

# Ship Security Officer Workbook

Date: 29/05/2024

Powered by



## Contents

<b>1. Introduction to the ISPS code</b>	<b>3</b>
Background	3
Special requirements for ships under UK flag	3
Special requirements for ships under Australian flag	4
Learning objectives	4
Relevant legislations and references	4
<b>2. Questions</b>	<b>5</b>
<b>3. Responsibilities of a Ship Security Officer</b>	<b>7</b>
Responsibilities of a Ship Security Officer	7
<b>4. Threat Scenarios</b>	<b>8</b>
Different threat scenarios	8
Exercise # 1	8
<b>5. How to use the Declaration of Security (DoS)</b>	<b>10</b>
Declaration of Security (DoS)	10
Exercise # 2	10
<b>6. Drills and Training</b>	<b>12</b>
Drills and Training	12
Ship Security Officers role in drills and training	12
Exercise # 3	13
<b>7. Physical searches and non intrusive inspections</b>	<b>15</b>
Exercise # 4	15
<b>8. Piracy and armed robbery</b>	<b>17</b>
Exercise # 5	17
<b>Security Familiarization – Guide for the Ship Security Officer</b>	<b>19</b>
STCW Requirements	19
Security Familiarization	19
Security Familiarization Checklist	20
<b>9. Appendix 1</b>	<b>21</b>
<b>10. Document status</b>	<b>22</b>
<b>11. Changes in the document</b>	<b>22</b>

# 1. Introduction to the ISPS code

## Background

STCW Section A-VI/5, SOLAS XI-2 Section A/12 states that a Ship Security Officer shall be designated on each ship 500 gross tonnage and upwards engaged on international voyages, including high-speed crafts and Mobile Offshore Drilling Units.

ISPS Code Part B/13 states that a Ship Security Officer should have knowledge of, and receives training, in some or all of the following, as appropriate:

- security administration;
- relevant international conventions, codes and recommendations;
- relevant Government legislation and regulations;
- responsibilities and functions of other security organisations;
- methodology of ship security assessment;
- methods of ship security surveys and inspections;
- ship and port operations and conditions;
- ship and port facility security measures;
- emergency preparedness and response and contingency planning;
- instruction techniques for security training and education, including security measures and procedures;
- handling sensitive security related information and security related communications;
- knowledge of current security threats and patterns;
- recognition and detection of weapons, dangerous substances and devices;
- recognition, on a non discriminatory basis, of characteristics and behavioural patterns of persons who are likely to threaten security;
- techniques used to circumvent security measures;
- security equipment and systems and their operational limitations;
- methods of conducting audits, inspection, control and monitoring;
- methods of physical searches and non-intrusive inspections;
- security drills and exercises, including drills and exercises with port facilities;
- assessment of security drills and exercises.
- the layout of the ship;
- the ship security plan and related procedures (including scenario-based training on how to respond);
- crowd management and control techniques;
- operations of security equipment and systems; and
- testing, calibration and whilst at sea maintenance of security equipment and systems.

## Special requirements for ships under UK flag

The current UK maritime security regime was initially established under the Aviation and Maritime Security Act of 1990.

Government powers were extended under the Merchant Shipping and Maritime Security Act of 1997.

The two Firearms (Amendment) Acts of 1997 forbade the carriage of firearms on UK-flagged vessels. Emergency signalling equipment is not affected by this legislation.

The Ship and Port Facility (Security) Regulations 2004 (Statutory Instrument No. 1495/2004) was a supplement to the European Community (EC) Regulation No 765/2004 of 29th April 2004, the principal prevailing European legislation on ship and port facility security. That legislation provides for the harmonized implementation of the international maritime security regime agreed by the IMO. While the European regulation is fully applicable in the UK, the Statutory Instrument enabled certain provisions to become fully effective under UK legislation.

The above regulation was amended in 2005 under the Ship and Port Facility (Security Amendment) Regulations of 2005 (Statutory Instrument No. 1434/2005), which took account of the introduction of the ISPS Code and the amendment of chapter XI-2 of SOLAS 1974 in 2004.

Participants in this course sailing on UK-flagged vessels should be aware of the applicable legislation as indicated above.

The UK has not delegated responsibility for security and has not approved any RSOs.

Also all candidates who require a MCA approved certificate should also be aware that photo evidence must be produced of the physical searches and non intrusive inspections exercise (exercise 4 Section 8). This is a specific requirement by the Maritime and Coastguard Agency (MCA) for the approval requirements of this course

### Special requirements for ships under Australian flag

Australian legislation was enacted in 2003 to bring into Australian law the requirements of the 2002 SOLAS amendments and the ISPS Code parts A & B.

