

New Requirements for Security training for shipboard personnel

1. Introduction

The STCW Convention and Code as amended by the Manila amendment (2010) (**STCW**) contains new requirements regarding security training. This training is required by all personnel employed or engaged onboard ships to which the ISPS Code applies. These Regulations came into force on 1 January 2012, however, Port State Control Officers have been requested by IMO not to enforce this regulation until 1 January 2014 provided that the vessel otherwise complies with the ISPS code (see IMO circulars STCW Circ.7/16 and STCW Circ.7/17)

2. Training requirements

In addition to the existing Ship Security Officer (SSO) training (which is unchanged) the amendments to the STCW Convention brings in three new levels of security training:

- Security related familiarisation;
- Proficiency in security awareness; and
- Proficiency in designated security duties.

These changes are embodied in STCW Regulation VI/6 and Section A-VI/6 with non mandatory guidance Section B-VI/6.

2.1. Security related familiarisation

Security related familiarisation training must be delivered by the SSO, or other equally qualified person, to all persons employed or engaged in any capacity on ships which are required to comply with the provisions of the ISPS Code, prior to them being assigned shipboard duties. This instruction should emphasise ship specific security issues and provide guidance for the seafarer to at least be able to:

- report a security incident, including a piracy or armed robbery threat or attack;
- know the procedures to follow when they recognise a security threat ; and
- take part in security-related emergency and contingency procedures.

Documentary evidence must be retained by the ship to show that this training has been completed. There is no objection to this training being subsumed into the ships safety familiarisation training and to use its existing method of recording the delivery of this training.

2.2. Approved training programmes

The following training/instruction must be delivered by an MCA approved training centre (which may be a shipping company).

This training need only be completed once in the seafarers career, there is no requirement for refreshment or revalidation.

There are “grandfather” clauses which allows seafarers with previous equivalent training (see section 6) and those with relevant sea service prior to 1st January 2012 to be issued with a certificate of proficiency without undertaking further training (see section 7)

Proficiency in security awareness

Security awareness training must be undertaken by all seafarers employed or engaged in any capacity on ships which are required to comply with the ISPS Code. This training/instruction must meet the requirements of Section A-VI/6 paragraph 4 of the amended STCW code. This training leads to the issue of a STCW Certificate of Proficiency. On completion of this training a seafarer will at least be able to:

- Contribute to the enhancement of maritime security through heightened awareness;
- Recognise security threats; and
- Understand the need for, and methods of, maintaining security awareness and vigilance.

The course requirements can be found in Annex 1 and Annex 2 of this notice.

Proficiency in designated security duties

Training in designated security duties must be undertaken by seafarers, engaged on ships which are required to comply with the provisions of the ISPS Code, who have designated duties under the ships security plan. This training/instruction must meet the requirements of Section A-VI paragraphs 6-8 of the amended STCW code. This training leads to the issue of an STCW Certificate of Proficiency. On completion of this training a seafarer will at least be able to:

- Maintain the conditions set out in a ship security plan;
- Recognise security risk and threats;
- Undertake regular security inspections; and
- Properly use security equipment and systems.

The course requirements can be found in Annex 1 and Annex 3 of this notice.

3. MCA recognition of certificates issued by other Administrations

3.1. Proficiency in security awareness

The MCA will recognise, for service in UK registered ships, Certificates of Proficiency in security awareness issued under the STCW requirements, by any Administration on the STCW “white list”.

3.2. Proficiency in designated security duties and Ship Security Officer

The MCA will recognise, for service in UK registered ships, Certificates of Proficiency in designated security duties and Certificates of proficiency as SSO issued under the STCW requirements by another Maritime Administration, if we already accept their Certificate of Competence (CoC) towards the issue of UK Certificate of Equivalent Competence (CEC). A list of Administrations with whom we have agreements to issue CECs is available from our website.

