



MARINE DEPARTMENT
GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

**Certificates of Proficiency for
Safety, Security and Designated Duties Training
Determinations**

(2016 Edition)

Made under Section 10(3) of the
Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation
(Cap.478AJ)

Marine Department
The Hong Kong Special Administrative Region

First Edition 2016

MERCHANT SHIPPING (SEAFARERS) ORDINANCE
(CHAPTER 478)

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SECTION 1

COMMENCEMENT, INTERPRETATION & GENERAL REQUIREMENTS

1.1 Commencement

- 1.1.1 The Certificates of Proficiency for Safety, Security and Designated Duties Training Determinations (the Determinations) are made by the Seafarers' Authority (hereafter referred to as “the Authority”) under powers granted by the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation (Cap.478AJ) and are the first edition that shall be effected on 1 December 2016.

1.2 Interpretation

- 1.2.1 In the Determinations, unless the context otherwise requires:

“**approved**” means approved or recognized by the Director of Marine;

“**Authority**” means the Seafarers' Authority established by section 4(1) of the Merchant Shipping (Seafarers) Ordinance, Cap.478. For the purposes of the Determinations, Director of Marine is the Authority;

“**Convention**” means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as from time to time revised or amended by any revision or amendment to any provision of such Convention that applies to Hong Kong;

“**Director**” means the Director of Marine;

“**designated security duties**” means the duties designated in accordance with the ship security plan of a ship.

“**fast rescue boat**” means a boat complying with the requirements of the Guidelines for Fast Rescue Boats adopted by the International Maritime Organization by resolution a.656(16).

“**rescue boat**” means a boat designed to rescue persons in distress and to marshal a survival craft.

“**ship security officer**” means a ship security officer as defined by rule 1 of the Merchant Shipping (Security of Ships and Port Facilities) Rules (Cap.582 sub. leg. A).

“**ship security plan**” means a ship security plan as defined by rule 1 of the Merchant Shipping (Security of Ships and Port Facilities) Rules (Cap.582 sub. leg. A).

“**STCW Code**” means the Seafarers' Training, Certification and Watchkeeping Code published by the International Maritime Organization, as from time to time revised or amended by any revision or amendment to any provision of such Code that applies to Hong Kong.

“**Survival craft**” means a craft of a ship capable of sustaining the lives or persons in distress from the time of abandoning the ship.

1.3 General Requirements

1.3.1 The subsequent sections of the Determinations set out the training and qualification requirements for Safety, Security and Designated Duties and the conditions to be satisfied by any person to qualify for a certificate of proficiency, the manner in which the attainment of such standards or the satisfaction of such conditions is to be established, the procedure for the application and issue of a certificate of proficiency.

1.3.2 Any person who feels aggrieved by any decision of the Authority to refuse to issue a certificate of proficiency may appeal against the decision to the Administrative Appeals Board within 30 days of being informed of such decision.

1.3.3 The Director may, at his discretion, permit exemption from any or all of the provisions of the Determinations.

1.4 Transitional Provisions

1.4.1 During the transitional period, a contravention of section 4, 5 or 7 does not constitute an offence under section 17 of the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation (Cap.478AJ).

1.4.2 In this section –
transitional period means the period beginning on 1 December 2016 and ending on 31 December 2016.

SECTION 2

CERTIFICATES OF PROFICIENCY

GENERAL PROVISIONS

2.1 Certificates of Proficiency for Safety, Security and Designated Duties Training

2.1.1 Certificate of Proficiency means any of the following certificates issued under the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation (Cap.478AJ) –

- (a) Certificate of Proficiency in Basic Training;
- (b) Certificate of Proficiency in Designated Security Duties;
- (c) Certificate of Proficiency in Security Awareness;
- (d) Certificate of Proficiency for Ship Security Officers;
- (e) Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- (f) Certificate of Proficiency in Fast Rescue Boats;
- (g) Certificate of Proficiency in Advanced Fire Fighting;
- (h) Certificate of Proficiency in Medical first Aid; and
- (i) Certificate of Proficiency in Medical Care.

2.2 Application

2.2.1 The applicant for a Certificate of Proficiency for Safety, Security and Designated Duties Training must complete an application form which may be obtained from the Marine Department, Seafarers' Certification Section, or by post from:

Marine Department
Seafarers' Certification Section
3/F Harbour Building
38 Pier Road
Central
Hong Kong

The application form could also be downloaded from the Marine Department's website (<http://www.mardep.gov.hk/en/forms/home.html>).

2.2.2 Applicants should return the completed application form to the Seafarers' Certification Section together with the documents as stated in the application form.

2.2.3 The application must be accompanied by any evidence as may be necessary to establish that the requirements for the issue or the conditions for renewal of the certificate being applied for have been satisfied.

2.2.4 It is important that the correct procedure for application is followed as discharges may have to be forwarded for verification which can take time, and in the absence of such verification the application cannot be processed.

