

Training Circular No. 7 of 2005

No:11-TR(48)/2004

Dated: January 1, 2005

Subject: Guidelines - Guidelines -Port Facility Security Officer(PFSO) 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 others provided training facilities that were world class. In order to bring about uniformity of training, amenities and equipment provided by all training institutes the 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. Comments received were considered to the extent possible.

The final guidelines for Course is attached herewith. In keeping with Government policy, the guidelines have been made in as transparent manner as practicable.

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

The above guidelines shall come into force w.e.f. 01.01.2005.

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
PORT FACILITY SECURITY OFFICER (PFSO)**

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

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PORT FACILITY SECURITY OFFICERS COURSE (PFSOC)

1. BASIC DETAILS OF THE COURSE

1.1. Aims:

Section 17 of the Part A of the International Ship and Port Facility Security Code (ISPS Code) has laid down the requirement, duties and responsibilities of Port Facility security officer.

In accordance with provision under Section 18 - Part A of the Code with regard to training, drills and exercises on port facility security, the Port Facility Security Officer shall have knowledge and have received training, taking into account the guidance given in Part B of the Code.

This course aims to provide knowledge to those who may be designated to perform the duties and responsibilities of a Port Facility Security Officer (PFSO), as defined in section A/2.1.8 , section A/17 of the ISPS Code and in particular the duties and responsibilities with respect to the security of a port facility, for ensuring the development (or for developing) of a Port Facility Security Assessment, implementing, maintaining and updating a Port Facility Security Plan and for liaising with Ship Security Officers (SSOs) and with Company Security Officers (CSOs).

1.2. Objectives:

Those who successfully complete this course should be able to undertake the duties and responsibilities as Port Facility Security Officer, as defined in section A/17.2 of the ISPS Code, which include, but are not limited to:

- 1.2.1. conducting an initial comprehensive security survey of the port facility taking into account the relevant Port Facility Security Assessment;
- 1.2.2. ensuring the development and maintenance of the Port Facility Security Plan;
- 1.2.3. implementing and exercising the Port Facility Security Plan;
- 1.2.4. undertaking regular security inspections of the port facility to ensure the continuation of appropriate security measures;
- 1.2.5. recommending and incorporating, as appropriate, modifications to the Port Facility Security Plan in order to correct deficiencies and to update the plan to take into account of relevant changes to the port facility;
- 1.2.6. enhancing security awareness and vigilance of the port facility personnel;
- 1.2.7. ensuring adequate training has been provided to personnel responsible for the security of the port facility;
- 1.2.8. reporting to the relevant authorities and maintaining records of occurrences that threaten the security of the port facility;
- 1.2.9. coordinating implementation of the Port Facility Security Plan with the appropriate

- Company and
Ship Security Officer(s);
- 1.2.10. coordinating with security services, as appropriate;
 - 1.2.11. ensuring that standards for personnel responsible for security of the port facility are met;
 - 1.2.12. ensuring that security equipment is properly operated, tested, calibrated and maintained, if any; and
 - 1.2.13. assisting Ship Security Officers in confirming the identity of those seeking to board the ship when requested.

1.3. Application:

These guidelines shall be applicable from. **1st Jan, 2005.**

2. QUALIFICATION & ELIGIBILITY OF STUDENTS

2.1. Entry standards:

It is assumed that those attending this course will be persons employed (or to be employed) by a port facility operator and that they are likely to be designated as Port Facility Security Officer. However, no specific entry requirements are envisaged.

2.2. 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.

2.3. Course intake limitations:

2.3.1. 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

4.1.1 Course duration: 3 days

4.1.2. Course outline: As per **Annexure 2**

4.1.3. Detailed Teaching Syllabus: As per **Annexure 3**

5. HOLIDAYS

5.1.1. Sundays shall be holidays.

5.1.2. Independence Day (15th August) and Republic Day (26th January) shall be compulsory holidays.

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

6. FACULTY REQUIREMENT

6.1. Qualifications and experience of course in charge:

6.1.1. Certificate of competency, issued by the Government of India, as Master of a Foreign Going Ship

and

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

and

6.1.3. Should have undergone Auditor's & Trainer's course of 5 days duration for Maritime Security.

6.2 Qualifications and experience of faculty members:

6.2.1 Certificate of competency, issued by the Government of India, as Master of a Foreign Going Ship

and

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

6.2.3 Should have undergone PFSO course recognised by the DGS, as a trainee.

6.3. Training of Trainers & Assessors Course:

As per **DGS Order no: 1_of 2003.**

6.4. Visiting faculty members:

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

6.5. Age limit for regular faculty members:

As per **DGS Order no: 1_of 2003.**

7. FACULTY STRENGTH

7.1 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, as regular (full time) faculty.

