

Level 3 Award for Maritime Security Operatives (8269-03)

August 2017 Version 2.1

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City & Guilds

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SECURITY IN COMPLEX ENVIRONMENTS GROUP



Qualification at a glance

Subject area	Public services
City & Guilds number	8269
Age group approved	18+
Entry requirements	Anyone can take this qualification, however, we recommend that training providers advise learners that many employers will expect previous firearms arms handling experience to ensure progression to employment within the maritime security industry.
Assessment	By multiple choice questions and a practical task (for Unit 303)
Fast track	No
Support materials	Centre handbook Assessment pack Answer pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds number	Accreditation number
Level 3 Award for Maritime Security Operatives	38	60	8269-03	600/9474/6

Version and date	Change detail	Section
2.0 July 2013	Added supporting organisations logos	Front Cover
	Additional qualification statement	Introduction
	Amended test specification (Unit 303)	Assessment
2.1 August 2017	Added TQT	Qualification at a Glance, Structure
	Deleted QCf	Appendix 2



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	<p>Designed for individuals wishing to operate or currently operating as Privately Contracted Armed Security Personnel (PCASP). The Maritime Security Operative (MSO) qualification. It is the only Ofqual accredited qualification based directly on the new international standard for Private Maritime Security Companies (PMSCs): ISO28007 [Guidelines for PMSCs providing privately contracted armed security personnel (PCASP) on board ships].</p> <p>The qualification is also suitable for those wishing to operate as an unarmed maritime security operative on board ships.</p>
What does the qualification cover?	<p>Learners will develop the knowledge required for employment as maritime security operatives working on board ships in high risk areas due to the increase in pirate related incidents.</p>
Who did we develop the qualification with?	<p>The qualification is based on the ISO 28007 standard and was developed in conjunction with the maritime industry.</p>
What opportunities for progression are there?	<p>It allows learners to progress into employment as Maritime Security Operatives.</p>

This qualification has been developed following a request by the UK's Security in Complex Environments Group (SCEG) a special interest group within ADS. (ADS is the Premier Trade Organisation supporting UK Aerospace, Defence, Security and Space Companies, globally.) The SCEG was established in January 2011 to partner with the UK Government to promote professional standards across the UK private security industry operating overseas, sharing best practice and providing for rigorous third party accreditation against exacting standards.

"This MSO 8269 qualification is based on the competencies in the new international standard for Private Maritime Security Companies (PMSCs): ISO28007 [Guidelines for PMSCs providing privately contracted armed security personnel (PCASP) on board ships]. It will assist PMSCs to demonstrate the competence of their operatives both to their clients and when being audited as part of the ISO certification process".

Structure

To achieve the **Level 3 Award for Maritime Security Operatives**, learners must achieve **6** credits from the four mandatory units.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Level	GLH
A/505/0298	301	Understand the maritime security industry	2	3	14
F/505/0299	302	Understand maritime security pre-deployment planning and procedures	1	3	7
M/505/0301	303	Understand maritime security operating procedures	2	3	12
A/505/0303	304	Understand maritime incident management and post operational procedures	1	3	5

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 3 Award for Maritime Security Operatives	38	60



2 Centre requirements

Approval

Existing centres who wish to offer this qualification must use the **standard** Qualification Approval Process.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Assessors and Internal Quality Assurer

Assessor/Internal Quality Assurer TAQA qualifications are valued as qualifications for centre staff, but they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

Anyone can take this qualification, however, we recommend that centres wishing to deliver the qualification advise learners that many employers will expect previous firearms arms handling experience to ensure progression to employment within the maritime security industry.

Age restrictions

City & Guilds cannot accept any registrations for learners under 18 as this qualification is not approved for under 18s.



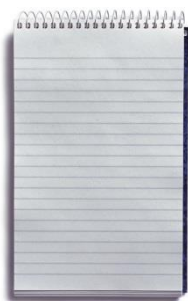
3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualification.
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.