2.3 Enquiries

- 2.3.1 Applicants may make enquiries about their application and when doing so, should ensure that the point on which information is sought is clearly stated. Enquiries should be addressed to:

Seafarers' Certification Section
Marine Department
3/F Harbour Building
38 Pier Road
Central
Hong Kong

Tel. No. : (852) 2852 4368
Fax No. : (852) 2541 6754
E-mail : sscrt@mardep.gov.hk

2.4 Particulars of Sea Service

- 2.4.1 An applicant's eligibility for a certificate of proficiency will depend, amongst other factors, on the amount of sea service performed and upon the seagoing ranks in which the applicant has served. It is, therefore, imperative that the particulars which applicants enter on the application form are accurately stated.
- 2.4.2 The amount of sea service set down in the Determinations for the Certificate of Proficiency for Safety, Security and Designated Duties Training is the **absolute minimum** that can be accepted. Unless applicants can prove the full amount they will not be issued with a certificate.

2.5 Use of Information

- 2.5.1 Information required by the application form will be used by Marine Department for the process of application for and issue of certificate. This information may be divulged to other departments and agencies authorised to process the information for the mentioned purposes. Limited personal data of successful applicant may be used via the Marine Department's website for verification of the issued certificate of proficiency by any third parties.
- 2.5.2 Supply of information is obligatory. An applicant should ensure that all the information filled in the application form is accurate. Failure to do so may, besides subject to paragraph 2.6, result in an unsuccessful application.
- 2.5.3 For making correction and access to personal data after submission of application form, an applicant may contact the following officer:

Officer-in-charge
Marine Department
Seafarers' Certification Section
3/F Harbour Building
38 Pier Road
Central

2.6 Fraud or Misrepresentation

2.6.1 Applicants are reminded that the Merchant Shipping (Seafarers) (Safety, Security and Designated Duties Training) Regulation (Cap.478AJ) provides that any person who, in connection with an application for the issue of a certificate of proficiency:

- (a) makes a false pretence; or
- (b) supplies false information,

knowing it to be false, or not believing it to be true, commits an offence and is liable, amongst other things, to a fine and to imprisonment.

2.7 Attempted Bribery

2.7.1 Any applicant who offers an advantage to any officer of the Marine Department shall be guilty of an offence under the Prevention of Bribery Ordinance and shall be liable on summary conviction to a fine and to imprisonment. Such an applicant will not be issued with a certificate for such a period as may be decided by the Director.

2.8 Quality Standards

2.8.1 The education and training courses which an applicant attends to satisfy the training requirements for the issue of a certificate of proficiency shall generally follow a quality standards system or an alternative system acceptable to the Director. A list of the approved training courses can be found at the Marine Department's website (http://www.mardep.gov.hk/en/pub_services/exam.html).

2.9 Issue of Certificates

2.9.1 Applicants who are successful in meeting all the requirements for the issue of a certificate of proficiency being applied for, will be issued with a certificate of proficiency. When the certificate is ready it will be forwarded by registered post to the applicant's address as given on the application form, unless the applicant wishes to make other arrangements.

2.9.2 To avoid unnecessary delays in the issue of certificates, it is important that applicants should inform the Marine Department promptly of any change to the address given on the application form.

2.10 Fees

2.10.1 Applicants for the certificate of proficiency will be required to pay the prescribe fee (presently the fee is NIL) before any steps are taken to verify their eligibility for the issue of the certificate.

2.11 Issue of Replacement Certificate

- 2.11.1 If a Certificate of Proficiency for Safety, Security and Designated Duties Training is lost, destroyed, damaged or defaced, the holder may apply to the Seafarers' Certification Section for a replacement certificate. A fee will be charged (presently the fee is HK\$ 155) for the replacement certificate unless the holder can show that the certificate was lost as a result of shipwreck or fire on board ship. An applicant for a replacement certificate will be required to make a declaration to the Officer-in-charge of the Seafarers' Certification Section regarding the circumstances in which the certificate was lost. Upon the issue of a copy certificate, the certificate that was lost, destroyed, damaged or defaced ceases to be valid.

SECTION 3

SEA SERVICE

3.1 General

- 3.1.1 This section specifies provisions relating to qualifying sea service.
- 3.1.2 Except where otherwise specified, the qualifying sea service required for a Certificate of Proficiency for Safety, Security and Designated Duties Training is the service performed in ships which proceed to sea and which are actively engaged in commercial trading.
- 3.1.3 Qualifying sea service means time spent on board ship reckoned from the date of engagement to the date of discharge. Subject to verification, as and when necessary, certificates of discharge will be accepted as proof of sea service.
- 3.1.4 Proof of sea service for applicants serving on Hong Kong registered ships can be verified by the Mercantile Marine Office of Marine Department. Sea service on other ships must be confirmed by the Master(s) of the ship(s) concerned, or by the Consul or other recognized authority of the flag State. However, such confirmation will not necessarily be deemed sufficient.
- 3.1.5 Calculations of voyage length for the purpose of establishing sea service should be made in calendar months and days. When it happens that an applicant has signed off and signed on again on the same day, that day may only be counted once. To calculate total sea service, the length of each voyage should be added together in months and days. The total of days should then be divided by 30 to give months, and residual days. The months should then be added as the total months.