4. Personal close protection and ship protection duties

Those carrying out personal close protection and/or ship protection duties on ISPS Code compliant ships do not need to hold SSO qualifications unless they are the designated SSO

on the vessel in which they are serving. However, as they will be carrying out ships security duties they will have to hold an MCA approved or recognised Certificate of Proficiency in Designated Security Duties. Please refer to section 3.9 of “Interim Guidance to UK Flagged Shipping on the Use of Armed Guards to Defend Against the Threat of Piracy in Exceptional Circumstances” for further guidance.

5. Recognition of previous training

Some training centres are already delivering programmes meeting the guidance given in IMO MSC.1/Circ 1235 “Guidelines on security-related training and familiarisation for shipboard personnel”. Where a centre is delivering these programmes and becomes a MCA approved centre, they may, on agreement with the MCA, issue retrospective STCW certification against these programmes in the form shown in Annex 3(d) and Annex 4(d).

6. Certificates of Service

Shipping Companies holding UK ISM Document of Compliance may apply to the Seafarers Training & Certification Branch of the MCA to issue certificates of proficiency in:

- security awareness to seafarers who have at least six months sea service in any capacity in the three years prior to 1st January 2012 including three months sea service under their employment. They should retain documentary evidence of this sea service.
- security duties to seafarers who have at least six months sea service, which has included security duties, in the three years prior to 1st January 2012 including three months sea service under their employment. They should retain documentary evidence of this sea service.

Such companies should submit details of the procedure that they will follow to issue these certificates. These procedures must form part of their Safety Management System. Certificates issued under this scheme should be in the form shown in annex 4. Companies issuing certificates should comply with 1(e), 1(f), 1(g) and 4 of the conditions for maintaining approval for training centres set out in Annex1. Companies wanting to gain approval to issue certificates of service should contact stc.courses@mcga.gov.uk.

The MCA may issue Certificates of Service to holders of UK Certificates of Competency or UK Watch Rating Certificates for:

- proficiency in security awareness to seafarers who have documentary evidence of at least six months sea service in any capacity in the three years prior to 1st January 2012; and
- proficiency in designated security duties to seafarers who have documentary evidence of at least six months sea service, which has included security duties, in the three years prior to 1st January 2012.

The documentary evidence of sea service may take the form of Discharge Book entries or sea service testimonials. Where applicable there must be a separate statement, on company headed paper signed, by the Master or other Company Official, stating that the sea service included designated security duties.

There will be a fee payable for this service at the rate set out in the [Merchant Shipping \(Fees\) Regulations 2006](#) as amended.

Application for MCA certification can be made on form number MSF 4391 available from our website www.mcga.gov.uk.

7. Quality standards

The arrangements for delivering the training and assessing competence must be continuously monitored through a quality standards system to ensure achievement of defined objectives. Centres are required to maintain a quality standard through documented procedures that shall be inspected and monitored by the MCA at intervals not exceeding five years. The quality standards system and evaluation arrangements may be part of a centre's overall quality assurance system.

Where the training centre is a shipping company the training and control of certification should be part of the safety management systems.

8. Documentation

Achievement of the desired standard of competence will be attested to by a certificate issued by the centre, in the format shown in:

Annex 2(a) for completion of a programme of training in Proficiency in security awareness;

Annex 2(b) for completion of previous training, meeting the requirements of Proficiency in security awareness;

Annex 3(a) for completion of a programme of training in Proficiency in designated security duties;

Annex 3(b) for completion of previous training, meeting the requirements of Proficiency in designated security duties;

Annex 4(a) for completion of qualifying sea service, meeting the requirements of Proficiency in security awareness; and

Annex 4(b) for completion of qualifying sea service, meeting the requirements of Proficiency in designated security duties.

