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MSC.1/Circ.1188  
22 May 2006

## **GUIDELINES ON TRAINING AND CERTIFICATION FOR PORT FACILITY SECURITY OFFICERS**

1 The Maritime Safety Committee (the Committee), at its eightieth session (11 to 20 May 2005), when approving MSC/Circ.1154 on Guidelines on training and certification for company security officers, instructed the Sub-Committee on Standards of Training and Watchkeeping (STW Sub-Committee) to develop similar guidelines on training and certification requirements for port facility security officers.

2 The STW Sub-Committee, at its thirty-seventh session (23 to 27 January 2006), developed and the Committee, at its eighty-first session (10 to 19 May 2006), approved the Guidelines on training and certification requirements for port facility security officers (the Guidelines), as set out in the annex.

3 SOLAS Contracting Governments are invited to bring the Guidelines to the attention of all parties concerned with matters addressed therein.

4 SOLAS Contracting Governments, international organizations and non-governmental organizations with consultative status which encounter difficulties with the implementation of the Guidelines should bring, at the earliest opportunity, the matter to the attention of the Committee for consideration of actions to be taken.

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**ANNEX****GUIDELINES ON TRAINING AND CERTIFICATION  
FOR PORT FACILITY SECURITY OFFICERS**

- 1 Every person designated as a Port facility security officer (PFSO) should be able to demonstrate competence to undertake the tasks, duties and responsibilities listed in column 1 of the annex to this Circular.
- 2 The level of knowledge of the subjects listed in column 2 of the annex should be sufficient to enable the person to act as the designated PFSO.
- 3 In addition, a PFSO should, within the provisions of the national legislation, actively facilitate shore leave for ship's personnel or personnel changes, as well as access of visitors to the ship including representatives of seafarers' welfare and labour organizations\*.
- 4 Persons who have satisfactorily completed an approved course based on IMO Model Course 3.21 on Port facility security officer, or who have attended a course based on the attached knowledge, understanding and proficiency (KUP), should be considered to have met the training requirements for service as a PFSO.
- 5 Practical experience relating to knowledge, understanding and proficiency gained after 1 January 2004 may be taken into account in demonstrating competence.
- 6 As many of the training objectives in IMO Model Courses 3.19, 3.20 and 3.21 are common to SSO, CSO and PFSO and many of the KUPs in the competence tables are similarly common, SOLAS Contracting Governments should therefore take them into account when setting criteria for the re-training and assessment of those SSOs and CSOs moving toward PFSO qualifications.
- 7 Those completing PFSO training which meets the criteria set by the SOLAS Contracting Government within whose territory they will work, should be provided with documentary evidence to this effect.

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\* For further details see 2002 SOLAS Conference resolution 11 on Human element related aspects and shore leave for seafarers, MSC/Circ.1112 on Shore leave and access to ships under the ISPS Code and the FAL Convention.

**KNOWLEDGE, UNDERSTANDING AND PROFICIENCIES (KUPs)  
RELEVANT TO THE PORT FACILITY SECURITY OFFICER**

| Column 1   | Column 2   | Column 3  | Column 4   |
|--|--|---|--|
| Competence   | Knowledge, understanding and proficiency   | Methods for demonstrating competence  | Criteria for evaluating competence   |
| <p>Develop, maintain and supervise the implementation of a port facility security plan</p> | <p>Knowledge of international maritime security policy and responsibilities of Governments, Companies and designated persons.</p> <p>Knowledge of the purpose for and the elements that make up a port facility security plan, related procedures and maintenance of records.</p> <p>Knowledge of procedures to be employed in developing, maintaining and supervising the implementation, and the submission for approval, of a port facility security plan.</p> <p>Knowledge of the procedures for the initial and subsequent verification of the port facility's compliance.</p> <p>Knowledge of 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 port facility security plan.</p> <p>Knowledge of the requirements and procedures for acting upon 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 port facility security plan.</p> | <p>Assessment of evidence obtained from approved training or examination.</p> | <p>Procedures and actions are in accordance with the principles established by SOLAS chapter XI-2 and the ISPS Code.</p> <p>Legislative requirements relating to security are correctly identified.</p> <p>Procedures achieve a state of readiness to respond to changes in security levels.</p> <p>Communications within the port facility security officer's (PFSO's) area of responsibility are clear and understood.</p> |