SECTION 4

QUALIFYING REQUIREMENTS

4.1 Certificate of Proficiency in Basic Training

- 4.1.1 To qualify for the issue of a Certificate of Proficiency in Basic Training in Hong Kong, an applicant must have received safety familiarization and basic training or instruction in accordance with section A-VI/1, paragraph 2 of the STCW Code and must have met the appropriate standard of competence specified in that paragraph (standard of competence is shown in the Appendix I).

4.2 Certificate of Proficiency in Designated Security Duties

- 4.2.1 To qualify for the issue of a Certificate of Proficiency in Designated Security Duties in Hong Kong, an applicant must have met the standard of competence specified in section A-VI/6, paragraphs 6 to 8 of the STCW Code (standard of competence is shown in the Appendix II).

4.3 Certificate of Proficiency in Security Awareness

- 4.3.1 To qualify for the issue of a Certificate of Proficiency in Security Awareness in Hong Kong, an applicant must have received security-related familiarization and security-awareness training or instruction in accordance with section A-VI/6, paragraph 4 of the STCW Code and must have met the appropriate standard of competence specified in that paragraph (standard of competence is shown in the Appendix II).

4.4 Certificate of Proficiency for Ship Security Officers

- 4.4.1 To qualify for the issue of a Certificate of Proficiency for Ship Security Officers in Hong Kong, an applicant must:
- (a) have approved seagoing service of not less than 12 months or appropriate seagoing service and knowledge of ship operations; and
 - (b) have met the standard of competence for certification of proficiency as ship security officer, set out in section A-VI/5, paragraphs 1 to 4 of the STCW Code (standard of competence is shown in the Appendix II).

4.5 Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats

- 4.5.1 To qualify for the issue of a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats in Hong Kong, an applicant must:

- (a) be not less than 18 years of age;
- (b) have approved seagoing service of not less than 12 months or have attended an approved training course and have approved seagoing service of not less than six months; and
- (c) have met the standard of competence for certificates of proficiency in survival craft and rescue boats, set out in section A-VI/2, paragraphs 1 to 4 of the STCW Code (standard of competence is shown in the Appendix III).

4.6 Certificate of Proficiency in Fast Rescue Boats

4.6.1 To qualify for the issue of a Certificate of Proficiency in Fast Rescue Boats in Hong Kong, an applicant must:

- (a) be the holder of a certificate of proficiency in survival craft and rescue boats other than fast rescue boats;
- (b) have attended an approved training course; and
- (c) have met the standard of competence for certificates of proficiency in fast rescue boats, set out in section A-VI/2, paragraphs 7 to 10 of the STCW Code (standard of competence is shown in the Appendix III).

4.7 Certificate of Proficiency in Advanced Fire Fighting

4.7.1 To qualify for the issue of a Certificate of Proficiency in Advanced Fire Fighting in Hong Kong, an applicant must have successfully completed advance training in techniques for fighting fire, with particular emphasis on organization, tactics and command, in accordance with the provisions of section A-VI/3, paragraphs 1 to 4 of the STCW Code and must have met the standard of competence specified in those paragraphs (standard of competence is shown in the Appendix IV).

4.8 Certificate of Proficiency in Medical First Aid

4.8.1 To qualify for the issue of a Certificate of Proficiency in Medical First Aid in Hong Kong, an applicant must have met the standard of competence in medical first aid on board ship specified in section A-VI/4, paragraphs 1 to 3 of the STCW Code (standard of competence is shown in the Appendix V).

4.9 Certificate of Proficiency in Medical Care

4.9.1 To qualify for the issue of a Certificate of Proficiency in Medical Care in Hong Kong, an applicant must have met the standard of competence in medical care on board ships specified in section A-VI/4, paragraphs 4 to 6 of the STCW Code (standard of competence is shown in the Appendix VI).

4.10 Medical Fitness Certificate

4.10.1 Proof of medical fitness is an essential requirement for the issue of any certificate of proficiency. Medical fitness may be proven by the production of a certificate of

medical fitness issued not more than two years beforehand by an approved medical practitioner.

- 4.10.2 Applicants in Hong Kong may obtain from the Mercantile Marine Office a list of medical practitioners who are approved by the Director to issue medical fitness certificates. The list could also be downloaded from the Marine Department's website (http://www.mardep.gov.hk/en/pub_services/home.html).

SECTION 5

REVALIDATION OF CERTIFICATES

5.1 Updating Safety and Designated Duties Training

5.1.1 The following certificates of proficiency are valid for a period of not more than 5 years from the date issued –

- (a) Certificate of Proficiency in Basic Training;
- (b) Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- (c) Certificate of Proficiency in Fast Rescue Boats; and
- (d) Certificate of Proficiency in Advanced Fire Fighting.

5.1.2 Any person who wishes to have his/her certificates of proficiency renewed must have documentary evidence of either having completed the training course or updated their training (refresher) within the last 5 years.

