



---

---

## **New Requirements for Security Training for Shipboard Personnel**

**Notice to all ship owners, crewing agents, masters, officers, seafarers and other shipboard personnel**

*This notice should be read with MIN 437 and replaces MIN 472  
This MIN expires 1 July 2015*

---

---

### **Summary**

The STCW Convention and Code as amended by the Manila amendments (2010) contains new requirements regarding security training. This MIN clarifies how to obtain the following Certification:

- Security related familiarisation;
- Proficiency in security awareness; and
- Proficiency in designated security duties.

### **1. Introduction**

The STCW Code as amended by the Manila amendments (2010) contains new requirements regarding security training. This training is required by all personnel employed or engaged onboard ships to which the ISPS Code applies. These regulations came into force on 1st January 2012, however, Port State Control officers have been requested by the IMO not to enforce these regulations until 1st July 2015, provided that the vessel otherwise complies with the ISPS Code. Due to the extension of this deadline, the MCA will continue to issue Certificates of Proficiency for security awareness and designated security duties until 01st July 2015 to seafarers who have obtained the relevant sea service and experience in the 5 years immediately prior to 01st January 2014. The MCA will also extend the deadline for MCA approved training providers to continue to issue these certificates until to 01st July 2015.

### **2. Training requirements**

In addition to the existing Ship Security Officer (SSO) training (which is unchanged) the amendments to the STCW Convention introduced three new levels of security training:

- Security related familiarisation;
- Proficiency in security awareness; and



- Proficiency in designated security duties.

These changes are embodied in STCW Regulation VI/6 and Section A-VI/6 with non mandatory guidance Section B-VI/6. **If you hold an existing MCA accepted SSO certificate (STCW) no further training is required.**

## **2.1. Security related familiarisation**

Security related familiarisation training must be delivered by the SSO, or other equally qualified person, to all persons employed or engaged in any capacity on ships which are required to comply with the provisions of the ISPS Code, prior to them being assigned shipboard duties. This instruction should emphasise ship specific security issues and provide guidance for the seafarer to be able to:

- report a security incident, including a piracy or armed robbery threat or attack;
- know the procedures to follow when they recognise a security threat ; and
- take part in security-related emergency and contingency procedures.

Documentary evidence must be retained by the ship to show that this training has been completed. The training can be incorporated into the ships safety familiarisation programme and use the existing method of recording the delivery of training.

## **2.2. Approved training programmes**

The following training/instruction must be delivered by an MCA approved training centre (which may be a shipping company). This training need only be completed once in the seafarer's career, there is no requirement for refresher training or revalidation.

There is a "grandfather" clause which allows seafarers with relevant sea service to be issued with a certificate of proficiency without undertaking further training (see section 5).

## **2.3 Proficiency in security awareness**

Security awareness training must be undertaken by all seafarers employed or engaged in any capacity on ships which are required to comply with the ISPS Code. This training/instruction must meet the requirements of Section A-VI/6 paragraph 4 of the amended STCW Code. This training leads to the issue of an STCW Certificate of Proficiency. Conditions of approval are listed in Annex 1 and the course requirements can be purchased from the MNTB website [www.mntb.org.uk](http://www.mntb.org.uk) .

## **2.4 Proficiency in designated security duties**

Training in designated security duties must be undertaken by seafarers engaged on ships which are required to comply with the provisions of the ISPS Code and who have designated duties under the ships security plan. This training/instruction must meet the requirements of Section A-VI paragraphs 6-8 of the amended STCW code. This training leads to the issue of an STCW Certificate of Proficiency. Conditions of approval are listed in Annex 1 and the course requirements can be purchased from the MNTB website [www.mntb.org.uk](http://www.mntb.org.uk) .

## **3. MCA recognition of certificates issued by other Administrations**

### **3.1. Proficiency in security awareness**



For service on UK registered ships the MCA will recognise Certificates of Proficiency in security awareness issued under the STCW requirements by any administration on the STCW “white list”.

### **3.2. Proficiency in designated security duties and Ship Security Officer**

For service on UK registered ships the MCA will recognise Certificates of Proficiency in designated security duties and Certificates of Proficiency as SSO issued under the STCW requirements by another maritime administration, providing we accept their Certificates of Competency (CoC) towards the issue of UK Certificates of Equivalent Competency (CEC). A list of these countries can be found on our website, [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca).

## **4. Personal close protection and ship protection duties**

Those carrying out personal close protection and/or ship protection duties on ISPS Code compliant ships do not need to hold SSO qualifications unless they are the designated SSO on the vessel in which they are serving. However, as they will be carrying out ships security duties they will have to hold an MCA approved or recognised Certificate of Proficiency in designated security duties. In future there may be an acceptable equivalent certificate (City and Guilds) applicable to ship’s security guards only. Please refer to section 3.9 of “Interim Guidance to UK Flagged Shipping on the Use of Armed Guards to Defend Against the Threat of Piracy in Exceptional Circumstances” for further guidance.

## **5. Certificates of Service**

Up until 1st July 2015 Shipping Companies holding UK ISM Document of Compliance may apply to the Seafarers Training & Certification Branch of the MCA to issue certificates of proficiency in:

- Security awareness to seafarers who have at least six months sea service in any capacity in the 5 years prior to 1st January 2014. They should retain documentary evidence of this sea service.
- Designated security duties to seafarers who have at least six months sea service which has included designated security duties in the 5 years prior to 1st January 2014. They should retain documentary evidence of this sea service.

