

Ship Security Officer Workbook

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1. Information

Please read the following notes carefully before carrying out the assignments.

The assignments have been written on the assumption that you have appropriate seagoing experience. You may find that some questions do not apply directly to the type of ship or setting that you are familiar with, however you must attempt to answer these. Use the learning from all course modules, recommended industry publications, the Company SMS and advice from fellow officers onboard to present your answers. All questions must be attempted as incomplete portfolios will be returned unassessed.

Health, Safety and Protocol

The assignments in this workbook should only be carried out with the knowledge and approval of the ship's Master and Safety Officer.

UNDER NO CIRCUMSTANCES should you put yourself in any danger while carrying out the suggested activities; ensure you follow safety procedures at all times.

2. Assessment Guidelines

Learning Outcomes of the Course

On successful completion of the course you will:

1. understand the importance of ship security and the roles and responsibilities of organisations and individuals involved in it.
2. know how to assess security risk, threat and vulnerability to the ship, its personnel, cargo and operations.
3. understands the capabilities and limitations of security methods, equipment and systems.
4. know how to implement a ship security plan and related regulatory requirements.
5. know how to determine the effectiveness of current security arrangements, procedures and equipment.
6. understand how to promote security awareness and vigilance onboard ship.

There are five modules in this course mapped to the learning objectives, as follows:

	LEARNING OUTCOMES ASSESSED
Module 1 INTRODUCTION	1 & 2
Module 2 SECURITY - ORGANISATION & RESPONSIBILITES	1 & 2
Module 3 SECURITY ON BOARD – PLANNING & MANAGEMENT	3 & 4
Module 4 SECURITY ON BOARD – ROUTINE DEFENCES	3 & 6
Module 5 EMERGENCIES	5 & 6

Assessment

On this course, you are assessed in two ways:

Assessment	Delivery	Learning Outcomes Assessed	Min Pass mark
1. Final Test	Closed questions - onscreen	1-6	75%
2. Module Assignments	Open questions – completed offline	1-6	Grade A

- You must achieve at least 75% in the final test and Grade A or higher in all module assignments. If you do not achieve this result in any one element, you will be required to review the course material and re-attempt that element. Note that a re-assessment fee may be payable.
- All onscreen tests are automatically marked and the result displayed onscreen. You will be required to print your final test result immediately after you complete it. The course documentation checklist refers.

- Criteria marking is used to mark all module assignments. The marking scheme used is provided in **Annex A**.
- A grading sheet will be completed by the course assessor when your module assignments are marked. This will be sent to you. Where necessary the course assessor will provide feedback or notes for your attention.

Completing Module Assignments

The following word count is suggested for each of the module assignments of the course.

Module	Question	Suggested Word Count
1	1	75-100
2	1	100-125
	2	50-75
	3	25-50
3	1	75-100
	2	100-125
	3	125-150
4	1	75-100
	2	75-100
5	1	50-75
	2	75-100

Module assignments should be completed electronically (font size 12) or by hand in clear handwriting. Where required or as appropriate, you may provide diagrams or sketches to illustrate your answers. SMS procedures and documents are accepted as scans/attachments. The course assessor reserves the right to reject work that is not presented clearly and legibly.

You are reminded that all onscreen tests and module assignments **must** be completed under 'exam conditions'. This means under the direct supervision of an authenticating person who will attest that your assessments have been completed unaided and solely by you. You are strongly advised to keep a back-up of all your work before sending it to us for Assessment. Anything you quote or paraphrase from a publication or other source must be referenced in your work, by giving the following information:

- Author's name
- Title of Publication
- Year (and day/month if a newspaper article or magazine) published
- Page reference
- Name of Publisher
- Place of Publication

Method of acknowledging other's work

- a) Use "quotation marks" round the actual words you have copied and insert a brief reference in brackets () at the end. The brief reference should contain author's name and publication year only.

- b) Supply the full reference in a list at the end of your answer.
- i. Example
“Crude Oil is any oil occurring naturally in the earth whether or not treated to render it suitable for transportation and includes:...” (SOLAS 1997 p148)

and then, at the end of the answer, supply the full reference thus:

SOLAS, Consolidated Edition 1997, Ch II-2 Para 28, International Maritime Organization, London.

