

# Ship Security Officer (SSO) Onboard Exercises & Checklist

Please enter Company and Candidates information completely (in blue or black ink):

Company Name:

\_\_\_\_\_

*(Please print clearly)*

Company Address:

\_\_\_\_\_

*(Street/City/Country)*

Company Contact Person

\_\_\_\_\_

*(Name/email)*

\*\*\*\*\*

Candidates Name:

\_\_\_\_\_

*(Please print clearly)*

Position:

\_\_\_\_\_

Date of birth:

\_\_\_\_\_

Nationality:

\_\_\_\_\_

Passport Number:

\_\_\_\_\_

Expiration Date:

\_\_\_\_\_

Issuing Country:

\_\_\_\_\_

**IMPORTANT:** Send all completed documentation via email to: [stcw@mintra.com](mailto:stcw@mintra.com)  
with the Subject Line: SSO Certification

- 1) Send an electronic photo (passport style for placement on the certificate) and include a scanned copy of the candidate's signature.
- 2) Send a scanned copy of this completed and signed Checklist and Assessor Certification
- 3) Send a copy of the end of course "Certificate of Completion" found at the end of the completed eLearning "Ship Security Officer (SSO)" course.
- 4) Send a copy of documented 12 months sea service as an officer onboard an ISPS vessel.

**A copy of all documentation should be retained by candidate.**

**Checklist & Assessment Certification**

We hereby certify that the candidate has demonstrated knowledge and proficiency as a Ship Security Officer (SSO).

We request that this completed checklist is logged in the customers internal systems, documenting that the training has been satisfactory completed.

We request that the certificate for SSO is issued to the candidate.

Signature of this certification is required by either an approved Assessor or the Master / OIM

**Assessor, Company Security Officer, Training Officer, or a Ship Security Officer:**

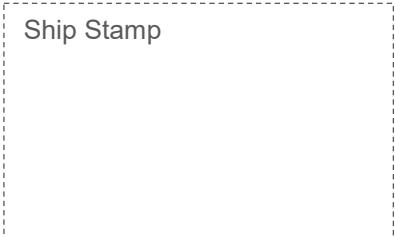
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Name(print)* \_\_\_\_\_

*Position* \_\_\_\_\_

Or

**Master / OIM:**

Ship Stamp  


*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Name (print)* \_\_\_\_\_

*Position* \_\_\_\_\_

*Ship Name* \_\_\_\_\_

*IMO Number* \_\_\_\_\_

**Candidate:**

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Name (print)* \_\_\_\_\_

**Mintra Trainingportal AS**

Switchboard: +47 24 15 55 00  
 Address: I-Park, Prof. Olav Hanssens vei 7 A, 4021 Stavanger  
 www.mintra.com

Mintra Trainingportal AS has received Norwegian Maritime Authority alternative format approval for the Ship Security Officer (SSO) course to meet the requirements of the STCW Convention and as defined in section A/12.2 of the ISPS Code and in section A-VI/5 of the STCW Code, as amended.

## Assessors Checklist

The candidate must demonstrate knowledge and satisfactory proficiency in 27 of the 30 items on this check list to complete the assessment; and satisfactorily complete the SSO eLearning course to receive a Ship Security Officer certificate in accordance with STCW Section A-VI/5, SOLAS.

Assessor should indicate a Pass or Fail and as need can provide additional information the comments field. Assessor to complete this checklist may be a trained Assessor, Master, Company Security Officer, Training Officer, or a Ship Security Officer.

Nr.	Item	Description/requirements	Pass/ Fail	Date (d/m/y)	Assessor (initials)
1	Responsibilities of the SSO	The candidate understands the role and duties of the SSO.			
2	Crowd Management	The candidate understands the main points of effective crowd control.			
3	Searches	The candidate understands the ways to conduct physical searches of persons, and what is a non-intrusive search/inspection.			
4	Security Awareness	The candidate understands the importance of the crew's awareness of ship security.			
5	Seafarers with Designated Duties	The candidate understands the roles of crew that have designated security duties.			