Such companies should submit details of the procedure that they will follow to issue these certificates. These procedures must form part of their Safety Management System. Certificates issued under this scheme should be in the formats shown in annex 2(a) and 2(b). Companies issuing certificates should comply with 1(e), 1(f), 1(g) and 4 of the conditions for maintaining approval for training centres set out in Annex 1. Companies wanting to gain approval to issue certificates of service should contact [stc.courses@mcga.gov.uk](mailto:stc.courses@mcga.gov.uk).

Until 1st July 2015, the MCA may issue Certificates of Service to holders of UK Certificates of Competency or UK Watch Rating Certificates for:

- Proficiency in security awareness to seafarers who have documentary evidence of at least six months sea service in any capacity in the 5 years prior to 1st January 2014; and
- Proficiency in designated security duties to seafarers who have documentary evidence of at least six months sea service which has included security duties in the 5 years prior to 1st January 2014.



The documentary evidence of sea service may take the form of discharge book entries or sea service testimonials. Where applicable there must be a separate statement, on company headed paper, signed, by the Master or other Company Official, stating that the sea service included designated security duties.

There will be a fee payable for this service at the rate set out in the [Merchant Shipping \(Fees\) Regulations 2006](#) as amended.

Applications for MCA certification can be made on form number MSF 4391 available from our website [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca).

## **6. Documentation**

Annex 2(a) for completion of qualifying sea service, meeting the requirements of Proficiency in security awareness; and

Annex 2(b) for completion of qualifying sea service, meeting the requirements of Proficiency in designated security duties.

A certificate may not be issued prior to the approval by the MCA of the training or sea service recognition scheme.



## Annex 1 Conditions of approval

1. A functional Quality Management System is in place and ensures that:
  - a. continued satisfactory delivery of the programme to the current standards, reflecting changes of technology and best practice;
  - b. the training programme entry standards are met;
  - c. the same person does not carry out the training and assessment of any given part or whole of the programme;
  - d. only those who complete the training programme and meet any other necessary requirements are issued with certificates/documentary evidence;
  - e. certificates are issued in a format that meets the MCA requirements;
  - f. records of certificates issued are securely maintained until the 70<sup>th</sup> birthday of the certificate holder or five years from the date of issue whichever is the longer;
  - g. the record system enables authenticity of certificates to be verified and replacement certificates issued;
  - h. where approved for peripatetic delivery, formal assessment is carried out to ascertain the suitability of each venue and records of such assessment are retained for five years;
  - i. the approving MCA Marine Office is informed of dates, timing and venues of all courses delivered; and
  - j. any changes made to the course content, facilities, equipment, training staff or other matter that may affect the delivery of the programme are reported to the approving Marine Office without delay.
2. Monitoring of the training programme by the MCA proves to be satisfactory.
3. Re-approval by the MCA is carried out within 5 years of the approval or re-approval. Such approval will incur costs in line with the fees in force at that time.
4. Should the training establishment cease to trade then all records of certificates issued should be sent to the MCA to enable them to carry out the verification and replacement functions.



## Annex 2 (a)

SPECIMEN CERTIFICATE FOR  
Proficiency in security awareness by virtue of sea service  
(to be produced and registered locally by the Approved Company)

Certificate No: [Approved Company to allocate]		
MCA Approval Certificate Number		
Approved Company		Address and contact details
Telephone		Email
Certificate of service for proficiency in security awareness		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed sea service approved by the Maritime and Coastguard Agency, meeting the requirements laid down in:  STCW '78 as amended, Regulation VI/6 paragraph 1 and STCW Code Section A-VI/6 paragraph 5		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Approved Company Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved Company at the address above.		



## Annex 2 (b)

SPECIMEN CERTIFICATE FOR  
Proficiency in designated security duties by virtue of sea service  
(to be produced and registered locally by the Approved Company)

Certificate No: [Issuing Authority to allocate]		
MCA Approval Certificate Number		
Approved Company		Address and contact details
Telephone		Email
Certificate of Service for proficiency in designated security duties		
This is to certify that [full name]		
Date of Birth		
Discharge Book Number		
Or Other National I/D		
Has successfully completed sea service approved by the Maritime and Coastguard Agency, meeting the requirements laid down in:		
STCW '78 as amended, Regulation VI/6 paragraph 4 and STCW Code Section A-VI/6 paragraph 9 and incorporates Proficiency in Security Awareness laid down in Regulation VI/6 and STCW Code Section A-VI/6.		
This Certificate is issued under the authority of the Maritime and Coastguard Agency of the United Kingdom of Great Britain and Northern Ireland, an executive agency of the Department for Transport.		
Signature of Principal or Authorised Representative of the Centre Approved to Provide the Training		Issuing Authority Stamp and Date
Signature of person to whom this certificate was issued		
Enquiries concerning this certificate should be addressed to the Approved Company at the address above.		



## More Information

Seafarer Training and Certification  
Maritime and Coastguard Agency  
Bay 1/21  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel : +44 (0) 23 8032 9321.  
Fax : +44 (0) 23 8032 9252.  
e-mail: [exams@mcga.gov.uk](mailto:exams@mcga.gov.uk).

General Inquiries: [infoline@mcga.gov.uk](mailto:infoline@mcga.gov.uk)

MCA Website Address: [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca)

File Ref: N/A

Published: April 2014  
Please note that all addresses and  
telephone numbers are correct at time of publishing

© Crown Copyright 2014

***Safer Lives, Safer Ships, Cleaner Seas***

