

Guidelines for Maritime Security Training Course Providers

I. BACKGROUND

Section 109 of the Maritime Transportation Security Act of 2002 (MTSA) (P.L. 107-295) charged the Secretary of Transportation with developing “standards and curriculum to allow for the training and certification of maritime security professionals.” The Secretary of Transportation delegated the MTSA mandate to the Maritime Administration (MARAD) and the United States Merchant Marine Academy, which developed the required standards and curriculum and prepared a report to Congress. The standards, curriculum, and recommendations contained in that report were developed through a deliberative and collaborative process, through which MARAD proactively sought comment from all public and private stakeholders and initiated interagency cooperation with the United States Coast Guard and Transportation Security Administration.

During development of the training guidelines, MARAD received many comments from training providers seeking a means through which to have their courses “approved,” or otherwise designated as courses that incorporate the standards and curriculum developed under MTSA. Similar requests were received from facility and vessel operators wishing to enroll their security personnel in courses employing MARAD’s training standards and model curriculum.

In response to these comments, and in order to assist parties charged with implementing the education and training provisions of the MTSA, the Maritime Administration and the U.S. Coast Guard have developed an optional program for maritime security training course certification. This voluntary system is designed to align with potential future regulatory requirements.

II. PROGRAM ELEMENTS

The voluntary program consists of the following elements:

1. Application procedures for approval of maritime security training courses;
2. Administrative procedures and record keeping for training providers;
3. Oversight procedures to ensure that courses are taught in accordance with the established guidelines;
4. Renewal procedures; and
5. Procedures for suspension or withdrawal of approval.

A training provider may seek approval of maritime security training courses by electronically submitting a request containing the information described in Appendix A to the MARAD Coordinator via MARAD’s Virtual Office of Acquisition (VOA) password protected website at <https://voa.marad.dot.gov>. The MARAD Coordinator is presently Brandon Cummo his email address is: <mailto:brandon.cummo@dot.gov>. A MARAD contractor, approved by the Coast Guard as a Quality Standard System (QSS) organization with experience in maritime education and training, will assess requests and if necessary will conduct on-site verification which will then be reviewed by the appropriate government agency. The Coast Guard will be responsible for vessel security officer course approvals; MARAD will be responsible for other course approvals. Course approval certification will then be issued electronically by the Contractor.

Course approvals are evidence that the course meets all the guidelines contained in this notice.

III. IMPLEMENTATION.

Training providers - profit or non-profit - must be organized and authorized to conduct business under the federal laws of the United States, or under the laws of any state of the United States, and they must conduct the training in the United States or aboard a United States flag vessel to be eligible for this program.

Training providers seeking course approval should submit a request and supporting documentation containing the “ELEMENTS OF REQUEST FOR A MARITIME SECURITY TRAINING COURSE APPROVAL” specified in APPENDIX A, which is based on the IMO model course format, to the MARAD coordinator. The request will then be reviewed to ensure that the course meets the standards for the type of training intended.

Training providers who are interested in submitting proposals utilizing E-Learning as a method of instruction may submit proposals for the MSA courses only, in accordance with the instructions contained herein.

A. Course Administration Elements

(1) Curriculum. The content of approved courses should conform to the syllabi of the relevant IMO model courses, or other model courses that may be approved. Courses should be conducted as submitted and in accordance with the conditions of the approval as stated in the course approval letter. Any changes to the initial curriculum should be submitted electronically to the MARAD coordinator for evaluation and written approval.

(2) Instructor(s). Information regarding instructors should be submitted as part of the initial request for course approval. Any subsequent instructor changes should be submitted electronically to the MARAD coordinator for evaluation and written approval.

For E-Learning courses, the course must provide a means of getting prompt feedback and assistance from someone meeting the same qualification standards as would apply to an instructor in a “live” course. Student projects and work must be reviewed by an assessor meeting the same qualification standards.

(3) Records. A training provider offering an approved course should maintain a file at the training facility, for at least 10 years after the end of each student’s enrollment, containing the student’s examinations, a report of practical tests administered, and a record of classroom attendance. (a) If approved courses are taught in more than one location, or if the course is delivered by E-Learning, the records must be made available on 24 hours notice. (b) The records may be maintained at one central location identified in the course approval package.

(4) Course Completion Certificates. Course completion certificates should be in the training provider’s standard format and contain: (1) the name of the course as stated in the course certification letter; (2) the name of the school or training provider; (3) the date the training began and was completed; (4) the signatures of the course instructor and director or department head; and (5) the student’s full name. Training providers will issue a certificate to candidates who successfully complete maritime security training courses. Training providers should verify the identification of all students attending certified security training courses and issue consecutively numbered certificates to students who successfully complete the approved course. Blank course completion certificates should be kept secure at all times. The paper stock of course completion certificates should contain micro printing, watermarks and/or other effective measures to help prevent production of fraudulent certificates. Training providers should consult International Maritime Organization MSC/Circ. 1089 “Guidance on Recommended Anti-Fraud Measures and Forgery Prevention Features for Seafarers’ Certificates” available via the IMO website at www.imo.org.

