Security Duties
Workbook

Date: 30/09/2020
1 Introduction to Security related training for seafarers with designated security duties

1.1 STCW Requirements

Regulation VI/6
Seafarers with designated security duties

4. Seafarers with designated security duties shall meet the standard of competence specified in section A-VI/6, paragraphs 6 to 8 of the STCW Code.

5 Where training in designated security duties is not included in the qualifications for the certificate to be issued, a certificate of proficiency shall be issued indicating that the holder has attended a course of training for designated security duties.

6 Every Party shall compare the security training standards required of seafarers with designated security duties who hold or can document qualifications before the entry into force of this regulation with those specified in section A-VI/6, paragraph 8 of the STCW Code, and shall determine the need for requiring these seafarers to update their qualifications.
Standard of competence for seafarers with designated security duties

Section A-VI/6

Standard of competence for seafarers with designated security duties

6. Every seafarer who is designated to perform security duties, including anti-piracy and anti-armed-robbery-related activities, shall be required to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/6-2.

7. The level of knowledge of the subjects in column 2 of table A-VI/6-2 shall be sufficient to enable every candidate to perform on board designated security duties, including anti-piracy and anti-armed-robbery-related activities.

8. Every candidate for certification shall be required to provide evidence of having achieved the required standard of competence through:

8.1 demonstration of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/6-2, in accordance with the methods for demonstrating competence and the criteria for evaluating competence tabulated in columns 3 and 4 of that table; and

8.2 examination or continuous assessment as part of an approved training programme covering the material set out in column 2 of table A-VI/6-2.

1.2 Security Training for seafarers with designated security duties

All seafarers who are designated to perform specific security duties, including anti-piracy and anti-armed robbery related activities, in accordance with the Ship Security Plan shall be required to demonstrate competence as set out in STCW table A-VI/6-2.

1.3 Learning objectives

The objective is to provide competence, enhance the knowledge and to enable the candidates to perform security duties, including anti-piracy and anti-armed-robbery-related activities in accordance with STCW Convention Section A-VI/6 paragraph 6-8 and the ISPS Code part A 13.3 / B 13.3., and IMO model course 3.26 “Security Awareness Training for Seafarers with Designated Security Duties”.

Seagull recommend that you familiarize yourself with STCW VI/6, STCW Section A-VI/6 SOLAS Chapter XI-2 ISPS code, MSC/Circ.623/Rev3 in addition to your ship and company procedures regarding ship security.

1.4 Relevant legislation and references

The STCW Convention Regulation VI/6, Section A-VI/6 and B-VI/6, SOLAS and the ISPS Code.
2 Security Familiarization

The Ship Security Officer must conduct a security familiarization/instruction for all seafarers with special emphasis on:

- reporting of security incidents, including piracy or armed robbery threats or attacks
- procedures to follow when recognizing a security threat
- security-related emergency and contingency procedures

The security familiarization must be completed before the seafarer is assigned to shipboard duties.

Completed training session is to be documented by signing the Security Familiarization Checklist in this section.

We recommend that the candidate first complete the Security Familiarization Checklist before he/she proceed with CBT modules and workbook.
## 2.1 Security Familiarization Checklist

STCW Reference: Regulation VI/6.1, Section A-VI/6.1

This checklist must be completed together with the ship's Ship Security Officer.

**Vessel:**

**Company:**

<table>
<thead>
<tr>
<th>Familiarization Element</th>
<th>Date</th>
<th>Sign Crew member</th>
<th>Sign Instructor</th>
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<tbody>
<tr>
<td>Introduction Security/ ISPS</td>
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<td>Company's Security Policy</td>
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<td>Security vs. Safety</td>
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<td>Security threats including piracy and armed robbery</td>
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<td>Security awareness</td>
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At security level 1 the following activities must be carried out in order to identify and prevent security incidents:

- ensuring the performance of all ship security duties
- controlling access to the ship
- controlling the embarkation of persons and their effects
- monitoring restricted areas to ensure that only authorized persons have access
- monitoring of deck areas and areas surrounding the ship
- supervising the handling of cargo and ship`s stores, and
- ensuring that security communication is readily available.

<table>
<thead>
<tr>
<th>Reporting of security incidents including piracy and armed robbery</th>
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</thead>
<tbody>
<tr>
<td>Procedures to follow when recognising a security threat</td>
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<tr>
<td>Security related emergency and contingency procedures on board</td>
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Security Familiarization Checklist completed

**Date:**

**Signature Crew member**

**Signature Ship Security Officer**

**Signature Master**
3 Questions

The marks (score) are shown in brackets after each question.
All the answers must be written on a separate sheet.
The candidate must achieve a total score of 75% to pass the test.

