

MODEL COURSE 3.20

COMPANY SECURITY OFFICER

2011 Edition

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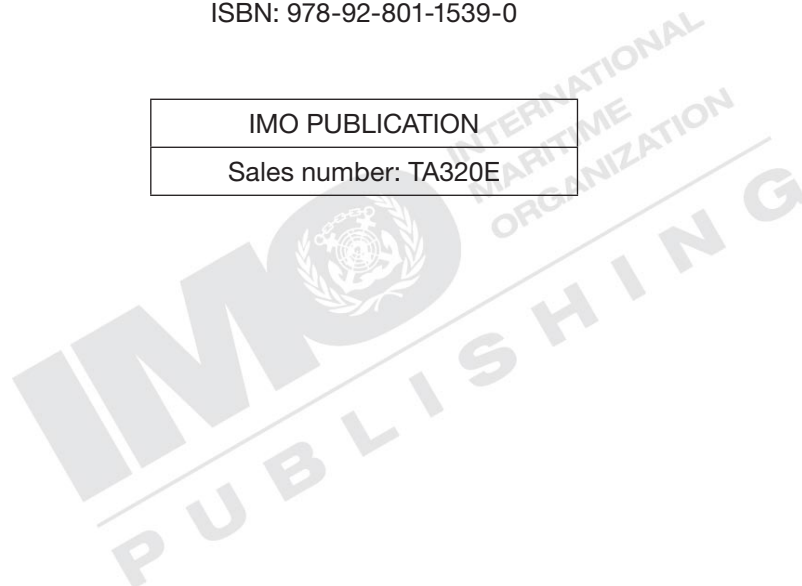


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Foreword

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 programme 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 endeavours, 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 reallocate 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

■ Aims

This model course has been based on MSC/Circ 1154, “Guidelines on training and certification for Company Security Officers”, and aims to provide knowledge to those who may be designated to perform the duties and responsibilities of a Company Security Officer (CSO), as defined in paragraph 2.1.7 (and paragraph 11) of the ISPS Code, Part A. 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) of implementation, maintenance and updating of a ship security plan, and for liaising with Ship Security Officers (SSOs) and with Port Facility Security Officers (PFSOs).

■ Objective

Those who successfully complete this course will have the competence to:

1. Develop, maintain and supervise the implementation of a ship security plan;
2. Assess security risk, threat, and vulnerability;
3. Ensure appropriate security measures are implemented and maintained;
4. Ensure that security equipment and any systems, if any, are properly operated; and
5. Encourage security awareness and vigilance.

■ 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.

■ 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 as “Company Security Officer” based on this model course.

■ Course delivery

The objectives of this course may be achieved through various methods including, but not limited to classroom training, in-service training, distance learning, computer-based training or combinations of these methods.

■ Course intake limitations

The maximum number of trainees would depend on the facilities and equipment available, bearing in mind the aims and objectives of this course, but preferably limited to 20.

■ Staff requirements

The instructor in charge of the course should have completed a Company Security Officer course or, alternatively, have adequate experience in maritime security matters.

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 environment (vessels 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 compact disc player, TV, LCD projector, overhead projector, etc.
- A3 Photographs, models, or other representations of various type of vessels and vessel parts to illustrate operational elements and security vulnerabilities
- A4 Video cassette(s)
- A5 Distance learning package(s)
- A6 Computer Based Training (CBT)

■ Bibliography and Websites (B)