(5) E-Learning. Additional requirements for utilizing E-Learning as a method of instruction are provided in Attachment 5.

B. Oversight.

(1) Purpose. Oversight audits may be conducted to verify that the terms of the course approval letter are followed.

(2) Types of Audits. There are three types of audits that may be conducted: announced, unannounced and customer survey. An announced audit is conducted when representatives from the certifying agency inform training course providers that they will attend the course or review administrative course records prior to doing so. An unannounced audit is conducted when representatives from the approving agency attend the course anonymously or when representatives review administrative course records. A customer survey audit is conducted when representatives of the oversight agency send letters to students to verify that courses are conducted in accordance with the terms of the course approval.

(3) Results. All audits, except customer surveys, are followed-up by a letter discussing the results of the audit. Preliminary results will be discussed with training provider personnel prior to the auditors' departure from the training site.

C. Renewal.

(1) Period of Approval. Course approvals are effective for a period of two years; or until the controlling interest in an approved course is surrendered, sold or otherwise transferred or conveyed; or until the approval is suspended or withdrawn. Subsequent renewals will be valid for five years, and may be granted subject to a written request to the approving agency via the MARAD coordinator.

(2) Renewal Requests. A request for the renewal of a course approval should be submitted at least 90 days before the current approval expires. Courses submitted for renewal shall be in the same format as the original submission. To facilitate the renewal process, all changes should be highlighted. If there have been no changes since the last approval, a statement to the effect that the curriculum, instructors and facilities are the same should accompany the submittal. Renewals are effective for five years.

D. Suspension or Withdrawal of Approval.

(1) Suspension. If it is determined that a specific course no longer complies with the standards and terms of course approval, or substantially deviates from the course curriculum that was approved, or if the course is being presented in a manner that is insufficient to achieve the course learning objectives, the responsible agency may suspend the approval, require the approval holder to surrender the approval, if any, and may direct the holder to cease claiming the course is approved. The responsible agency will notify the approval holder in writing of its intention to suspend the approval and the reasons for suspension and provide a time period for corrective action. If the approval holder fails to correct the reasons for suspension, approval will be withdrawn.

(2) Withdrawal. The responsible agency may withdraw the approval for any or all courses by an approval holder upon a determination that the approval holder has demonstrated a pattern or history of:

- failing to comply with the applicable regulations or the requirements of course approvals;
- substantial deviations from their approved course curricula; or
- presenting courses in a manner that is insufficient to achieve course learning objectives.

(3) Appeal. Anyone directly affected by a decision to suspend or withdraw an approval may appeal the decision to the responsible agency via the MARAD coordinator.

E. Voluntary Cessation of Course Offering

Course providers who cease offering their courses shall immediately notify the MARAD coordinator so the course can be removed from the publicized course approval lists on the Internet.

APPENDIX A

ELEMENTS OF REQUEST FOR MARITIME SECURITY TRAINING COURSE APPROVAL

The elements listed below comprise a request for course approval. The request and supporting material shall be submitted electronically to the MARAD Coordinator via the Maritime Administration's Virtual Office of Acquisition (VOA) password protected website as follows:

<https://voa.marad.dot.gov>. The MARAD coordinator is Brandon Cummo, MARAD, whose email address is <mailto:brandon.cummo@dot.gov>. (Items specified below that cannot reasonably be transmitted electronically via the MARAD Virtual Office of Acquisitions website, such as text books, posters and illustrative mock-ups, shall be catalogued in the request for subsequent verification at the discretion of the MARAD Contractor.) Definitions unique to maritime security training are provided in ATTACHMENT 4. If your submission utilizes E-Learning as a method of instruction, you must respond to the elements below and the guidance in ATTACHMENT 5.

I. REQUEST FOR APPROVAL: The formal statement of request for course approval will be in the form of a cover letter from the training course provider to the MARAD coordinator via the VOA website. A letter of request is required for each course submission. The letter should include: (1) the name of the course; (2) the location where it will be held; (3) a general description of the course; and (4) the specific category(s) of maritime security training (e.g., Vessel Security Officer, Company Security Officer, Facility Security Officer) that the course is intended to address. **The letter should be addressed to Maritime Administration attention Brandon Cummo, 1200 New Jersey Ave., S.E., Washington, DC 20590 or brandon.cummo@dot.gov.**

II. COURSE FRAMEWORK: This section provides an overview of the purpose, nature, and individual components of the course, and should contain each of the following:

A. Scope. A brief description of the course.

B. Objective. A statement of the goal(s) and learning outcomes of the course.

C. Student Identity. A statement that, prior to enrolling students in a security course, the training provider verifies the identity of students through one of the following forms of photo identification listed below. The training provider should keep a copy of the identification document in their files. All documents presented for verification of identity must be unexpired. Training providers should report suspicious identity documents and/or circumstances to appropriate law enforcement authorities. Acceptable forms of identification are:

- U.S. Merchant Mariner Document issued after February 3, 2003
- STCW 95 Certificate (with embedded photograph),
- U.S. Passport,
- Foreign passport,
- U.S. Armed Forces identification card,
- Photo Identification cards issued by U.S. federal, state, or local government agencies, and

- Driver's license with photo of the driver issued by a U.S. possession or commonwealth.

For E-Learning, equivalent arrangements for student identity shall be controlled, provided and administered at the training provider's centralized location.

D. Class limitations.

- Class size: State the maximum class size for classroom lessons and, if appropriate, for practical demonstrations or simulation exercises and assessments, include the number of the students per simulator.
- Student/teacher ratio: State the student/teacher ratio and discuss the organization's policy for circumstances when more than one instructor will be present during any of the lessons.
- Instructors: Include a list of instructors with a description of their experience, background and qualifications to demonstrate that they have the subject matter expertise to interact with students and to answer student questions, as well as the instructional capability to impart the required information to students. It is preferred that instructors have attended a course in instructional systems design and techniques. Any instructor changes should be reported immediately to the MARAD coordinator for evaluation and written approval.

E. Teaching facilities and equipment.

- Facility: Include the address and a description of the facility at which the training will be held. A statement that the site is as represented in the request should be included and signed by the president or director of the course provider. The request should include electronic photographs, diagrams or plans of the training site. Any changes to training site should be submitted to the MARAD coordinator for evaluation and written approval.
- Course equipment: Include a description of the equipment that will be used during the course. This includes all equipment to be used during hands-on training and/or testing, and any simulators or simulation programs to be used. If a simulator or simulation program is to be used, include technical specifications and brochures provided by the manufacturer. Any changes to course equipment should be submitted to the MARAD coordinator for evaluation.

F. Teaching aids.

- Visual aids: Include copies of all visual aids and a discussion of how audiovisual and other aids will be used during the training course, and which performance objectives they will impact. This information may be a part of the curriculum documentation that discusses the make up of the lesson plans.
- Textbooks: Include copies of all student handouts, homework assignments, workbooks, and a bibliography of textbooks to be used. The MARAD Contractor may ask for copies of textbooks it does not have access to, and will return the texts after the course has been evaluated.

III. ADMINISTRATION AND RECORDKEEPING: Include a detailed description of the training provider's organization and infrastructure. Provide evidence of the capability at a central location to verify and handle student identification and enrollment records,

maintain student certificate records and provide qualified expertise to answer student questions. Describe system for maintaining student records security and methods to respond quickly and efficiently to student inquiries and administrative requests such as for duplicate certificates. This is required for both instructor-led and E-Learning methods of instruction.

- IV. **DETAILED TEACHING SYLLABUS:** Include a detailed teaching syllabus consisting of lesson plans for each instructional unit written in learning objectives format in which the objective describes what the student must do to demonstrate that the specific knowledge or skill has been learned. The format of any standard educational lesson plan is acceptable. The lesson plan should include the major teaching points and all required sub-skills and knowledge. References should be made against the learning objectives to indicate which publications and teaching aids the instructor may use when preparing and presenting the lesson. A syllabus is required for all courses, including those given by E-Learning. See ATTACHMENT 1 for a sample of learning objectives.
- V. **COURSE SCHEDULE:** Include a course schedule in a format similar to ATTACHMENT 2. The course schedule should include the length of each lesson and indicate whether the lesson is a classroom lecture, practical demonstration, simulator exercise or examination. Each subject matter in the course schedule should be prefaced by a number that corresponds to the subject area listed in the detailed teaching syllabus and course outline. For E-Learning, include an estimate of the time required for a student to complete the course and any applicable time limits for course completion.
- VI. **COURSE OUTLINE:** Include a course outline, containing a summary of the syllabus by subject area with the number of hours for each lecture, practical demonstrations, or simulation program. This shows the focus of the course while highlighting how the course meets IMO and Coast Guard time requirements. See ATTACHMENT 3 for a sample course outline.
- VII. **INSTRUCTOR MANUAL:** Include an instructor's manual, providing specific guidance on instructional strategies and techniques appropriate for the educational domain of each learning objective of each lesson. The manual should address the major components of each instructional strategy for each lesson identified in the course schedule. An Instructor Manual is required for all courses including those using E-Learning as the method of instruction.
- VIII. **EXAMINATION AND ASSESSMENT:**
- A. **Method of examination:** Include an explanation of how the students' performance will be evaluated throughout the course. Include whichever is applicable:
- **Written examinations:** Copies of all written examinations, the grading procedure to be used, frequency of revision, and what will be considered a passing score.
 - **Practical demonstrations:** Detailed descriptions of all practical or simulator examinations, tests, or exercises that describe the situation presented to the student; what the students must do to successfully complete each test; and how each student's performance will be evaluated and recorded. Provide a separate checklist to evaluate each practical examination and what is considered a passing score. This checklist should include the condition under which the practical demonstration will occur, the behavior to be observed, and the criteria for successful completion of the demonstration.

