The code of practice for conducting "Ship Security Officer Training Course"

P6-W39

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<tr>
<th>Revision No.</th>
<th>Date of revision</th>
<th>Comment on revision</th>
<th>provider</th>
<th>approving amendments authority</th>
<th>endorsing amendments authority</th>
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<td>04</td>
<td>08.SEP.2014</td>
<td>STCW Convention, as amended</td>
<td>N. Alipour, Head of Seafarers' Standards' Directorate</td>
<td>H. Mirzaei, Director General of Seafarers' Affairs</td>
<td>S.A. Estiri, PMO's Deputy for Maritime Affairs</td>
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Introduction

Ports and Maritime organization (P.M.O) of the Islamic Republic of Iran in performing its duty and in exercising its prerogative resulting from article 192 of the Islamic Republic of Iran's Maritime Code, 1964 and paragraph 10 of Article 3 of P.M.O manifesto, 1970 enabling it to issue any document, certificate or license for ships, masters, officers and other ship personnel and also in accordance with the provisions of the revised International Convention on Standards of Training, Certification And Watch Keeping For Seafarers (STCW as amended) adopted by the Islamic Consultative Assembly in 1996 and taking in to account of Regulation VI/5 of the mentioned Convention and Section A-VI/5 of the STCW code, develops this "code of practice for conducting "Ship Security Officer Training Course" which is applicable after endorsement by the board of executives of Ports & Maritime Organization.

NOTE: The title of Ports and Shipping Organization changed to Ports and Maritime Organization dated 2008/04/29 through parliamentary act and approved by Islamic council assembly.
1-Objectives

The objective of this code of practice is to specify the minimum requirements for conducting "Ship Security Officer Training Course".

2-Scope of application

This code of practice is applicable to all approved training centers that conduct on "Ship Security Officer Training Course".

3-Definition

For the purpose of this code of practice, unless expressly provided otherwise,

3-1 Approved
Means approved by the Seafarer's Standards Directorate in accordance with the PMO's Codes of practices.

3-2 Central Monitoring Office
Central monitoring office which is responsible for approving and monitoring training courses is the Seafarer's standard directorate of the PMO.

3-3 Certificate of Competency (COC)
Means a certificate issued and endorsed for masters, officers and GMDSS radio operators in accordance with the provisions of chapters II, III, IV or VII of the STCW Convention and entitling the lawful holder thereof to serve in the capacity and perform the functions involved at the level of responsibility specified therein.

3-4 Code of Practice
Means all national rules, regulations and requirements specified in this document which have been drafted by the PMO's General Directorate of Maritime affairs and endorsed by the PMO's board of executive.

3-5 Company
Means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the ship owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by these Codes of practices.

3-6 Convention
Means international convention on standards of training, certification and watch keeping for Seafarers, 1978, as amended.

3-7 Course Completion Certificate or Documentary Evidence
Means a certificate issued through the training center, after successfully completion of training program by the applicants.
3-8 Function
Means a group of tasks, duties and responsibilities, as specified in the STCW Code, necessary for ship operation, safety of life at sea or protection of the marine environment.

3-9 Gross Tonnage
Means the volume of all enclosed spaces of a vessel calculated in accordance with relevant regulations.

3-10 ISPS Code

3-11 Master
Means the person having command of a ship

3-12 Medical Fitness Certificate
Means a certificate issued by the PMO’s recognized medical practitioner to the candidates who found to be medically fit.

3-13 Merchant Ship
Means any ship (other than servicing vessel, mobile offshore platform, fishing and naval ships) used for carriage of cargoes, passenger and/or provisions

3-14 Month
Means a calendar month or 30 days made up of periods of less than one month.

3-15 Officer
Means a member of the crew, other than the master, designated as such by national law or regulations or, in the absence of such designation, by collective agreement or custom.

3-16 On Board Training Record Book
Means on board training record book approved by Port and Maritime Organization in which practical and theoretical training of seafarer shall be fulfilled according to its content.

3-17 PMO
Means Ports & Maritime Organization (PMO) of the Islamic Republic of Iran

3-18 Rating
Means a member of the ship's crew other than the master or an officer.

3-19 Regulations
Means regulations contained in the annex to the STCW Convention
3-20 Seagoing service
Means service on board a ship relevant to the issue or revalidation of a certificate or other qualification.