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

8 COURSE DURATION

A total of 18 hours of lectures, including practical training and assessment.

9 ASSESSMENT

Assessment to be carried out at the end of each course within the time provided for the course.

10 QUALITY STANDARDS

As per **DGS Order no: 1_of 2003.**

11 INSPECTIONS

As per **DGS Order no: 1_of 2003.**

12 COST OF INSPECTIONS

As per **DGS Order no: 1 of 2003.**

13 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) (Recommended)

On subjects relevant to Port Facility Security matters

Publications (Recommended)

Fernandez, L., & Merzer, M. (2003). *Jane's Crisis Communications Handbook*, (1 st ed.). Alexandria: Jane's Information Group.

FIA International Research, Ltd. (2001). *Contraband, Organized Crime and the Threat to the Transportation and Supply Chain Function*. FIA International.

Hawkes, K. G. (1989). *Maritime Security*. Centreville: Cornell Maritime Press.

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 Centre. (1999). *Intermodal Cargo Transportation: Industry Best Security Practices*. Cambridge: Volpe Centre.

United States Department of Transportation. (1997). *Port Security: A National Planning Guide*. Washington, D.C.: U.S. DOT.

United States Department of Transportation. (1998). *Port Security: Security Force Management*. Washington, D.C.: U.S. DOT.

IMO/ILO references (Recommended)

International Maritime Organization. (2003). *International Ship & Port Facility Security (ISPS) Code, 2003 and December 2002 Amendments to SOLAS*. London: IMO. (IMO-I116E).

International Labour Organization. *Seafarers' Hours of Work and the Manning of Ships Convention, 1996*. (No. 180).

International Labour Organization. *Seafarers' Identity Documents Convention (Revised), 2003*. (No. 185). (Not yet in force).

Annexure 2

COURSE OUTLINE

Port Facility Security Officer (PFSO) Course

Duration: 3 working days

Contact hours: 18 hours

Sr. No.	Topic	Methods of teaching	Duration
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1.	Introduction <ul style="list-style-type: none"> } Course Overview } Competencies to be achieved } Historical Perspective } Current Security threats & Patterns } Ship & Port operations and conditions 	Lecture/ Presentation	1.5 Hours
2.	Maritime Security Policies <ul style="list-style-type: none"> □ } 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 	Lecture/ Presentation	1.0 Hour
3.	Security Responsibilities <ul style="list-style-type: none"> □ } Contracting Governments □ } Recognized Security Organization □ } The Company □ } The Ship □ } The Port Facility □ } Ship Security Officer □ } Company Security Officer □ } Port Facility Security Officer □ } Vessel personnel with specific security duties □ } Facility personnel with specific security duties □ } Other personnel 	Lecture/ Presentation	1.5 Hours
4.	Port Facility Security Assessment <ul style="list-style-type: none"> □ } Risk assessment methodology □ } Assessment tools □ } On-scene security survey □ } Security assessment documentation 	Lecture/ Presentation/ Workshop/ Exercises	2.0 Hours
5.	Security Equipment <ul style="list-style-type: none"> □ } Security Equipment and systems □ } Operational limitations of Security Equipment and systems □ } Testing, calibration and maintenance of Security Equipment & systems 	Lecture/ Demonstration of Equipments	1.0 Hour

