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GUIDELINES ON SECURITY-RELATED TRAINING AND FAMILIARIZATION FOR PORT FACILITY PERSONNEL

1 The Maritime Safety Committee, at its eighty-seventh session (12 to 21 May 2010), having considered the need to enhance maritime security and encourage consistent and harmonized implementation of SOLAS chapter XI-2 and the ISPS Code and the related provisions of the ILO/IMO Code of practice on security in ports and the IMDG Code, approved Guidelines on security-related training and familiarization training for port facility personnel, set out in the annex.

2 The Committee, when developing the Guidelines, took into consideration MSC.1/Circ.1188 on Guidelines on training and certification for port facility security officers.

3 The Committee agreed that the sole purpose of the Guidelines was to assist SOLAS Contracting Governments and Designated Authorities in the implementation of the relevant provisions of:

- .1 ISPS Code, sections A/18.1 and A/18.2, and paragraphs B/18.2 and B/18.3;
- .2 ILO/IMO Code of practice on security in ports, chapter 10; and
- .3 IMDG Code, section 1.4.1.

4 SOLAS Contracting Governments are invited to bring the annexed Guidelines to the attention of all parties concerned with the matter addressed therein.

5 The Committee invited SOLAS Contracting Governments, international organizations and non-governmental organizations with consultative status which encounter difficulties with the implementation of the Guidelines to bring, at the earliest opportunity, the matter to the attention of the Committee for consideration of the issues involved and decision on the action to be taken.

ANNEX

GUIDELINES ON SECURITY-RELATED TRAINING AND FAMILIARIZATION FOR PORT FACILITY PERSONNEL

1 APPLICATION

1.1 The present Guidelines apply to personnel, other than port facility security officers and persons appointed to act on behalf of the port facility security officer, employed in a port facility which is required to comply with the provisions of SOLAS chapter XI-2 and the ISPS Code, and who should have received training in accordance with section A/18.1 of the ISPS Code, Guidelines on training and certification for port facility security officers (MSC.1/Circ.1188) and paragraph 1.4.1.4 of the IMDG Code.

1.2 The term "port facility personnel" means any persons employed or engaged in a port facility having specific security-related duties and all other port facility personnel working in the port facility identified in the approved port facility security plan as requiring training or instruction and familiarization training.

2 GENERAL PRINCIPLES

2.1 Port facility personnel are not security experts and it is not the aim of the provisions of the Guidelines to convert them into security specialists.

2.2 Port facility personnel should receive adequate security-related training or instruction and familiarization training so as to acquire the required knowledge and understanding to perform their assigned duties or perform their jobs and to contribute collectively to the enhancement of maritime security.

2.3 Categories of port facility personnel designated as being with and without security duties should be detailed in the approved port facility security plan.

2.4 Port facility personnel should receive adequate security-related training or instruction at least one time in their career.

2.5 The security-related familiarization training should be conducted by the port facility security officer or by an equally qualified person.

3 TERMINOLOGY

3.1 ISPS Code, section A/16.3.6, states that the port facility security plan shall address the "duties of port facility personnel ... on security aspects". ISPS Code, section A/18.2 and paragraph B/18.2, make reference to "port facility personnel having specific duties" and ISPS Code, paragraph B/18.3, makes reference, in relation to ISPS Code, paragraph B/18.2, to "all other port facility personnel".

3.2 ILO/IMO Code of practice on security in ports, paragraph 10.1, states that "appropriate training of personnel working in the port should maximize personal awareness and ... additional or special training may be required for people in particular roles".

3.3 IMDG Code, paragraph 1.4.1.3, states that "port facility personnel engaged in the transport of dangerous goods should be aware of the security requirements for such goods, in addition to those specified in the ISPS Code, and commensurate with their responsibilities".

Moreover, IMDG Code, paragraph 1.4.1.4, states, *inter alia*, that "the training of port facility personnel having specific duties, engaged in the transport of dangerous goods, should also include elements of security awareness related to those goods".

3.4 As a result these Guidelines use the following expressions:

- .1 port facility personnel "with designated security duties" to denote those having specific security duties and responsibilities in accordance with the approved port facility security plan; and
- .2 port facility personnel "without designated security duties" is used to denote all other port facility personnel.

4 PORT FACILITY PERSONNEL WITHOUT DESIGNATED SECURITY DUTIES

4.1 Basic training or instruction in security awareness

4.1.1 Port facility personnel without designated security duties should be able to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of table 1.

4.1.2 The level of knowledge of the subjects listed in column 2 of table 1 should be sufficient to enable the person to collectively contribute to the enhancement of maritime security.

4.1.3 Persons who have satisfactorily completed approved security awareness training based on the knowledge, understanding and proficiency (KUP) set out in table 1, should be considered to have met the requirements. Those completing such training should be provided with documentary evidence to this effect to the satisfaction of the relevant SOLAS Contracting Government or Designated Authority.

4.2 Security-related familiarization training

4.2.1 Before being assigned to their duties, port facility personnel without designated security duties should receive security-related familiarization training sufficient to enable them to:

- .1 report a security incident;
- .2 know the procedures to follow when they recognize a security threat also in relation to dangerous goods in the meaning of the IMDG Code, as applicable; and
- .3 take part in security-related emergency and contingency procedures.

4.3 Standing *vis-à-vis* the requirements of the ISPS Code and the IMDG Code

4.3.1 Port facility personnel without designated security duties complying with the requirements of paragraphs 4.1 and 4.2 should be considered as having met the requirements of ISPS Code, paragraph B/18.3 and IMDG Code, paragraph 1.4.1.5.