4 Assessment

City & Guilds has written the following assessments to use with this qualification:

Unit	Title	Assessment method	Where to obtain assessment materials
301	Understand the maritime security industry	<p>Assignment 8269-301</p> <p>This assessment covers the knowledge required to complete the unit and consists of a multiple-choice question test.</p> <p>It is set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds.</p>	<p>Assessment and Answer packs can be downloaded from www.cityandguilds.com</p> <p>Passwords can be obtained from the Walled Garden.</p>
302	Understand maritime security pre-deployment planning and procedures	<p>Assignment 8269-302</p> <p>This assessment covers the knowledge required to complete the unit and consists of a multiple-choice question test.</p> <p>It is set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds.</p>	<p>Assessment and Answer packs can be downloaded from www.cityandguilds.com</p> <p>Passwords can be obtained from the Walled Garden.</p>

Unit	Title	Assessment method	Where to obtain assessment materials
303	Understand maritime security operating procedures	<p>Assignment 8269-303</p> <p>This assessment covers the knowledge required to complete the unit and consists of a multiple-choice question test and a practical task.</p> <p>It is set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds.</p>	<p>Assessment and Answer packs can be downloaded from www.cityandguilds.com</p> <p>Passwords can be obtained from the Walled Garden.</p>
304	Understand maritime incident management and post operational procedures	<p>Assignment 8269-304</p> <p>This assessment covers the knowledge required to complete the unit and consists of a multiple-choice question test.</p> <p>It is set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds.</p>	<p>Assessment and Answer packs can be downloaded from www.cityandguilds.com</p> <p>Passwords can be obtained from the Walled Garden.</p>

Test specifications

The way the knowledge is covered by each test is laid out in the tables below:

Test : Unit 301

Duration: 1 hour and 10 minutes

Unit	Outcome	Number of questions	%
301	1 Understand the role of maritime organisations	7	20
	2 Understand current maritime security guidance	10	30
	3 Understand current maritime legislation	6	17
	4 Understand the maritime threat	4	12

5 Understand the merchant shipping operating environment and procedures	4	12
6 Understand current employment requirements for maritime security operatives	3	9
Total	34	100

Test: Unit 302

Duration: 40 minutes

Unit	Outcome	Number of questions	%
302	o1 Understand pre-deployment processes used by companies for teams and equipment	3	15
	o2 Understand familiarisation procedures on board ship	4	20
	o3 Know how on board briefings and training relating to external security threats are conducted	4	20
	o4 Understand crew roles and responsibilities	5	25
	o5 Know how to implement firearms management plans	4	20
Total		20	100

Test : Unit 303

Duration: 40 minutes

Unit	Outcome	Number of questions	%
303	o1 Understand the importance of applying Best Management Practice (BMP) in maritime security operations	3	12
	o2 Understand ships communications and alert systems	4	16
	o3 Understand the graduated response and Rules for the Use of Force (RUF)	6	24
	o4 Understand "weapon states", carriage, inventory and maintenance of fire arms	4	16
	o5 Know how to interpret intelligence reports and summaries	3	12
	o6 Be able to use navigation and navigation equipment and charts for security duties	5	20
Total		25	100

Please note that in addition to the multiple-choice question test, the candidates are required to complete a practical task in order to achieve Unit 303.

Test: Unit 304

Duration: 40 minutes

Unit	Outcome	Number of questions	%
304	o1 Understand how to manage incidents	9	45
	o2 Know the requirements of Post Transit Reports (PTRs)	3	15
	o3 Know disembarkation procedures	8	40
	Total	20	100

Recognition of prior learning (RPL)

RPL is not allowed for this qualification.



5 Units

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- relationship to ISO 28007
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Summary of units

Unit	Title	UAN	Credits
301	Understand the maritime security industry	A/505/0298	2
302	Understand maritime security pre-deployment planning and procedures	F/505/0299	1
303	Understand maritime security operating procedures	M/505/0301	2
304	Understand maritime incident management and post operational procedures	A/505/0303	1

Unit 301

Understand the maritime security industry

UAN:	A/505/0298
Level:	3
Credit value:	2
GLH:	14
Relationship to ISO 28007:	This unit is linked to sections 4.3, 4.4, 4.5, 4.6, 5.1, 5.2
Aim:	This unit explains the maritime security industry and organisations that will enable the learner to understand the working environment and industry they will be entering.

Learning outcome
The learner will: 1. understand the role of Maritime Organisations.
Assessment criteria
The learner can: 1.1 identify key Maritime Organisations and shipping associations 1.2 identify key naval/military organisations 1.3 describe the roles of the following organisations: a. United Kingdom Maritime Trade Organisation (UKMTO) b. Maritime Security Centre (Horn of Africa) MSC (HOA) c. Maritime Liaison Office (MARLO).