A certificate may not be issued prior to the approval by the MCA of the training or sea service recognition scheme

Annex 1

Training Course Common Elements

Health and Safety:

All training centres must adhere to applicable regulations made under the Health and Safety at Work etc Act 1974 and take proper account of the advice given in associated guidance documents and 'Approved Codes of Practice'. Under the 1992 Management of Health and Safety at Work Regulations, centres are required to make assessments of any potential risks to the health and safety of staff and trainees that may be associated with their activities. They are also required to identify, implement, monitor and review effective measures for minimising and controlling them. In addition, centres will be required to make effective arrangements for dealing with any emergency, incident or accident that may occur during the course of training.

Entry standards

There is no intake restriction for either of these programmes although some sea going experience would be an advantage before undertaking the Proficiency in designated security duties programme. A candidate is not required to have completed the security awareness training before being enrolled on the proficiency in designated security duties training.

Course intake limitations

The number of trainees undergoing training as part of one group will depend upon the availability of instructors, equipment and facilities, bearing in mind the objectives of the training.

Staff requirements

Training and assessment must be undertaken by persons qualified in accordance with the provisions of Section A-I/6 of the STCW Code. All training and instruction should be delivered and assessments carried out, by personnel who:

- are familiar with the principles of the international security framework for ships and port facilities, the concept of ship security plans and have knowledge of the requirements of Chapter XI-2 of SOLAS 74 as amended and of the ISPS Code;
- understand the specific objectives of the training; and
- have sufficient knowledge of instructional techniques and assessment methods to ensure that the objectives of the training are achieved.

The training centre must be able to demonstrate to the MCA that training will be delivered under the supervision of personnel who have, either individually or collectively as part of a team:

- a thorough knowledge of the practical application of modern methods, systems and procedures for safeguarding maritime security in accordance with the ISPS Code and SOLAS as amended; and
- practical and relevant experience of the operation of merchant ships.

Training plan

The structure of the training, the methods used for delivery and arrangements for assessing competence must be set out in a training plan, which must be submitted to the MCA for approval.

The outcomes may be achieved through any appropriate means of delivery e.g. classroom instruction, in-service training, distance learning, computer-based training or a combination of these methods.

Content of training

Guidance on the content and structure of training is given in: Annex 2 and 3.

Facilities and equipment

Centres seeking approval will need to show that they can provide or have access to:

- an area suitable for the delivery of training, bearing in mind the value of role play and small working groups;
- suitable audio visual aids (e.g. videos, posters, diagrams, overhead projector); and
- equipment for demonstration as appropriate.

Assessment

Centres will be required to explain as part of the procedures for approval how these requirements are to be met and the outcomes recorded. A variety of sources of evidence may be used - direct observation, oral questioning, simulation and role play would be considered ideal approaches to generating much of the evidence required.

Conditions of approval

1. A functional Quality Management System is in place and ensures that:
 - a. continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice;
 - b. the training programme entry standards are met;
 - c. the same person does not carry out the training and assessment of any given part or whole of the programme;
 - d. only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;
 - e. certificates are issued in a format that meets the MCA requirements;
 - f. records of certificates issued are securely maintained until the 70th birthday of the certificate holder or five years from the date of issue whichever is the longer;
 - g. the record system enables authenticity of certificates to be verified and replacement certificates issued;
 - h. where approved for peripatetic delivery, formal assessment is carried out to ascertain the suitability of each venue and records of such assessment are retained for five years;
 - i. the approving MCA Office is informed of dates, timing and venues of all courses delivered; and
 - j. any changes made to the course content, facilities, equipment, training staff or other matter that may affect the delivery of the programme are reported to the approving Marine Office without delay.
2. Monitoring of the training programme by the MCA proves to be satisfactory.
3. Re-approval by the MCA is carried out within 5 years of the approval or re-approval. Such approval will incur costs in line with the fees in force at that time.
4. Should the training establishment cease to trade then all records of certificates issued should be sent to the MCA to enable them to carry out the verification and replacement functions.

Annex 2(a)

Training Programme Guide for approval of training for security awareness.