SECTION 6

SECURITY-RELATED TRAININGS FOR SEAFARERS

6.1 Three Levels of Training

- 6.1.1 In addition to security-related familiarization, the security-related training consists of three levels of training: security-awareness training, training for seafarers with designated security duties and training for the ship security officer, with the training for ship security officer being the highest level. The training requirements for the higher levels of training would include the competencies of the lower levels of training. Holders of Certificate of Proficiency for Ship Security Officers should not be required to undergo further training and obtain Certificate of Proficiency in Designated Security Duties and Certificate of Proficiency in Security Awareness. Similarly, seafarers holding Certificate of Proficiency in Designated Security Duties should not be required to obtain Certificate of Proficiency in Security Awareness.

APPENDIX I

STANDARDS OF COMPETENCE IN BASIC TRAINING

(1): Personal Survival Techniques

Competence (i): Survive at sea in the event of ship abandonment

Content of Assessment	Criteria for Satisfactory Assessment
Types of emergency situations which may occur such as collision, fire, foundering	<p>Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedures</p> <p>The timing and sequence of individual actions are appropriate to the prevailing circumstance and conditions and minimize potential dangers and threats to survival</p> <p>Method of boarding survival craft is appropriate and avoids dangers to other survivors</p> <p>Initial actions after leaving the ship and procedures and actions in water minimize threats to survival</p>
Types of life-saving appliances normally carried on ships	
Equipment in survival craft	
Location of personal lifesaving appliance	
Principles concerning survival, including :	
.1 value of training and drills	
.2 personal protective clothing and equipment	
.3 need to be ready for any emergency	
.4 actions to be taken when called to survival craft stations	
.5 actions to be taken when required to abandon ship	
.6 actions to be taken when in the water	
.7 actions to be taken when aboard a survival craft	
.8 main dangers to survivors	

(2): Fire Prevention and Fire Fighting

Competence (i): Minimize the risk of fire and maintain a state of readiness to respond to emergency situations involving fire

Content of Assessment	Criteria for Satisfactory Assessment
Shipboard fire-fighting organization	<p>Initial actions on becoming aware of an emergency conform with accepted practices and procedures</p> <p>Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedures</p>
Location of fire-fighting appliances and emergency escape routes	
The elements of fire and explosion (the fire triangle)	
Types and sources of ignition	

<p>Flammable materials, fire hazards and spread of fire</p> <p>The need for constant vigilance</p> <p>Actions to be taken on board ship</p> <p>Fire and smoke detection and automatic alarm systems</p> <p>Classification of fire and applicable extinguishing agents</p>	
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Competence (ii): Fight and extinguish fires

Content of Assessment	Criteria for Satisfactory Assessment
<p>Firefighting equipment and its location on board</p> <p>Instruction in:</p> <p>.1 fixed installations</p> <p>.2 fire-fighter's outfits</p> <p>.3 personal equipment</p> <p>.4 fire-fighting appliances and equipment</p> <p>.5 fire-fighting methods</p> <p>.6 fire-fighting agents</p> <p>.7 fire-fighting procedures</p> <p>.8 use of breathing apparatus or fighting fires and effecting rescues</p>	<p>Clothing and equipment are appropriate to the nature of the fire-fighting operations</p> <p>The timing and sequence of individual actions are appropriate to the prevailing circumstances and conditions</p> <p>Extinguishment of fire is achieved using appropriate procedures, techniques and fire-fighting agents</p> <p>Breathing apparatus procedures and techniques comply with accepted practices and procedures</p>

(3): Elementary First Aid

Competence (i): Take immediate action upon encountering an accident or other medical emergency

Content of Assessment	Criteria for Satisfactory Assessment
<p>Assessment of needs of casualties and threats to own safety</p> <p>Appreciation of body structure and functions</p> <p>Understanding of immediate measures to be taken in cases of emergency, including the ability to:</p> <p>.1 position casualty</p> <p>.2 apply resuscitation techniques</p>	<p>The manner and timing of raising the alarm is appropriate to the circumstances of the accident or medical emergency</p> <p>The identification of probable cause, nature and extent of injuries is prompt and complete and the priority and sequence of actions is proportional to any potential threat to life</p> <p>Risk of further harm to self and casualty is</p>

.3 control bleeding	minimized at all times
.4 apply appropriate measures of basic shock management	
.5 apply appropriate measures in event of burns and scalds, including accidents caused by electric current	
.6 rescue and transport a casualty	
.7 improvise bandages and use materials in the emergency kit	

(4): Personal Safety and Social Responsibilities

Competence (i): Comply with emergency procedures

Content of Assessment	Criteria for Satisfactory Assessment
Types of emergency which may occur, such as collision, fire, foundering	Initial action on becoming aware of an emergency conforms to established emergency response procedures Information given on raising alarm is prompt, accurate, complete and clear
Knowledge of shipboard contingency plans for response to emergencies	
Emergency signals and specific duties allocated to crew members in the muster list; muster stations; correct use of personal safety equipment	
Action to take on discovering potential emergency, including fire, collision, foundering and ingress of water into the ship	
Action to take on hearing emergency alarm signals	
Value of training and drills	
Knowledge of escape routes and internal communication and alarm systems	