- B1 *Violence at Sea: Piracy in the Age of Global Terrorism*, Peter Lehr, Lloyds Marine Intelligence Unit.
- B2 *Contemporary Piracy and Maritime Terrorism*, Martin N. Murphy, Adelphi Paper.
- B3 *Dangerous Waters*, John Burnett
- B4 Fernandez, L., & Merzer, M. (2003). *Jane's Crisis Communications Handbook*, (1st ed.). Alexandria: Jane's Information Group.
- B5 Hawkes, K. G. (1989). *Maritime Security*. Centreville: Cornell Maritime Press.
- B6 International Chamber of Shipping (2003). *Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code*. London: ICS.
- B7 International Chamber of Shipping (2003). *Model Ship Security Plan*. London: ICS.
- B8 International Chamber of Shipping/International Shipping Federation (1999). *Piracy and Armed Robbers: A Master's Guide*. (3rd ed.). London: Marisec Publications.
- B9 Sidell, F. R., et al. (2002). *Jane's Chem-Bio Handbook*. (2nd ed.). Alexandria: Jane's Information Group.
- B10 Sullivan, J. P., et al. (2002). *Jane's Unconventional Weapons Response Handbook*. (1st ed.). Alexandria: Jane's Information Group.
- B11 United States Coast Guard. *Risk-based Decision Making Guidelines*. <http://www.uscg.mil/hq/g-m/risk/e-guidelines/html/index.htm>

- B12 United States Department of Transportation. Volpe National Transportation Systems Center. (1999). *Intermodal Cargo Transportation: Industry Best Security Practices*. Cambridge: Volpe Center.
- B13 Viollis, P., et al. (2002). *Jane's Workplace Security Handbook*. (1st ed.). Alexandria: Jane's Information Group.
- B14 OCIMF, *Piracy – The East Africa/Somalia Situation, Practical Measures to Avoid, Deter or Delay Piracy Attacks*, 2009
- B15 International Maritime Organization – www.imo.org
- B16 Regional Co-operation Agreement on Combating Piracy and Armed Robbery against Ships – www.recaap.org
- B17 IMB Piracy Reporting Center – www.icc-ccs.org
- B18 Maritime Security Center (Horn of Africa) – www.mschoa.org
- B19 United Nations – www.un.org

■ IMO references (R)

- B20 SOLAS Chapter XI-2
- B21 ISPS Code Part A
- B22 ISPS Code Part B
- B23 MSC/Circ.1072, 26 June 2003, Guidance on provision of ship security alert systems
- B24 MSC/Circ.1097, 6 June 2003, Guidance relating to the implementation of SOLAS chapter XI-2 and the ISPS code, Annex
- B25 MSC/Circ.1111, 7 June 2004, Guidance relating to the implementation of SOLAS Chapter XI-2 and the ISPS Code, Annex 2
- B26 MSC/Circ.1130, 14 December 2004, Guidance to masters companies and duly authorized officers on the requirements relating to the submission of security related information prior to the entry, Annex
- B27 MSC/Circ.1132, 14 December 2004, Guidance relating to the implementation of SOLAS Chapter XI-2 and the ISPS Code, Annex
- B28 IMO, MSC.1/Circ.1334, 23 June 2009, Piracy and Armed Robbery Against Ships, Guidance to shipowners and ship operators, shipmasters and crews on preventing and suppressing acts of piracy and armed robbery against ships, Annex
- B29 IMO, MSC.1/Circ.1337, 04 August 2010, Piracy and Armed Robbery Against Ships in Waters off the Coast of Somalia, Best Management Practices to Deter Piracy off the Coast of Somalia and in, the Arabian Sea Area developed by the industry, Annex 2
- B30 MSC.1/Circ.1154, 23 May 2005, Guidelines on training and certification, for Company Security Officers, Annex

■ Textbooks (T)

None recommended at this time.

Subject Area	Hours	
	L	D
1. Introduction (1.0 hour) 1.1. Course overview 1.2. Competences to be achieved 1.3. Historical perspective 1.4. Current security threats and patterns	1.0	
2. Maritime Security Policy (1.0 hour) 2.1. Relevant international conventions, codes, circulars and recommendations including those that may relate to piracy 2.2. Relevant Government legislation and regulations 2.3. Definitions 2.4. Handling sensitive security-related information and communications	1.0	
3. Security Responsibilities (1.5 hours) 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. Shipboard Personnel with designated security duties 3.10. Port facility personnel with designated security duties 3.11. Other personnel	1.5	
4. Ship Security Assessment and On-scene Inspections (2.5 hours) 4.1. Risk assessment methodology 4.2. Assessment tools 4.3. On-scene security Inspection 4.4. Security assessment documentation	2.0	0.5
5. Security Equipment (1.0 hours) 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	0.5	0.5