Range
Maritime organisations International Maritime Organization (IMO), International Maritime Bureau (IMB), National Bodies, eg Maritime & Coastguard Agency (MCA), National and International trade associations
Shipping Associations BIMCO, International Chamber of Shipping (ICS), Intercargo, Intertanko
Naval/Military North Atlantic Treaty Organisation (NATO), United Kingdom Maritime Trade Organisation (UKMTO), Task Force 8, Maritime Security Centre (Horn of Africa) MSC (HOA), Combined Maritime Forces, Maritime Liaison

Learning outcome

The learner will:

2. understand current maritime security guidance.

Assessment criteria

The learner can:

- 2.1 identify key relevant **guidance documents** for maritime security
- 2.2 describe the role of the IMO in relation to maritime security
- 2.3 explain the importance of Best Management Practice (BMP) in maritime security
- 2.4 describe the relevance of the International Code of Conduct (ICoC) to the MSO
- 2.5 explain the **key elements** of the rules for the use of force
- 2.6 define the key purpose of the **International Ship and Port Facility Security Code (ISPS Code)**
- 2.7 state the action required by the following in relation to the ISPS Code:
 - a. Company Security Officer (CSO)
 - b. Port Facility Security Officer (PFSO)
 - c. Ship Security Officer (SSO)
- 2.8 define the key purpose of the **International Safety Management (ISM) Code**.

Range

Guidance Documents

BIMCO, Guardcon Guidance on Rules for the Use of Force (RUF), Private Maritime Security Company, National guidelines, Safety of Life at Sea (SOLAS), International Maritime Organization (IMO)

Key elements

Command and control, graduated response, non-violent measures, weapon states, use of lethal force

ISPS Code

ISPS code is a comprehensive set of measures to enhance the security of ships and port facilities. It provides a standardised framework for Risk Management

ISM Code

ISM code provides an international standard for safe management and operation of ships and pollution prevention.

Learning outcome
The learner will: 3. understand current maritime legislation.
Assessment criteria
The learner can: 3.1 describe how the current relevant legislation impacts on the maritime security operations 3.2 explain how national and international laws affect the duties of armed teams 3.3 explain the difference between differing jurisdictions and statutory requirements for home, flag, coastal and port states 3.4 describe the component relevant laws that impact on an individual MSO post incident 3.5 identify the relevant legislation applicable to the command and control of a ship and Master's authority 3.6 describe the jurisdiction areas at sea.

Range
<p>Legislation United Nations Convention on the Law of the Sea (UNCLOS) and relevant articles relating to piracy, UN Charter, flag state law, national state law of the MSO, national state law of the third party, Convention for the Suppression of Unlawful Acts Against the Safety of Maritime Navigation (SUA)</p> <p>Component relevant laws Laws of the Flag State of the ship, International Maritime Law, MSO own National Law, Convention for the Suppression of Unlawful Acts Against the Safety of Maritime Navigation (SUA), potentially the National Law of a third party</p> <p>Jurisdiction areas High seas, Territorial Seas, Contiguous Zones, Economic Exclusion Zones.</p>

Learning outcome
The learner will: 4. understand the maritime threat.
Assessment criteria
The learner can: 4.1 describe the threat to maritime security 4.2 describe the impact of global geo-political situations on maritime security 4.3 identify craft and equipment used in hostile acts.

Range
Threat International terrorism, crime, piracy, activism
Craft and equipment Dhows and Skiffs that have overpowered engines, surplus amounts of personnel, extended ladders, firearms and ammunition.

Learning outcome
The learner will: 5. understand the merchant shipping operating environment and procedures.
Assessment criteria
The learner can: 5.1 identify merchant ship types and how they operate 5.2 describe the operating environment and protocol 5.3 explain the importance of cultural awareness on board ship.

Range
Merchant ship types Liquefied Natural Gas (LNG)/Liquefied Petroleum Gas (LPG), Bulk Carriers, Cargo, Containers, Tankers, Survey, Fishing, Passenger
Operating environment Ship routines, crew working environment, MSO working environment
Protocol Company/ship drugs and alcohol policies, Crew/ MSO interaction, ships watch rotation, eg Officer of the Watch
Cultural awareness Cultural sensitivities, race, religion, gender, languages.

Learning outcome
The learner will: 6. understand current employment requirements for Maritime Security Operatives.
Assessment criteria
The learner can: 6.1 describe the key elements of MSO selection screening and vetting 6.2 list qualifications and training required by security and shipping companies.