Competence (ii): Take precautions to prevent pollution of the marine environment

Content of Assessment	Criteria for Satisfactory Assessment
Basic knowledge of the impact of shipping on the marine environment and the effects of operational or accidental pollution on it	Organizational procedures designed to safeguard the marine environment are observed at all times
Basic environmental protection procedures	
Basic knowledge of complexity and diversity of the marine environment	

Competence (iii): Observe safe working practices

Content of Assessment	Criteria for Satisfactory Assessment
<p>Importance of adhering to safe working practices at all times</p> <p>Safety and protective devices available to protect against potential hazards aboard ship</p> <p>Precautions to be taken prior to entering enclosed spaces</p> <p>Familiarization with international measures concerning accident prevention and occupational health</p>	<p>Safe working practices are observed and appropriate safety and protective equipment is correctly used at all times</p>

Competence (iv): Contribute to effective communications on board ship

Content of Assessment	Criteria for Satisfactory Assessment
<p>Understand the principles of, and barriers to, effective communication between individuals and teams within the ship</p> <p>Ability to establish and maintain effective communications</p>	<p>Communications are clear and effective at all times</p>

Competence (v): Contribute to effective human relationships on board ship

Content of Assessment	Criteria for Satisfactory Assessment
<p>Importance of maintaining good human and working relationships aboard ship</p> <p>Basic teamworking principles and practice, including conflict resolution</p> <p>Social responsibilities; employment conditions; individual rights and obligations; dangers of drug and alcohol abuse</p>	<p>Expected standards of work and behaviour are observed at all times</p>

Competence (vi): Understand and take necessary actions to control fatigue

Content of Assessment	Criteria for Satisfactory Assessment
<p>Importance of obtaining the necessary rest</p> <p>Effects of sleep, schedules, and the circadian rhythm on fatigue</p> <p>Effects of physical stressors on seafarers</p> <p>Effects of environmental stressors in and outside the ship and their impact on seafarers</p> <p>Effects of schedule changes on seafarer fatigue</p>	<p>Fatigue management practices are observed and appropriate actions are used at all times</p>

APPENDIX II

STANDARDS OF COMPETENCE FOR SECURITY RELATED TRAINING

(1): Seafarers with Designated Security Duties

Competence (i): Maintain the conditions set out in a ship security plan

Content of Assessment	Criteria for Satisfactory Assessment
Working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended
Knowledge of international maritime security policy and responsibilities of Governments, companies and persons, including working knowledge of elements that may relate to piracy and armed robbery	Legislative requirements relating to security are correctly identified
Knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in the port facilities	Communications within the area of responsibility are clear and understood
Knowledge of security reporting procedures	
Knowledge of procedures and requirements for drills and exercises under relevant conventions, codes and IMO circulars, including working knowledge of those that may relate to piracy and armed robbery	
Knowledge of the procedures for conducting inspections and surveys and for the control and monitoring of security activities specified in a ship security plan	
Knowledge of security-related contingency plans and the procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship/port interface, and including also working knowledge of those that may relate to piracy and armed robbery	

Competence (ii): Recognition of security risks and threats

Content of Assessment	Criteria for Satisfactory Assessment
Knowledge of security documentation, including the Declaration of Security Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended
Knowledge enabling recognition of potential	

<p>security threats</p> <p>Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause</p> <p>Knowledge of crowd management and control techniques, where appropriate</p> <p>Knowledge in handling security-related information and security-related communications</p> <p>Knowledge of the methods for physical searches and non-intrusive inspections</p>	
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Competence (iii): Undertake regular security inspections of the ship

Content of Assessment	Criteria for Satisfactory Assessment
<p>Knowledge of the techniques for monitoring restricted areas</p> <p>Knowledge of controlling access to the ship and to restricted areas on board ship</p> <p>Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship</p> <p>Knowledge of inspection methods relating to the cargo and ship's stores</p> <p>Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS Convention, as amended</p>

Competence (iv): Proper usage of security equipment and systems, if any

Content of Assessment	Criteria for Satisfactory Assessment
<p>General knowledge of various types of security equipment and systems, including those that could be used in case of attacks by pirates and armed robbers, including their limitations</p> <p>Knowledge of the need for testing, calibrating, and maintaining security systems and equipment, particularly whilst at sea</p>	<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 ISPS Code and the SOLAS, 1974, as amended</p>

(2): Security-awareness Duties

Competence (i): Contribute to the enhancement of maritime security through heightened awareness

Content of Assessment	Criteria for Satisfactory Assessment
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<p>Basic working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery</p> <p>Basic knowledge of international maritime security policy and responsibilities of Governments, companies and persons</p> <p>Basic knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in port facilities</p> <p>Basic knowledge of security reporting procedures Basic knowledge of security-related contingency plans</p>	<p>Requirements relating to enhanced maritime security are correctly identified</p>
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Competence (ii): Recognition of security threats