- Note: Instructors or training provider personnel should not assist or coach students in any way during the evaluation process.
- B. Determination of final grade.** Include a discussion of how the instructor(s) will determine final grades by proportioning written and practical examination scores as appropriate.
- C. Re-test procedures:** Include a description of the training provider's policy on re-tests of failed examinations.
- D. Course Critique:** Include a sample student course evaluation form(s) or the training provider's procedures for obtaining student feedback to the school on the effectiveness of the instruction and instructors.

IX. SUBMISSION Checklist

The following details shall be included in the curriculum submission. Any missing details shall be explained in the cover letter.

| # | Item | Details |
|---|----------------------------------|--|
| A | Cover Letter | Name of the course |
| | | Training location |
| | | General description of the course |
| | | Course operator |
| | | Type of course (VSO, CSO etc.) |
| | | Contact person, Address, Phone/fax/email, website address |
| B | Course Framework | Scope (purpose) |
| | | Learning objectives |
| | | Student identity (statement) |
| | | Class size (classroom) <i>not applicable for e-learning</i> |
| | | Class size (practical) |
| | | Student/teacher ratio |
| | | List of instructors and their experience |
| | | Description of the facilities incl. statement |
| | | List of equipment used (theory/practice/simulation) |
| | | System requirements and delivery method (<i>e-learning only</i>) |
| | | Visual aids: Copies of OH slides, video, CBT etc. used |
| | | References to text books used |
| | | Copies of student's handouts etc. |
| | | Arrangements for providing student assistance (<i>e-learning only</i>) |
| Copy of student's course completion certificate | | |
| C | Administration and Recordkeeping | Organization and infrastructure description |
| | | Evidence of centralized administrative capability |
| | | Description of methods to ensure records security |
| D | Detailed Teaching Syllabus (DTS) | Written with learning objectives for each subject area |
| | | References to teaching aids (equipment, visuals, exercise etc.) |
| | | References to relevant pages in text books |
| | | Time for each subject area |
| E | Course Schedule (CS) | Time for each subject area |
| | | Subject areas identical with names used in CO, DTS and IM Indication whether the lesson is theoretical, practical, simulations or examination |
| F | Course Outline (CO) | Summary of syllabus by subject area |
| | | Time for each subject area |
| | | Indication whether the lesson is theoretical, practical, simulations or examination |
| G | Instructor Manual | Specific guidance on teaching strategies and techniques |
| | | Lesson plan for each subject area |
| H | Examination and Assessment | Explanation on how student's performance will be evaluated |
| | | Copies of written examinations |
| | | Grading procedure and pass score |
| | | Detailed descriptions of practical assessments incl. checklists |
| | | Proportioning of final grade from written and practical tests |
| I | Course Critique | Description of re-test procedures |
| | | Copy of student's course evaluation form |

**ATTACHMENT 1
SAMPLE LEARNING OBJECTIVES**

| Learning Objectives | IMO/ILO Reference | Bibliography | Teaching Aid |
|--|--------------------------|---------------------|---|
| <p>1. Introduction (1.5 hours)</p> <p>1.1. Course overview</p> <p>.1 describes the topics and emphasis of the course</p> <p>1.2. Competences to be achieved</p> <p>.1 describes the competences that will be achieved through completion of the course</p> <p>1.3. Historical perspective</p> <p>.1 describes representative incidents involving criminal activity in the maritime environment</p> <p>.2 summarizes incident statistics and discusses underlying motivation and results</p> <p>1.4. Current security threats and patterns</p> <p>.1 identifies threats to the maritime transport industry, such as:</p> <p>¾ piracy and armed attacks</p> <p>¾ terrorism</p> <p>¾ contraband smuggling</p> <p>¾ stowaways and refugees</p> <p>¾ cargo theft</p> <p>¾ collateral damage</p> <p>1.5. Ship and port operations and conditions</p> <p>.1 characterizes the intermodal nature of transportation and the interfaces between ships and other modes</p> | | <p>B5</p> <p>B9</p> | <p>A1.1</p> <p>A1.2 pa. 1.3</p> <p>A1.2 pa. 1.4</p> |
| <p>2. Maritime Security Policy (1.0 hours)</p> <p>2.1. Relevant international conventions, codes, and recommendations</p> <p>.1 lists previous efforts of IMO toward maritime security, such as MSC/Circ.443, SUA Act, etc.</p> <p>.2 describes the rapidity with which IMO acted to enhance maritime security following 9/11</p> <p>.3 summarizes the amendments to SOLAS Chapter XI and the contents of the ISPS Code</p> <p>2.2. Relevant government legislation and regulations</p> <p>.1 states the requirements of relevant national legislation and regulations.</p> <p>2.3. Definitions</p> <p>.1 defines</p> <p>¾ Ship Security Plan</p> <p>¾ Company Security Officer</p> <p>¾ Ship Security Officer</p> | | <p>B3</p> | <p>A1.2 pa. 2.1</p> <p>A1.2 pa. 2.2</p> |