6.	<p>Port Facility Security Plan</p> <ul style="list-style-type: none"> } Purpose of the Port Facility Security Plan } Contents of the Port Facility Security Plan } Confidentiality issues } Development of the Port Facility Security Plan } Approval of the Port Facility Security Plan } Implementation of the Port Facility Security Plan } Maintenance and modifications of the Port Facility Security Plan 	Lecture/ Presentation/ Workshop/ Exercises	2.5 Hours
7.	<p>Threat Identifications, Recognition & Response</p> <ul style="list-style-type: none"> <input type="checkbox"/> } Recognition & detection of weapons, dangerous substances and devices <input type="checkbox"/> } Methods of physical searches and non-intrusive inspections <input type="checkbox"/> } Implementing and coordinating searches <input type="checkbox"/> } Recognition on a non-discriminatory basis, of persons posing potential security risks <input type="checkbox"/> } Techniques used to circumvent security measures <input type="checkbox"/> } Crowd management and control techniques 	Lecture/ Presentation/ Workshop/ Exercises	2.5 Hours
8.	<p>Ship Security Actions</p> <ul style="list-style-type: none"> } Actions required by different security Levels } Maintaining security of the ship/port interface } Usage of the declaration of security } Implementation of security procedures 	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hour
9.	<p>Emergency Preparedness, Drills and Exercises</p> <ul style="list-style-type: none"> <input type="checkbox"/> } Contingency planning <input type="checkbox"/> } Security drills and exercises <input type="checkbox"/> } Assessment of Security drills and exercises 	Lecture/ Presentation/ Exercises/ Contingency plans for various security related emergencies	2.0 Hours
10.	<p>Security Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> } Documentation & Records <input type="checkbox"/> } Reporting security incidents <input type="checkbox"/> } Monitoring and Control <input type="checkbox"/> } Security Audits and Inspections <input type="checkbox"/> } Reporting nonconformities 	Lecture/ Presentation/ Workshop/ Exercises	1.0 Hour

11.	Security <input type="checkbox"/> Training <input type="checkbox"/> Instructional techniques	Training Lecture/ requirements Presentation	2.0 Hours
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TOTAL: 18 Hour

Annexure 3

DETAILED TEACHING SYLLABUS

Learning Objectives	No. of hours
1. Introduction <p style="text-align: right;">1.1. Course overview</p> <p>.1 describes the topics and emphasis of the course</p> <p style="text-align: right;">1.2. Competences to be achieved</p> <p>.1 describes the competences that will be achieved through completion of the course</p> <p style="text-align: right;">1.3. Historical perspective</p> <p>.1 describes representative incidents involving criminal activity in the maritime environment</p> <p>.2 summarizes incident statistics and discusses underlying motivation and results</p> <p style="text-align: right;">1.4. Current security threats and patterns</p> <p>.1 identifies threats to the maritime transport industry, such as:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> piracy and armed attacks <input checked="" type="checkbox"/> terrorism <input checked="" type="checkbox"/> contraband smuggling <input checked="" type="checkbox"/> stowaways and refugees <input checked="" type="checkbox"/> cargo theft <input checked="" type="checkbox"/> collateral damage <p style="text-align: right;">1.5. Ship and port operations and conditions</p> <p>.1 characterizes the intermodal nature of transportation and the interfaces between ships and other modes</p>	1.5 hours

<p>2. Maritime Security Policy</p>	<p>1.0 hour</p>
<p>2.1. Relevant international conventions, codes and recommendations</p>	
<p>.1 lists previous efforts of IMO towards maritime security, such as MSC/Circ.443, SUA</p>	
<p>Act, etc.</p>	
<p>.2 describes the rapidity with which IMO acted to enhance maritime security following</p>	
<p>9/11</p>	
<p>.3 summarizes the amendments to SOLAS Chapter XI and the contents of the ISPS</p>	
<p>Code</p>	
<p>2.2. Relevant government legislation and regulations</p>	
<p>.1 states the requirements of relevant legislation and regulations</p>	
<p>2.3. Definitions</p>	
<p>.1 defines</p>	
<p>• <input checked="" type="checkbox"/> Ship Security Plan</p>	
<p>• <input checked="" type="checkbox"/> Company Security Officer</p>	
<p>• <input checked="" type="checkbox"/> Ship Security Officer</p>	
<p>• <input checked="" type="checkbox"/> Port facility</p>	
<p>• <input checked="" type="checkbox"/> Ship / Port Interface</p>	
<p>• <input checked="" type="checkbox"/> Ship to ship activity</p>	
<p>• <input checked="" type="checkbox"/> Port Facility Security Officer</p>	
<p>• <input checked="" type="checkbox"/> Designated Authority</p>	
<p>• <input checked="" type="checkbox"/> Recognized Security Organization</p>	
<p>• <input checked="" type="checkbox"/> Declaration of Security</p>	
<p>• <input checked="" type="checkbox"/> Security incident</p>	
<p>• <input checked="" type="checkbox"/> Security Level</p>	
<p>• <input checked="" type="checkbox"/> the three security levels</p>	
<p>2.4. Legal implications of action or non-action by security personnel</p>	
<p>.1 identifies the legal limits of authority and the obligations of personnel with security</p>	
<p>duties</p>	
<p>2.5. Handling sensitive security-related information and communications</p>	
<p>.1 defines security-sensitive information and the importance of keeping it confidential</p>	

