

Security Awareness Workbook

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1. Introduction to Security related training for all seafarers

STCW Requirements

Section A-VI/6

Mandatory minimum requirements for security-related training and instruction for all seafarers

Standard of competence for security-related familiarization training

1. Before being assigned to shipboard duties, all persons employed or engaged on a seagoing ship which is required to comply with the provisions of the ISPS Code, other than passengers, shall receive approved security-related familiarization training, taking account of the guidance given in part B, to be able to:

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

2. Seafarers with designated security duties engaged or employed on a seagoing ship shall, before being assigned such duties, receive security-related familiarization training in their assigned duties and responsibilities, taking into account the guidance given in part B.

3. The security-related familiarization training shall be conducted by the ship security officer or an equally qualified person.

Standard of competence for security-awareness training

4. Seafarers employed or engaged in any capacity on board a ship which is required to comply with the provisions of the ISPS Code on the business of that ship as part of the ship's complement without designated security duties shall, before being assigned to any shipboard duties:

4.1 receive appropriate approved training or instruction in security awareness as set out in table A-VI/6-1:

4.2 be required to provide evidence of having achieved the required standard of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/6-1:

4.2.2.1 by demonstration of competence, in accordance with the methods and the criteria for evaluating competence tabulated in columns 3 and 4 of table A-VI/6-1; and

4.2.2.2 by examination or continuous assessment as part of an approved training programme in the subjects listed in column 2 of table A-VI/6-1.

Security Familiarization

All seafarers must receive Security Familiarisation and instruction before being assigned to shipboard duties.

Security Awareness Training

All seafarers must receive appropriate approved training or instruction in security awareness as set out in STCW table A-VI/6-1.

Learning objectives

The objective is to provide competence and enhance the knowledge of maritime security to all seafarers in accordance with STCW Convention Section A-VI/6 and the ISPS Code part A 12.2.7 (ensuring that adequate training has been provided to shipboard personnel, as appropriate) and IMO model course 3.27 “Security Awareness Training for all Seafarers”.

We 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.

Relevant legislation and references

The STCW Convention Regulation VI/6, Section A-VI/6 and B-VI/6, SOLAS, ISPS Code, MSC/Circ.623/Rev3, and IMO model course 3.27 “Security Awareness Training for all Seafarers”.

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 ships Ship Security Officer.

Vessel:

Company:

Name:

Rank:

Date signing on:

Familiarization Element	Date	Sign Crew member	Sign Instructor
Introduction Security/ ISPS			
Company's Security Policy			
Security organisation on board			
Security vs. Safety			
Security threats including piracy and armed robbery			
Security awareness			
Key elements in the Ship Security Plan/ ISPS code: - Access to the ship - Restricted areas - Handling of cargo - Delivery of stores - Handling of unaccompanied baggage - Monitoring the security of the ship - Confidential information			
Reporting of security incidents including piracy and armed robbery			
Procedures to follow when recognising a security threat			
Security related emergency and contingency procedures on board			

Security Familiarization Checklist completed

Date:

Signature Crew member Signature Ship Security Officer Signature Master

Questions – Security Awareness theoretical test

The marks 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. Explain the difference between security and safety. **(1 mark)**
2. Explain the abbreviation ISPS Code. **(1 mark)**
3. Explain in your own words the purpose of the ISPS Code. **(2 marks)**
4. What is a Ship Security Officer (SSO)? **(1 mark)**
5. What is a Company Security Officer (CSO)? **(1 mark)**
6. What is the purpose of a Ship Security Plan? **(2 marks)**
7. Who is responsible for training of shipboard personnel in security related duties including anti-piracy and anti-armed-robbery? **(1 mark)**
8. How many security levels are mentioned in the ISPS Code? **(3 marks)**
9. What security level do you have onboard during normal operation? **(2 marks)**
10. Controlling access to the ship is one of the key elements in the ISPS Code and the Ship Security Plan. Your ship is berthed alongside a terminal. What do you consider as normal security measures (min. two things) to prevent persons from accessing the ship? **(4 marks)**
11. What kind of security equipment can be installed on board to control access? **(2 marks)**
12. What kind of security measures (minimum two things) do you think are necessary when transiting areas with pirate activities? **(4 marks)**
13. To whom do you report if you observe security threats such as suspicious items? **(2 marks)**
14. What is a restricted area on board your ship? **(2 marks)**
15. Give 2 examples of techniques used by persons to circumvent security measures. **(4 marks)**
16. Which security measures are implemented onboard to prevent that a person bring weapons, explosives, or any substances and compound that pose a hazard to personnel, ship, and facilities onboard your ship. What is the most likely type of weapon you can expect to find? **(2 marks)**

17. It is important to recognize persons with suspicious behaviour, give at least three examples of suspicious behaviour that you must report to the ships Ship Security Officer and/or Master. **(2 marks)**

3. Appendix 1

Photo requirements

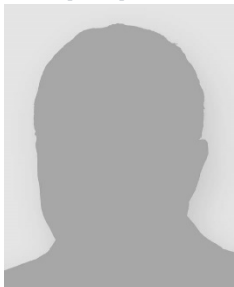
The photo must be suited to identify you and meet certain layout and quality requirements. **If the photo enclosed does not meet all the requirements no certificate will be issued and you will be asked to submit a new photo.**

- 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



4. Document status

Issue no.	Date	Author
1887 A	20.04.2012	AB
1887 A1	27.01.2014	AB
1887 A2	20.11.2014	AB
1887 A3	18.08.2018	AB
1887 4.0	25.11.2020	IG

5. Changes in the document

Issue no.	Paragraph no.	Description
A1	1.7, 1.9 and 1.10	Updated procedure
A2	1.9	Removed "CBT Login ID", added "Ships flag"
A3	1.7 5	Updated text Updated evaluation form
4.0		New Ocean TG course template. Split procedure and workbook, changed version numbering