



Australian Government

Department of Education, Employment and Workplace Relations

TMMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS

Revision Number: 1

TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS

Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the skills and knowledge required to carry out Ship Security Officer (SSO) functions in accordance with relevant maritime security regulations and the duties and responsibilities as defined in the International Ship and Port Facility Security (ISPS) Code. This includes supervising implementation and modification of a ship security plan, carrying out security assessments, audits and inspections of a vessel, monitoring and coordinating security aspects of handling cargo and stores, developing security awareness, skills and vigilance of personnel on a vessel, confirming that security equipment on a vessel is correctly operated and maintained and reporting and communicating with others on security issues.

Application of the Unit

Application of the unit	The unit has application for personnel on board a vessel who have been vested with the functions of Ship Security Officer. It may be used either as a special unit leading to a Statement of Attainment or as an optional additional in qualifications for relevant personnel on board a vessel.
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Licensing/Regulatory Information

Licensing/legislative requirements	The unit is consistent with the relevant sections of the International Ship and Port Facility Security Code and relevant Australian regulations related to maritime security.
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Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Maintain and supervise implementation and modification of the ship security plan	a Implementation of the ship security plan is coordinated in conjunction with the company security officer and relevant port facility security officers b Proposals for amendments and modifications to the ship security plan are submitted to the company security officer c Ship security plan is reviewed periodically in collaboration with the master to measure its effectiveness and relevance over time as per company requirements and maritime security regulations d Confidentiality of the vessel's security plan is maintained at all times as per company requirements and maritime security regulations
2 Undertake regular security assessments, audits and inspections of the vessel	a Security assessments and inspections of the vessel are conducted at times and using procedures consistent with company requirements and maritime security regulations b Non-conformities and security deficiencies are identified during a security audit or inspection and reported as per company requirements and maritime security regulations

ELEMENT	PERFORMANCE CRITERIA
<p>2 Undertake regular security assessments, audits and inspections of the vessel (continued)</p>	<p>c Appropriate action is initiated upon the identification of a security deficiency or non-conformity relevant to the level of security risk involved and as per company requirements and maritime security regulations</p>
<p>3 Identify and recognise security threats</p>	<p>a Physical searches and non-intrusive searches are conducted in accordance with the ship security plan and company and maritime regulatory requirements</p> <p>b Persons posing potential security risks are recognised and appropriate action initiated as per ship security plan and company and maritime regulatory requirements</p>
<p>4 Monitor and coordinate security aspects of handling of cargo and stores</p>	<p>a Security requirements for the handling of cargo and stores are monitored in accordance with the ship security plan and company and maritime regulatory requirements</p> <p>b Non-conformities and security deficiencies observed while monitoring the handling of cargo and stores are reported as per company requirements and maritime security regulations</p> <p>c Appropriate action is initiated upon the identification of any security deficiency or non-conformity in the handling of cargo and stores relevant to the level of security risk involved and as per company requirements and maritime security regulations</p>
<p>5 Develop security awareness, skills and</p>	<p>a Requirements for security instruction of vessel personnel are identified</p> <p>b Suitable security instruction programs are organised and developed as per company and regulatory requirements and</p>

ELEMENT	PERFORMANCE CRITERIA
vigilance of personnel on board the vessel	<p>taking into account social and cultural background of the persons involved</p> <p>c Requirements and processes for security awareness and vigilance are explained to vessel personnel</p> <p>d Planned training programs are conducted using appropriate instructional techniques in accordance with company procedures and established training practice</p> <p>e Security and emergency drills are organised and conducted in accordance with the ship security plan and company and maritime regulatory requirements</p> <p>f Security training programs and drills are evaluated using appropriate techniques and the outcomes used to facilitate any desirable improvements</p>