3. Security	Responsibilities	1.5 hours
<p>3.1. Contracting governments</p> <p>.1 describes the responsibilities of contracting governments with respect to SOLAS Chapter XI-2 and the ISPS Code</p>		
<p>3.2. Recognized Security Organizations</p> <p>.1 characterizes the role of the Recognized Security Organization and identifies the extent of its function</p>		
<p>3.3. The company</p> <p>.1 describes the responsibilities of the company with respect to:</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> ensuring Master has documents on board relating to the crewing of the vessel and its employment <input checked="" type="checkbox"/> ensuring that the Ship Security Plan contains a clear statement emphasizing the master's authority <input checked="" type="checkbox"/> 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 		
<p>3.4. The ship</p> <p>.1 states that the ship shall comply with the requirements of the Ship Security Plan as per the security level set</p>		
<p>3.5. The port facility</p> <p>.1 states that port facilities shall comply with the relevant requirements of Chapter XI-2 of SOLAS and the ISPS Code</p> <p>.2 states that the port facility shall act upon the security levels set by the Administration within whose territory it is located</p>		
<p>3.6. Ship Security Officer</p> <p>.1 states that the company shall designate a Ship Security Officer for each ship</p> <p>.2 lists the duties and responsibilities of the Ship Security Officer</p>		

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 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. Shipboard personnel with specific security duties

- .1 states that members of the ship's crew may be assigned security duties in support of the Ship Security Plan

3.10. Port facility personnel with specific security duties

- .1 states that port facility personnel other than the PFSO may be assigned 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

<p>4. Port Facility Security Assessment</p> <p>4.1. Risk assessment methodology</p> <p>.1 states the role of risk-based decision making in completing a security assessment</p> <p>.2 describes the recommended methodology</p> <p>.3 explains and demonstrates how to carry out an initial risk assessment</p> <p>.4 identifies the types of weaknesses that may be found in the initial risk assessment</p> <p>4.2. Assessment tools</p> <p>.1 discusses the use of software and checklists in conducting security assessments</p> <p>4.3. On-scene security surveys</p> <p>.1 lists the preparations required prior to an on-scene survey</p> <p>.2 lists the procedures and measures and operations to be evaluated during an on-scene survey.</p> <p>.3 discusses the security aspects of facility layout</p> <p>.4 divides the survey into the following sections:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Physical Security <input checked="" type="checkbox"/> Structural Integrity <input checked="" type="checkbox"/> Personnel Protection Systems <input checked="" type="checkbox"/> Procedural Policies <input checked="" type="checkbox"/> Radio and Telecommunication Systems <input checked="" type="checkbox"/> Relevant Transportation Infrastructure <input checked="" type="checkbox"/> Utilities <input checked="" type="checkbox"/> Other Areas <p>.5 discusses the importance and elements of physical security in port</p>	<p>2.0 hours</p>
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<p>facilities</p> <ul style="list-style-type: none"> .6 describes the significance of structural integrity for buildings and other structures .7 discusses the components and operations of systems to protect port facility personnel .8 states the role of proper procedures in preventing and mitigating security incidents .9 describes the use of information technology and communications systems in port facility operations and in maintaining security .10 describes the identification and evaluation of transportation infrastructure and assets .11 discusses the identification and evaluation of utilities and related systems .12 identifies other areas that may, if damaged or used for illicit observation, pose a risk to persons, property, or operations within the port facility .13 discusses the identification of vulnerabilities in the above areas and the preparation of countermeasures to address them .14 states the importance of having in place emergency plans to deal with contingencies .15 explains and demonstrates how to carry out a security assessment with new measures in place and checks if further mitigating measures are required <p>4.4. Security assessment documentation</p> <ul style="list-style-type: none"> .1 describes proper form and practice for recording security assessment results 	
<p>5. Security Equipment</p> <p>5.1. Security equipment and systems</p> <ul style="list-style-type: none"> .1 lists the various types of security equipment and systems that can be used aboard ships and in port facilities <p>5.2. Operational limitations of security equipment and systems</p>	<p>1.0 hour</p>