5 PORT FACILITY PERSONNEL WITH DESIGNATED SECURITY DUTIES

5.1 Training or instruction in designated security duties

5.1.1 Port facility personnel with designated security duties should be able to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of table 2.

5.1.2 The level of knowledge of the subjects listed in column 2 of table 2 should be sufficient to enable the person to perform their designated security duties.

5.1.3 Persons who have satisfactorily completed an approved training based on the knowledge, understanding and proficiency (KUP) set out in table 2, should be considered to have met the requirements. Those completing such training should be provided with documentary evidence to this effect to the satisfaction of the relevant SOLAS Contracting Government or Designated Authority.

5.2 Security-related familiarization training

5.2.1 Port facility personnel with designated security duties should, before being assigned such duties, receive security-related familiarization training in their assigned duties and responsibilities taking into account the relevant provisions of the port facility security plan.

5.3 Standing *vis-à-vis* the requirements of the ISPS Code and the IMDG Code

5.3.1 Port facility personnel with designated security duties who comply with the requirements of paragraphs 5.1 and 5.2 should be considered as having met the requirements of ISPS Code, section A/18.2 and paragraph B/18.2 as well as IMDG Code, paragraph 1.4.1.4.

6 ALTERNATIVE METHODS FOR DEMONSTRATING COMPETENCY

6.1 SOLAS Contracting Governments or Designated Authorities, as applicable, may allow port facility personnel to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of tables 1 or 2, as the case may be, by:

- .1 evidence of service as port facility personnel without or with designated duties, as the case may be, for a period of at least six months in total during the preceding three years; or
- .2 having performed during the preceding three years security functions considered to be equivalent, as the case may be, to the service required in paragraph 6.1.1; or
- .3 passing an approved test; or
- .4 successfully completing approved training.

TABLE 1

KNOWLEDGE, UNDERSTANDING AND PROFICIENCIES (KUPs) RELEVANT TO SECURITY AWARENESS OF PORT FACILITY PERSONNEL WITHOUT DESIGNATED SECURITY DUTIES

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, Understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence
1. Contribute to the enhancement of maritime security through heightened awareness	<p>Basic working knowledge of maritime security terms and definitions</p> <p>Basic knowledge of international maritime security policy and responsibilities of Government/ Designated Authority, port facility security officer and designated persons</p> <p>Basic knowledge of maritime security levels and their impact on security measures and procedures in the port facility and aboard ships</p> <p>Basic knowledge of security reporting procedures</p> <p>Basic knowledge of security-related contingency plans</p> <p>Basic knowledge of security-related provisions for dangerous goods</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified
2. Recognition of security threats	<p>Basic knowledge enabling recognition of potential security threats</p> <p>Basic knowledge of techniques used to circumvent security measures</p> <p>Basic knowledge enabling recognition of weapons, dangerous substances, dangerous goods, and devices and awareness of the damage they can cause</p> <p>Basic knowledge of procedures for security-related communications</p>	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Maritime security threats are correctly identified
3. Understanding the need for and methods of maintaining security awareness and vigilance	Basic knowledge of training, drill and exercise requirements under relevant conventions and codes	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified

TABLE 2

**KNOWLEDGE, UNDERSTANDING AND PROFICIENCIES (KUPs) RELEVANT TO
PORT FACILITY PERSONNEL WITH DESIGNATED SECURITY DUTIES OTHER
THAN PORT FACILITY SECURITY OFFICERS**

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, Understanding and proficiency	Methods for demonstrating Competence	Criteria for evaluating competence
<p>1. Maintaining the conditions set out in a port facility security plan</p>	<p>Working knowledge of maritime security terms and definitions</p> <p>Knowledge of international maritime security policy and responsibilities of Governments/Designated Authorities, RSOs, port facilities security officer and designated persons</p> <p>Knowledge of maritime security levels and their impact on security measures and procedures in the port facility and aboard ships</p> <p>Knowledge of security reporting procedures</p> <p>Knowledge of procedures for drills and exercises</p> <p>Knowledge of procedures for conducting inspections and surveys and for the control and monitoring of security activities specified in a port facility security plan</p> <p>Knowledge of security-related contingency plans and the procedures for responding to security incidents, including provisions for maintaining critical operations of port facility and ship/port interface</p> <p>Knowledge of procedures for handling security-related information and security-related communications</p> <p>Knowledge of security documentation including the Declaration of Security</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 SOLAS Convention and the ISPS Code</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
2. Recognition of security threats	<p>Knowledge of techniques used to circumvent security measures</p> <p>Knowledge enabling recognition of weapons, dangerous substances, dangerous goods, and devices and awareness of damage they can cause</p> <p>Knowledge of security-related provisions for dangerous goods</p> <p>Knowledge of crowd management and control techniques, where appropriate</p> <p>General knowledge of methods for recognition, on a non-discriminatory basis, of patterns who are likely to threaten security</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 SOLAS Convention, ISPS Code and the relevant provisions of the IMDG Code
3. Inspection, control and monitoring activities	<p>Knowledge of controlling access to the port facility and its restricted areas</p> <p>Knowledge of the techniques for monitoring restricted areas</p> <p>Knowledge of methods for effective monitoring ship/port interface and areas surrounding the port facility</p> <p>Knowledge of inspection methods relating to the cargo and stores</p> <p>Knowledge of the methods for physical searches and non-intrusive inspections</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 SOLAS Convention, ISPS Code and the relevant provisions of the IMDG Code
4. Proper usage of security equipment and systems, if any	<p>General knowledge of various types of security equipment and systems, including their limitations</p> <p>Knowledge of the need for testing, calibrating and maintaining security systems and equipment</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 SOLAS Convention and the ISPS Code</p>