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23 May 2005

### **GUIDELINES ON TRAINING AND CERTIFICATION FOR COMPANY SECURITY OFFICERS**

- 1 The Maritime Safety Committee (the Committee), at its seventy-seventh session (28 May to 6 June 2003), instructed the Sub-Committee on Standards of Training and Watchkeeping (STW) to develop training and certification requirements for company security officers.
- 2 The STW Sub-Committee, at its thirty-fifth session (26 to 30 January 2004), agreed that neither the STCW Convention nor the STCW Code were appropriate instruments for including training and certification requirements for company security officers. STW 35, in view of the fact that company security officers were shore-based, invited the Committee to clarify its instruction relating to development of training and certification requirements for company security officers.
- 3 The Committee, at its seventy-eighth session (12 to 21 May 2004), advised the STW Sub-Committee that instead of developing mandatory requirements, the Sub-Committee should develop guidelines on training and certification requirements.
- 4 The STW Sub-Committee, at its thirty-sixth session (10 to 14 January 2005), developed guidance for training and documentation for company security officers (the Guidance).
- 5 The Committee, at its eightieth session (11 to 20 May 2005), approved the Guidance, as set out in annex.
- 6 SOLAS Contracting Governments, international organizations and non-governmental organizations with consultative status which encounter difficulties with the implementation of the Guidance should bring, at the earliest opportunity, the matter to the attention of the Committee for consideration of the issues involved and decision on the actions to be taken.

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**ANNEX**

**GUIDELINES ON TRAINING AND CERTIFICATION  
FOR COMPANY SECURITY OFFICERS**

- 1 Every person designated as a Company security officer (CSO) should be able to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of the annex to this Circular.
- 2 The level of knowledge of the subjects listed in column 2 of the annex should be sufficient to enable the person to act as the designated CSO.
- 3 Persons who have satisfactorily completed an approved course based on IMO Model Course 3.20 on Company security officer, or who have attended a course based on the attached knowledge, understanding and proficiency (KUP), should be considered to have met the requirements for service as a CSO.
- 4 As many of the training objectives in IMO Model Courses 3.19 and 3.20 are common to both CSO and SSO and further, that many of the KUPs in the competence tables are similarly common, SOLAS Contracting Governments should therefore take them into account when setting criteria for the re-training and assessment of those SSOs moving toward CSO qualifications.
- 5 Those completing CSO training should provide documentary evidence to this effect to the relevant SOLAS Contracting Government, and to the satisfaction of that Government when requested to do so.

Annex

**KNOWLEDGE, UNDERSTANDING AND PROFICIENCIES (KUPS)  
RELEVANT TO THE COMPANY SECURITY OFFICER**

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Develop, maintain and supervise the implementation of a Ship Security Plan	<ul style="list-style-type: none"> <li>Knowledge of international maritime security policy and responsibilities of Governments, Companies and designated persons</li> <li>Knowledge of the purpose for and the elements that make up a ship security plan</li> <li>Knowledge of procedures to be employed in developing, maintaining, and supervising the implementation of, and the submission for approval of a ship security plan</li> <li>Knowledge of the procedures for the initial and subsequent verification of the ship's compliance</li> <li>Knowledge of maritime security levels and the consequential security measures and procedures aboard ship and in the port facility environment</li> <li>Knowledge of the requirements and procedures involved with arranging for internal audits and review of security activities specified in a ship security plan</li> <li>Knowledge of the requirements and procedures for acting upon reports by the SSO to the CSO concerning any deficiencies or non-conformities identified during internal audits, periodic reviews, and security inspections</li> <li>Knowledge of the methods and procedures used to modify the ship security plan</li> <li>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</li> </ul>	Assessment of evidence obtained from approved training or examination.	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and SOLAS as amended.</p> <p>Legislative requirements relating to security are correctly identified.</p> <p>Procedures achieve a state of readiness to respond to changes in maritime security levels.</p> <p>Communications within the CSO's area of responsibility are clear and understood.</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<ul style="list-style-type: none"> <li>Working knowledge of maritime security terms and definitions</li> </ul>		
Ensuring security equipment and systems, if any, are properly operated	<ul style="list-style-type: none"> <li>Knowledge of the various types of security equipment and systems and their limitations</li> </ul>	Assessment of evidence obtained from approved training or examination.	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and SOLAS Convention.</p> <p>Procedures achieve a state of readiness to respond to changes in the maritime security levels.</p> <p>Communications within the CSO's area of responsibility are clear and understood.</p>
Assess security risk, threat, and vulnerability	<ul style="list-style-type: none"> <li>Knowledge of risk assessment, assessment tools, and procedures for conducting security assessments</li> <li>Knowledge of security assessment documentation including the Declaration of Security</li> <li>Knowledge of techniques used to circumvent security measures</li> <li>Knowledge enabling recognition, on a non-discriminatory basis, of persons posing potential security risks</li> <li>Knowledge enabling recognition of weapons, dangerous substances, and devices and awareness of the damage they can cause</li> <li>Knowledge of crowd management and control techniques, where appropriate.</li> <li>Knowledge in handling sensitive security related information and security related communications</li> <li>Knowledge of methods for implementing and co-ordinating searches</li> <li>Knowledge of the methods for physical searches and non-intrusive inspections</li> </ul>	<p>Assessment of evidence obtained from approved training; or</p> <p>assessment of evidence obtained from examination and practical demonstration of ability to:</p> <p>.1 conduct physical searches</p> <p>.2 conduct non-intrusive inspections</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and SOLAS Convention.</p> <p>Procedures achieve a state of readiness to respond to changes in the maritime security levels.</p> <p>Communications within the CSO's area of responsibility are clear and understood.</p>

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Ensure appropriate security measures are implemented and maintained	<ul style="list-style-type: none"> <li>• Knowledge of the requirements and methods for designating and monitoring restricted areas</li> <li>• Knowledge of methods for controlling access to the ship and to restricted areas on board ship</li> <li>• Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship</li> <li>• Knowledge of security aspects relating to the handling of cargo and ship's stores with other shipboard personnel and relevant port facility security officers</li> <li>• Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects</li> </ul>	Assessment of evidence obtained from approved training or examination.	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and SOLAS Convention.</p> <p>Procedures achieve a state of readiness to respond to changes in the maritime security levels.</p> <p>Communications within the CSO's area of responsibility are clear and understood.</p>
Encourage security awareness and vigilance	<ul style="list-style-type: none"> <li>• Knowledge of training, drill and exercise requirements under relevant conventions and codes</li> <li>• Knowledge of the methods for enhancing security awareness and vigilance on board</li> <li>• Knowledge of the methods for assessing the effectiveness of drills and exercises</li> <li>• Knowledge of instructional techniques for security training and education</li> </ul>	Assessment of evidence obtained from approved training or examination.	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and SOLAS Convention.</p> <p>Communications within the CSO's area of responsibility are clear and understood.</p>