1. Who is responsible for the security on board your ship and to whom do you report if you observe something suspicious? (2 marks)

2. Where can you find specific details regarding your security related duties? (2 marks)

3. Why is your vigilance and preparedness important when it comes to preventing piracy and armed robbery? (2 marks)

4. Describe in your own words how the threat of a piracy or armed robbery attack affects your daily work? (4 marks)

5. What is a non-intrusive inspection (physical search of person)? (2 marks)

6. Describe some of the special equipment used on board your ship to deter a piracy or armed robbery attack. (4 marks)

7. Why is it important to have knowledge of crowd management and control techniques? (2 marks)

8. Are you assigned with any security related duties when entering high risk areas? If yes, please describe your security duties? (4 marks)

9. What does it mean to monitor the security of the ship? (4 marks)

10. Give two examples of techniques used by pirates to circumvent security measures. (2 marks)

11. Who have access to restricted areas on board your ship? (4 marks)

12. Why do you think some ship types are more frequently attacked by pirates than others? (4 marks)

13. What are the six specifically security measures that could be taken at each security level addressed in the ISPS code? (6 marks)

14. Do you have full access to your Ship `s Security Plan? Who onboard your vessel has full access to the ship `s Security Plan? (2 marks)
15. You observe a suspicious item when conducting a security patrol or a search on board. What actions will you take? *(4 marks)*

16. i) Describe how you would carry out a physical and non-intrusive search of:
   - persons
   - personal effects and baggage
   - cargo and ships stores
   ii) Do your ship/company have any guidelines or procedures for conducting such a search? *(4 marks)*

17. i) In your own words describe the stowaway/contraband search procedure followed onboard your vessel and list the equipment's that you would likely use while carrying out the stowaway/contraband search.
   ii) Which areas onboard your vessel requires special attention during such searches? *(8 marks)*

18. What onboard procedures are followed on your vessel to ensure that the Security Equipment and Security Systems available onboard are kept well maintained and in good working condition? *(4 marks)*
4 Exercises

Shipboard personnel having specific security duties should have sufficient knowledge and ability to perform their assigned duties. Drills, exercises and knowledge of security related contingency plans and the procedures for responding to security threats or breaches of security are essential for maintaining critical operations of the ship/port interface.

In this section the candidate must complete two exercises (exercise 1 and exercise 2). All the answers must be written on the exercise forms. The marks (score) are shown in brackets on each form. The candidate must achieve a total score of 75% to pass the exercises.

4.1 Exercise 1

To ensure the effective implementation of the provisions of the Ship Security Plan, drills should be conducted at regular intervals on board.

Describe the last security drill you attended on board
Fill in the exercise form (exercise 1) and answer the questions
Ask the Ship Security Officer if you need any information or assistance on the subject
### 4.1.1 Exercise 1 – Security drill (total 20 marks)

<table>
<thead>
<tr>
<th>Ship Name:</th>
<th>Date:</th>
<th>Start Time:</th>
<th>Finish Time:</th>
</tr>
</thead>
</table>

1) How often must, as a minimum, security drills be conducted on board (5 marks)?

2) Give a brief description of drill objective and scenario: (5 marks)

3) Describe your role (position and function) in the drill: Did you use any security equipment (what kind of equipment)? (5 marks)

4) Evaluation - What did you learn? (5 marks)

Master*/Assessor: Date and place: Ships stamp

*If the Master is the candidate another Senior Officer must be responsible that the onboard training has been done according course procedure.
4.2 Exercise 2

Regular security inspections of the ship involve:

- controlling access to the ship and to restricted areas on board
- monitoring of deck areas and areas surrounding the ship
- inspection of cargo and ship’s stores

- Describe your security duties and responsibilities on board.
- Choose one of the following assignments;
  - Access control
  - Security patrols
  - Handling of ship’s stores

Fill in the exercise form (exercise 2) and answer the questions
Ask the Ship Security Officer if you need any information or assistance on the subject
4.2.1 Exercise 2 – Security duties and responsibilities (total 20 marks)

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<th>Ship Name:</th>
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<th>Assignment type:</th>
</tr>
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</table>

Comments:

1) Describe your security duties and responsibilities at security level 1: (10 marks)

2) What kind of additional security measures must be applied at security level 2? (10 marks)

Master*/Assessor: Date and place: Ships stamp

*If the Master is the candidate another Senior Officer must be responsible that the onboard training has been done according course procedure.
Appendix 1

Photo requirements

The photo must be suited to identify you and meet certain layout and quality requirements. If the photo enclosed does not meet all the requirements no certificate will be issued and you will be asked to submit a new photo.

- Approved photos must show the whole head (the face must take up 70-80 per cent of the photo) and the top of your shoulders.
- Eyes must be open and clearly visible with no hair across the eyes.
- Wearing glasses is permitted. The lenses must not be tinted, the frame must not cover parts of your eyes and there must be no reflection in the lenses.
- Religious headgear is permitted on the condition that all details of the face are clearly visible. Chin, forehead and both cheeks must be clearly visible. The headgear must not cast a shadow on the face.
- Photo must be taken directly from the front, against a light single-coloured background
- Photo must be maximum six months old, and a true likeness of the applicant

Technical requirements

- The picture must be a .jpeg file (named with d.o.b. dd.mm.yyyy, last name, first name) minimum 300 x 400 pixels, or printed (35 x 45 mm) on high-quality photo paper at a high resolution
- in sharp focus, clear and with good contrast
- black and white or in colour

Sample picture
5 Document status

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<th>Author</th>
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6 Changes in the document

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<td>Para 1.9</td>
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<td>New Ocean TG course template. Split procedure and workbook, changed version numbering</td>
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