| Column 1  | Column 2   | Column 3   | Column 4   |
|---|--|--|--|
| Competence                                      | Knowledge, understanding and proficiency   | Methods for demonstrating competence                                   | Criteria for evaluating competence   |
|   | <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.</p> <p>Knowledge of procedures for facilitating shore leave for ship's personnel or personnel changes, as well as access of visitors to the ship including representatives of seafarers' welfare and labour organizations.</p> <p>Knowledge of the procedures, instructions, and guidance for responding to ship security alerts.</p> <p>Working knowledge of maritime security terms and definitions (SOLAS chapter XI-2 and ISPS Code).</p> |  |  |
| Assess security risk, threat, and vulnerability | <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.</p> <p>Knowledge enabling recognition, on a non-discriminatory basis, of persons posing 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>   | Assessment of evidence obtained from approved training or examination. | <p>Procedures and actions are in accordance with the principles established by SOLAS chapter XI-2 and the ISPS Code.</p> <p>Procedures achieve a state of readiness to respond to changes in security levels.</p> <p>Communications within the PFSO's area of responsibility are clear and understood.</p> |

| Column 1  | Column 2  | Column 3  | Column 4   |
|---|---|---|--|
| Competence  | Knowledge, understanding and proficiency  | Methods for demonstrating competence  | Criteria for evaluating competence   |
|   | <p>Knowledge in handling sensitive security related information and security related communications.</p> <p>Knowledge of methods for implementing and co-ordinating searches.</p> <p>Knowledge of the methods for physical searches and non-intrusive inspections.</p>  |   |  |
| <p>Undertake regular inspections of the port facility to ensure that appropriate security measures are implemented and maintained</p> | <p>Knowledge of the requirements for designating and monitoring restricted areas.</p> <p>Knowledge of controlling access to the port facility and to restricted areas in the port facility.</p> <p>Knowledge of methods for effective monitoring of the port facility and areas surrounding the port facility.</p> <p>Knowledge of methods for controlling the embarkation and disembarkation of persons and their effects aboard ships, including the confirmation of identity when requested by the Ship Security Officer.</p> <p>Knowledge of security aspects relating to the handling of cargo and ship's stores and co-ordinating these aspects with relevant Ship Security Officers and Company Security Officers.</p> | <p>Assessment of evidence obtained from approved training or examination.</p> | <p>Procedures and actions are in accordance with the principles established by SOLAS chapter XI-2 and the ISPS Code.</p> <p>Procedures achieve a state of readiness to respond to changes in security levels.</p> <p>Communications within the PFSO's area of responsibility are clear and understood.</p> |
| <p>Ensure that security equipment and systems, if any, are properly operated, tested and calibrated</p>                               | <p>Knowledge of the various types of security equipment and systems and their limitations.</p> <p>Knowledge of the methods for testing, calibrating, and maintaining security systems and equipment.</p>  | <p>Assessment of evidence obtained from approved training or examination.</p> | <p>Procedures and actions are in accordance with the principles established by SOLAS chapter XI-2 and the ISPS Code.</p>   |

| Column 1                                   | Column 2   | Column 3   | Column 4  |
|--|--|--|---|
| Competence                                 | Knowledge, understanding and proficiency   | Methods for demonstrating competence                                   | Criteria for evaluating competence  |
| Encourage security awareness and vigilance | <p>Knowledge of training, drill and exercise requirements under relevant conventions and codes.</p> <p>Knowledge of the methods for enhancing security awareness and vigilance.</p> <p>Knowledge of the methods for assessing the effectiveness of drills and exercises.</p> <p>Knowledge of instruction techniques for security training and education.</p> | Assessment of evidence obtained from approved training or examination. | <p>Procedures and actions are in accordance with the principles established by SOLAS chapter XI-2 and the ISPS Code.</p> <p>Communications within the PFSO's area of responsibility are clear and understood.</p> |