Scope

This training is intended to meet the requirements set out in Regulation VI/6 paragraph 1 and Section A-VI/6 paragraph 4 of the STCW '78 Code as amended.

Objectives

On completion of the training, the trainees will have sufficient knowledge, understanding and skills enabling them to deal with security related issues onboard ship, which are not designated security duties, including the ability to:

- Contribute to the enhancement of maritime security through heightened awareness
- Recognise security threats
- Understand the need for and methods of maintaining security awareness through heightened awareness

The stated objectives are unlikely to be achieved in less than 4 learning hours .

Training Structure

The training should be structured around the competencies, knowledge, understanding and proficiency stated in Table A-VI/6-1 (reproduced in Annex 2(b) of this document). The level of training and assessment required particularly lends itself to computer/video based learning.

It is important that the treatment of the subject matter is appropriate to the awareness of ships security issues for personnel who do not have designated security duties.

Where possible and appropriate, an inter-active element should be introduced into the learning process to enable those undergoing training to put into practice techniques and procedures for maintaining the security of the vessel through role-play, simulation and scenario-based training. Together with oral questioning and/or computer based feedback, this will provide evidence that can be used for the purposes of assessing achievement of the outcomes of the training.

Assessment

The training and assessment must be organised so that trainees are able to show that they have met the criteria for evaluating competence set out in table A-VI/6-1 for Proficiency in security awareness, see Annex 2(b)

Annex 2(b)

Table A-VI/6-1

Specification of minimum standard of competence in security awareness

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Contribute to the enhancement of maritime security through heightened awareness	<p>Basic working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery</p> <p>Basic knowledge of international maritime security policy and responsibilities of Governments, companies and persons</p> <p>Basic knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in port facilities</p> <p>Basic knowledge of security reporting procedures</p> <p>Basic knowledge of security-related contingency plans</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified
Recognition of security threats	<p>Basic knowledge of techniques used to circumvent security measures</p> <p>Basic knowledge enabling recognition of potential security threats, including elements that may relate to piracy and armed robbery</p> <p>Basic knowledge enabling recognition of weapons, dangerous substances and</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Maritime security threats are correctly identified

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>devices and awareness of the damage they can cause</p> <p>Basic knowledge in handling security-related information and security-related communications</p>		
Understanding of the need for and methods of maintaining security awareness and vigilance	Basic knowledge of training, drill and exercise requirements under relevant conventions, codes and IMO circulars, including those relevant for anti-piracy and anti-armed robbery	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified

Annex 2(c)

SPECIMEN CERTIFICATE FOR
Proficiency in security awareness by completing an approved training course
(to be produced and registered locally by the approved training centre)

Certificate No: [approved company to allocate]		
MCA Approval Certificate Number		
Approved Company	Address and contact details	
Telephone	Email	
Proficiency in security awareness		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed a programme of training approved by the Maritime and Coastguard Agency, meeting the requirements laid down in: STCW '78 as amended, Regulation VI/6 paragraph 1and STCW Code Section A-VI/6 paragraph 4		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Approved Company Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Issuing Authority at the address above.		

Annex 2(d)
SPECIMEN CERTIFICATE FOR
 Proficiency in security awareness by virtue of previous training
 (to be produced and registered locally by the approved training centre)

Certificate No: [Approved Company to allocate]		
MCA Approval Certificate Number		
Approved Company Name	Address and contact details	
Telephone	Email	
Proficiency in security awareness		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed, training approved by the Maritime and Coastguard Agency, meeting the requirements laid down in: STCW '78 as amended, Regulation VI/6 paragraph 1 and STCW Code Section A-VI/6 paragraph 5		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Issuing Approved company and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the approved company at the address above.		