3-21 Seagoing Service/Documentary Evidence
Means approved sea going service required to be presented for participating in a training course, maritime examination and issuance of certificate. These documentary evidence should be inserted in CDC and authenticated by company or ship owner or ship owner's associations and in addition be presentable in a form of computer sheet, official letter or other forms as defined in the annex to this code of practice.

3-22 Seagoing Ship
Means a ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply.

3-23 Security duties
Include all security tasks and duties on board ships as defined by chapter XI-2 of the International Convention for the Safety of Life at Sea (SOLAS 1974, as amended) and the International Ship and Port Facility Security (ISPS) Code.

3-24 Ship Security Officer
Means the person on board the ship, accountable to the master, designated by the Company as responsible for the security of the ship, including implementation and maintenance of the ship security plan and for liaison with the company security officer and port facility security officers.

3-25 STCW Code
Means the seafarers' training, certification and watch keeping (STCW) code as adopted by the 1995 conference resolution 2, as it may be amended by the international maritime organization.

3-26 Training center
Means maritime university/center/directorate/department/company and/or any organization conducting maritime training course approved by PMO.

3-27 Unlimited Voyages
Means voyages not limited to the near coastal voyages.
4- Responsibilities

4-1 Central monitoring office is responsible for revising this code of practice.

4-2 General Director of Seafarers' Affairs is responsible for approving amendments to this code of practice.

4-3 Deputy of maritime affairs is responsible to endorse amendments to this code of practice on behalf of PMO's board of executive.

4-4 Training centers are to conduct training course in accordance with this Code of practice.

4-5 Central monitoring office is responsible for supervising the implementation of this code of practice in training centers.

5- Procedures:

5-1 Course Objective

The objective of this Training Course is to prepare trainees to achieve competencies set out in the column 1 of table A-VI/5 of the STCW Code.

5-2- Course Duration

5-2-1- Minimum of 24 hours theoretical, for each trainee.

5-2-2- Maximum daily contact hours for each trainee are 8 hours.

5-3- Number of Trainees

5-3-1- The maximum number of trainees in each course is 20.

5-3-2- The number of trainees may be increased to 30 when the relevant facilities, teaching aids and class-room space are increased as per criteria set out in the code of practice for approving and monitoring training courses and is approved by the central monitoring office.

5-4- Course Entry Requirements

The course trainees should, at least;

5-4-1- Be not less than 18 years of age;

5-4-2- Hold valid Medical Fitness Certificate, issued in accordance with the provisions of the relevant code of practice;

5-4-3- Have approved seagoing service of not less than 12 months with Certificate of Competency as an Officer.
5-5-Expected knowledge, understanding and proficiency

1- Maintain and supervise the implementation of a ship security plan

- Knowledge of international maritime security policy and responsibilities of Governments, companies and designated persons, including elements that may relate to piracy, armed robbery, BMP4 (Best Management practice for protection against Somalia Based Piracy) IMO and Shipping Companies against piracy in the high risky areas, such as Aden Sea and Somalia.

- Knowledge of the purpose for and the elements that make up a ship security plan, related procedures and maintenance of records, including those that may relate to piracy and armed robbery.

- Knowledge of procedures to be employed in implementing a ship security plan and reporting of security incidents.

- Knowledge of maritime security levels and the consequential security measures and procedures aboard ship and in the port facility environment.

- Knowledge of the requirements and procedures for conducting internal audits, on-scene inspections, control and monitoring of security activities specified in a ship security plan.

- Knowledge of the requirements and procedures for reporting to the company security officer any deficiencies and non-conformities identified during internal audits, periodic reviews, and security inspections.

2- Maintain and supervise the implementation of a ship security plan

- Knowledge of the methods and procedures used to modify the ship security plan.

- Knowledge of security-related contingency plans and the procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship/port interface, including also elements that may relate to piracy and armed robbery.