Subject Area	Hours	
	L	D
6. Ship Security Plan (2.5 hours) 6.1. Purpose of the Ship Security Plan 6.2. Contents of the Ship Security Plan 6.3. Confidentiality issues 6.4. Development of the Ship Security Plan 6.5. Approval of the Ship Security Plan 6.6. Implementation of the Ship Security Plan 6.7. Maintenance and modification of the Ship Security Plan	2.5	
7. Threat Identification (1.5 hours) 7.1. Recognition, on a non-discriminatory basis, of persons posing potential security risks 7.2. Recognition of threats due to impending piracy attack 7.3. Recognition and detection of weapons, dangerous substances and devices 7.4. Implementing and co-ordinating searches 7.5. Methods of physical searches and non-intrusive inspections 7.6. Techniques used to circumvent security measures including those used by pirates 7.7. Crowd management and control techniques	1.0	0.5
8. Ship Security Actions (1.0 hours) 8.1. Actions required by different security levels, including actions to be taken to prevent piracy and armed robbery 8.2. Maintaining security of the ship/port interface 8.3. Usage of the Declaration of Security 8.4. Implementation of security procedures	1.0	
9. Emergency Preparedness, Drills, and Exercises (1.0 hour) 9.1. Contingency planning 9.2. Security drills and exercises 9.3. Assessment of security drills and exercises	2.0	
10. Security Administration (2.0 hour) 10.1. Documentation and records 10.2. Reporting security incidents 10.3. Monitoring and control 10.4. Security audits and inspections 10.5. Reporting nonconformities	1.0	
11. Security Training (3.0 hours) 11.1. Training requirements 11.2. Instructional techniques	2.0	1.0
TOTAL: 18.0 HOURS	15.5	2.5

L – Lecture, D – Demonstration/Exercise

Part B (2): Course Timetable

Day/Period	1st Period (1.5 hours)	2nd Period (1.5 hours)	3rd Period (1.5 hours)	4th Period (1.5 hours)
Day 1	1. Introduction 1.1. Course overview 1.2. Competences to be achieved 1.3. Historical perspective 1.4. Current security threats and patterns 2. Maritime Security Policy 2.1. Relevant international conventions, codes, circulars and recommendations including those that may relate to piracy 2.2. 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. Shipboard Personnel with designated security duties 3.10. Port facility personnel with designated security duties 3.11. Other personnel 4. Ship Security Assessment and On-scene Inspections 4.1. Risk assessment methodology 4.2. Assessment tools	4.3. On-scene security inspection 4.4. Security assessment documentation

Day/Period	1st Period (1.5 hours)	2nd Period (1.5 hours)	3rd Period (1.5 hours)	4th Period (1.5 hours)
Day 2	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. Ship Security Plan 6.1. Purpose of the Ship Security Plan	6.2. Contents of the Ship Security Plan 6.3. Confidentiality issues 6.4. Development of the Ship Security Plan 6.5. Approval of the Ship Security Plan 6.6. Implementation of the Ship Security Plan	6.7. Maintenance and modification of the Ship Security Plan 7. Threat Identification 7.1. Recognition, on a non-discriminatory basis, of persons posing potential security risks 7.2. Recognition of threats due to impending piracy attack 7.3. Recognition and detection of weapons, dangerous substances and devices 7.4. Implementing and co-ordinating searches 7.5. Methods of physical searches and non-intrusive inspections 7.6. Techniques used to circumvent security measures including those used by pirates	7.7. Crowd management and control techniques 8. Ship Security Actions 8.1. Actions required by different security levels, including actions to be taken to prevent piracy and armed robbery 8.2. Maintaining security of the ship/port interface 8.3. Usage of the Declaration of Security 8.4. Implementation of security procedures

Day/Period	1st Period (1.5 hours)	2nd Period (1.5 hours)	3rd Period (1.5 hours)	4th Period (1.5 hours)
Day 3	9. Emergency Preparedness, Drills, and Exercises 9.1. Contingency planning 9.2. Security drills and exercises 9.3. Assessment of security drills and exercises 10. Security Administration 10.1. Documentation and records	10.2. Reporting security incidents 10.3. Monitoring and control 10.4. Security audits and inspections 10.5. Reporting nonconformities	11. Security Training 11.1. Training requirements 11.2. Instructional techniques	11.2 Instructional techniques (contd)



Part C: Detailed Teaching Syllabus

The detailed teaching syllabus indicates the contents of the course and appropriate references and teaching aids.

