

**Guidelines for the issue of a certificate of proficiency as ship security officer**

**Certificate of Proficiency as Ship Security Officer**

1. Every Ship Security Officer designated as a Ship Security Officer shall hold a Certificate of Proficiency (CoP) as Ship Security Officer (SSO) on/after 1 January 2008 in accordance with the requirement in Section 9 of the Merchant Shipping (Security of Ships and Port Facilities) Rules, Cap. 582A.

**Issue of CoP as SSO**

2. To qualify for the issue of a CoP as SSO, which will be issued as an endorsement to an officer's Hong Kong Certificate of Competency or Hong Kong Licence, whichever applicable, a candidate must:

- (a) have the qualifying seagoing service of not less than 12 months as an officer; and
- (b) has successfully completed a training course for ship security officer approved<sup>1</sup> by the Director of Marine in pursuant to the requirements specified in Section A-VI/5 of the STCW Code.

Remarks:

<sup>1</sup> A list of the approved training courses can be found on Marine Department's website: <http://www.mardep.gov.hk>.

**Application Procedures**

3. All officers meeting the requirements above may apply to the Hong Kong Marine Department for a CoP as SSO, which will be issued as an endorsement to an officer's Hong Kong Certificate of Competency or Hong Kong Licence.

4. The applicant shall complete an application form (M.O.934). This application form can be obtained from the Seafarers' Certification Section on the 3<sup>rd</sup> floor of the Harbour Building, 38 Pier Road, Central, Hong Kong, or downloaded from the Marine Department's website: <http://www.mardep.gov.hk/en/forms/pdf/mo934.rtf>. The completed application form should be submitted to the Senior Surveyor/ Seafarers' Certification at the above address with the following documents:

- a) The original or a legible certified true copy by the employer of the documentary proof of successfully completion of an approved training course stated in paragraph 2(b) above.
- b) A legible copy of the Hong Kong Certificate of Competency or Hong Kong Licence held by the applicant.
- c) The original or a legible certified true copy by the employer of having qualifying seagoing service of not less than 12 months as an officer.
- d) A fee of HK\$155 for the endorsement of CoP as SSO on a Hong Kong Certificate of Competency or on a Hong Kong Licence may be paid by crossed cheque, draft, order or remittance made payable to “The Government of the Hong Kong Special Administrative Region” (or the Government of the HKSAR”). Cash should not be sent by post but would be accepted at the counter on the above address during application.

### **Enquiries**

5. Enquiries relating to these Guidelines should be directed to the Senior Surveyor / Seafarers' Certification on telephone no. (+852) 2852 4368; fax no. (+852) 2541 6754; or e-mail address “[sscrt@mardep.gov.hk](mailto:sscrt@mardep.gov.hk)”.