| Learning Objectives | IMO/ILO Reference | Bibliography | Teaching Aid |
|---|---|--------------|--------------|
| <p>given the necessary support to fulfill their duties and responsibilities</p> <p>3.4. The ship</p> <p>.1 states that the ship shall comply with the requirements of the Ship Security Plan as per the security level set</p> <p>3.5. The port facility</p> <p>.1 states that port facilities shall comply with the relevant requirements of Chapter XI-2 of SOLAS and the ISPS Code</p> <p>.2 states that the port facility shall act upon the security levels set by the Administration within whose territory it is located</p> <p>3.6. Ship Security Officer</p> <p>.1 states that the company shall designate a Ship Security Officer for each ship</p> <p>.2 lists the duties and responsibilities of the Ship Security Officer</p> <p>3.7. Company Security Officer</p> <p>.1 states that the company shall designate a Company Security Officer</p> <p>.2 describes that the person designated as Company Security Officer may act as Company Security Officer for one or more ships provided that it is clearly identified for which ships he is responsible</p> <p>.3 indicates that the company may designate several persons as Company Security Officer provided that it is clearly identified for which ships each is responsible</p> <p>.4 lists the duties and responsibilities of the Company Security Officer</p> <p>3.8. Port Facility Security Officer</p> <p>.1 states that the Port Facility Security Officer shall be designated for each port facility</p> <p>.2 states that a person may be designated as the Port Facility Security Officer for one or more port facilities</p> <p>.3 lists the duties and responsibilities of the Port Facility Security Officer</p> <p>3.9. Shipboard personnel with specific security duties</p> <p>.1 states that members of the ship's crew may be assigned security duties in support of the Ship Security Plan</p> <p>3.10. Port facility personnel with specific security duties</p> | <p>R1.3 pa. 7</p> <p>R1.3 pa. 14</p> <p>R1.3 pa. 12</p> <p>R1.3 pa. 11</p> <p>R1.3 pa. 17</p> | | |

| Learning Objectives | IMO/ILO Reference | Bibliography | Teaching Aid |
|--|--------------------------|---------------------|---------------------|
| <p>.1 states that port facility personnel other than the PFSO may be assigned security duties in support of the port facility Security Plan</p> <p>3.11. Other personnel</p> <p>.1 States that other shipboard and port facility personnel may have a role in the enhancement of maritime security</p> <p>.2 states that personnel other than ship or facility personnel may have a role in the enhancement of maritime security</p> | | | |

ATTACHMENT 2 SAMPLE COURSE SCHEDULE

| Day/Period | 1st Period (2.0 hours) | 2nd Period (1.5 hours) | 3rd Period (2.0 hours) | 4th Period (1.5 hours) |
|------------|--|--|--|--|
| Day 1 | <p>1 Introduction</p> <p>1.1 Course overview 1.2 Competences to be achieved 1.3 Historical perspective</p> <p>1.4 CURRENT SECURITY THREATS AND PATTERNS</p> <p>1.5 Ship and port operations and conditions</p> <p>2 MARITIME SECURITY POLICY</p> <p>2.1 Relevant international conventions, codes, and recommendations 2.2 Relevant government legislation and regulations 2.3 Definitions</p> | <p>2.4 Legal implications of action or non-action by the Ship Security Officer</p> <p>2.5 Handling sensitive security-related information and communications</p> <p>3 SECURITY RESPONSIBILITIES</p> <p>3.1 CONTRACTING GOVERNMENTS 3.2 Recognized Security Organizations 3.3 The company</p> <p>3.4 THE SHIP 3.5 The port facility 3.6 Ship Security Officer 3.7 Company Security Officer</p> | <p>3.8 Port Facility Security Officer 3.9 Shipboard personnel with specific security duties 3.10 Port facility personnel with specific security duties 3.11 Other personnel</p> <p>4 Ship Security Assessment</p> <p>4.1 RISK ASSESSMENT METHODOLOGY 4.2 ASSESSMENT TOOLS 4.3 ON-SCENE SECURITY SURVEYS 4.4 Security assessment documentation</p> | <p>5 Security Equipment</p> <p>5.1 Security equipment and systems 5.2 Operational limitations of security equipment and systems 5.3 Testing, calibration and maintenance of security equipment and systems</p> <p>6 Ship Security Plan</p> <p>6.1 Purpose of the Ship Security Plan 6.2 Contents of the Ship Security Plan</p> |