- Working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery.
3- Assess security risk, threat, and vulnerability

- Knowledge of risk assessment and assessment tools

- Knowledge of security assessment documentation, including the Declaration of Security

- Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers

- Knowledge enabling recognition, on a non-discriminatory basis, of persons posing potential security risks

- Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause

- Knowledge of crowd management and control techniques, where appropriate

4- Assess security risk, threat, and vulnerability (continued)

- Knowledge in handling sensitive security-related information and security-related communications

- Knowledge of implementing and co-ordinating searches

- Knowledge of the methods for physical searches and non-intrusive inspections

5- Undertake regular inspections of the ship to ensure that appropriate security measures are implemented and maintained

- Knowledge of the requirements for designating and monitoring restricted areas

- Knowledge of controlling access to the ship and to restricted areas on board ship

- Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship

- Knowledge of security aspects relating to the handling of cargo and ship’s stores with other shipboard personnel and relevant port facility security officers

- Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects
6. Ensure that security equipment and systems, if any, are properly operated, tested and calibrated

- Knowledge of the various types of security equipment and systems and their limitations, including those that could be used in case of attacks by pirates and armed robbers

- Knowledge of the procedures, instructions and guidance on the use of ship security alert systems

- Knowledge of the methods for testing, calibrating, and maintaining security systems and equipment, particularly whilst at sea

7. Encourage security awareness and vigilance

- Knowledge of training, drill and exercise requirements under relevant conventions, codes and IMO circulars, including those relevant to anti-piracy and anti-armed robbery

- Knowledge of the methods for enhancing security awareness and vigilance on board

- Knowledge of the methods for assessing the effectiveness of drills and exercises

- Ability to communicate with Army due to S.S.O Duties and responsibilities.
5-6 Course Minimum Syllabi:

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<th>Practical</th>
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<td>1.1. Course overview</td>
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<td>.1 describes the topics and emphasis of the course</td>
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<td>1.2. Competences to be achieved</td>
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<tr>
<td>.1 describes the competences that will be achieved through completion of the course</td>
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<td>1.3. Historical perspective</td>
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<td>.1 describes representative incidents involving criminal activity in the maritime environment</td>
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<td>.2 summarizes incident statistics and discusses underlying motivation and results</td>
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<td>1.4. Current security threats and patterns</td>
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<tr>
<td>.1 identifies threats to the maritime transport industry, such as:</td>
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<td>- piracy and armed attacks</td>
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<td>- terrorism</td>
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<td>- contraband smuggling</td>
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<td>- stowaways and refugees</td>
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<td>- cargo theft</td>
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<td>- collateral damage</td>
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<td>1.5. Ship and port operations and conditions</td>
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<tr>
<td>.1 characterizes the intermodal nature of transportation and the interfaces between ships and</td>
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other modes

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.

.2 describes the rapidity with which IMO acted to enhance maritime security following 9/11

.3 summarizes the amendments to SOLAS Chapter XI and the contents of the ISPS Code

.4 discusses the security-related provisions of the amendments to the STCW Code

.5 identifies IMO guidance on preventing and suppressing acts of piracy and armed robbery

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
- Recognized Security Organization
- Declaration of Security
- Security incident
- Security Level
- the three security levels
- terms relating to piracy and armed robbery

2.4. Legal implications of action or non-action by security personnel

.1 identifies the legal limits of authority and the obligations of the Ship Security Officer and other personnel with security duties

2.5. Handling sensitive security-related information and communications

.1 defines security-sensitive information and the importance of keeping it confidential

3. Security Responsibilities (4.0 hours)
3.1. Contracting governments

.1 describes the responsibilities of contracting governments with respect to SOLAS Chapter XI-2, the ISPS Code, and the STCW 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 that the 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 or she 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. Seafarers with designated security duties

1 states that members of the ship’s crew may have designated security duties in support of the Ship Security Plan.

3.10. Port facility personnel with designated security duties

1 states that port facility personnel other than the PFSO may have designated security duties in support of the port facility Security Plan.

3.11. Other 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.

3 states that military, industry, and intergovernmental organizations may have a role in the prevention, suppression, and reporting of piracy and armed robbery against ships.
### 4. Ship Security Assessment

**4.1. Risk assessment methodology**
- States the basic principles of risk assessment in day-to-day operations.

**4.2. Assessment tools**
- Discusses the use of checklists in conducting security assessments.

**4.3. On-scene security surveys**
- Lists the preparations required prior to an on-scene survey.
- Lists the procedures and measures and operations to be evaluated during an on-scene survey.
- Discusses the security aspects of ship layout.
- Divides the survey into the following sections:
  - Physical Security
  - Structural Integrity
  - Personnel Protection Systems
  - Procedural Policies
  - Radio and Telecommunication Systems
  - Other Areas

**5. Discusses the importance and elements of physical...**
security aboard ship

.6 describes the significance of structural integrity for ships and other structures

.7 discusses the components and operations of systems to protect shipboard personnel