■ Learning objectives

The detailed teaching syllabus has been written in learning objective format in which the objective describes what the trainee must do to demonstrate that knowledge has been transferred. This format is an appropriate teaching and assessment tool to express:

- the depth of understanding of a subject and the degree of familiarization with a subject on the part of the trainee;
- what capabilities the trainee should really have and be able to demonstrate.

Every instructor is encouraged to teach in an “objective related” way instead of “material related”. In this context, all objectives are understood to be prefixed by the words, “The expected learning outcome is that the trainee is able to ...”.

To indicate the degree to which the learning outcomes of this course have been achieved, the learning objectives for the Detailed Teaching Syllabus can be classified in three “dimensions”:

C (cognitive)
A (affective)
P (psychomotor)

Within a dimension, they are hierarchised by increasing complexity (C1 to C6, A1 to A5, and P1 to P5) where the complexity (depth, familiarization) is expressed (following B. Bloom and others) by a typical verb as follows:

Cognitive dimension of learning objectives:

C1	Knowledge	describe, outline
C2	Comprehension	explain
C3	Application	apply, perform, operate
C4	Analysis	analyse
C5	Synthesis	synthesise, construct, plan
C6	Evaluation	assess

Affective dimension of learning objectives:

A1	Reception; notice	recognise
A2	Response	respond
A3	Value	value
A4	Organization	organise
A5	Value characterisation	accept, appreciate

P1	Imitation	imitate
P2	Manipulation	manipulate
P3	Precision	move, mark
P4	Co-ordination	co-ordinate (operations, menus)
P5	Naturalisation	automate, internalise

In order to assist the instructor, references are shown against the learning objectives to indicate IMO references and publications, bibliographies, textbooks and other references, as well as additional teaching aids which the instructor may wish to use when preparing course material. The material is listed in the course framework. The following notations and abbreviations are used:

R	IMO reference
T	Textbook and other references
B	Bibliography
A	Teaching aid
App.	Appendix
An.	Annex
Add.	Addendum
ch.	Chapter
p.	Page
pa.	Paragraph
reg.	Regulation
sect.	Section

R1 reg.1 refers to Regulation 1 of SOLAS Chapter XI-2

A1 sect. 2.3 refers to section 2.3, “Definitions” in the guidance notes of the instructor manual.

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.

[illegible]

Knowledge, Understanding and Proficiency	IMO/ILO Reference	Bibliography	Teaching Aid
2.3. Definitions .1 define – Ship Security Plan – Company Security Officer – Ship Security Officer – Port facility – Ship/Port Interface – Ship-to-ship activity – Port Facility Security Officer – Designated Authority – Recognized Security Organization – Declaration of Security – Security incident – Security level – the three security levels	R1-Reg1, R2-Sect-1.2		A1-sect 2.3
2.4. Handling sensitive security-related information and communications .1 define security-sensitive information and explain the importance of keeping it confidential	R2-Sect-9.7, R3-Sect 9.7.4		A1-sect 2.4
3. Security Responsibilities (1.5 hours)			
3.1. Contracting Governments .1 describe the responsibilities of contracting Governments with respect to SOLAS Chapter XI-2 and the ISPS Code	R1-Reg-3, reg-7, reg-9, R2-sect-4, R3-sect-4		A1-sect 3.1
3.2. Recognized Security Organizations .1 distinguish the role of the Recognized Security Organization and identify the extent of its function	R2-sect 4.2, R3-sect 4.3-4.7		A1-sect 3.2
3.3. The company .1 describe 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 fulfil their duties and responsibilities	R1-reg-4, R1-reg-5, R2-sect 6, R3-sect 6		A1-sect 3.3