Annex 3(a)

Proficiency in designated security duties

Objective

On completion of the training, the trainees will have sufficient knowledge, understanding and skills enabling them undertake designated security duties, onboard ship including the ability to:

- Maintain the conditions set out in a ship security plan;
- Recognise security risk and threats;
- Undertake regular security inspections; and
- Properly use security equipment and systems;

The stated objectives are unlikely to be achieved in less than 9 hours.

The training should be structured around the modules listed below, although centres should devise their own training schedules and detailed lesson plans to ensure effective and logical delivery of the subject matter and achieve the objectives of the training.

It is important that the treatment of the subject matter is appropriate to the role of the personnel with designated security duties. The content of Modules 1 and 2 may therefore be treated as general background, familiarisation and awareness of the international maritime security framework and its application aboard ship. Modules 3, 4 and 5 should deal more directly with the roles and responsibilities of those with designated security duties, bearing in mind that they will be carrying out these duties under supervision.

Where possible and appropriate, an inter-active element should be introduced into the learning process to enable those undergoing training to put into practice techniques and procedures for maintaining the security of the vessel through role-play, simulation and scenario-based training. Together with oral questioning, this will also provide evidence that can be used for the purposes of assessing achievement of the outcomes of the training.

Assessment

The training and assessment must be organised so that trainees are able to show that they have met the criteria for evaluating competence set out in table A-VI/6-2 for Proficiency in security awareness, see Annex 3(b)

Programme Guidance

Module 1: Background to the international maritime security framework

Outline of the relevant international conventions, codes and recommendations relating to ship and port facility security including:

- SOLAS and the International Ship and Port Facility Security Code (ISPS Code);
- 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 including elements that may relate to piracy and armed robbery;
- designation of personnel in companies, on ships and in port facilities with specific roles and responsibilities for security arrangements; and
- ship identification number, automatic identification system ship security alert system.

Security levels as defined in the ISPS Code, including:

- the meaning and consequential requirements of the different levels of security for ship and port operations; and
- the interface between port and ship security procedures and arrangements.

Module 2: Ship security arrangements

The nature and purpose of the Ship Security Plan (SSP), including:

- approval by the flag state; and
- the elements that make up the plan.

The types of measures and procedures appropriate at each level of security covering:

- access to the ship;
- restricted areas on the ship;
- handling of cargo;
- delivery of ship's stores;
- handling unaccompanied baggage; and
- passage of the vessel through areas known to be subject to piracy and/or armed robbery.

Module 3: Performance of ship security duties

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.

Awareness of the records and reports that have to be maintained with regard to training; drills and exercises; security incidents; breaches in security; and changes in security level.

Working knowledge of the terminology used in relation to security issues to enable effective communication.

Awareness of the actions that may be taken in the event of notification of a change in the level of security.

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; and
- measures that may be taken to prevent unauthorized boarding of the vessel in port or on passage.

Risk, threat and vulnerability issues, including awareness of:

- techniques used to circumvent security measures; and
- characteristics and behavioural patterns of persons who may be likely to threaten security, on a non-discriminatory basis actions that may be taken by pirates and/or armed robbers attempting to board the vessel on passage.

Handling of security related information and security related communications

Module 4: Security contingencies and response

Response to security threats or breaches of security.

Response to emergency situations.

Use of Citadel

Module 5: Training and drills

Appreciation of the security implications associated with the general design and layout of the ship.

The importance of:

- undertaking drills of emergency procedures affecting the ship and/or port facility in accordance with the ISPS Code and IMO circulars;
- 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; and
- establishing and maintaining effective communications during emergency situations.

Awareness of crowd management and control techniques.