<p>.1 explains the limitations of individual items of equipment and security systems</p> <p>5.3. Testing, calibration and maintenance of security equipment and systems</p> <p>.1 describes the testing, calibration and maintenance requirements for the above security equipment and systems</p>	
<p>6. Port Facility Security Plan</p> <p>6.1. Purpose of the Port Facility Security Plan</p> <p>.1 states that each affected port facility shall develop and maintain a Port Facility Security Plan approved by the Administration</p> <p>.2 explains that the Port Facility Security Plan addresses the security measures that should be taken at each security level</p> <p>6.2. Contents of the Port Facility Security Plan</p> <p>.1 lists the required elements of a Port Facility Security Plan</p> <p>.2 states that the Port Facility Security Plan shall establish procedures for the performance of port facility security duties.</p> <p>6.3. Confidentiality issues</p> <p>.1 states that the Port Facility Security Plan is generally confidential</p> <p>6.4. Development of the Port Facility Security Plan</p> <p>.1 states that the Port Facility Security Officer is responsible for ensuring that the Port Facility Security Plan is prepared and submitted for approval.</p> <p>.2 explains the process that should be used in development of the Port Facility Security Plan</p> <p>6.5. Approval of the Port Facility Security Plan</p> <p>.1 states that all Port Facility Security Plans must be approved and that if any security equipment fails or a security measure is suspended, equivalent temporary security measures should be adopted and communicated to the Administration</p> <p>.2 explains mechanisms and procedures for obtaining approval of the Port Facility Security Plan</p>	<p>2.5 hours</p>

<p>6.6. Implementation of the Port Facility Security Plan</p> <ul style="list-style-type: none"> .1 explains procedures to be employed in implementing the Port Facility Security Plan .2 explains the requirement to ensure effective communication and cooperation between the Ship Security Officer, the Company Security Officer, and the Port Facility Security Officer in the implementation of the Port Facility Security Plan .3 discusses the importance of giving due regard to the effect that port facility security measures may have on shipboard personnel who may remain on board a ship for long periods <p>6.7. Maintenance and modification of the Port Facility Security Plan</p> <ul style="list-style-type: none"> .1 explains mechanisms for ensuring the continuing effectiveness and updating of the Port Facility Security Plan .2 states that amendments to the plan shall not be implemented unless approved by the Administration 	
<p>7. Threat Identification, Recognition, and Response</p> <p>7.1. Recognition and detection of weapons, dangerous substances and devices</p> <ul style="list-style-type: none"> .1 describes the various types of weapons, dangerous substances and devices, the damage they can cause, and their appearance <p>7.2. Methods of physical searches and non-intrusive inspections</p> <ul style="list-style-type: none"> .1 demonstrates how to carry out physical searches and non-intrusive inspections. .2 describes in brief the use of metal detectors, X-ray machines, and Ion scan machines. <p>7.3. Implementing & coordinating searches</p> <ul style="list-style-type: none"> .1 describes how important it is to plan a search and 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 	<p>2.5 hours</p>