Range
<p>Elements</p> <p>Criminal record checks on individuals or national equivalent, firearms competence and currency, Curriculum Vitae, UK's Eng 1 medical certificate or national equivalent, Seaman's Card and Discharge Book, fit for purpose current medical training competence, relevant modules of Standards of Training Certification and Watchkeeping (STCW)</p> <p>Qualifications and training</p> <p>Firearms training, enhanced medical training, team leader training.</p>

Unit 301 Understand the maritime security industry

Supporting information

Guidance

Learning Outcome 1 AC1.1

National Trade Associations

The range refers to National and International Trade Associations and Trade Bodies. These are varied and the relevant bodies will depend on the nationality of the Training Centre and Learner.

Learning Outcome 2 AC 2.4

Note relating to the International Code of Conduct (ICOC)

The ICoC was designed for personnel in land security, however, conformity with the code has been identified as a pre-requisite by some Flag, Port and National bodies as well as shipping companies, insurance and P&I clubs.

Learning Outcome 4 AC4.2

Learners should be made aware of the global impact of political situations/instability and the current threat of piracy against shipping across all areas of the world.

Learning Outcome 5 AC5.1

Learners should be made aware of central characteristics of each type of ship such as speed, freeboard, manoeuvrability, weaknesses, strengths, visual identification clues.

Learning Outcome 5 AC5.2

An overview of how the MSO supports the company Quality Management Policy should be covered.

Learning Outcome 6 AC6.1

Learners should be made aware that the MSO screening and vetting process may include medical screening. ISO 28007 states that 'Wherever possible and legally permissible under human rights and data protection laws, the screening should provide for f) assessment of medical, physical and mental fitness of personnel (this may include psychometric testing and/or written evidence from a health professional)'.

Unit 302

Understand maritime security pre-deployment planning and procedures

UAN:	F/505/0299
Level:	3
Credit value:	1
GLH:	7
Relationship to ISO 28007:	Sections 4.1, 4.2, 4.4, 5.1, 5.2, 5.3, 5.8
Aim:	This unit will ensure that learners will have a knowledge of the preparation and procedures that they will employ prior to and on joining a ship.

Learning outcome
The learner will: 1. understand pre-deployment processes used by companies for teams and equipment.
Assessment criteria
The learner can: 1.1 describe the administrative requirements for teams in regard to travel 1.2 identify the key elements of a Warning Order/Deployment Order .

Range
Administrative requirements Seaman's Card, Discharge Book, letter of invitation, Visa, MSO contract Warning Order/Deployment Order Ship IMO number, Team composition, flight and travel details, firearms and equipment, Flag State, Flag State approval, contact details of agent.

Learning outcome
The learner will: 2. understand familiarisation procedures on board ship.
Assessment criteria
The learner can: 2.1 identify the key elements of the Team Leader and Master meeting 2.2 describe the content of a security Risk Assessment 2.3 list the key aspects of a ship safety brief 2.4 explain the purpose of the ship security plan .

Range
<p>Key elements of meeting Ships routine, training routine, authority to use firearms, Risk Assessments, location of Citadel, Ship defences and BMP 4, RUF, Incident reporting/management, crew brief</p> <p>Risk Assessment Measured against the Ship Security Plan, include identification of restricted areas and access to them, prevention of unauthorised access to ship, procedures to respond to security threats, procedures for evacuation, reporting of security incidents, identification of the SSO, identification of the ship security alert system activation points</p> <p>Key aspects Fire fighting, lifeboat stations, man overboard</p> <p>Ship security plan Techniques for monitoring restricted areas, controlling access to the ship and restricted areas on board, effective monitoring of deck areas and areas surrounding the ship, inspection methods relating to the cargo and ships stores, methods for controlling persons and their effects during embarkation, disembarkation and while on board.</p>

Learning outcome
The learner will: 3. know how on board briefings and training relating to external security threats are conducted.
Assessment criteria
The learner can: 3.1 identify the elements of a crew brief relating to external security threats 3.2 describe the purpose of team training on board 3.3 describe the components of team training on board.