Content of Assessment	Criteria for Satisfactory Assessment
<p>Basic knowledge of techniques used to circumvent security measures</p> <p>Basic knowledge enabling recognition of potential security threats, including elements that may relate to piracy and armed robbery</p> <p>Basic knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause</p> <p>Basic knowledge in handling security-related information and security-related communications</p>	<p>Maritime security threats are correctly identified</p>

Competence (iii): Understanding of the need for and methods of maintaining security awareness and vigilance

Content of Assessment	Criteria for Satisfactory Assessment
<p>Basic knowledge of training drill and exercise requirements under relevant conventions, codes and IMO circulars, including those relevant for anti-piracy and anti-armed robbery</p>	<p>Requirements relating to enhanced maritime security are correctly identified</p>

(3): Ship Security Officers

Competence (i): Maintain and supervise the implementation of a ship security plan

Content of Assessment	Criteria for Satisfactory Assessment
<p>Knowledge of international maritime security policy and responsibilities of Governments, companies and designated persons, including elements that may relate to piracy and armed robbery</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p> <p>Legislative requirements relating to</p>

<p>Knowledge of the purpose for and the elements that make up a ship security plan, related procedures and maintenance of records, including those that may relate to piracy and armed robbery</p> <p>Knowledge of procedures to be employed in implementing a ship security plan and reporting of security incidents</p> <p>Knowledge of maritime security levels and the consequential security measures and procedures aboard ship and in the port facility environment</p> <p>Knowledge of the requirements and procedures for conducting internal audits, on-scene inspections, control and monitoring of security activities specified in a ship security plan</p> <p>Knowledge of the requirements and procedures for reporting to the company security officer any deficiencies and non-conformities identified during internal audits, periodic reviews, and security inspections</p> <p>Knowledge of the methods and procedures used to modify the ship security plan</p> <p>Knowledge of security-related contingency plans and the procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship/port interface, including also elements that may relate to piracy and armed robbery</p> <p>Working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery</p>	<p>security are correctly identified</p> <p>Procedures achieve a state of readiness to respond to changes in maritime security levels</p> <p>Communications within the ship security officer's area of responsibility are clear and understood</p>
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Competence (ii): Assess security risk, threat, and vulnerability

Content of Assessment	Criteria for Satisfactory Assessment
<p>Knowledge of risk assessment and assessment tools</p> <p>Knowledge of security assessment documentation, including the Declaration of Security</p> <p>Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers</p> <p>Knowledge enabling recognition, on a non-discriminatory basis, of persons posing</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p> <p>Procedures achieve a state of readiness to respond to changes in the maritime security levels</p> <p>Communications within the ship security officer's area of responsibility are clear and understood</p>

<p>potential security risks</p> <p>Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause</p> <p>Knowledge of crowd management and control techniques, where appropriate</p> <p>Knowledge in handling sensitive security-related information and security-related communications</p> <p>Knowledge of implementing and coordinating searches</p> <p>Knowledge of the methods for physical searches and non-intrusive inspections</p>	
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Competence (iii): Undertake regular inspections of the ship to ensure that appropriate security measures are implemented and maintained

Content of Assessment	Criteria for Satisfactory Assessment
<p>Knowledge of the requirements for designating and monitoring restricted areas</p> <p>Knowledge of controlling access to the ship and to restricted areas on board ship</p> <p>Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship</p> <p>Knowledge of security aspects relating to the handling of cargo and ship's stores with other shipboard personnel and relevant port facility security officers</p> <p>Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p> <p>Procedures achieve a state of readiness to respond to changes in the maritime security levels</p> <p>Communications within the ship security officer's area of responsibility are clear and understood</p>

Competence (iv): Ensure that security equipment and systems, if any, are properly operated, tested and calibrated

Content of Assessment	Criteria for Satisfactory Assessment
<p>Knowledge of the various types of security equipment and systems and their limitations, including those that could be used in case of attacks by pirates and armed robbers</p> <p>Knowledge of the procedures, instructions and guidance on the use of ship security alert systems</p> <p>Knowledge of the methods for testing, calibrating, and maintaining security systems and equipment,</p>	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended</p>

particularly whilst at sea	
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Competence (v): Encourage security awareness and vigilance

Content of Assessment	Criteria for Satisfactory Assessment
Knowledge of training, drill and exercise requirements under relevant conventions, codes and IMO circulars, including those relevant to anti-piracy and anti-armed robbery	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended
Knowledge of the methods for enhancing security awareness and vigilance on board	Communications within the ship security officer's area of responsibility are clear and understood
Knowledge of the methods for assessing the effectiveness of drills and exercises	

APPENDIX III

STANDARDS OF COMPETENCE IN SURVIVAL CRAFT, RESCUE BOATS AND FAST RESCUE BOATS

(1): Survival Craft and Rescue Boats other than Fast Rescue Boats

Competence (i): Take charge of a survival craft or rescue boat during and after launch

