MARINE DEPARTMENT
GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

Certificates of Proficiency for

Safety, Security and Designated Duties Training

Determinations

(2026 Edition)

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

(Rev. 5/2026)

MERCHANT SHIPPING (SEAFARERS) ORDINANCE
(CHAPTER 478)

Certificates of Proficiency for

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(Cap.478AJ)

Marine Department
The Hong Kong Special Administrative Region

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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 third edition that shall be effected on 8 May 2026.

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 purpose of the Determinations, Director of Marine is the Seafarers' 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; and

"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 thirty (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.

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, Seagoing Examination and Mercantile Marine Office, or by post from:

Marine Department
Seagoing Examination and Mercantile Marine Office
3/F Harbour Building
38 Pier Road
Central
Hong Kong

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

2.2.2 Applicants should return the completed application form to the Seagoing Examination and Mercantile Marine Office 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 issuance 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:

Seagoing Examination and Mercantile Marine Office
Marine Department
3/F Harbour Building, 38 Pier Road
Central, Hong Kong

Tel. No. : (852) 2852 4383
Fax No. : (852) 2541 6754
E-mail : sssem@mardep.gov.hk

2.4 Particulars of Seagoing 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 seagoing 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 of proficiency.

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 issuance 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 applicants may be used via the Marine Department's website for verification of the issued certificate of proficiency by any third parties.

2.5.2 The 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 corrections and accessing personal data after the submission of application form, an applicant may contact the following officer:

Officer-in-charge
Marine Department
Seagoing Examination and Mercantile Marine Office
3/F Harbour Building, 38 Pier Road
Central,
Hong Kong

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 issuance 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 upon 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 on the Marine Department's website (https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/crt_course.pdf).

2.9 Issue of Certificates

2.9.1 Applicants who successfully meet all the requirements for the issuance of the certificate of proficiency being applied for will be issued a certificate of proficiency. When the certificate is ready, a notification email will be sent to the applicant's email address as provided on the application form. Applicants can then download the certificate from the Marine Department's website as instructed.

2.9.2 To avoid unnecessary delays in the issuance of certificates, it is important that applicants should inform the Marine Department promptly of any changes to the information provided on the application form.

2.10 Fees

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

2.11 Issue of Replacement Certificate

2.11.1 If an entity Certificate of Proficiency for Safety, Security and Designated Duties Training is lost, defaced or destroyed, the holder may apply to the Seagoing Examination and Mercantile Marine Office for a replacement certificate in electronic form (with Unique Tracking Number). A fee will be charged for the replacement certificate unless the holder can show that the certificate was lost, defaced or destroyed without fault on the part of the holder. An applicant for a replacement certificate will be required to make a declaration to the Officer-in-Charge of the Seagoing Examination and Mercantile Marine Office regarding the circumstances in which the certificate was lost, defaced or destroyed. Upon the issuance of a replacement certificate in electronic form, the certificate that was lost, defaced or destroyed 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 seagoing 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 Certification of Proficiency in Basic Training

4.1.1 To qualify for the issuance 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 Certification of Proficiency in Designated Security Duties

4.2.1 To qualify for the issuance 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 issuance 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 issuance 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 issuance 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 issuance 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 issuance of a Certificate of Proficiency in Advanced Fire Fighting in Hong Kong, an applicant must have successfully completed advanced training in techniques for fighting fires, 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 issuance 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 issuance of a Certificate of Proficiency in Medical Care in Hong Kong, an applicant must meet 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 issuance 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 can also be downloaded from the Marine Department's website (https://www.mardep.gov.hk/en/pub_services/pdf/regmp.pdf).

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 the 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 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	Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedures The timing and sequence of individual actions are appropriate to the prevailing circumstance and conditions and minimize potential dangers and threats to survival Method of boarding survival craft is appropriate and avoids dangers to other survivors Initial actions after leaving the ship and procedures and actions in water minimize threats to survival

(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 Location of fire-fighting appliances and emergency escape routes The elements of fire and explosion (the fire triangle) Types and sources of ignition	Initial actions on becoming aware of an emergency conform with accepted practices and procedures Action taken on identifying muster signals is appropriate to the indicated emergency and complies with established procedures

Flammable materials, fire hazards and spread of fire The need for constant vigilance Actions to be taken on board ship Fire and smoke detection and automatic alarm systems Classification of fire and applicable extinguishing agents	

Competence (ii): Fight and extinguish fires

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

(3): Elementary First Aid

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

Content of Assessment	Criteria for Satisfactory Assessment
Assessment of needs of casualties and threats to own safety Appreciation of body structure and functions Understanding of immediate measures to be taken in cases of emergency, including the ability to: .1 position casualty .2 apply resuscitation techniques .3 control bleeding	The manner and timing of raising the alarm is appropriate to the circumstances of the accident or medical emergency 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 Risk of further harm to self and casualty is 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 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	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

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 Basic environmental protection procedures Basic knowledge of complexity and diversity of the marine environment	Organizational procedures designed to safeguard the marine environment are observed at all times

Competence (iii): Observe safe working practices

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

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

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

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

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

Competence (vi): Contribute to the prevention of and response to violence and harassment, including sexual harassment, bullying and sexual assault