The legislation under the Maritime Transport Security Regulations is regulated under the Department of Transport & Regional Services (DOTARS), who issues the International Ship Security Certificate.

The designated Ship Security Officer (SSO) on an Australian ship must be the holder of a SSO endorsement issued by the Australian Maritime Safety Authority (AMSA); this is required under Marine Orders Part 3, Section H.

### Learning objectives

Those who successfully complete this training package will be able to undertake the duties of the Ship Security Officer, as defined in the ISPS Code's part A/12.2 and B/13.1 and 13.2

### Relevant legislations and references

STCW Section A-VI/5, SOLAS, ISPS Code and IMO Model Course 3.19.

MSC/Circ.622/Rev.1 – Recommendations to Governments for preventing and suppressing piracy and armed robbery against ships, MSC/Circ.623/Rev.3 – Guidance to ship-owners and ship operators, shipmasters and crews on preventing and suppressing acts of piracy and armed robbery against ships and Industry Best Management Practices.

For further details, please contact us.

## 2. Questions

The marks (score) for each question are shown in brackets after each question. A total score of 75% is required from the assessment in chapter 2, 4, 5, 6, 7 and 8. **Note!! All answers must be answered on a separate sheet.**

- 1) Why is it important to use the Ship Security Assessment Questionnaire? **(3 marks/score)**
- 2) What are the main duties and responsibilities of the SSO? **(10 marks/score)**
- 3) List at least two (2) appropriate protective safeguards against stowaways in port relevant for normal security level (1). **(6 marks/score)**
- 4) When identifying appropriate security strategies to counter the main threats to your ship, what is your primary objective? **(3 marks/score)**
- 5) When planning protective/preventive measures for your ship in port, which external organization is most likely to be able to provide assistance? **(3 marks/score)**
- 6) What is the purpose of a Ship Security Plan (SSP)? **(3 marks/score)**
- 7) Who is responsible for day to day implementation of the Ship Security Plan? **(3 marks/score)**
- 8) Which 3 operational situation should the Ship Security Plan emphasize? **(3 marks/score)**
- 9) Which security level reflects normal threat conditions? **(3 marks/score)**
- 10) Which document addresses security responsibilities and procedures between a ship and a port non SOLAS ship? **(3 marks/score)**
- 11) Why is knowledge of the ship layout essential to the SSO? **(3 marks/score)**
- 12) What are the four (4) main elements in the risk assessment process? **(12 marks/score)**
- 13) What does the ISPS code say about restricted areas? **(3 marks/score)**
- 14) Define the term "Risk Assessment" **(3 marks/score)**
- 15) How can you obtain the latest updates about current threats to maritime security and techniques used to circumvent ship security measures? **(6 marks/score)**
- 16) What is the routine for review and modification of the Ship Security Plan? **(3 marks/score)**
- 17) How do you report security incidents and breaches of security? **(3 marks/score)**
- 18) Explain the requirements for auditing the Ship Security Plan, internal and external. **(3 marks/score)**

- 19) Why is it important for the Ship Security Officer to have knowledge of crowd management and control techniques? **(12 marks/score)**
- Mention some typical reactions to passengers/crew in a critical situation.
  - Describe how you will act and keep control.
- 20) What does your Ship Security Plan say about physical searches of persons, and what is a non-intrusive search/inspection? **(9 marks/score)**
- 21) How should you behave if you and the rest of the crew are held as hostages? **(6 marks/score)**
- 22) Describe how the threat of a piracy attack/ armed robbery affects the daily operation of a ship. **(9 marks/score)**

## 3. Responsibilities of a Ship Security Officer

### Responsibilities of a Ship Security Officer

The Responsibilities of a Ship Security Officer are:

1. Undertaking regular security inspections of the ship to ensure that appropriate security measures are maintained – These inspections to be done as stated in the Ship Security Plan
2. Maintaining and supervising the implementation of the ship security plan, including any amendments to the plan – To be done in cooperation with the Company Security Officer
3. Coordinating the security aspects of the handling of cargo and ship's stores with other shipboard personnel and with the relevant port facility security officers – As per the Ship Security Plan
4. Proposing modifications to the ship security plan – Proposals to be sent to the Company Security Officer
5. Reporting to the Company Security Officer any deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance and implementing any corrective actions – Any deficiencies found to be reported to the Company Security Officer.
6. Enhancing security awareness and vigilance on board – An ongoing process include training, drills and education of all crew.
7. Ensuring that adequate training has been provided to shipboard personnel, as appropriate – Includes planning, executing and evaluation of drills as per the Ship Security Plan
8. Reporting all security incidents – Reports to be made to the Company Security Officer
9. Coordinating implementation of the ship security plan with the company security officer and the relevant port facility security officer – Includes close cooperation with both Company Security Officer and Port Facility Security Officer.
10. Ensuring that security equipment is properly operated, tested, calibrated and maintained, if any – All security equipment onboard has to be tested, calibrated and maintained as per the Ship Security Plan.

## 4. Threat Scenarios

### Different threat scenarios

When doing a Ship Security Assessment, all possible threats must be taken into account. The ISPS code lists nine possible threats in part B/8.9.

When thinking of *all possible threats* you should also think of who is posing the threats, i.e. the reason why anyone wants to threaten your vessel, some examples might be:

**Political** – (Hostile Foreign Governments, Territorial, Separatist, Ethnic)

**Economic** – (Criminal)

**Ideological** – (Groups supporting Trade Protection, Animal Rights or Environmental Issues)

**Personal** – (Revenge, ex-employees etc)

**Psychological** – (Mentally disturbed, psychopathic)

**Religious** – (Extremist Religious Ideology)

The threats you have to take into account are dependent on your vessel and your trading pattern. For example, a cruise liner is more vulnerable for a terrorist attack than a bulk carrier. A vessel trading in the North Sea is less vulnerable for pirates than a vessel trading in Singapore Straits.

One of the aims with the Ship Security Plans is to take measures against all these threats to prevent security incidents.

### Exercise # 1

#### Plan an attack and protective measure

- Read the ISPS code part B/8.9
- Choose one of the 9 listed threats
- Imagine that you are a leader of a terrorist or criminal group and want to attack your vessel. Based on the threat you choose, make up a plan on an attack on your vessel.
- If you have a Ship Security plan onboard, try to find out if using your plan could have prevented your imagined attack. If you do not have a Ship Security Plan, use the ISPS code, B/8.9 and find what protective measures you could have taken to prevent your pretended attack.
- Fill in the exercise forms.
- After completion of this exercise, have the Master or Assessor to review the exercise and sign it.

**Exercise number 1 (20 marks/score in total)**

Name:	Date:	
What type of threat did you use for your imagined attack?		
Describe your imagined attack. <b>(10 marks/score)</b>		
What protective measures could have stopped your imagined attack? <b>(10 marks/score)</b>		
Master:	Date and place:	Ships stamp

## 5. How to use the Declaration of Security (DoS)

### Declaration of Security (DoS)

The Declaration of Security is a checklist, to be checked by the Ship Security Officer in cooperation with the local Port Facility Security Officer. The Declaration of Security does indicate whether a Ship and a Port Facility are operating at the same Security Level and requires procedures for dealing with any inconsistency. The Declaration of Security does not have to be completed at every port facility, but it must be completed during the following circumstances:

- When the port facility deems it necessary
- When a flag state deems it necessary
- When indicated in the Ship Security Plan
- When the vessel and port facility are operating at different security levels

The main purpose of DoS is to ensure that an agreement is reached between the ship and the port facility or with other ships with which it interfaces as to which respective security measures each will undertake in accordance with the provisions of their respective approved security plans.

The agreed DoS should be signed and dated by both the port facility and the ship(s), as applicable, to indicate compliance with chapter XI-2 and part A of the ISPS Code and should include its duration, the relevant security level or levels and the contact points.

### Exercise # 2

#### Complete a Declaration of Security (DoS)

- Find the Port Facility Security Officer in your next port.
- Complete a Declaration of Security together with the Port Facility Security Officer. Use the DoS from your Ship Security Plan, if not, use the form on the next page.
- After completion of this exercise, have the Master or assessor to review the exercise and sign it.

**Exercise number 2**

**Sample Declaration of Security (10 marks/score in total)**

\_\_\_\_\_  
(Name of Ship)

\_\_\_\_\_  
(Name of Waterfront facility)

This *Declaration of Security* is valid from \_\_\_\_\_ until \_\_\_\_\_, for the following ship/waterfront facility interface activities under Security Level \_\_\_:

The ship and waterfront facility agree to the following security responsibilities.