Content of Assessment	Criteria for Satisfactory Assessment
Construction and outfit of survival craft and rescue boats and individual items of their equipment	Preparation, boarding and launching of survival craft are within equipment limitations and enable survival craft to clear the ship safely Initial actions on leaving the ship minimize threat to survival Recovery of survival craft and rescue boats is within equipment limitations Equipment is operated in accordance with manufacturers' instructions for release and resetting
Particular characteristics and facilities of survival craft and rescue boats	
Various types of device used for launching survival craft and rescue boats	
Methods of launching survival craft into a rough sea Methods of recovering survival craft	
Action to be taken after leaving the ship	
Methods of launching and recovering rescue boats in a rough sea	
Dangers associated with use of on-load release devices	
Knowledge of maintenance procedures	

Competence (ii): Operate a survival craft engine

Content of Assessment	Criteria for Satisfactory Assessment
Methods of starting and operating a survival craft engine and its accessories together with the use of the fire extinguisher provided	Propulsion is available and maintained as required for manoeuvring

Competence (iii): Manage survivors and survival craft after abandoning ship

Content of Assessment	Criteria for Satisfactory Assessment
Handling survival craft in rough weather	Survival management is appropriate to prevailing circumstances and conditions
Use of painter, sea-anchor and all other equipment	
Apportionment of food and water in survival craft	
Action taken to maximize detectability and location of survival craft	
Method of helicopter rescue	
Effects of hypothermia and its prevention; use of	

protective covers and garments, including immersion suits and thermal protective aids	
Use of rescue boats and motor lifeboats for marshalling liferafts and rescue of survivors and persons in the sea	
Beaching survival craft	

Competence (iv): Use locating devices, including communication and signalling apparatus and pyrotechnics

Content of Assessment	Criteria for Satisfactory Assessment
Radio lifesaving appliances carried in survival craft, including satellite EPIRBs and SARTs	Use and choice of communication and signalling apparatus is appropriate to prevailing circumstances and conditions
Pyrotechnic distress signals	

Competence (v): Apply first aid to survivors

Content of Assessment	Criteria for Satisfactory Assessment
Use of the first-aid kit and resuscitation techniques	Identification of the probable cause, nature and extent of injuries or condition is prompt and accurate
Management of injured persons, including control of bleeding and shock	
	Priority and sequence of treatment minimizes any threat to life

(2): Fast Rescue Boats

Competence (i): Understand the construction, maintenance, repair and outfitting of fast rescue boats

Content of Assessment	Criteria for Satisfactory Assessment
Construction and outfitting of fast rescue boats and individual items of their equipment	The method of carrying out routine maintenance and emergency repairs
Knowledge of the maintenance and emergency repairs of fast rescue boats and the normal inflation and deflation of buoyancy compartments of inflated fast rescue boats	Identify components and required equipment for fast rescue boats

Competence (ii): Take charge of the launching equipment and appliance as commonly fitted, during launching and recovery

Content of Assessment	Criteria for Satisfactory Assessment
Assessment of the readiness of launching equipment and launching appliance of fast rescue boats for immediate launching and operation	Ability to prepare and take charge of the launching equipment and appliance during launching and recovery of a fast rescue boat
Understand the operation and limitations of the winch, brakes, falls, painters,	

<p>motion-compensation and other equipment as commonly fitted</p> <p>Safety precautions during launching and recovery of a fast rescue boat</p> <p>Launching and recovery of a fast rescue boat in prevailing and adverse weather and sea conditions</p>	
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Competence (iii): Take charge of a fast rescue boat as commonly fitted, during launching and recovery

Content of Assessment	Criteria for Satisfactory Assessment
<p>Assessment of the readiness of fast rescue boats and related equipment for immediate launching and operation</p> <p>Safety precautions during launching and recovery of a fast rescue boat</p> <p>Launching and recovery of a fast rescue boat in prevailing and adverse weather and sea conditions</p>	<p>Ability to take charge of a fast rescue boat during launching and recovery</p>

Competence (iv): Take charge of a fast rescue boat after launching

Content of Assessment	Criteria for Satisfactory Assessment
<p>Particular characteristics, facilities and limitations of fast rescue boats</p> <p>Procedures for the righting of a capsized fast rescue boat</p> <p>How to handle a fast rescue boat in prevailing and adverse weather and sea conditions</p> <p>Navigational and safety equipment available in a fast rescue boat</p> <p>Search patterns and environmental factors affecting their execution</p>	<p>Demonstration of operation of fast rescue boats within equipment limitations in prevailing weather conditions</p>

Competence (v): Operate a fast rescue boat engine

Content of Assessment	Criteria for Satisfactory Assessment
<p>Methods of starting and operating a fast rescue boat engine and its accessories</p>	<p>Engine is started and operated as required for manoeuvring</p>