Content of Assessment	Criteria for Satisfactory Assessment
Prevention of violence and harassment: Basic knowledge and understanding of violence and harassment, including sexual harassment, bullying and sexual assault, and the continuum of harm Basic knowledge and understanding of the consequences of violence and harassment, including sexual harassment, bullying and sexual assault on victims, perpetrators, bystanders and stakeholders, and its effects on safety, health and wellbeing Understand that, among others, abuse of power relations, discrimination, stress, isolation, fatigue, drugs or alcohol may contribute to violence and harassment, including sexual harassment, bullying and sexual assault Responding to violence and harassment: Ability to identify violence and harassment, including sexual harassment, bullying and sexual assault Basic knowledge of the action to take to intervene in and report violence and harassment, including sexual harassment, bullying and sexual assault Understand the basic principles of trauma-informed response and how to provide appropriate support to a victim, bystanders and self	Acceptable practices and Procedures designed for the prevention of violence and harassment, including sexual harassment, bullying and sexual assault are observed at all times Able to identify violence and harassment, including sexual harassment, bullying and sexual assault, and the continuum of harm and its effects Acceptable practices and Procedures designed for the intervention in and reporting of violence and harassment, including sexual harassment, bullying and sexual assault are observed at all times

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

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

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 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 Knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in the port facilities 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	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended Legislative requirements relating to security are correctly identified Communications within the area of responsibility are clear and understood

Competence (ii): Recognition of security risks and threats

Content of Assessment	Criteria for Satisfactory Assessment
Knowledge of security documentation, including the Declaration of Security	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended

Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers Knowledge enabling recognition of potential security threats Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause Knowledge of crowd management and control techniques, where appropriate Knowledge in handling security-related information and security-related communications Knowledge of the methods for physical searches and non-intrusive inspections	

Competence (iii): Undertake regular security inspections of the ship

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

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

Content of Assessment	Criteria for Satisfactory Assessment
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 Knowledge of the need for testing, calibrating, and maintaining security systems and equipment, particularly whilst at sea	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 Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended

(2): Security-awareness Duties

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

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

Competence (ii): Recognition of security threats

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

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

Content of Assessment	Criteria for Satisfactory Assessment
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	Requirements relating to enhanced maritime security are correctly identified

(3): Ship Security Officers

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

Content of Assessment	Criteria for Satisfactory Assessment
Knowledge of international maritime security policy and responsibilities of Governments, companies and designated persons, including elements that may relate to piracy and armed robbery 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 Knowledge of procedures to be employed in implementing a ship security plan and reporting of security incidents Knowledge of maritime security levels and the consequential security measures and procedures aboard ship and in the port facility environment 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 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 Knowledge of the methods and procedures used to modify the 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, including also elements that may relate to piracy and armed robbery 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 Legislative requirements relating to security are correctly identified Procedures achieve a state of readiness to respond to changes in maritime security levels Communications within the ship security officer's area of responsibility are clear and understood

Competence (ii): Assess security risk, threat, and vulnerability

Content of Assessment	Criteria for Satisfactory Assessment
Knowledge of risk assessment and assessment tools Knowledge of security assessment documentation, including the Declaration of Security Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers Knowledge enabling recognition, on a non-discriminatory basis, of persons posing potential security risks Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause Knowledge of crowd management and control techniques, where appropriate Knowledge in handling sensitive security-related information and security-related communications Knowledge of implementing and coordinating searches Knowledge of the methods for physical searches and non-intrusive inspections	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended Procedures achieve a state of readiness to respond to changes in the maritime security levels Communications within the ship security officer's area of responsibility are clear and understood

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

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

Content of Assessment	Criteria for Satisfactory Assessment
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 Knowledge of the procedures, instructions and guidance on the use of ship security alert systems Knowledge of the methods for testing, calibrating, and maintaining security systems and equipment, particularly whilst at sea	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended

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 Knowledge of the methods for enhancing security awareness and vigilance on board Knowledge of the methods for assessing the effectiveness of drills and exercises	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS, 1974, as amended Communications within the ship security officer's area of responsibility are clear and understood

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 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	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

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 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	Survival management is appropriate to prevailing circumstances and conditions

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 Pyrotechnic distress signals	Use and choice of communication and signalling apparatus is appropriate to prevailing circumstances and conditions

Competence (v): Apply first aid to survivors

Content of Assessment	Criteria for Satisfactory Assessment
Use of the first-aid kit and resuscitation techniques Management of injured persons, including control of bleeding and shock	Identification of the probable cause, nature and extent of injuries or condition is prompt and accurate 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 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	The method of carrying out routine maintenance and emergency repairs 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 Understand the operation and limitations of the winch, brakes, falls, painters, motion-compensation and other equipment as commonly fitted Safety precautions during launching and recovery of a fast rescue boat Launching and recovery of a fast rescue boat in prevailing and adverse weather and sea conditions	Ability to prepare and take charge of the launching equipment and appliance during launching and recovery of a fast rescue boat

Competence (iii): Take charge of a fast rescue boat as commonly fitted, during launching and recovery

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

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

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

Competence (v): Operate a fast rescue boat engine

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

APPENDIX IV

STANDARDS OF COMPETENCE IN ADVANCED FIRE FIGHTING

Competence (i): Control firefighting operations aboard ships

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

Competence (ii): Organize and train fire parties

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

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

Content of Assessment	Criteria for Satisfactory Assessment
Fire-detection systems; fixed fire-extinguishing systems; portable and mobile fire-extinguishing equipment, including appliances, pumps and rescue, salvage, life-support, personal protective and communication equipment Requirements for statutory and classification surveys	Operational effectiveness of all fire-detection and fire-extinguishing systems and equipment is maintained at all times in accordance with performance specifications and legislative requirements

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 Hygiene Disease prevention, including: .1 disinfection, disinfestation, de-ratting .2 vaccinations Keeping records and copies of applicable regulations:	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

.1 keeping medical records .2 international and national maritime medical regulations	

Competence (ii): Participate in coordinated schemes for medical assistance to ships

Content of Assessment	Criteria for Satisfactory Assessment
External assistance, including: .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	Clinical examination procedures are complete and comply with instructions received The method and preparation for evacuation is in accordance with recognized procedures and is designed to maximize the welfare of the patient Procedures for seeking radio medical advice conform to established practice and recommendations