

Guidelines - Ship Security Officer (SSO) Course (Obsolete- Superseded by Tr. Circular 1 of 2013)

Training Circular No. 34 of 2004

No: 11-TR(41)/2003

Dated: November 7, 2004

Subject: Guidelines - Ship Security Officer (SSO) 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 other provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all, old 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.

Meetings of interested parties were held and modification made to the draft guidelines. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable. The final guidelines for Ship Security Officer(SSO) Course is attached herewith.

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

The above guidelines shall come into force w.e.f. 01.05.2004.

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

Ship Security Officer (SSO) Course

To avoid unnecessary repetition, reference has been made herein to DGS Order no: 1 of 2003 (Guidelines for the conduct of Pre-Sea Training courses for Merchant Navy) wherever appropriate.

TABLE OF CONTENTS

1. BASIC DETAILS OF THE COURSE

- i. Aims:
- ii. Objectives:
- iii. Application:

2. APPROVALS
3. QUALIFICATION AND ELIGIBILITY OF CANDIDATES
 1. Entry Standards:
 2. Required Attendance:
 3. Course intake limitations:
4. INFRASTRUCTURE REQUIREMENT
5. COURSE DETAILS
6. HOLIDAYS
7. FACULTY REQUIREMENT
 - i. Qualifications and experience of Course " in " charge
 - ii. Qualifications and experience of faculty members
 - iii. Visiting faculty members:
 - iv. Age Limit
8. FACULTY / INSTRUCTOR STRENGTH
9. COURSE DURATION
10. ASSESSMENT
11. QUALITY STANDARDS
12. INSPECTIONS
13. FEES TO GOVT.
14. Annexure 1 ' List of library books.
15. Annexure 2 ' Form of certificate
16. Annexure 3 ' Detailed teaching syllabus

SHIP SECURITY OFFICER(SSO) COURSE

1. BASIC DETAILS OF THE COURSE

i. Aims:

Section 12 of the Part A of the International Ship and Port Facility Security Code (ISPS Code) has laid down the requirement, duties and responsibilities of ship 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 Ship Security Officer course aims to provide knowledge to those who may be designated to perform the duties and responsibilities of a Ship Security Officer (SSO), as defined in section A/2.1.6 (and section A/12) of the ISPS Code, and in particular the duties and responsibilities with respect to the security of a ship, for implementing and maintaining a Ship Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

ii. Objectives:

Those who successfully complete this course should be able to undertake the duties and responsibilities as Ship Security Officer, as defined in section A/12.2 of the ISPS Code, which include, but are not limited to:

undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained;

maintaining and supervising the implementation of the Ship Security Plan, including any amendments to the plan;

coordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant Port Facility Security Officers;

proposing modifications to the Ship Security Plan;

reporting to the Company Security Officer any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions;

enhancing security awareness and vigilance on board;

ensuring that adequate training has been provided to shipboard personnel, as appropriate;

reporting all security incidents;

coordinating implementation of the Ship Security Plan with the Company Security Officer and the relevant Port Facility Security Officer; and

ensuring that security equipment is properly operated, tested, calibrated and maintained, if any.

iii. Application:

These guidelines shall be applicable from 10th Dec 2004

2. QUALIFICATION AND ELIGIBILITY OF CANDIDATES

1. Entry Standards:

Those attending this course shall be serving seafarers and are likely to be designated as Ship Security Officer.

2. Required Attendance:

100% attendance is required for successful completion of the course. However, in exceptional circumstances, a student is allowed absence of up-to 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.

3. Course intake limitations:

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 1 of 2003. Library books and equipment to include items contained in Annexure 1.

4. COURSE DETAILS

Course duration: 2 days

Course outline: As per Annexure 2

Detailed Teaching Syllabus: As per Annexure 3

Detailed Teaching Syllabus: As per IMO Model Course 1.19 (Recommended)

5. HOLIDAYS

Sundays shall be holidays.

Independence Day and Republic Day shall be compulsory holidays.

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

6. FACULTY REQUIREMENT

i. Qualifications and experience of course in charge

Certificate of competency as Master of (FG), issued or recognised by the Government of India.

And

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

And

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

ii. Qualifications and experience of faculty members

Certificate of competency as Master of (FG), issued or recognised by the Government of India.

and

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

And

Should have undergone DG approved Ship Security Officer's course.