ELEMENT	PERFORMANCE CRITERIA
6 Confirm that security equipment is correctly operated and maintained	<p>a Familiarisation with the procedures for the operation, testing, calibration and maintenance of security equipment on a vessel is maintained</p> <p>b The operation, testing, calibration and maintenance of security equipment on a vessel is monitored and any problems or irregularities identified</p> <p>c Appropriate action in collaboration with relevant personnel is initiated to report and rectify any observed problem or irregularity with the operation, testing, calibration and maintenance of security equipment on a vessel</p>
7 Report on security issues	<p>a Reports on matters related to vessel security are prepared and submitted to designated personnel in accordance with the ship security plan and company and maritime regulatory requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 IMO ISPS Code and Australian transport security requirements and regulations applicable to vessels and ports in Australia
- 2 Company security procedures and requirements
- 3 Roles and responsibilities of vessel, company and port facility personnel with respect to vessel and port security
- 4 Purpose and typical content of ship security plans and related confidentiality issues
- 5 Requirements for handling security-sensitive information
- 6 Procedures and processes for carrying out vessel security assessments, audits and inspections
- 7 Purposes of various types of security equipment used on vessels and procedures for their operation, testing, calibration and maintenance
- 8 Procedures for coordination of the implementation of ship or vessel security plans in collaboration with master, vessel personnel and company and port facility security officers
- 9 Procedures for security threat identification, recognition and response, including:
 - a conducting physical searches and non-intrusive inspections on a vessel
 - b implementing and conducting searches on a vessel
 - c recognising and detecting weapons and dangerous substances and devices
 - d recognising persons posing potential security threats to a vessel or port facility
 - e recognising techniques typically used by people to circumvent security measures
 - f using appropriate crowd management and control techniques in a simulated or actual security crisis situation

REQUIRED KNOWLEDGE

- 12 The three security risk levels of the ISPS Code and the actions required of a ship security officer at each level
- 13 Purpose and content of a Declaration of Security
- 14 Purposes and processes for security emergency contingency planning and emergency drills and exercises
- 15 Documents and reporting requirements related to vessel security, including:
 - a reports of the outcomes of vessel security assessments
 - b reports on security incidents that may have occurred on a vessel
 - c reports on deficiencies and non-conformities identified during a security audit or inspection
 - d reports of action taken in respect of an identified security threat
- 16 Requirements for the regular conduct of security drills and exercises as per company procedures and applicable maritime security regulatory requirements
- 17 Requirements and processes for instructing vessel personnel on security responsibilities and ways of maintaining security awareness and vigilance

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Communicate effectively with others on matters related to vessel and port security
- 2 Read and interpret instructions, procedures and other information relevant to the role and responsibilities of a ship security officer
- 3 Select and use appropriate communications equipment when carrying out the role and responsibilities of a ship security officer
- 4 Interpret and apply security and safety practices and regulations
- 5 Complete documentation and reporting requirements on matters related to vessel security
- 6 Coordinate the development, implementation and modification of a ship security plan for a vessel

REQUIRED SKILLS

- 7 Work as a team with others on matters relevant to the maintenance of vessel and port security
- 8 Take appropriate initiatives related to vessel and port security within limits of role and responsibility
- 9 Organise and conduct vessel security assessments, audits and inspections
- 10 Monitor and anticipate security problems and risks and take appropriate action
- 11 Modify activities dependent on differing workplace and security contingencies, risk situations and potential threats
- 12 Identify and solve problems and potential threats associated with the maintenance of vessel and port security
- 13 Report security issues and threats and take appropriate action based on available information and procedures
- 14 Instruct vessel personnel on security responsibilities and ways of maintaining security awareness and vigilance using appropriate methods
- 15 Operate, test, calibrate and maintain specific security equipment used on a particular vessel

Evidence Guide

Evidence Guide

TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

1 Critical aspects of evidence required to demonstrate

- Assessment must confirm appropriate knowledge and skills to:
- a Supervise implementation and modification of the ship security plan for a vessel

Evidence Guide**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

competency in this unit	<ul style="list-style-type: none"> b Undertake regular security assessments, audits and inspections of a vessel c Monitor and coordinate security aspects of handling cargo and stores d Identify and recognise security threats to a vessel or port e Develop security awareness, skills and vigilance of personnel on a vessel f Confirm that security equipment on a vessel is correctly operated and maintained g Report on issues relevant to the security of a vessel h Communicate effectively with others on security issues
2 Evidence required for demonstration of consistent performance	<ul style="list-style-type: none"> a Performance is demonstrated consistently over a period of time and in a suitable range of contexts b Applies underpinning knowledge and skills when <ul style="list-style-type: none"> 1 supervising implementation and modification of the ship security plan for a vessel 2 carrying out security assessments, audits and inspections of a vessel 3 monitoring and coordinating security aspects of handling cargo and stores 4 identifying and recognising security threats to a vessel or port 5 developing security awareness, skills and vigilance of personnel on a vessel 6 confirming that security equipment on a vessel is correctly operated and maintained 7 reporting and communicating with others on issues relevant to the security of a vessel

