) by a port facility operator and are likely to be assigned specific security duties in connection with the Port Facility Security Plan.

■ Course certificate, diploma or document

Documentary evidence should be issued to those who have successfully completed this course indicating that the holder has completed training for “Port Facility Personnel with Designated Security Duties” based on this model course.

■ Course delivery

The outcome of this course may be achieved through various methods, including classroom training, in-service training, distance learning, computer-based training or combinations of these methods.

■ Course intake limitations

The maximum number of trainees should depend on the facilities and equipment available, bearing in mind the aims and objectives of this course.

■ Staff requirements

The instructor in charge of the course should have adequate experience in maritime security matters and should have knowledge of the requirements of Chapter XI-2 of SOLAS 74 as amended, the ISPS Code, the IMO/ILO Code of Practice on Security in Ports, the IMDG Code, and IMO guidance contained in MSC.1/Circ.1341.

It is recommended that instructors should either have appropriate training in or be familiar with instructional techniques and training methods.

■ Teaching facilities and equipment

An ordinary classroom or similar meeting room with a blackboard or equivalent is sufficient for the lectures. In addition, when making use of audiovisual materials, it should be ensured that appropriate equipment is available. Finally, the use of shipboard environments (ships or mock-ups) for certain segments of the course may enhance the overall effectiveness of this training.

■ Teaching aids (A)

- A1 Instructor Manual (Part D of the course)
- A2 Audiovisual aids: video cassette player, TV, slide projector, overhead projector, etc.
- A3 Photographs, models, or other representations of various vessels and vessel parts to illustrate operational elements and security vulnerabilities.
- A4 Video cassette(s)
- A5 Distance learning package(s)
- A6 National legislative and regulatory references

■ Bibliography (B)

- B1 Fernandez, L., & Merzer, M. (2003). *Jane's Crisis Communications Handbook*, (1st ed.). Alexandria: Jane's Information Group.
- B2 Hawkes, K. G. (1989). *Maritime Security*. Centreville: Cornell Maritime Press.
- B3 International Chamber of Shipping. (2003). *Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code*. London: ICS.
- B4 International Chamber of Shipping/International Shipping Federation. (2004). *Pirates and Armed Robbers: A Master's Guide*, (4th ed.). London: Marisec Publications.

- B5 Sidell, F. R., et al. (2002). *Jane's Chem-Bio Handbook*, (2nd ed.). Alexandria: Jane's Information Group.
- B6 Sullivan, J. P., et al. (2002). *Jane's Unconventional Weapons Response Handbook*, (1st ed.). Alexandria: Jane's Information Group.
- B7 United States Coast Guard. (2002). *Risk-based Decision Making Guidelines*. PB2002-500115 Washington: NTIS.
- B8 United States Department of Transportation. Volpe National Transportation Systems Center. (1999). *Intermodal Cargo Transportation: Industry Best Security Practices*. Cambridge: Volpe Center.
- B9 Viollis, P., et al. (2002). *Jane's Workplace Security Handbook*, (1st ed.). Alexandria: Jane's Information Group.

■ IMO/ILO references (R)

- R1 International Maritime Organization. (2003). *International Ship & Port Facility Security (ISPS) Code, 2003 and December 2002 Amendments to SOLAS*. London: IMO. (IMO-I116E).
- R1.1 SOLAS Chapter XI-1
- R1.2 SOLAS Chapter XI-2
- R1.3 ISPS Code Part A
- R1.4 ISPS Code Part B
- R2 International Labour Organization. *Seafarers' Identity Documents Convention (Revised)*, 2003. (No. 185).
- R3 International Maritime Organization. *Seafarers' Training, Certification, and Watchkeeping (STCW) Code, 2010*.
- R4 International Maritime Organization. (2009). *Guidance to Shipowners, Companies, Ship Operators, Shipmasters and Crews on Preventing and Suppressing Acts of Piracy and Armed Robbery against Ships*. MSC/Circ.623/Rev.3
- R5 International Maritime Organization. (2010). *International Maritime Dangerous Goods (IMDG) Code, 2010 Edition*.
- R6 International Maritime Organization & International Labour Organization. (2004). *Code of Practice on Security in Ports*.
- R7 International Maritime Organization. (2010). *Guidelines on Security-Related Training and Familiarization for Port Facility Personnel*. MSC.1/Circ.1341

■ Textbooks (T)

- T1 McNicholas, M. (2007). *Maritime Security: An Introduction*. Burlington: Butterworth-Heinemann.