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

Training of Trainers & Assessors Course:

As per DGS Order no: 1 of 2003.

iii. Visiting faculty members:

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

iv. Age limit for regular faculty members:

As per DGS Order no: 1 of 2003.

v. FACULTY STRENGTH

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

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

vi. COURSE DURATION

A total of 480 hours of lectures, including practical training and internal assessment.

vii. **ASSESSMENT**

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

viii. **QUALITY STANDARDS**

As per DGS Order no: 1 of 2003.

ix. **INSPECTIONS**

DGS Order no: 1 of 2003

x. **COST OF INSPECTIONS**

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

xi. **FEES TO GOVT.**

As per DGS Order no: 1 of 2003.

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)

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 Practices. 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).

1. SOLAS Chapter XI-1
2. SOLAS Chapter XI-2
3. ISPS Code Part A
4. 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).

Annexure II

COURSE OUTLINE

IShip Security Officer (SSO) Course

**Duration: 2 working
days**

**Total hours:
12 hours**

Sr. No	Topic	Methods of teaching	Duration
	Introduction		
	Course Overview		
1	Competencies to be achieved	Lecture / Presentation	1.5 Hours
	Current Security threats & Patterns		
	Ship & Port operations and conditions		
2	Maritime Security Policies	Lecture / Presentation;	1.0 Hour
	Relevant International Conventions, Codes & Recommendations		
	Relevant Govt. Legislation and Regulations		
	Definitions		
	Legal Implications of action or non- action by the Ship Security Officer		

	Handling sensitive security related information and communications		
	Security Responsibilities		
	Contracting Governments		
	Recognized Security Organization		
	The Company		
	The Ship		
	The Port Facility		
3	Ship Security Officer	Lecture / Presentation;	1.5 Hours
	Company Security Officer		
	Port Facility Security Officer		
	Vessel personnel with specific security duties		
	Facility personnel with specific security duties		
	Other personnel		
	Ship Security Assessment		
	Risk assessment methodology		
	Assessment tools		
4	On-scene security survey	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hours
	Security assessment documentation		
	The assessment is required to be completed within the specified time for the course.		
	Security Equipment		
	Security Equipment and systems		
5	Operational limitations of Security Equipment and systems	Lecture/ Demonstration of Equipments	1.0 Hours
	Testing, calibration and maintenance of Security Equipment & systems		
6	Ship Security Plan	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hour
	Purpose of the Ship Security Plan		
	Contents of the Ship Security Plan		
	Confidentiality issues		

	Implementation of the Ship Security Plan		
	Maintenance and modifications of the Ship Security Plan		
	Personal survival without a lifejacket		
	Boarding survival craft		
	Threat Identifications, Recognition & Response		
	Recognition & detection of weapons, dangerous substances and devices		
	Methods of physical searches and non-intrusive inspections		
7	Implementing and coordinating searches Recognition on a non-discriminatory basis, of persons posing potential security risks Techniques used to circumvent security measures Crowd management and control techniques Ship Security Actions) Actions required by different security Levels	Lecture/ Presentation/ Workshop/ Exercises	1.5 Hours
8	Maintaining security of the ship/port interface Usage of the declaration of security Implementation of security procedures Emergency Preparedness, Drills and Exercises Contingency planning	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hours
9	Security drills and exercises Assessment of Security drills and exercises Correct use of helicopter harness	Lecture/ Presentation/ Exercises/ Contingency plans for various security related emergencies	1.0 Hours
10	Security Administration Documentation & Records	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hour

	Reporting security breaches		
	Monitoring and Control		
	Security Audits and Inspections		
	Reporting nonconformities		
	Security Training		
11	Training requirements	Lecture/ Presentation	0.5 Hour
	TOTAL		12.0 Hours

DETAILED TEACHING SYLLABUS

Annexure
3

Learning Objectives

Hours

1. Introduction

2. Course overview

describes the topics and emphasis of the course

3. Competences to be achieved

describes the competences that will be achieved through completion of the course

4. Historical perspective

describes representative incidents involving criminal activity in the maritime environment

summarizes incident statistics and discusses underlying motivation and results

5. Current security threats and patterns

identifies threats to the maritime transport industry, such as:

piracy and armed attacks

terrorism

contraband smuggling

stowaways and refugees

cargo theft

collateral damage

6. Ship and port operations and conditions

characterizes the intermodal nature of transportation and the interfaces between ships and other modes