APPENDIX IV

STANDARDS OF COMPETENCE IN ADVANCED FIRE FIGHTING

Competence (i): Control firefighting operations aboard ships

Content of Assessment	Criteria for Satisfactory Assessment
<p>Fire-fighting procedures at sea and in port, with particular emphasis on organization, tactics and command</p> <p>Use of water for fire-extinguishing, the effect on ship stability, precautions and corrective procedures</p> <p>Communication and coordination during fire-fighting operations</p> <p>Ventilation control, including smoke extraction</p> <p>Control of fuel and electrical systems</p> <p>Fire-fighting process hazards (dry distillation, chemical reactions, boiler uptake fires, etc.)</p> <p>Fire fighting involving dangerous goods</p> <p>Fire precautions and hazards associated with the storage and handling of materials (paints, etc.)</p> <p>Management and control of injured persons</p> <p>Procedures for coordination with shore-based fire fighters</p>	<p>Actions taken to control fires are based on a full and accurate assessment of the incident, using all available sources of information</p> <p>The order of priority, timing and sequence of actions are appropriate to the overall requirements of the incident and to minimize damage and potential damage to the ship, injuries to personnel and impairment of the operational effectiveness of the ship</p> <p>Transmission of information is prompt, accurate, complete and clear</p> <p>Personal safety during fire control activities is safeguarded at all times</p>

Competence (ii): Organize and train fire parties

Content of Assessment	Criteria for Satisfactory Assessment
<p>Preparation of contingency plans</p> <p>Composition and allocation of personnel to fire parties</p> <p>Strategies and tactics for control of fires in various parts of the ship</p>	<p>Composition and organization of fire control parties ensure the prompt and effective implementation of emergency plans and procedures</p>

Competence (iii): Inspect and service fire-detection and fire-extinguishing systems and equipment

Content of Assessment	Criteria for Satisfactory Assessment
<p>Fire-detection systems; fixed fire-extinguishing systems; portable and mobile fire-extinguishing equipment, including appliances, pumps and</p>	<p>Operational effectiveness of all fire-detection and fire-extinguishing systems and equipment is maintained at</p>

rescue, salvage, life-support, personal protective and communication equipment	all times in accordance with performance specifications and legislative requirements
Requirements for statutory and classification surveys	

Competence (iv): Investigate and compile reports on incidents involving fire

Content of Assessment	Criteria for Satisfactory Assessment
Assessment of cause of incidents involving fire	Causes of fire are identified and the effectiveness of countermeasures is evaluated

APPENDIX V

STANDARDS OF COMPETENCE IN MEDICAL FIRST AID

Competence (i): Apply immediate first aid in the event of accident or illness on board

Content of Assessment	Criteria for Satisfactory Assessment
First-aid kit Body structure and function Toxicological hazards on board, including use of the Medical First Aid Guide for Use in Accidents Involving Dangerous Goods (MFAG) or its national equivalent Examination of casualty or patient Spinal injuries Burns, scalds and effects of heat and cold Fractures, dislocations and muscular injuries Medical care of rescued persons Radio medical advice Pharmacology Sterilization Cardiac arrest, drowning and asphyxia	The identification of probable cause, nature and extent of injuries is prompt, complete and conforms to current first-aid practice Risk of harm to self and to others is minimized at all times Treatment of injuries and the patient's condition is appropriate and conforms to recognized first-aid practice and international guidelines

APPENDIX VI

STANDARDS OF COMPETENCE IN MEDICAL CARE

Competence (i): Provide medical care to the sick and injured while they remain on board

Content of Assessment	Criteria for Satisfactory Assessment
Care of casualty involving: .1 head and injuries .2 injuries of ear, nose, throat and eyes .3 external and internal bleeding .4 burns, scalds and frostbite .5 fractures, dislocations and muscular injuries .6 wounds, wound healing and infection .7 pain relief .8 techniques of sewing and clamping .9 management of acute abdominal conditions .10 minor surgical treatment .11 dressing and bandaging Aspects of nursing: .1 general principles .2 nursing care Diseases, including: .1 medical conditions and emergencies .2 sexually transmitted diseases .3 tropical and infectious diseases Alcohol and drug abuse Dental care Gynaecology, pregnancy and childbirth Medical care of rescued persons Death at sea	Identification of symptoms is based on the concepts of clinical examination and medical history Protection against infection and spread of diseases is complete and effective Personal attitude is calm, confident and reassuring Treatment of injury or condition is appropriate and conforms to accepted medical practice and relevant national and international medical guides The dosage and application of drugs and medication complies with manufacturers' recommendations and accepted medical practice The significance of changes in patient's condition is promptly recognized

<p>Hygiene</p> <p>Disease prevention, including:</p> <ol style="list-style-type: none"> .1 disinfection, disinfestation, de-ratting .2 vaccinations <p>Keeping records and copies of applicable regulations:</p> <ol style="list-style-type: none"> .1 keeping medical records .2 international and national maritime medical regulations 	
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Competence (ii): Participate in coordinated schemes for medical assistance to ships

Content of Assessment	Criteria for Satisfactory Assessment
<p>External assistance, including:</p> <ol style="list-style-type: none"> .1 radio medical advice .2 transportation of the ill and injured, including helicopter evacuation .3 medical care of sick seafarers involving co-operation with port health authorities or out-patient wards in port 	<p>Clinical examination procedures are complete and comply with instructions received</p> <p>The method and preparation for evacuation is in accordance with recognized procedures and is designed to maximize the welfare of the patient</p> <p>Procedures for seeking radio medical advice conform to established practice and recommendations</p>