Evidence Guide**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

- c Shows evidence of application of relevant workplace procedures, including
 - 1 vessel, port and company security procedures
 - 2 relevant Australian maritime and transport security requirements, instructions and regulations
 - 3 job procedures and work instructions

Evidence Guide (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

2 Evidence required for demonstration of consistent performance (continued)

- d Action is taken promptly to report and/or rectify identified security situations, problems, deficiencies and incidents in accordance with regulatory requirements and company procedures
- e Work is completed systematically with required attention to detail
- f Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions and communication with others

3 Context of assessment

- a Assessment of competency must comply with the assessment requirements of the relevant maritime regulations
- b Assessment of this unit must be undertaken within relevant marine authority approved and audited arrangements by a registered training organisation:
 - 1 As a minimum, assessment of knowledge must be conducted through appropriate written/oral examinations, and
 - 2 Appropriate practical assessment must occur:
 - i at the registered training organisation; and/or

Evidence Guide (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

	ii on an appropriate maritime commercial or training vessel
4 Specific resources required for assessment	<p>Access is required to opportunities to:</p> <p>a participate in a range of practical and theoretical assignments, exercises, case studies and other assessments that demonstrate the skills and knowledge to carry out functions, role and responsibilities of a designated ship security officer on board a vessel; and/or</p> <p>b carry out functions, role and responsibilities of a designated ship security officer on an operational vessel</p>

Range Statement**Range Statement****TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

VARIABLE**SCOPE****1. GENERAL CONTEXT**

a. Work must be carried out:	1 in compliance with the International Ship and Port Facility Security Code and relevant Australian regulations related to maritime security, and in particular those dealing with the functions, role and responsibilities of a designated ship security officer on a vessel

Range Statement**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

b. Work is performed:	1 at the appropriate level of supervision for the maritime occupation and vessel concerned and in collaboration with the designated Company Security Officer and relevant Port Facility Security Officer(s)
c. Work involves:	1 the application of safety and security policies, regulations, protocols and procedures to carry out the functions, role and responsibilities of a designated ship security officer on a vessel
2. WORKSITE ENVIRONMENT	
a Ship security plan for a vessel is:	1 as defined in the International Ship and Port facility Security Code (ISPS Code) Section 2.1 as a vessel-specific plan that will ensure the application of measures on board a vessel to provide protection from the risks of a security incident
b Maritime workplaces may include:	1 vessels 2 port facilities
c Relevant security personnel may include:	1 ship security officer 2 port security officer 3 company security officer 4 master or skipper of the vessel 5 other personnel on vessel (in terms of their security awareness, preparedness and vigilance)

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

VARIABLE	SCOPE
d Security situations to be covered by contingency plans may include but are not restricted to:	<ol style="list-style-type: none"> 1 hijacking 2 bomb threat 3 unidentified objects/explosives on vessel 4 damage to or destruction of port facility 5 damage to or destruction of vessel 6 piracy and other depredations 7 stowaways
e A security assessment is:	<ol style="list-style-type: none"> 1 a process that identifies weaknesses in physical structure, personnel protection systems, processes or other areas that may lead to a security breach and may suggest options to eliminate or mitigate these weaknesses
f A security assessment may include but is not restricted to consideration of:	<ol style="list-style-type: none"> 1 general layout of vessel 2 location of areas that should have restricted access such as bridge, engine room radio room, etc. 3 location and function of each actual or potential access point to the vessel 4 open deck arrangement, including height of deck 5 emergency and standby equipment available to maintain essential services 6 numerical strength, reliability and security duties of vessel's crew