.8 states the role of proper procedures in preventing and mitigating security incidents, including attacks by pirates and armed robbers R1.3 sect. 8 R1.4 pa. 8.14 B9 B3 A1 sect. 4

.9 describes the use of information technology and communications systems in ship operations and in maintaining security

.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

.11 discusses the identification of vulnerabilities in the above areas and the preparation of countermeasures to address them

.12 states the importance of having in place emergency plans to deal with contingencies

.13 explains and demonstrates how to carry out a security assessment with new measures in place and checks if further mitigating measures are required
4.4. Security assessment documentation

.1 describes proper form and practice for recording day-to-day security assessment results

5. Security Equipment

5.1. Security equipment and systems

1. lists the various types of security equipment and systems that can be used aboard ships and in port facilities

5.2. describes the security equipment and systems that may be used to prevent and suppress attacks by pirates and armed robbers

Operational limitations of security equipment and systems

.1 explains the limitations of individual items of equipment and security systems

.2 identifies the risks and benefits of security equipment and systems that may be used to prevent and suppress attacks by pirates and armed robbers

5.3. Testing, calibration and maintenance of security equipment and systems

.1 describes the testing, calibration and maintenance requirements for the above security equipment and systems

6. Ship Security Plan

6.1. Purpose of the Ship Security Plan

.1 states that each ship shall carry a Ship Security
Plan approved by the Administration

2 explains that the Ship Security Plan addresses the security measures that should be taken at each security level

6.2. Contents of the Ship Security Plan

1 lists the required elements of a Ship Security Plan, including those that relate to the prevention and suppression of piracy and armed robbery

2 states that the Ship Security Plan shall establish procedures for the performance of ship security duties.

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. Implementation of the Ship Security Plan

1 explains procedures to be employed in implementing the Ship Security Plan

2 explains the requirement to coordinate implementation of the Ship Security Plan with the Company Security Officer and the Port Facility Security Officer

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.

6.5. Maintenance and modification of the Ship Security Plan

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

2 explains the procedures for implementing any corrective actions

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

7. Threat Identification, Recognition, and Response

7.1. Recognition and detection of weapons, dangerous substances and devices

1 describes the various types of weapons, dangerous substances and devices, the damage they can cause, and their appearance

7.2. Methods of physical searches and nonintrusive inspections

1 demonstrates how to carry out physical searches and non-intrusive inspections.

7.3. Implementing & coordinating searches

1 describes how important it is to plan a search and
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practice carrying out searches as a drill.

.2 explains how to plan a search using a system of check cards

.3 describes the equipment the search team should carry for conducting a search

.4 describes the procedures to be followed for an efficient search

.5 describes the various places of concealment on board a ship

7.4. Recognition, on a non-discriminatory basis, of persons posing potential security risks

.1 describes the general characteristics and behavioural patterns of persons who are likely to threaten security

.2 states how important it is to be observant to recognize such persons

7.5. Techniques used to circumvent security measures

.1 describes the techniques that may be used to circumvent security measures

.2 explains the methods used by pirates and armed robbers to undertake attacks against ships

7.6. Crowd management and control techniques

.1 explains the basic psychology of a crowd in a crisis situation

.2 states the importance of clear communication with
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crew and passengers during an emergency

8. Ship Security Actions

8.1. Actions required by different security levels

.1 states the three security levels and the actions required for each level

.2 identifies recommended actions in response to attacks and attempted attacks by pirates and armed robbers

8.2. Maintaining security of the ship/port interface

.1 lists the reporting requirements for the ship prior to entering port

8.3. Usage of the Declaration of Security

.1 explains the Declaration of Security and what it addresses

.2 states who determines when it should be completed

.3 lists the situations in which the ship can request that the Declaration of Security be completed

.4 states who is required to complete it

8.4. Reporting security incidents

.1 states the reporting requirements in case of a security incident, including protocols for reporting attacks and (2.0 hours)
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<table>
<thead>
<tr>
<th>attempted attacks by pirates and armed robbers</th>
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8.5. Implementation of security procedures

.1 states the requirements for the Ship Security Officer to carry out regular security inspections

.2 lists the security measures and procedures at the three security levels required to:

- ensure the performance of all ship security duties
- control access to the ship
- control the embarkation of persons and their effects
- monitor restricted areas to ensure only authorized persons have access
- monitor deck areas and areas surrounding the ship
- coordinate the security aspects of the handling of cargo and ship's stores; and
- ensure that security communication is readily Available