(Initial, or circle responsible party)

Activity	Ship	Facility
Communications established between the ship and waterfront facility:	_____	_____
Means of raising alarm agreed between ship and waterfront facility.	_____	_____
Ship/waterfront facilities report/communicate any noted security non-conformities and notify appropriate government agencies.	_____	_____
Port specific security information passed to ship and notification procedures established (Specifically who contacts local and national authorities, response centres, and coast guard).	_____	_____
Responsibility for checking identification and screening of: Passengers, crew, hand carried items, and luggage. Ship's stores, cargo, and vehicles.	Ship	/ Facility
Responsibility for searching the berth/pier directly surrounding the ship.	Ship Ship	/ Facility / Facility
Responsibility for monitoring and/or performing security of water surrounding the ship.	Ship	/ Facility
Verification of increased threat level and implementation of additional protective measures.	_____	_____
Establish protocol to coordinate response between Ship/Waterfront facility to acts that threaten either the Ship and/or Waterfront facility	_____	_____

The signatories to this agreement certify that security arrangements for both the ship and the waterfront facility during the specified ship/waterfront facility interface activities are in place and maintained.

Date of issue.....

\_\_\_\_\_  
(Signature of Master or *Ship Security Officer*)

\_\_\_\_\_  
(Signature of Facility Security Officer or authorized designee)

\_\_\_\_\_  
Name and Title, Ship Security Officer

\_\_\_\_\_  
Name and Title, Facility Security Officer

Contact information  
Ship IMO number:

Contact information  
Mailing address:

## 6. Drills and Training

### Drills and Training

To ensure the effective implementation of the provisions of the ship security plan, drills should be conducted at least once every three months. In addition, in cases where more than 25 percent of the ship's personnel have been changed, at any one time, with personnel that have not previously participated in any drill on that ship, within the last 3 months, a drill should be conducted within one week of the change.

In addition, a joint exercise is to be carried out at intervals not exceeding 18 months. Such a joint exercise may include port facility security officer, relevant authorities of Contracting Governments, Company Security Officers and Ship Security Officers. These exercises should test communication, co-ordination, resource availability and response.

These exercises may be:

- a) full-scale or live;
- b) table-top simulation or seminar; or
- c) combined with other exercises held, such as emergency response.

### Ship Security Officers role in drills and training

The Ship Security Officer is responsible for ensuring that adequate training has been provided to shipboard personnel, as appropriate:

Shipboard personnel having specific security duties should have sufficient knowledge and ability to perform their assigned duties, including, as appropriate:

1. knowledge of current security threats and patterns;
2. recognition and detection of weapons, dangerous substances and devices;
3. recognition of characteristics and behavioural patterns of persons who are likely to threaten security;
4. techniques used to circumvent security measures;
5. crowd management and control techniques;
6. security related communications;
7. knowledge of the emergency procedures and contingency plans;
8. operations of security equipment and systems;
9. testing, calibration and whilst at sea maintenance of security equipment and systems,
10. inspection, control, and monitoring techniques; and
11. methods of physical searches of persons, personal effects, baggage, cargo, and ship's stores.

All other shipboard personnel should have sufficient knowledge of and be familiar with relevant provisions of the SSP, including:

1. the meaning and the consequential requirements of the different security levels;
2. knowledge of the emergency procedures and contingency plans;
3. recognition and detection of weapons, dangerous substances and devices;
4. recognition, on a non discriminatory basis, of characteristics and behavioural patterns of persons who are likely to threaten security
5. techniques used to circumvent security measures.

The Ship Security Officer must plan, execute, evaluate and record all drills and training. Drills have to be conducted at least once every three months or when more than 25 % of the crew has not participated in a drill. It is the Ship Security Officer who should initiate the drill. The type of drills and trainings to be performed depends on the Ship Security Plan. It is the Ship Security Officers responsibility to make sure that everyone onboard receives sufficient training to fulfil his or her security duties. It is up to the Ship Security Officer in cooperation with the Company Security officer to decide what type of training that is most suitable for each topic. Some examples of training are:

- Computer Based Training
- Lectures
- Table top exercises
- Full scale exercises, i.e. search drills

## Exercise # 3

### Plan, execute and evaluate a security drill

- Chose what type of security drill you want to conduct
- Plan the drill
- Execute the drill
- Evaluate the drill
- Fill out the drill form; you can use your own drill form if you have it onboard.
- After completion of this exercise, have the Master or assessor to review the exercise and sign it.