Annex 3b)

Table A-VI/6-2

**Specifications of minimum standard of competence for seafarers
with designated security duties**

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
<p>Maintain the conditions set out in a ship security plan</p>	<p>Working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery</p> <p>Knowledge of international maritime security policy and responsibilities of Governments, companies and persons, including working knowledge of elements that may relate to piracy and armed robbery</p> <p>Knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in the port facilities</p> <p>Knowledge of security reporting procedures</p> <p>Knowledge of procedures and requirements for drills and exercises under relevant conventions, codes and IMO circulars, including working knowledge of those that may relate to piracy and armed robbery</p> <p>Knowledge of the procedures for conducting inspections and surveys and for the control and monitoring of security activities specified in a</p>	<p>Assessment of evidence obtained from approved instruction or during attendance at an approved course</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p> <p>Legislative requirements relating to security are correctly identified</p> <p>Communications within the 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
	ship security plan		
Maintain the conditions set forth in a ship security plan <i>(continued)</i>	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, and including also working knowledge of those that may relate to piracy and armed robbery		
Recognition of security risks and threats	<p>Knowledge of security documentation, including the Declaration of Security</p> <p>Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers</p> <p>Knowledge enabling recognition of potential security threats</p> <p>Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause</p> <p>Knowledge of crowd management and control techniques, where appropriate</p> <p>Knowledge in handling security-related information and security-related communications</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
	<p>Knowledge of the methods for physical searches and non-intrusive inspections</p>		

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
Undertake regular security inspections of the ship	<p>Knowledge of the techniques for monitoring restricted areas</p> <p>Knowledge of controlling access to the ship and to restricted areas on board ship</p> <p>Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship</p> <p>Knowledge of inspection methods relating to the cargo and ship's stores</p> <p>Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS Convention, as amended
Proper usage of security equipment and systems, if any	<p>General knowledge of various types of security equipment and systems, including those that could be used in case of attacks by pirates and armed robbers, including their limitations</p> <p>Knowledge of the need for testing, calibrating, and maintaining security systems and equipment, particularly whilst at sea</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	<p>Equipment and systems operations are carried out in accordance with established equipment operating instructions and taking into account the limitations of the equipment and systems</p> <p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p>

Annex 3(c)
SPECIMEN CERTIFICATE FOR
 Proficiency in designated security duties by completing an approved training course
 (to be produced and registered locally by the Approved Training Centre)

Certificate No: [Approved Company to allocate]		
MCA Approval Certificate Number		
Issuing Authority		Address and contact details
Telephone		Email
Proficiency in designate security duties		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed a programme of training approved by the Maritime and Coastguard Agency, meeting the requirements laid down in: STCW '78 as amended, Regulation VI/6 paragraph 4 and STCW Code Section A-VI/6 paragraph 6-8 and incorporates Proficiency in Security Awareness laid down in Regulation V/6 and STCW Code Section A-VI/6.		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Issuing Authority Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved Company at the address above.		

Annex 3 (d)
SPECIMEN CERTIFICATE FOR
 Proficiency in designated security duties by virtue of previous training
 (to be produced and registered locally by the Approved Company)

Certificate No: [approved Company to allocate]		
MCA Approval Certificate Number		
Approved Company	Address and contact details	
Telephone	Email	
Proficiency in designated security duties		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed training approved by the Maritime and Coastguard Agency, meeting the requirements laid down in:		
STCW '78 as amended, Regulation VI/6 paragraph 4 and STCW Code Section A-VI/6 paragraph 9 and incorporates Proficiency in Security Awareness laid down in Regulation V/6 and STCW Code Section A-VI/6.		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Approved Company Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved Company at the address above.		

Annex 4(a)
 SPECIMEN CERTIFICATE FOR
 Proficiency in security awareness by virtue of sea service
 (to be produced and registered locally by the approved Company)

Certificate No: [Approved Company to allocate]		
MCA Approval Certificate Number		
Approved Company	Address and contact details	
Telephone	Email	
Certificate of service for proficiency in security awareness		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed sea service approved by the Maritime and Coastguard Agency, meeting the requirements laid down in: STCW '78 as amended, Regulation VI/6 paragraph 1 and STCW Code Section A-VI/6 paragraph 5		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Approved Company Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved company at the address above.		