Part B: Course Outline and Timetable

Part B (1): Course Outline

Subject Area	Hours
1 Introduction 1.1 Course overview 1.2 Competences to be achieved 1.3 Current security threats and patterns 1.4 Ship and port operations and conditions	1.0
2 Maritime Security Policy 2.1 Familiarity with relevant international conventions, codes, and recommendations 2.2 Familiarity with relevant Government legislation and regulations 2.3 Definitions 2.4 Handling sensitive security-related information and communications	0.75
3 Security Responsibilities 3.1 Contracting Governments 3.2 Recognized Security Organizations 3.3 The company 3.4 The ship 3.5 The port facility 3.6 Ship Security Officer 3.7 Company Security Officer 3.8 Port Facility Security Officer 3.9 Seafarers with designated security duties 3.10 Port facility personnel with designated security duties 3.11 Other personnel	1.25
4 Port Facility Security Assessment 4.1 Assessment tools 4.2 On-scene security surveys	1.0
5 Security Equipment 5.1 Security equipment and systems 5.2 Operational limitations of security equipment and systems 5.3 Testing, calibration and maintenance of security equipment and systems	1.0
6 Threat Identification, Recognition, and Response 6.1 Recognition and detection of weapons, dangerous substances and devices 6.2 Methods of physical searches and non-intrusive inspections 6.3 Execution and coordination of searches 6.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks 6.5 Techniques used to circumvent security measures 6.6 Crowd management and control techniques	1.5

Subject Area	Hours
7 Port Facility Security Actions 7.1 Actions required by different security levels 7.2 Maintaining security of the ship/port interface 7.3 Familiarity with the Declaration of Security 7.4 Reporting security incidents 7.5 Execution of security procedures	1.0
8 Emergency Preparedness, Drills, and Exercises 8.1 Execution of contingency plans 8.2 Security drills and exercises	1.0
9 Security Administration 9.1 Documentation and records	0.5
TOTAL	9.0



Part B (2): Course Timetable

Day/Period	1st Period (2.0 hours)	2nd Period (2.0 hours)	3rd Period (2.5 hours)	4th Period (2.5 hours)
Day 1	1 Introduction 1.1 Course overview 1.2 Competences to be achieved 1.3 Current security threats and patterns 1.4 Ship and port operations and conditions 2 Maritime Security Policy 2.1 Familiarity with relevant international conventions, codes, and recommendations 2.2 Familiarity with relevant Government legislation and regulations 2.3 Definitions 2.4 Handling sensitive security-related information and communications 3 Security Responsibilities 3.1 Contracting Governments 3.2 Recognized Security Organizations	3.3 The company 3.4 The ship 3.5 The port facility 3.6 Ship Security Officer 3.7 Company Security Officer 3.8 Port Facility Security Officer 3.9 Seafarers with designated security duties 3.10 Port facility personnel with designated security duties 3.11 Other personnel 4 Port Facility Security Assessment 4.1 Assessment tools 4.2 On-scene security surveys	5 Security Equipment 5.1 Security equipment and systems 5.2 Operational limitations of security equipment and systems 5.3 Testing, calibration and maintenance of security equipment and systems 6 Threat Identification, Recognition, and Response 6.1 Recognition and detection of weapons, dangerous substances and devices 6.2 Methods of physical searches and non-intrusive inspections 6.3 Execution and coordination of searches 6.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks 6.5 Techniques used to circumvent security measures 6.6 Crowd management and control techniques	7 Port Facility Security Actions 7.1 Actions required by different security levels 7.2 Maintaining security of the ship/port interface 7.3 Familiarity with the Declaration of Security 7.4 Reporting security incidents 7.5 Execution of security procedures 8 Emergency Preparedness, Drills, and Exercises 8.1 Execution of contingency plans 8.2 Security drills and exercises 9 Security Administration 9.1 Documentation and records

Part C: Detailed Teaching Syllabus

■ Learning objectives

The detailed teaching syllabus has been written in learning objective format in which the objective describes what the trainee should be able to do to demonstrate that knowledge has been transferred. All objectives are understood to be prefixed by the words, “The expected learning outcome is that the trainee...”

■ References and teaching aids

In order to assist the instructor, references are shown against the learning objectives to indicate IMO/ILO references and publications, additional technical material and teaching aids, which the instructor may wish to use when preparing course material. The material listed in the course framework has been used to structure the detailed teaching syllabus; in particular:

Teaching aids;
Bibliography; and
IMO/ILO references;

will provide valuable information to instructors. The abbreviations used are:

A	Teaching aids
B	Bibliography
R	IMO/ILO references
add.	Addendum
app.	Appendix
art.	Article
ch.	Chapter
encl.	Enclosure
p.	Page
pa.	Paragraph
reg.	Regulation
sect.	Section

The following are examples of the use of references:

“R1.2 reg.1” refers to regulation 1 of the December, 2002 Amendments to the 1974 SOLAS Convention;

“Al. sect.5” refers to training section 5 (“Security Equipment”) in the guidance notes of the instructor manual.

■ Note

Throughout the course, safe working practices are to be clearly defined and emphasized with reference to current international requirements and regulations. It is expected that the institution implementing the course will insert references to national and/or regional requirements and regulations as necessary.

■ Competences

The competences to be demonstrated by candidates may be expressed as follows:

1. Maintaining the conditions set out in a Port Facility Security Plan;
2. Recognition of security threats;
3. Inspection, control and monitoring activities;
4. Proper usage of security equipment and systems, if any.



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