**Exercise number 3**

Sample Drill Plan (25 marks/score in total)

Ship Name:	Date:	Start Time: Finish Time:
Drill Objective:		
Scenario Description: (5 mark/score)	Required Equipment: (5 mark/score)	
Scenario Roles: (5 mark/score)	Personnel assigned to each role: (5 mark/score)	
Debriefing Notes: What went well/not so well (5 mark/score)		
Master:	Date and place:	Ships stamp

## 7. Physical searches and non intrusive inspections

The ISPS code part B/8.9 states that at security level 1, all those seeking to board a ship should be liable to search. The frequency of such searches, including random searches, should be specified in the approved SSP and should be specifically approved by the Administration. Such searches may best be undertaken by the port facility in close co-operation with the ship and in close proximity to it. Unless there are clear security grounds for doing so, members of the ship's personnel should not be required to search their colleagues or their personal effects. Any such search shall be undertaken in a manner which fully takes into account the human rights of the individual and preserves their basic human dignity.

As the SSO onboard your ship you should be able to conduct physical and non-intrusive searches of persons, personal effects, baggage, cargo and ships stores. The SSO must also be able to train and guide other personnel in this important task.

### Exercise # 4

#### Plan, execute and evaluate a gangway/access security control

- Plan the drill
- Execute the drill
- Evaluate the drill
- Fill out the drill form; you can use your own drill form if you have it onboard.
- After completion of this exercise, have the Master to review the exercise and sign it.

Items which must be covered in the drill:

- Identity control and sign in procedure
- Physical searches of persons seeking to board your ship.
- Baggage control
- Metal detection (if available)

Items to consider:

- Location
- Designated area for searches
- Work in teams
- Protective clothing
- Request permission for a personal search
- Comply with the ISPS code and the current Security level
- Equipment

NOTE: Candidates who are on board UK flagged ships must provide photo evidence of this exercise (exercise 4). This is a specific requirement by the **Maritime and Coastguard Agency (MCA)**

**Exercise number 4**

Sample Drill Plan (25 marks/score in total)

Ship Name:	Date:	Start Time: Finish Time:
Drill Objective: Gangway security/access control		
Scenario Description: (5 mark/score)	Required Equipment: (5 mark/score)	
Scenario Roles: (5 mark/score)	Personnel assigned to each role: (5 mark/score)	
Describe the drill in detail and explain how it was executed. What went well/not so well (5 mark/score)		
Master:	Date and place:	Ships stamp

## 8. Piracy and armed robbery

### Background

Maritime piracy has plagued our seaways since trade began. Today this crime has once again unleashed itself on the maritime industry putting seafarers lives at risk. Waters around Somalia and Nigeria are of extreme risk, while the Asian waters still remain an area of concern.

Seafarers continue to be on the receiving end of this crime, which is also of great concern to the owner and operator as it endangers their greatest asset – the crew and vessel.

### Learning objective

The learning objective of this exercise is to adequately prepare the candidate in the event of piracy by describing the required actions and increasing his/her awareness of the associated risks. After completion of the exercise the seafarer should know how to prevent piracy or armed robbery, behave during a piracy attack or armed robbery and how to react to a successful piracy attack.

### References

STCW Convention Section A-VI/5, table A-VI/5.

MSC/Circ.622/Rev.1 – Recommendations to Governments for preventing and suppressing piracy and armed robbery against ships, MSC/Circ.623/Rev.3 – Guidance to ship-owners and ship operators, shipmasters and crews on preventing and suppressing acts of piracy and armed robbery against ships and Industry Best Management Practices.

## Exercise # 5

### **Prepare the vessel and its crew to prevent piracy attacks or armed robbery during a transit through such a high risk area**

Your ship is about to enter a high risk area where the piracy threat is imminent.

Describe how you will prepare the vessel and its crew to prevent piracy attacks or armed robbery during a transit through such a high risk area.

- Use the Ship Security Plan (SSP)
- Fill in the exercise form.

After completion of this exercise, let the Master or assessor review the exercise and sign it.



## Security Familiarization – Guide for the Ship Security Officer

This section is not a mandatory part of this SSO course, but it contains a guide for the Ship Security Officer regarding security familiarization/ instruction for all seafarers. The security familiarization checklist in paragraph 11.3 is developed by Seagull Maritime and shall be used for all candidates who intend to follow the course structure in Seagull Maritime's Security On Board Training System.