9. Emergency Preparedness, Drills, and Exercises

9.1. Contingency planning

.1 discusses action to take in case of a breach of security

.2 discusses contingency plans for:
damage to, or destruction of, the ship or of a port facility, e.g. by explosive devices, arson, sabotage or vandalism;

- hijacking or seizure of the ship or of persons on board;

- attacks by armed robbers;

- tampering with cargo, essential ship equipment or systems or ship's stores;

- unauthorized access or use, including presence of stowaways;

- smuggling weapons or equipment, including weapons of mass destruction;

- use of the ship to carry persons intending to cause a security incident, or their equipment;

- use of the ship itself as a weapon or as a means to cause damage or destruction;

- attacks from seaward while at berth or at anchor;

and

- attacks while at sea.

9.2. Security drills and exercises

states the requirements for, and importance of, conducting drills and exercises, including those
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<table>
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<tr>
<th>9.3. Assessment of security drills and exercises</th>
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<tr>
<td>.1 states the purpose of carrying out an assessment at the end of each drill</td>
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<tr>
<th>10. Security Administration</th>
<th>(2.0 hours)</th>
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<tbody>
<tr>
<td>10.1. Documentation and records</td>
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<tr>
<td>.1 states the documents that shall be available on board at all times</td>
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<tr>
<td>.2 describes the International Ship Security Certificate, its validity and verification requirements</td>
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<tr>
<td>.3 states the requirements of the Continuous Synopsis Record and what it shall contain</td>
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<tr>
<td>.4 states the activities for which records shall be kept on board and the duration for which they should be retained.</td>
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| 10.2. Monitoring and control |  
| .1 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. |  

| 10.3. Security audits and inspections |  
| .1 states the requirements for carrying out internal audits and inspections |  

| 10.4. Reporting nonconformities |  
| .1 states the requirements for reporting nonconformities and deficiencies identified during |
internal audits, periodic reviews, and security inspections

11. Security Training

11.1. Training requirements

1. Explains which personnel must receive training and in what subjects they must be trained

2. Explains the requirement for enhancing security awareness and vigilance onboard

| Total: | 24.0 hours | - |
5-7 Facilities and Equipment Required for Conducting the Course

Apart from those facilities, equipments and or requirements mentioned in Code of practice for approval and monitoring of maritime training courses followings have to be provided:

1. Classroom with air conditioning facilities, sufficient lighting and other facilities, suitable for delivering theoretical subjects (such as: white board, computer, multimedia projector and its curtain)
2. Library with related technical books and references necessary for conducting the training course
3. Relevant educational and training films

5-8 Lecturers and instructors minimum qualifications

5-8-1 Lecturers and instructors shall have completed a course in instructional techniques (TFT) in one of the training centers approved by the PMO, and:

5-8-1-1 Lecturers:

- Hold valid Master COC on ships of GT ≥ 500 engaged on unlimited voyages, and 12 months of approved sea going service at Management level and Hold valid CoP of Ship Security Officer or,
- Expert in National Security Matters and approved by P.M.O.

5-8-1-2 Instructors:

Nil.

5-9 Assessment and Certification

5-9-1 Upon successful completion of the examination which is carried out during and at the end of the course, the trainee will be awarded relevant course completion certificate issued by the approved training center; and,

5-9-2 Seafarers' Examination and Documents Directorate of the PMO will issue a CoP for those candidates who have successfully completed the above mentioned training course and fulfill other relevant certification requirements set out in the "Code of practices for issuing, revalidation and renewing certificates for seafarers."

5-10 Revalidation and Renewal of Certificate

5-10-1 CoPs, CoCs and Certificates will be revalidated and renewed in accordance with provisions of the Code of practice for issuing, revalidation and renewing certificates for seafarers.
5-11 Course Approval

5-11-1 It will be carried out as per code of practice for approval and monitoring of maritime training courses.

6- Records

6-1 All records which present the implementation of the content of this code of practice.

7- References

7-1- STCW Convention and STCW Code, as amended
7-2- IMO Model Courses No. 3.19
7-3- SOLAS Convention, as amended and ISPS code.
7-4- Codes of practices for issuing, revalidation and renewing certificates for seafarers
7-5- Code of practice for approval and monitoring of maritime training courses

8- Appendix

Nil.