<p>search</p> <ul style="list-style-type: none"> .4 describes the procedures to be followed for an efficient search .5 describes the various places of concealment in a port facility <p>7.4. Recognition, on a non-discriminatory basis, of persons posing potential security risks</p> <ul style="list-style-type: none"> .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 <p>7.5. Techniques used to circumvent security measures</p> <ul style="list-style-type: none"> .1 describes the techniques that may be used to circumvent security measures <p>7.6. Crowd management and control techniques</p> <ul style="list-style-type: none"> .1 explains the basic psychology of a crowd in a crisis situation .2 describes strategies for managing a crowd through the crisis phases .3 states the importance of clear communication with crew and passengers during an emergency 	
<p>8. Port Facility Security Actions</p> <p>8.1. Actions required by different security levels</p> <ul style="list-style-type: none"> .1 states the three security levels and the actions required for each level. <p>8.2. Maintaining security of the ship/port interface</p> <ul style="list-style-type: none"> .1 lists the reporting requirements for the ship prior entering port. <p>8.3. Usage of the Declaration of Security</p> <ul style="list-style-type: none"> .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. 	<p>1.0 hours</p>

<p>.4 states who is required to complete it</p> <p>8.4. Implementation of security procedures</p> <p>.1 lists the security measures and procedures at the three security levels required to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ensure the performance of all facility security duties <input checked="" type="checkbox"/> control access to the facility <input checked="" type="checkbox"/> control the embarkation of persons and their effects aboard ships <input checked="" type="checkbox"/> monitor restricted areas to ensure only authorized persons have access <input checked="" type="checkbox"/> control the handling of cargo and delivery of ship's stores <input checked="" type="checkbox"/> ensure the screening of unaccompanied baggage; and <input checked="" type="checkbox"/> monitoring the security of the port facility and its nearby approaches 	
<p>9. Emergency Preparedness, Drills, and Exercises</p> <p>9.1. Contingency planning</p> <p>.1 explains the need for contingency plans</p> <p>.2 discusses action to take in case of a breach of security</p> <p>.3 discusses and prepares contingency plans for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> hijacking <input checked="" type="checkbox"/> bomb threat <input checked="" type="checkbox"/> unidentified objects / explosives on vessel <input checked="" type="checkbox"/> damage to / destruction of port facility <input checked="" type="checkbox"/> piracy and other depredations <input checked="" type="checkbox"/> stowaways <p>9.2. Security drills and exercises</p>	<p>2.0 hours</p>

<ul style="list-style-type: none"> .1 explains the purpose of drills and exercises .2 states the requirements for conducting drills and exercises .3 states the individual elements that should be tested by each drill <p>9.3. Assessment of security drills and exercises (Debrief)</p> <ul style="list-style-type: none"> .1 states the purpose of carrying out an assessment at the end of each drill .2 describes the relevant elements in assessing a drill. 	
<p>10. Security Administration ()</p> <p>10.1. Documentation and records</p> <ul style="list-style-type: none"> .1 states the documents that shall be available at all times .2 describes the Statement of Compliance of a Port Facility, its validity and verification requirements .3 states the activities for which records shall be kept and the duration for which they should be retained. <p>10.2. Reporting security incidents</p> <ul style="list-style-type: none"> .1 states the reporting requirements in case of a security incident or a breach of security <p>10.3. Monitoring and control</p> <ul style="list-style-type: none"> .1 states the requirements for the Port Facility Security Officer to carry out regular security inspections .2 states the requirements for the Port Facility Security Officer to review the Port Facility Security Plan <p>10.4. Security audits and inspections</p> <ul style="list-style-type: none"> .1 states the requirements for carrying out internal audits and inspections <p>10.5. Reporting nonconformities</p> <ul style="list-style-type: none"> .1 states the requirements for reporting nonconformities 	<p>1.0 hour</p>

<p>1. Security Training</p> <p>11.1. Training requirements</p> <p>.1 Explains which personnel must receive training and in what subjects they must be trained</p> <p>1.1.2. Instructional techniques</p> <p>.1 explains the various methods of imparting training</p> <p>.2 explains that the method of teaching must take into account the social and cultural background of trainees</p> <p>.3 explains the use of demonstrations as a method of training</p> <p>.4 describes how lectures may be used to convey material</p> <p>.5 describes how discussions may be used to impart training</p> <p>.6 describes how case studies may be used to impart training</p> <p>.7 describes how group exercises may be used to impart training</p> <p>.8 describes how Incident Analysis may be used to impart training</p> <p>.9 describes how audiovisual aids may be used to impart training</p>	<p>2.0 hours</p>
<p>Total: 18.0 hours</p>	