Annex 4 (b)
SPECIMEN CERTIFICATE FOR
 Proficiency in designated security duties by virtue of sea service
 (to be produced and registered locally by the Approved Company)

Certificate No: [Issuing Authority to allocate]		
MCA Approval Certificate Number		
Approved Company	Address and contact details	
Telephone	Email	
Certificate of Service for proficiency in designated security duties		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed sea service approved by the Maritime and Coastguard Agency, meeting the requirements laid down in:		
STCW '78 as amended, Regulation VI/6 paragraph 4 and STCW Code Section A-VI/6 paragraph 9 and incorporates Proficiency in Security Awareness laid down in Regulation V/6 and STCW Code Section A-VI/6.		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Issuing Authority Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved Company at the address above.		

Guidance on procedures for gaining Maritime and Coastguard Agency (MCA) approval for training in accordance with the STCW Convention and ISPS Code

Conditions for approval

Training centres should note the criteria for approval is based on that developed by the MNTB in conjunction with the MCA. The approach adopted has been to focus on achievement of the outcomes of training and to give the training centres as much flexibility as possible to design their own courses, based on a common framework.

The criteria for approval are contained within this notice.

Application for approval

Applications for approval of Proficiency in security awareness and/or designated security duty training programmes should be directed in the first instance to the MCA Marine Office nearest to the training centre seeking approval (see the MCA website: www.mcga.gov.uk). Training centres must obtain MCA approval for each specific training programme that they plan to offer.

The approval process

Once a centre has submitted an application, unless they already hold MCA approval for the delivery of the STCW Ships Security Officer course, the approval process will involve:

- a paper exercise, to ensure that the course documentation meets the criteria, and that trainers and examiners have the relevant qualifications and experience;
- a visit (or visits) to training premises by a marine office surveyor to ensure that facilities and equipment are available, and that the administrative arrangements are satisfactory to enable MCA to monitor performance.
- the surveyor will need to be shown that there is an effective quality assurance scheme in place in particular the internal monitoring of the course itself to ensure effective delivery of the programme and the issue and storage of the certificates (records need to be kept for 55 years or the certificate holders 70 birthday);
- a surveyor may “sit in” on part of a course to ensure that written undertakings are complied with, that course notes are followed, and that organisation is satisfactory;
- spot checks for monitoring purposes may be made at the training providers' premises, to ensure continuing compliance. The training records should demonstrate that all conditions are being enforced.
- re-approval, a shortened version of the approval process, will be carried out at periods of not more than 5 years.

The course documentation referred to above should indicate how all of the criteria for approval are being met. Attention is drawn to the following additional guidance:

Course intake limitations: Course documentation should include the maximum number of candidates to be enrolled on each course. For monitoring purposes the number of

candidates on each course must be maintained for subsequent validation as part of the centre's training records;

Staff requirements: Initial approval will require sight of proof of the professional qualifications listed for each trainer and assessor;

Facilities and equipment: The training facilities should be large enough for the number of candidates to be trained, where appropriate allowing for demonstrations and practical exercises included in the guidelines. Premises or training rooms should be well lit, ventilated and have adequate heating. There must be access to nearby toilets and hot and cold water;

Peripatetic delivery: It is considered that both these training programmes are suitable to be delivered on peripatetic basis. Training centres wishing to deliver these programmes on this basis should have written into this QA procedures methods of assessing the suitability of each proposed venue and the retention (5 years) of such appraisal for MCA review.

Training centres already MCA approved to deliver SSO courses

The competencies required for these training programmes are basically subsets of those required for the Ships Security Officer. It has therefore been agreed that Training Centres that hold current MCA approval (i.e. have completed MCA initial or re-approval within the last 5 years) to deliver the STCW SSO course and use the same personnel, need only submit course material for the desk assessment, and additional QA procedures if required, to gain approval to deliver these courses. This approval will be limited to the same re-approval date as the SSO course.