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

	<p>7 existing security and safety equipment for protecting crew and any passengers</p> <p>8 existing agreements with private security companies for providing vessel and waterside security services</p> <p>9 existing protective measures and procedures in practice, including inspection, control and monitoring equipment, personnel identification documents and communication, alarm, lighting, access control and other appropriate systems</p>
<p>g Examples of persons posing a potential security risk may include, but are not restricted to:</p>	<p>1 unknown persons photographing vessels or facilities</p> <p>2 unknown persons attempting to gain access to vessels or facilities</p> <p>3 unknown persons loitering in the vicinity of vessels or port facilities</p> <p>4 unknown persons telephoning to ascertain security, personnel or standard operating procedures on a vessel or at a port facility</p> <p>5 vehicles or small vessels with personnel in them loitering and perhaps taking photographs or drawing diagrams of vessels or facilities</p> <p>6 general aviation aircraft operating in proximity of vessels or facilities</p> <p>7 unauthorised vendors attempting to sell merchandise</p>

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

VARIABLE	SCOPE
g Examples of persons posing a potential security risk may include, but are not restricted to: (continued)	8 persons carrying suspicious parcels which could be bombs 9 unknown persons acting suspiciously 10 unknown persons seeking information from vessel personnel or their families about vessels or port facilities via either face-to-face discussion or email 11 unauthorised workers attempting to gain access to a vessel or port facilities to repair, replace, service or install equipment
h Techniques to instruct vessel personnel about security responsibilities, awareness and vigilance may include but is not limited to:	1 demonstrations 2 drills 3 discussions 4 lectures 5 case studies 6 simulations 7 role plays 8 group exercises 9 incident analysis 10 use of audiovisual aids
i Security drills may relate to such incidents	1 damage to or destruction of the vessel or port facility (e.g. by explosive devices, arson, sabotage or vandalism) 2 hijacking or seizure of a vessel or of persons on board

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

as:

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| 3 | tampering with cargo or essential vessel equipment or systems or vessel's stores |
| 4 | unauthorised access to or use of the vessel (including presence of stowaways) |
| 5 | smuggling of weapons or equipment (including weapons of mass destruction) |
| 6 | use of the vessel to carry persons intending to cause a security incident (or their equipment) |
| 7 | use of the vessel itself as a weapon or as a means to cause damage or destruction |
| 8 | attacks from seaward while at berth or at anchor |
| 9 | attacks while at sea |

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

VARIABLE	SCOPE
j Security drills or exercises may include:	1 full scale or live simulations 2 tabletop simulation or seminar 3 drills combined with other exercises such as search and rescue or emergency response
k Dependent on type and size of vessel, security equipment may include but is	1 ship security alert system 2 locks 3 lighting

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

not limited to:	<ul style="list-style-type: none"> 4 hand-held radios 5 GMDSS radio equipment 6 closed circuit television 7 automatic intrusion detection device (burglar alarm) 8 metal detectors 9 explosives detectors 10 baggage screening equipment 11 container x-ray devices 12 general alarm
l Places on a vessel for the concealment of weapons, dangerous substances and devices may include but are not limited to:	<ul style="list-style-type: none"> 1 cabins 2 companionways 3 toilets and showers 4 deck 5 engine room 6 galleys and steward's stores
m Workplace procedures may include:	<ul style="list-style-type: none"> 1 company procedures 2 enterprise procedures 3 organisational procedures 4 established procedures

Range Statement (continued)**TDMMO207A CARRY OUT SHIP SECURITY OFFICER FUNCTIONS**

VARIABLE	SCOPE
m Workplace procedures may include: (continued)	5 standard operating procedures
n Documentation and records may include:	1 relevant sections of IMO ISPS Code 2 relevant Australian maritime and transport security requirements, instructions and regulations 3 vessel's security procedures 4 port security procedures 5 company security policy and procedures 6 vessel's log (where applicable)
o Applicable legislation, regulations and codes may include:	1 relevant Australian maritime and transport security requirements, instructions and regulations 2 relevant sections of IMO ISPS Code 3 IMO SOLAS Convention

Unit Sector(s)

Not applicable.

Field

Field MO Security

Relationship to other units

Relationship to other units	The unit may be assessed in conjunction with other units that relate to the functions of the occupation(s) concerned.
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