| Day/Period | 1st Period (2.0 hours) | 2nd Period (1.5 hours) | 3 rd Period (1.5 hours) | 4th Period (2.0 hours) |
|------------|--|---|--|---|
| Day 2 | <p>6.3 Confidentiality issues 6.4 Implementation of the Ship Security Plan 6.5 Maintenance and modification of the Ship Security Plan</p> <p>7 Threat Identification, Recognition, and Response</p> <p>7.1 Recognition and detection of weapons, dangerous substances and devices 7.2 Methods of physical searches and non-intrusive inspections 7.3 Implementing and coordinating searches</p> | <p>7.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks 7.5 Techniques used to circumvent security measures 7.6 Crowd management and control techniques</p> <p>8 Ship Security Actions</p> <p>8.1 Actions required by different security levels 8.2 Maintaining security of the ship/port interface 8.3 Usage of the Declaration of Security 8.4 Implementation of security procedures</p> | <p>9 Emergency Preparedness, Drills, and Exercises</p> <p>9.1 Contingency planning 9.2 Security drills and exercises 9.3 Assessment of security drills and exercises</p> <p>10 Security Administration</p> <p>10.1 Documentation and records 10.2 Reporting security incidents</p> | <p>10.3 Monitoring and control 10.4 Security audits and inspections 10.5 Reporting nonconformities</p> <p><i>11 Security Training</i></p> <p>11.1 Training requirements 11.2 Instructional techniques</p> |

ATTACHMENT 3 SAMPLE COURSE OUTLINE

| Subject Area | Hours |
|--|-------|
| Introduction | 1.5 |
| 1.1 Course overview | |
| 1.2 Competences to be achieved | |
| 1.3 Historical perspective | |
| 1.4 CURRENT SECURITY THREATS AND PATTERNS | |
| 1.5 Ship and port operations and conditions | |
| 2 MARITIME SECURITY POLICY | 1.0 |
| 2.1 Relevant international conventions, codes, and recommendations | |
| 2.2 Relevant government legislation and regulations | |
| 2.3 Definitions | |
| 2.4 Legal implications of action or non-action by security personnel | |
| 2.5 Handling sensitive security-related information and communications | |
| 3 SECURITY RESPONSIBILITIES | 1.5 |
| 3.1 CONTRACTING GOVERNMENTS | |
| 3.2 Recognized Security Organizations | |
| 3.3 The company | |
| 3.4 THE SHIP | |
| 3.5 The port facility | |
| 3.6 Ship Security Officer | |
| 3.7 Company Security Officer | |

| Subject Area | Hours |
|--|--------------|
| 3.8 Port Facility Security Officer | |
| 3.9 Shipboard personnel with specific security duties | |
| 3.10 Port Facility personnel with specific security duties | |
| 3.11 Other personnel | |
| 4 Ship Security Assessment | 1.5 |
| 4.1 RISK ASSESSMENT METHODOLOGY | |
| 4.2 ASSESSMENT TOOLS | |
| 4.3 ON-SCENE SECURITY SURVEYS | |
| 4.4 Security assessment documentation | |
| 5 Security Equipment | 1.0 |
| 5.1 Security equipment and systems | |
| 5.2 Operational limitations of security equipment and systems | |
| 5.3 Testing, calibration and maintenance of security equipment and systems | |
| 6 Ship Security Plan | 1.5 |
| 6.1 Purpose of the Ship Security Plan | |
| 6.2 Contents of the Ship Security Plan | |
| 6.3 Confidentiality issues | |
| 6.4 Implementation of the Ship Security Plan | |
| 6.5 Maintenance and modification of the Ship Security Plan | |

