

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 a USCG accepted QSS. Items specified below that cannot reasonably be transmitted electronically by email to the QSS, such as text books, posters and illustrative mock-ups, shall be catalogued in the request for subsequent verification by the QSS during the on-site verification visit. Definitions unique to maritime security training are provided in ATTACHMENT 1.

The maritime security courses that this process applies to are:

- Facility Security Officer (FSO);
- Company Security Officer (CSO);
- Maritime Security Awareness (MSA, Facility specific)
- Maritime Security for Military, First Responder, and Law Enforcement Personnel (MSLEP); and
- Maritime Security for Facility Personnel with Specific Security Duties (FPSSD).

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 QSS by email. 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. Company Security Officer, Facility Security Officer, etc.) that the course is intended to address.

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 school verifies the identity of students through one of the forms of photo identification listed below. The school should keep a copy of the identification document in their files. All documents presented for verification of identity must be unexpired. Acceptable forms of identification are:
 - U.S. Merchant Mariner Document,
 - 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.

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 QSS 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 QSS 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 QSS 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 QSS 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. See ATTACHMENT 2 for a sample of learning objectives.

V. COURSE SCHEDULE: Include a course schedule in a format similar to ATTACHMENT 3. 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.

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 4 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.

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 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 school's policy on re-tests of failed examinations.
- D. Course Critique: Include a sample student course evaluation form(s) or the school'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 (i.e. FSO, CSO, etc.)
		Contact person, address, phone, fax, e-mail, 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 ration
		List of instructors and their experience
		Description of the facilities (include 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 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 (IM)	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 including checklists
		Proportioning of final grade from written and practical tests
Description of re-test procedures		
I	Course Critique	Copy of student's course evaluation form

ATTACHMENT 1

DEFINITIONS

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 Coast Guard Captain of the Port (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.

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 otherwise.

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 Facility Plan. These persons nevertheless operate in the maritime environment and interface with persons responsible for enhanced security.

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.

**Attachment 2
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>.2 piracy and armed attacks</p> <p>.3 terrorism</p> <p>.4 contraband smuggling</p> <p>.5 stowaways and refugees</p> <p>.6 cargo theft</p> <p>.7 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 list 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 Facility Security Plan</p> <p>.2 Facility Security Officer</p> <p>.3 Company Security Officer</p> <p>.4 Port facility</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

Learning Objectives	IMO/ILO Reference	Bibliography	Teaching Aid
<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. Facility Security Officer</p> <p>.1 states that the Facility Security Officer shall be designated for each port facility</p> <p>.2 states that a person may be designated as the Facility Security Officer for one or more port facilities</p> <p>.3 lists the duties and responsibilities of the Facility Security Officer</p> <p>3.9. Port facility personnel with specific security duties</p> <p>.1 states that port facility personnel other than the FSO may be assigned security duties in support of the Facility Security Plan</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>		

Learning Objectives	IMO/ILO Reference	Bibliography	Teaching Aid
<p>3.10. Other personnel</p> <ul style="list-style-type: none"> .1 States that other shipboard and port facility personnel may have a role in the enhancement of maritime security .2 states that personnel other than ship or facility personnel may have a role in the enhancement of maritime security 			

Attachment 3

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 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>11 Security Training</p> <p>11.1 Training requirements 11.2 Instructional techniques</p>

Attachment 4
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 port facility	
3.5 Ship Security Officer	
3.6 Company Security Officer	

Subject Area	Hours
3.7 Facility Security Officer	
3.8 Shipboard personnel with specific security duties	
3.9 Port Facility personnel with specific security duties	
3.10 Other personnel	
4 FACILITY 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 FACILITY SECURITY PLAN	1.5
6.1 Purpose of the Facility Security Plan	
6.2 Contents of the Facility Security Plan	
6.3 Confidentiality issues	
6.4 Implementation of the Facility Security Plan	
6.5 Maintenance and modification of the Facility 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 FACILITY SECURITY ACTIONS	
8.1 Actions required by different security levels	1.0
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