Range
<p>Crew brief Identifying threats, emergency drill, citadel/safe muster points, responsibilities</p> <p>Purpose Maintain professional standards, contractual, meet guidance, validation</p> <p>Components Firearms handling, flag and coastal state legislation, first aid, Best Management Practice, RUF, security equipment.</p>

Learning outcome
<p>The learner will:</p> <p>4. understand crew roles and responsibilities.</p>
Assessment criteria
<p>The learner can:</p> <p>4.1 explain the relationship between the Master and the Team Leader as company representatives</p> <p>4.2 explain the duties of the Officer of the Watch (OOW)</p> <p>4.3 describe the responsibilities of the Ship Security Officer</p> <p>4.4 describe the roles and responsibilities of key crew members.</p>

Range
<p>Responsibilities Compliance with the ISPS Code, ship security plan, crew security training</p> <p>Roles and responsibilities Master: responsible for safety, security, welfare, navigation Bosun: workforce management Chief Engineer: mechanical reliability of the ship, liaison with team for BMP Medical officer/medic: medical stores and facilities, treatment Chief officer/First officer: assume command from the master if required, usually SSO, Officer of the Watch (OOW) Second Officer: Officer of the Watch (OOW).</p>

Learning outcome
The learner will: 5. know how to implement firearms management plans.
Assessment criteria
The learner can: 5.1 describe the importance of complying with relevant flag, national and local laws for licensing and transshipment of firearms 5.2 explain the process for the checking and reporting of firearms against inventory 5.3 describe the role of the agent in transshipment of firearms and security equipment 5.4 describe the safe stowage requirements of firearms whilst aboard.

Range
<p>National Section 1, section 5 of the UK Firearms Act, or a national equivalent firearms legislation</p> <p>Checking and reporting Firearms to be checked at the point of issue, only those on the inventory to be used, full equipment checks on embarkation and pre arrival</p> <p>Role of the agent Liaison with operations managers, liaison with police/military armoury, liaison with government departments, port authorities, movement to and from the ship, accommodation and transport</p> <p>Safe stowage requirements Safes where fitted, securing firearms case to bulk head, firearms bonding where required.</p>

Unit 302 Understand maritime security pre-deployment planning and procedures

Supporting information

Guidance

Learning Outcome 2 AC2.4

Ship Security Plan access may be limited by some clients. The contents of a SSP are never to be communicated outside of the ship contract.

Learning Outcome 5

Implementation of firearms management plans are defined within the ISO28007 Section 4.2.5 (i) to (q).

UAN:	M/505/0301
Level:	3
Credit value:	2
GLH:	12
Relationship to ISO 28007	Sections 4.4, 4.5, 4.6, 5.1, 5.2, 5.3
Aim:	This unit will provide the learner with knowledge of security operating procedures and standard operating procedures according to Best Management Practice whilst on board ship.

Learning outcome
The learner will:
1. understand the importance of applying Best Management Practice (BMP) in maritime security operations.
Assessment criteria
The learner can:
1.1 identify the key aspects of BMP
1.2 explain the potential implications to the Ship and Shipping company if BMP is not applied
1.3 describe the limitations of BMP.

Range
<p>Key aspects</p> <p>Risk assessment, reporting procedures, company planning, ship masters planning, ship protection measures, activity in high risk areas, pirate attack, event of military intervention, post incident reporting</p> <p>Potential implications</p> <p>Increased risk, insurance can be nullified, P&I clubs will not cover members ships, refusal for entry to port</p> <p>Limitations</p> <p>Currency, doesn't encompass employment of armed MSO's, scope of operating areas.</p>

Learning outcome
The learner will: 2. understand ships' communications and alert systems.
Assessment criteria
The learner can: 2.1 identify the methods of communication used for reporting to relevant agencies 2.2 describe the operation of alert systems 2.3 describe the format of an international MAYDAY call.

Range
<p>Methods of communication Very High Frequency (VHF) radio, Satellite communications, Digital Selective Calling (DSC)</p> <p>Alert systems Global Maritime Distress Safety System (GMDSS), Digital Selective Calling (DSC), Ship Security Alert System (SSAS), Automated Identification System (AIS).</p>

Learning outcome
The learner will: 3. understand the graduated response and Rules for the Use of Force (RUF).
Assessment criteria
The learner can: 3.1 describe the principles of graduated response in the event of suspicious or aggressive approaches toward the ship 3.2 define the basic principles of Rules for the Use of Force (RUF).

Range
<p>Principles of graduated response Use of non lethal deterrents (visual presence, visual deterrents, communications), show of intent, invoke RUF, individual responsibilities, eg follow team leader instructions before taking action , Article 2 of the European Convention on Human Rights (or National Human Rights principals equivalent)</p> <p>Principles of RUF Escalation of weapon states, the inherent right to self-defence, attempt not to injure innocent parties, proportionate reasonable and justifiable response, aimed shots, single shots.</p>

Learning outcome
The learner will: 4. understand 'weapon states', carriage, inventory and maintenance of firearms.
Assessment criteria
The learner can: 4.1 describe the states of readiness relating to firearms and the authorisation to implement them 4.2 describe the process for firearms accounting 4.3 explain the environmental effects on firearms.