| Subject Area | Hours |
|--|--------------|
| 7 Threat Identification, Recognition, and Response | 1.5 |
| 7.1 Recognition and detection of weapons, dangerous substances and devices | |
| 7.2 Methods of physical searches and non-intrusive inspections | |
| 7.3 Implementing and coordinating searches | |
| 7.4 Recognition, on a non-discriminatory basis, of persons posing potential security risks | |
| 7.5 Techniques used to circumvent security measures | |
| 7.6 Crowd management and control techniques | |
| 8 Ship Security Actions | 1.0 |
| 8.1 Actions required by different security levels | |
| 8.2 Maintaining security of the ship/port interface | |
| 8.3 Usage of the Declaration of Security | |
| 8.4 Implementation of security procedures | |
| 9 Emergency Preparedness, Drills, and Exercises | 1.0 |
| 9.1 Contingency planning | |
| 9.2 Security drills and exercises | |
| 9.3 Assessment of security drills and exercises | |
| 10 Security Administration | 1.0 |
| 10.1 Documentation and records | |
| 10.2 Reporting security incidents | |
| 10.3 Monitoring and control | |
| 10.4 Security audits and inspections | |
| 10.5 Reporting nonconformities | |

| Subject Area | Hours |
|-------------------------------|--------------|
| 11 Security Training | 1.5 |
| 11.1 Training requirements | |
| 11.2 Instructional techniques | |
| | Total: 14.0 |

ATTACHMENT 4

DEFINITIONS

Assessor means a person with relevant experience who is responsible for looking at evidence/performance and judging whether the candidate has achieved the required standards.

Company Security Officer (CSO) means the person designated by the Company as responsible for the security of the vessel or Outer Continental Shelf (OCS) facility, including implementation and maintenance of the vessel or OCS Facility Security Plan, and for liaison with his/her respective vessel or Facility Security Officer and the Captain of the Port, USCG (COTP). The CSO is required to complete maritime security training under the provisions of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and relevant U.S. Coast Guard regulations.

Coordinator means the individual and office that MARAD designates to coordinate the course approval process.

E-Learning means Computer Based Training or Web Based Training (CBT/WBT)

Facilitator means a person who is appropriately qualified to assist the student in the training/learning process, whether in person, via email, telephone or other wise.

Facility Personnel with Specific Security Duties means facility personnel who are assigned specific security duties in connection with a Facility Security Plan (FSP) and who require maritime security training in order to perform their duties in accordance with the requirements of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and relevant U.S. Coast Guard regulations.

Facility Security Officer (FSO) means the person designated as responsible for the development, implementation, revision and maintenance of the Facility Security Plan and for liaison with the COTP and Company and Vessel Security Officers. The FSO is required to complete maritime security training under the provisions of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and relevant U.S. Coast Guard regulations. The Facility Security Officer is the equivalent of the Port Facility Security Officer under the ISPS Code.

IMO means the International Maritime Organization

ISPS Code means the International Ship and Port Facility Security Code, as incorporated into SOLAS.

Military, First Responder, and Law Enforcement Personnel means military, security, and law enforcement personnel without prior maritime background who require maritime security training in order to conduct their duties aboard vessels, in port facilities, and elsewhere in the marine environment in accordance with the requirements of the Maritime Transportation Security Act of 2002.

Maritime Transportation Security Act of 2002, Section 109 (MTSA 109) is that Section of the Maritime Transportation Security Act of 2002 that governs maritime security training in the United States of America.

Personnel without Specific Security Duties means personnel not otherwise defined in this part and who are not assigned specific security duties in connection with a Vessel Security Plan or a Facility Plan. These persons nevertheless operate in the maritime environment and interface with persons responsible for enhanced security.

Responsible Agency means either the United States Coast Guard or the Maritime Administration, each of which bears responsibility for approval of specific maritime security courses developed under Section 109 of the MTSA.

SOLAS means the International Convention for the Safety of Life at Sea, 1974, as amended.

Training Provider means an entity that intends to provide maritime security training under MTSA 109. Training providers - profit or non-profit - must be organized and authorized to conduct business under the federal laws of the United States, or under the laws of any state of the United States, and they must conduct the training in the United States or aboard a United States flag vessel to be eligible for this program.

USMMA means the United States Merchant Marine Academy, the federal service academy operated by MARAD under the U.S. Department of Transportation.

Vessel Personnel with Specific Security Duties means vessel personnel who are assigned specific security duties in connection with a Vessel Security Plan and who require maritime security training in order to perform their duties in accordance with the requirements of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and relevant U.S. Coast Guard regulations.

Vessel Security Officer (VSO) means the person onboard the vessel, accountable to the Master, designated by the Company as responsible for security of the vessel, including implementation and maintenance of the Vessel Security Plan, and for liaison with the Facility Security Officer and the vessel's Company Security Officer. The VSO is required to complete maritime security training under the provisions of the Maritime Transportation Security Act of 2002, Chapter XI-2 of SOLAS 74 as amended, the IMO ISPS Code, and relevant U.S. Coast Guard regulations. The Vessel Security Officer is the equivalent of the Ship Security Officer under the ISPS Code.

ATTACHMENT 5

Standards Applicable to E-Learning

Method of instruction

Documentation to be Submitted

General

Training providers who are interested in submitting proposals utilizing E-Learning as a method of instruction may submit proposals for the MSA course only.