If you need assistance or clarification on the contents of this workbook, do not hesitate to contact us at courses@oceantg.com

ANNEX A - GRADE CRITERIA FOR MODULE ASSIGNMENTS

Notes

- Percentage marks shown under each grade are for guidance only. The assessor will only issue a grade for each module assignment.
- All module assignments must achieve a pass grade for a course certificate to be issued.

MARKING CRITERIA:	GRADE CRITERIA				
	Grade D Refer (0-24%)	Grade C Refer (25-49%)	Grade B Refer (50-74%)	Grade A Pass (75-85%)	Grade A+ Pass (86-100%)
Submitted answer fully addresses the assignment question	Poor, significant missing or inaccurate information	Unsatisfactory, mostly inaccurate or missing information	Satisfactory, planning and structure but key elements missing or inaccurate	Good, any errors or omissions are within acceptable limits	Excellent, all key criteria included with no factual errors
Comprehensive knowledge of relevant taught material has been demonstrated	Poor, core modules information missing or superficial coverage	Unsatisfactory, superficial, inaccurate or weak description of taught content	Mainly satisfactory, but some elements of relevant content missing	Good description of relevant content appropriate to question. Some use of additional information sources used	Excellent description of relevant content appropriate to question. Additional information sources used to good effect
Knowledge of industry best practice, Codes and/or Regulations has been demonstrated where applicable	Token attempt. Poor, missing or inaccurate information	Incorrect or limited application of Codes or regulations used. Little use of best practice applied to question	Answer is satisfactory with some limited use of Codes, regulations or best practice in answering the question	Good knowledge of relevant industry best practice, Codes and/or Regulations demonstrated	Thorough knowledge of relevant industry best practice, Codes and/or Regulations fully demonstrated
Work shows evidence of further reading beyond the taught content	Poor, little or none is evident	Some evidence shown	Satisfactory in some respects, but limited in scope	Good use of further reading shown in answer	Excellent, consistent evidence of further reading has been used
Word count for each question has been complied with	Little attempt made to meet word count limits	Word count limits not met for majority of modules	Word count limits have been met for majority of modules	Word count limits met	Word count limits met

3. Ship Security Officer Assignments

MODULE 1 Assignment: Ship vulnerability

1. Describe the circumstances or factors which might make the types of ship in your fleet especially vulnerable to or tempting targets for attacks.

MODULE 2 Assignment: Context and the role of the SSO

1. If you are taking up the position of SSO on a ship you are not familiar with, what characteristics of the ship and crew would you need to know to enable you to manage security on board effectively?
2. Explain where and from whom you would obtain advice about the particular security threat in any one location and indicate where you would be able to find out your Flag State's requirements with regard to security.
3. Produce a flowchart showing typical communications between a PFSO, CSOs and ships in the fleet. A basic diagram showing the inter-relationship between the SSO, CSO, and PFSO will suffice for a Pass.

MODULE 3 Assignment: Security Management on Board

1. List the plans, procedures and documentation which the ISPS Code requires on board ship.
2. State the duration of validity of the International Ship Security Certificate and arrangements for intermediate verification.
3. State the ISPS definition of the 3 levels of security and describe the measures that would be taken at each level.

MODULE 4: Routine Defences

1. Describe routine defensive measures necessary to control access to the ship and access within the ship.
2. Describe the key elements that contribute to effective search procedures on your ship.

MODULE 5: Emergencies

1. If a suspicious package or device is discovered on board (which could be a bomb), list the procedures that should be followed and some of the specific actions which should definitely be avoided.
2. Describe how you or other trained crew members on board should deal with a situation where the behaviour of a crowd is starting to become a problem.

4. Document status

Issue no.	Date	Author
1.1	15.04.2021	ILG
2	9 June 2021	SG

5. Changes in the document

Issue no.	Paragraph no.	Description
1.1	Module 5	Added questions for module 5
2	1	Minor amends to wording
2	2	New Assessment Guidelines with Annex A inserted incorporating some existing information on referencing. Subsequent paragraphs renumbered.