Range
<p>States of readiness Unloaded, loaded, ready</p> <p>Firearms accounting Securely stored, documented record of use, recording of ammunition expenditure</p> <p>Environmental effects Rusting, ingress of moisture in sighting system, effects of different temperatures.</p>

Learning outcome
The learner will: 5. know how to interpret intelligence reports and summaries.
Assessment criteria
The learner can: 5.1 list intelligence providers that issue summaries and reports 5.2 describe the effects of incident reports on alert states and ship's course.

Range
<p>Intelligence providers International Maritime Bureau, Maritime Security Centre Horn Of Africa (MSC (HOA)), NATO Shipping Centre, Private Intelligence Companies, NAVTEX, other ships</p> <p>Effects of incident reports Inform OOW/TL/Master, route deviation, increased speed.</p>

Learning outcome
<p>The learner will:</p> <p>6. be able to use navigation and navigational equipment and charts for security duties.</p>
Assessment criteria
<p>The learner can:</p> <p>6.1 apply chart work to route selection and changes in relation to the threat</p> <p>6.2 describe types of radar and their security applications used by Maritime Security Operatives (MSO).</p>

Range
<p>Chart work Latitude and longitude co-ordinate plotting, bearings, distance measuring, time-distance-speed, safe navigation, navigation lights</p> <p>Types S band, X band, Automatic radar plotting aid (ARPA)</p> <p>Applications Closest Point of Approach (CPA), Target Data, Radar Orientation, Electronic Bearing Line (EBL) and Radar Beam Width</p>

Guidance**Learning Outcome 1 AC1.1**

Learners should be made aware of the BIMCO document Interim guidance for Owners, Operators and Masters for the protection against Piracy in the Gulf of Guinea (GoG) as a supplement to BMP.

Learning Outcome 3 AC3.1

The process below reflects the guidance relating to principles of graduated response

MSO will always have sole responsibility for any decision taken by him for the use of any force. Actions must always be in accordance with RUF stipulated in contract and within applicable and relevant national and international laws.

Identify suspicious activity in relation to environmental patterns of local life, inform OOW/TL/Master as appropriate, report to UKMTO/MSCHOA, evasive action if appropriate, attempt to contact vessel and inform them of armed guards if no response call team to stations, load firearms and show firearms to suspicious vessel, once piracy equipment/firearms are positively identified and positive identification of an attack is in progress move the crew to Citadel and await orders from the Team Leader.

Please note that this guidance reflects the current regional reporting centres. Tutors are advised to check the current situation before delivery of the course.

Unit 304

Understand maritime incident management and post operational procedures

UAN:	A/505/0303
Level:	3
Credit value:	1
GLH:	5
Relationship to ISO28007	Sections 4.5, 4.6, 5.1, 5.3, 5.4, 5.5, 5.6
Aim:	This unit will provide the learner with the knowledge to report and manage incidents and understand post transit procedures.

Learning outcome

The learner will:

1. understand how to manage incidents.

Assessment criteria

The learner can:

- 1.1 explain the importance of **scene management** and the protection of evidence
- 1.2 describe the **role** of the MSO Team Leader post in dealing with;
 - a. **security** incidents
 - b. **non security** incidents
- 1.3 describe the procedures for dealing with an **accidental discharge** of a firearm
- 1.4 explain the procedure for dealing with **apprehended persons**
- 1.5 identify the **elements** contained in an Incident Statement.

Range

Scene Management

Protection of the site, storage of any firearms involved in an incident, visual/photographic evidence of the scene, details of injury, details and photographic evidence of damage to ship, legal governance relating to statements (SSO take statements), in the event of deviation from transit route the TL must confirm with PMSC that firearms and security equipment can legally enter new destination, PMSC will agree procedures for casualty evacuation and management with the client prior to embarkation

Role relating to:**Security**

Ensure that Annex D of BMP is completed and sent to UKMTO, follow on report to UKMTO, enter details of incident in conjunction with Master in ships log, gather statements from team members, Inform PMSC Operations room, inform the Flag State, diversion to bail out ports – this decision made between Master and Company Security Officer (CSO)

Non security

Enter details of incident in conjunction with Master in ships log, gather statements from team members, Inform PMSC Operations room, inform the Flag State

Accidental Discharge

Statements from the MSO, firearm should be secured and inspected post transit, witness statements taken and the facts recorded in the ships log, PMSC operations room to be informed, ammunition count to be amended

Apprehended Persons

Unauthorised persons, pirates, the Master has the responsibility / authority to detain persons and not the MSO, MSO will dis-arm apprehended persons and hand over to the Master post-incident

Elements

Time, location, details of events leading up to the incident, details of the incident, identities and details of personnel and witnesses involved, written statement from those involved and witnesses, photographs, video surveillance, audio evidence (black box recorder), details of injuries or damage and lessons learnt.