This E-Learning Guideline is in addition to the general documentation required in MARAD's "Guidelines for Maritime Security Training Course Providers."

The following information shall be submitted as basis for the certification of E-Learning as a method of instruction in conducting maritime security training programs:

- a) Cover letter
- b) Training course framework, including reference to relevant legislation, requirements, guidelines, *but without information on* class limitations, and teaching aids.
- c) Complete script or storyboard for the E-Learning program
- d) One copy of the E-Learning program with completed cover, labels and instructions on how to install and use, as it will be delivered to the end user, as applicable
- e) Description of arrangements for students to obtain assistance, pose questions, etc. to an instructor or facilitator with appropriate expertise in the course subject matter.
- f) Method of examination and assessment.

Cover letter

The cover letter from the training program provider shall contain the name of the training course, the location where the student will be undergoing the security training, a general description of the training course, and why certification is being sought, how it will be used in the maritime industry and the name of the E-Learning program, and manufacturer or developer if applicable

Training course framework

The training course framework shall provide an overview of the purpose, nature, and individual components of the training course:

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| Scope | A brief description of the course including reference to relevant legislation, requirements, guidelines, and particular model course |
| Learning objectives and Learner Outcomes | A statement explaining the learning objective(s) of the training course formulated as: “After the training the learners shall be able to...”, “...demonstrate...” etc. The statement shall include how E-Learning is appropriate for, and effectively achieves all learning objectives. |
| Purpose | A description the why the E-Learning method is needed. It should be based on competence gaps and refer to desired organizational results such as, improved work processes, attainment of goals or strategies or implementation of services. |
| Delivery Method | A description of how the course will be delivered utilizing E-Learning, including all applicable system and other equipment requirements. |
| Entry standards and Student ID | A list of the prerequisites for a learner to attend the training course, standards for student identification including merchant mariners document, drivers license, two photos, SSN. |
| Learner conditions | A description of the personal, professional and practical factors the learner is expected to bring into the training situation, such as entry level competence, computer skills, learning needs, expectations, attitudes, habits and values based on experience, culture and religion, as appropriate. |
| Student Feedback/Assistance | A description of the arrangements for learners to get feedback, request assistance, or pose questions to an individual having knowledge of the course and expertise in the subjects taught in the course. |
| Assessors and Facilitators | <p>a) The competence requirements for the assessor(s) and facilitator(s) shall be given.</p> <p>b) A list of assessors with a description of their experience, background and qualifications to demonstrate they have the capability to perform assessment activities. Assessors shall have at least same competence as required for instructors. This shall be determined by recognized license, diploma or other evidence.</p> <p>c) A list of facilitators with a description of their experience, background and qualifications to demonstrate that they possess the knowledge and experience sufficient to assist and advise students in the subject matter.</p> |

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| Teaching aids | <u>Textbooks</u> : Copies of all learner handouts, homework assignments, workbooks, and a bibliography of the learner textbooks to be used. |
| Certificate | <p>A copy of the E-Learning training course completion certificate shall be included. Certificates shall include the following information:</p> <ul style="list-style-type: none"> - E-Learning program title. - Name of training location or operator (e.g. vessel's name for E-Learning). - Learner's name. - Lead assessor and/or facilitator's name and signature. - Date the E-Learning program was completed. - A unique number corresponding to the E-Learning program provider's records of certificates. - A statement that the E-Learning program conforms to this standard and or other requirement given elsewhere, if any. |

Examination and assessment

This section shall provide an overview of the method of examination, determination of final grade and procedures for re-testing:

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| Method of examination | <p>An explanation shall be included of how the learners' performance will be evaluated throughout the training course. It should cover how the assessments and examinations validate the desired learning outcomes. It should also include proctoring and/or surveillance during examinations. Include whichever is applicable:</p> <p><u>Written examinations</u>: Copies of all written examinations, the grading procedure to be used, frequency of revision and what will be considered a passing score. How and where records of exams are stored.</p> <p><u>Practical demonstrations if applicable</u>: Detailed descriptions of all practical or simulator examinations, tests, or exercises that describe the situation presented to the learner; what the learners must do to successfully complete each test; and how each learner's performance will be evaluated and recorded. A separate checklist shall be provided to evaluate each practical examination and what is considered a passing score. How and where records of assessments are stored.</p> |
| Determination of final grade | <p>An explanation of how the trainer(s) will determine final grades by proportioning written and practical examination scores as appropriate. How and where records are stored.</p> |

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| Re-test procedures | A description of the training provider's policy on re-tests of failed examinations. |
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Training course critique

E-Learning training course completion evaluation form(s) shall be used to give learners the opportunity to provide feedback to the learning program provider on the suitability of the training course.