### 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.

### Security Familiarization

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

The Ship Security Officer shall 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 shall 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.

## 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 SSO
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

## 9. Appendix 1

### Photo requirements

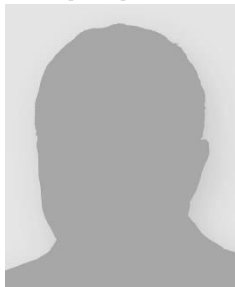
The photo must be suited to identify you and meet certain layout and quality requirements. **If the photo enclosed does not meet all the requirements no certificate will be issued and you will be asked to submit a new photo.**

- 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



## 10. Document status

Issue no.	Date	Author
1646 -P	11.06.03	EF
1646 -A	27.06.03	EF
1646-A1	25.11.03	EF
1646-A2	05.10.2004	EF
1646-A3	20.12.2005	EF
1646 A4	26.02.2007	EF
1646 A5	01.01.2008	EF
1646 A6	20.04.2009	MB
1646 A7	27.10.2009	MB/EF
1646 A8	04.08.2010	MB
1646 B1	06.12.2010	AB
1646 B2	27.01.2014	AB
1646 C1	06.06.2014	AB
1646 C2	13.10.2014	AB
1646 C3	24.10.2014	AB
1646 C4	05.08.2015	AB
1646 C5	17.08.2018	AB
1646 C5	10.05.2019	IG
1646 4.0	25.11.2020	IG
1646 4,1	29.05.2024	

## 11. Changes in the document

Issue no.	Paragraph no.	Description
A1		Additional point in Para 1.5. Small changes in layout of exercises. Added Para 1.8 – Documentation check list.
A2		Changed text in Para 1.4 page 4. Added text to Para 1.5 page 4.
A3		Added text to Para 1.8 page 6. Added text for UK vessels in Para 2.2 page 7. Added new Para 3 page 9 with 15 new questions. Added marks to questions and exercises, Para 3, 5, 6 and 7.
1646 A4	Para 1.9	Added new paragraph 1.9, Evaluation of on board course.
1646 A5	Para 1.5 – 1.8	Updated with new email and text.
1646 A6	Para 1.3	Added recommendation to complete e-learning #115 first.
	Para 1.5	Added recommended time to be spent.
	Para 1.1	Updated the objectives
	Para 1.2	Added approved seagoing sea service not less than 12 months.
	Para 1.5	Some changes in wording and added on board support
	Para 1.7	Added documentation of 12 months sea service
	Para 1.8	Added documentation of 12 months sea service, some small changes in the “importance note” text.
1646 A7	Para 1.2, 1.5, 1.7 and 2.3	Added text for Australian seafarers
	Para 3	Added six new questions and changed question 3.11
	1.7, 1.8	Changed Competence to Proficiency
	Para 1.7	Added SSO verification check list. Changed text to candidate detail page
	Para 1.8	Added item SSO verification check list. Changed so that the candidate must sign the documentation check list
	Para 1.9	Added page with fixed candidate details and moved evaluation from to Para 8

	Para 1.10	Added page SSO verification check list
	Para 2.5	Added relevant legislations and references
1646 A8	Para 1.2, 1.7, 1.8	Added prerequisite, as a deck or engine officer
	Para 1.9	Added Ship flag state
	Para 3	Updated/changed questions
	Para 8	Added exercise 4
1646 B1		Updated according to new STCW, added 2 questions and exercise 5.
1646 B2	Para 1.7, 1.9, and 1.10	Updated procedure
1646 C1		CBT 156 removed, CBT 246 included
1646 C2	1.2, 1.7, 1.8.	Added "Security Awareness Training for Seafarers with Designated Security Duties" certificate as a pre requisites.
1646 C3		Removed "e-learning Login ID" added "Ships flag"
1646 C4	1.2	Added "or a SSO certificate referring to STCW" in 1.2, minor other adjustments in course procedure.
1646 C5	1.7 10	Updated text Updated evaluation form
1646 C5	1.2 1.8	Removed pre requisite: be a holder of a "Security Awareness Training for Seafarers with Designated Security Duties" certificate or a SSO certificate referring to STCW. Added "Security familiarization check list completed and signed by SSO" to documentation check list. Replaced "CBT" by "e-learning"
1646 4.0		New Ocean TG course template. Split procedure and workbook, changed version numbering
1646 4.1		Changed chapter referencess: 3, 5, 6, 7, 8 and 9 -> 2, 4, 5, 6, 7 and 8