Learning outcome

The learner will:

2. know the requirements of Post Transit Reports (PTRs).

Assessment criteria

The learner can:

- 2.1 list the **essential elements** of a Post Transit Report
- 2.2 describe the **validation process** for submitted reports.

Range**Essential elements**

Ship details, dates, ports of embarkation/disembarkation, Equipment Inventory, firearms storage and use, training conducted of crew and team, ship defences and recommendations, satellite phone logs, intelligence updates, Post Incident Report if necessary

Validation process

Recipients, PMSC validation, client validation, lessons learned, MSO assessment, Quality Management.

Learning outcome

The learner will:

3. know disembarkation procedures.

Assessment criteria

The learner can:

- 3.1 describe the **role** of the **MSO/Team leader** prior to/and during disembarkation
- 3.2 describe the role of the master and the ship's crew during disembarkation
- 3.3 identify the **information** required by the agent and port authorities from the MSO/TL
- 3.4 describe roles and responsibilities of the **Agent**
- 3.5 describe the role of the Port Facility Security Officer (PFSO)
- 3.6 identify **documentation** required for MSO personnel prior to disembarkation.

Range**Role of MSO/TL**

Ensure firearms are cleaned and stored, prepare full inventory of firearms, complete pre arrival paperwork on behalf of the Master for ammunition and security related equipment, send inventory to company operations room, establish communications with the agent

Information

Firearms related documentation detail, ie serial numbers, ammunition count, MSO staff details documentation

Agent

The agent will apply for visa's on behalf of the team where required, arrange transportation to the armoury, arrange accommodation, travel to and from airport, liaison with government and port authorities

Documentation

Seaman's card, Discharge book, valid passport, flight details.

Unit 304 Understand maritime incident management and post operational procedures

Supporting information

Guidance

When teaching this unit it should be noted that UK companies should refer to the Department for Transport and the crime manual for Ship Security Officers (produced by Association of chief police officers) for the latest guidance in this unit.

Learning Outcome 1 AC 1.2

This could relate to the following types of incidents:

Security threats, injuries to MSOs/Crew members, unauthorised persons, accidental discharge of a firearm, breach of discipline.

Learning Outcome 1 AC 1.4

The Voluntary Principles on Security and Human Rights contain guidance on how to deal with apprehended persons and their human rights.

Learning Outcome 2 AC 2.2

Learners should be made aware that negative comments on ships crew and any suggestions that may result in financial expenditure by the client, are to be sent to the PMSC office for forwarding. PTRs are not to be sent by ships email.



Appendix 1 Mapping STCW Courses against MSO Course

Evaluation of STCW Courses against MSO Courses

The following tables are the results of a mapping exercise of the knowledge understanding and proficiency from the STCW¹ Security Awareness and Designated Security Duties courses against the learning outcomes of the Maritime Security Operatives Course.

STCW Table A-VI/6-1 – Specification of minimum standard of competence in security awareness				MSO Course
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence	Learning Outcome
Contribute to the Enhancement of maritime security through heightened awareness	Basic working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified	Unit 301: 5.1 – 5.3
	Basic knowledge of international maritime security policy and responsibilities of Governments, companies and persons			Unit 301: 1.1, 2.1 – 2.3, 2.6, 2.7, 3.1 – 3.6 Unit 302: 4.1 – 4.4
	Basic knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in port facilities			Unit 301: 2.1 Unit 302: 3.1, 4.1 – 4.4
	Basic knowledge of security reporting procedures			Unit 302: 2.2

¹ International Convention on Standards, Training, Certification and Watchkeeping 1978, as amended

