

**Company Security Officer**

**Day 1**

- 0900 – 1000 Introduction and Enrolment
- 1000 – 1100 **History of Maritime Security and current threat**  
  
Introduction to ISPS Code, Introduction to terrorism and the impact on ports and shipping, security threats and patterns.
- 1100 – 1115 Tea Break
- 1115 – 1315 **Background to the International maritime security framework**  
Lecturer to go through Power Point and show them new guide to maritime security and ISPS code 2012, BMP4  
  
Outline of relevant international conventions, codes and recommendations relating to ship and port facility security including SOLAS and the ISPS code, current legislation relevant to shipping.
- 1315 – 1400 Lunch
- 1400 – 1500 **Roles and responsibilities**  
Lecturer to go through Power Point.  
  
After the session the candidate will have appreciation of respective roles and responsibilities of flag/port states, shipping companies, ships' personnel and port facilities personnel for detecting, assessing and responding to security threats or incidents affecting ships or port facilities designation of personnel in companies, on ships and in port facilities with specific roles and responsibilities for security arrangements. Ship identification number, automatic identification system ship security alert system continuous synopsis record.  
Roles and responsibilities of Contracting Governments, Designated Authorities and Recognised Security Organizations, Roles and responsibilities of, and the relationship and co-ordination between: the Company Security Officer; the Master, Ship Security Officer and other personnel on board ship; and the Port Facility Security Officer.
- 1500 – 1600 **Security Levels as defined in the ISPS code**  
Lecturer to go through Power Point.  
  
After the session the candidate will have appreciation of Responsibility for determining appropriate level, Promulgation of information to companies, ships and port facilities, The

meaning and consequential requirements of the different levels of security for ship and port operations, The interface between port and ship security procedures and arrangements, Liaison and communication between ports, companies and ships with respect to security. Action to be taken in the event of notification of a change in the level of security.

1600 – 1700

**DOS Exercise**

Lecturer to instruct the students to complete the DOS exercise supplied in the handout. After the session the candidate will have appreciation of security administration, including: International Ship Security certificate, Declaration of security, Responsibilities and functions of other security organizations, Instructor to advise students the requirements of Port state control and compliance measures, including information to be available aboard ship.

**Day 2**

- 0900 – 1100     **Ship Security Assessment**  
Lecturer to go through PowerPoint, video and exercise.  
  
Ship security assessment and security risk assessment methodology. On-scene security surveys. Security Assessment documentation and records.  
  
After the session the candidate will have appreciation of the nature and purpose of the Ship Security Assessment (SSA) undertaken by the company.
- 1100 – 1115     Tea Break
- 1115 – 1315     **Ship Security Plan & Exercise**  
Lecturer to go through PowerPoint and video.  
  
After the session the candidate will have appreciation of the nature and purpose of the Ship Security Plan (SSP), including: approval by the flag state, the elements that make up the plan, The types of measures and procedures appropriate at each level of security covering: access to the ship (including pass system), restricted areas on the ship, handling of cargo, delivery of ship's stores handling unaccompanied baggage, Ship security instructions, monitoring the security of the ship, Passage of the vessel through areas known to be subject to piracy and/or armed robbery, Maintaining the continuing effectiveness of security arrangements, procedures and equipment, including the preparation/introduction of amendments to the SSP. Control and monitoring of security activities, communication with PFSO and CSO, maintaining of records on security activity and incidents. Provisions for maintaining critical operations.
- 1315 – 1400     Lunch
- 1400-1500     **Ship Security Actions**  
High Risk Voyage planning. Working with the ship's Master and SSO. Actions required by different security levels. Maintaining security of ship and port interface. Pre-arrival notification and the Declaration of Security. Non SOLAS Ports and non ISPS approved ports. Implementation of security measures for counter-piracy and armed robbery including use of citadel and actions that may be taken by pirates and armed robbers attempting to board the vessel. Appropriate responses to emergency situations.
- 1500 – 1600     **Security Administration / Records**  
  
Lecturer to go through power points  
Documentation records and controls. Reporting security incidents. Security audits and inspections. Reporting non-conformances and control of corrective actions.

1600 – 1700 **Handling sensitive security related comm., IT security**

How to handle Security Sensitive Information.

Categories of Security Sensitive Information.

Handling of Security related communication.

**Day 3**

- 0900 – 1100 **Conduct Internal audit and propose changes to SSP**  
Role Play – Mock Audit using the audit checklist.  
Procedure for proposing and making changes to SSP.
- 1100 – 1115 Tea Break
- 1115 – 1215 **Security Equipment**  
Lecturer to go through PowerPoint.  
  
After the session the candidate will have knowledge of the various types of security equipment and systems and their limitations. 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. Differing requirements and standards in relation to port facilities.
- 1215-1315 **Piracy / Armed Robbery**  
Lecturer to show video – Depender (True story of a Hostage)  
Techniques used by pirates / robbers. Action to be taken.  
Identify security concerns and emerging patterns.  
Need for consistency between security and safety measures.
- 1315 – 1400 Lunch
- 1400 – 1700 **Suspicious behaviour, Search techniques, Identifying Explosives and weapons**  
Recognising Suspicious Behaviour (video),  
Recognising Proper Forms of Identification (video)  
Search Techniques (video)  
Identifying Explosives and Weapon (video),  
Lecturer to show videos above  
After the session the candidate will have appreciation of Preventative measures, including, recognition and detection of weapons, dangerous substances and devices, prevention of weapons, dangerous substances and devices for use against persons, ships or port facilities from being carried on board the conduct of physical searches and non-intrusive inspections, implementation and co-ordination of searches, Risk, threat and vulnerability issues, including awareness of - techniques used to circumvent security measures characteristics and behavioural patterns of persons who may be likely to threaten security, on a non-discriminatory basis.

**Day 4**

- 0900 – 1100 **Emergency preparedness, drills & training**  
Lecturer to go through Power Point.  
After the session the candidate will have appreciation of the security implications associated with the general design and layout of the ship  
Knowledge of the requirements in the ISPS Code for drills and exercises emergency plans and procedures  
The importance of: pre-planning and undertaking drills of emergency procedures affecting the ship and/or port facility, taking account of the availability of resources and the types of security threat identified in the ISPS Code; the need for all personnel to be aware of and adhere to pre-planned emergency procedures as carefully as possible in the event of an emergency situation; establishing and maintaining effective communications during emergency situations.
- 1100 – 1115 Tea Break
- 1115 – 1215 **Crowd Control**  
Instructor to show video  
Awareness of crowd management and control techniques.
- 1215 – 1315 **Instructional techniques for onboard delivery**  
Benefits of using different instructional techniques and teaching aides for maximum effectiveness.
- 1315 – 1400 Lunch
- 1400 – 1600 **CSR and Exercise**  
Lecturer to instruct the students to complete the CSR exercise supplied in the handout.  
After the session the candidate will have knowledge of procedures for maintaining proper CSR on board and its implications.
- 1600 – 1700 **Quiz and Certificate Issue**