STCW Table A-VI/6-1 – Specification of minimum standard of competence in security awareness				MSO Course
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence	Learning Outcome
	Basic knowledge of security-related contingency plans			Unit 302: 2.2, 3.1 – 3.3 Unit 303: 3.1 – 3.3
Recognition of security threats	Basic knowledge of techniques used to circumvent security measures	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Maritime security threats are correctly identified	Unit 301: 4.1,
	Basic knowledge enabling recognition of potential security threats, including elements that may relate to piracy and armed robbery			Unit 301: 4.1, 4.2
	Basic knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause			Unit 301: 4.3 Unit 302: 2.4
	Basic knowledge in handling security-related information and security-related communications			Unit 303 2.1 – 2.3, 5.1-5.2
Understanding of the need for and methods of maintaining security awareness and vigilance	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	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Requirements relating to enhanced maritime security are correctly identified	Unit 302: 3.1 – 3.3

STCW Table A-VI/6-2 – Specifications of minimum standards of competence for seafarers with designated security duties				MSO Course
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence	Learning Outcome
Maintain the conditions set forth in a ship security plan	Working knowledge of maritime security terms and definitions, including elements that may relate to piracy and armed robbery	Assessment of evidence obtained from approved instruction or during attendance at an approved course	<p>Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS Convention, as amended</p> <p>Legislative requirements relating to security are correctly identified</p> <p>Communications within the area of responsibility are clear and understood</p>	Unit 301: 5.1-5.3
	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			Unit 301: 1.1, 2.1 – 2.3, 2.6, 2.7, 3.1 – 3.6 Unit 302: 4.1 – 4.4
	Knowledge of maritime security levels and their impact on security measures and procedures aboard ship and in the port facilities			Unit 301: 2.1 Unit 302: 3.1, 4.1 – 4.4
	Knowledge of security reporting procedures			Unit 302: 2.2
	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			Unit 302: 3.1 – 3.3
	Knowledge of the procedures for conducting inspections and surveys and for the control and monitoring of security activities specified in a ship security plan			Unit 302: 2.2

STCW Table A-VI/6-2 – Specifications of minimum standards of competence for seafarers with designated security duties				MSO Course
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence	Learning Outcome
	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			Unit 302: 2.2, 3.1 – 3.3 Unit 303: 3.1 – 3.3
Recognition of security risks and threats	Knowledge of security documentation, including the Declaration of Security	Assessment of evidence obtained from approved instruction or during attendance at an approved course	Procedures and actions are in accordance with the principles established by the ISPS Code and the SOLAS Convention, as amended	Unit 301: 2.1
	Knowledge of techniques used to circumvent security measures, including those used by pirates and armed robbers			Unit 301: 4.1,
	Knowledge enabling recognition of potential security threats			Unit 301: 4.1, 4.2
	Knowledge enabling recognition of weapons, dangerous substances and devices and awareness of the damage they can cause			Unit 301: 4.3 Unit 302: 2.4
	Knowledge of crowd management and control techniques, where appropriate			Unit 304: 1.1 Unit 303: 3.1 (guidance)
	Knowledge in handling security-related information and security-related communications			Unit 303 2.1 – 2.3, 5.1-5.2
	Knowledge of the methods for physical searches and non-intrusive inspections			Unit 304: 1.4
Undertake regular security	Knowledge of the techniques for monitoring restricted areas	Assessment of evidence	Procedures and actions are in accordance with the	Unit 302: 2.4

STCW Table A-VI/6-2 – Specifications of minimum standards of competence for seafarers with designated security duties				MSO Course
Competence	Knowledge, understanding and proficiency	Methods for demonstrating competence	Criteria for evaluating competence	Learning Outcome
inspections of the ship	Knowledge of controlling access to the ship and to restricted areas on board ship	obtained from approved instruction or during attendance at an approved course	principles established by the ISPS Code and the SOLAS Convention, as amended	Unit 302: 2.4
	Knowledge of methods for effective monitoring of deck areas and areas surrounding the ship			Unit 302: 2.4 Unit 303: 1.1 – 1.3
	Knowledge of inspection methods relating to the cargo and ship's stores			Unit 302: 2.4 Unit 303: 4.2
	Knowledge of methods for controlling the embarkation, disembarkation and access while on board of persons and their effects			Unit 302: 2.4
Proper usage of security equipment and systems, if any	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	Assessment of evidence obtained from approved instruction or during attendance at an approved course	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	Unit 301: 2.3 Unit 303: 2.1 – 2.3, 3.1, 3.2, 4.1 – 4.3, 6.1, 6.2
	Knowledge of the need 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 Convention, as amended	Unit 302: 3.1, 5.1 – 5.4 Unit 303: 4.1



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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