Comment:

<b>Nr.</b>	<b>Item</b>	<b>Description/requirements</b>	<b>Pass/ Fail</b>	<b>Date (d/m/y)</b>	<b>Assessor (initials)</b>
6	Company Security officer	The candidate shall be able to identify and explain the and role of Company Security officer.			
7	Ship Security Plan	The candidate has reviewed the Ship Security Plan and can describe in general terms the key items covered by the plan.			
8	Review of SSP	The candidate shall review the SSP including all sections of the SSP relating to his SSO duties.			
9	Security of the SSP	The candidate understands that the SSP must be maintained in a secure location.			
10	Confidentiality	The candidate is made aware of the importance of keeping security related information in-house.			
11	Authority	Candidate understands that the Captain is the person with full authority for the ship's security.			

Comment:

Nr.	Item	Description/requirements	Pass/ Fail	Date (d/m/y)	Assessor (initials)
12	Declaration of Security	The candidate can explain the purpose of the DoS and can complete all the necessary information of a DoS.			
13	Risk Assessment	The candidate is knowledgeable of the various factors considered security risks, and how they are mitigated.			
14	Access control	The candidate is responsible for planning and executing access control to the vessel while in port.			
15	Piracy and Armed Robbery Preventive measures	The candidate can identify all the preventive boarding measures and equipment available on board.			
16	Security Equipment inspection	The candidate shall conduct a complete inspection of all security equipment on board. And make a report.			
17	Security watch standing	The candidate has demonstrated the ability to plan and manage security watches.			

Comment:

<b>Nr.</b>	<b>Item</b>	<b>Description/requirements</b>	<b>Pass/ Fail</b>	<b>Date (d/m/y)</b>	<b>Assessor (initials)</b>
18	Ship search	The candidate has participated in the planning and managing a ship search exercise, including documentation and registration of clear areas.			
19	Security Levels	The candidate has knowledge of the three levels and can explain the difference.			
20	Port	The candidate has knowledge of security measures put in place when the vessel is in port, including extra duties that might be expected of him.			
21	Citadel	The candidate shall inspect the citadel for sufficient stockpiling of potable water and food.			
22	Citadel drill	The candidate shall plan and manage a citadel on board. Including access restriction.			

Comment:

Nr.	Item	Description/requirements	Pass/ Fail	Date (d/m/y)	Assessor (initials)
23	Security drills	Candidate can describe various security related drills he will be required to plan and implement, and importance of drills.			
24	SSAS	The candidate shall know the purpose and location(s) of the SSAS alarm and its purpose.			
25	Communications drill	The candidate shall explain how to prepare a security related distress call drill, covering content of message, communication equipment and logging of receipt from addressee.			
26	Evacuation drill	The candidate shall take part in the management of an evacuation drill. Planning, execution and documentation.			

Comment:

Nr.	Item	Description/requirements	Pass/ Fail	Date (d/m/y)	Assessor (initials)
27	Crowd management	The candidate shall in a drill demonstrate competent management of a group of people.			
28	Cargo examination	The candidate shall conduct a security related inspection of cargo/stores received by the vessel. Logging and written assessment of the inspection.			
29	Monitoring of restricted areas	The candidate shall assess monitoring of restricted areas on the vessel. Submit a written description, including suggestions of improvements.			
30	Watchkeeping	The candidate shall demonstrate how to plan and manage a security watchkeeping schedule. Include measures to increase efficiency of watchkeeping with patrols, lighting and CCTV.			

Comment:



# Checklist & Assessment Guide

## Ship Security Officer

1	Responsibilities of a Ship Security Officer	<p>As indicated in the Ship Security Plan the candidate can demonstrate understanding to:</p> <ul style="list-style-type: none"> <li>• Ensure regular security inspections so that appropriate security measures are maintained.</li> <li>• Maintain the implementation of the ship security plan, – To be done in cooperation with the Company Security Officer</li> <li>• Coordinating the security aspects of the handling of cargo and ship's stores with crew and port facility security</li> <li>• Proposing updates to the ship security plan – Proposals to be coordinated with the Captain and sent to the Company Security Officer</li> <li>• Reporting any deficiencies and non-conformities identified during internal audits, any deficiencies found to be reported to the Company Security Officer.</li> <li>• Maintain security awareness onboard – An include training, drills.</li> <li>• Reporting of all security incidents – Reports to be made to the Company Security Officer</li> <li>• Ensuring that security equipment is properly operated, tested, calibrated and maintained.</li> </ul>
2	Crowd Management	<ul style="list-style-type: none"> <li>• Mention some typical reactions to passengers/crew in a critical situation.</li> <li>• Describe how to act effectively and maintain control.</li> </ul>
3	Searches	Explain the ways to conduct physical searches of persons, and what is a non-intrusive search/inspection?
4	Security Awareness	The candidate understands the importance of the crews shared awareness of ship security to identify and reporting possible threats.
5	Seafarers with Designated Duties	The candidate understands the roles of crew that have designated security duties. How it is important that all crew perform their duties.
6	Company Security officer	The candidate shall be able to identify and explain the and role of Company Security officer. And to understand that ship security is a shared company and ship crew responsibility.
7	Ship Security Plan	The candidate has reviewed the Ship Security Plan and can describe in general terms the key sections covered by the plan.
8	SSO duties in the Ship Security Plan	Ensure that the candidate understands their duties under the plan.
9	Security of the SSP	Ensure that the candidate understands that the SSP must be maintained in a secure location. And that access to the plan is restricted and under the Captain's discretion.
10	Confidentiality	Ensure that the candidate is made aware of the importance of keeping security related information confidential. Such things as ship schedules, cargo, port operations are of security importance.

11	Authority	Ensure that the candidate understands that the Captain is the person with full authority for the ships security and that he must work with the Captain to improve ship security.
12	Declaration of Security	Ensure that the candidate can explain the purpose of the DoS. Has seen past examples of the DOS and know when it is required.
13	Risk Assessment	Ensure the candidate is knowledgeable of the various factors considered security risks, and how they are mitigated. Explain various items of risk and ask for comments for improvement.
14	Access control	Ensure the candidate know that as SSO he is responsible for planning and executing access control to the vessel while in port. Ensure that candidate understands the importance of access control. How is nature of task communicated to sub-ordinates? Assess permeability and efficiency of check point. How is access control documented? Are inspections of credentials and luggage carried, ensuring the dignity of persons being searched?
15	Piracy and Armed Robbery Preventive measures	Ensure that the candidate can identify all the preventive boarding measures and equipment available on board. Ask how they are used and deployed. Ask for comments on improvement and identifying any security gaps.
16	Security Equipment inspection	Ensure that the candidate completes a through and complete inspection of all security equipment onboard. And can make a report.
17	Security watch standing	Ensure that the candidate can plan and manage crew security watches taking into consideration crew with designated security duties.
18	Ship search	Ensure that the candidate has participated in the planning and managing a ship search exercise, including documentation and registration of clear areas. And has an understanding of non-intrusive searches. Does the planning cover all relevant areas? Leadership and communication, are search teams adequately informed on their task, including area and search techniques/standards? Is dispatch of search teams adequate? How are results to be assessed? Check cards? Are clear areas identified and cordoned off? Documentation of search results?
19	Security Levels	Ensure that he candidate can explain when and what is to be done for each of the three security levels and can explain the difference.
20	Port	Ensure that the candidate understands port and ship coordinated security measures. And how to put them in place, including extra duties that might be expected.
21	Citadel (if applicable)	Ensure that he candidate can properly inspect the citadel for sufficient stockpiling of potable water and food.
22	Citadel drill (if applicable)	Ensure the candidate can manage a citadel on board. Including access restriction. Describe how the citadel can be secured. What means of communication will be required? How will mustering at citadel be signaled, how will crew be informed?
23	Security drills	Ensure the candidate can describe and implement various security related drills he will be required to plan and implement, and importance of drills.

24	SSAS	Ensure the candidate shall know the purpose and location(s) of the SSAS alarms.
25	Communications drill	The candidate shall explain how to prepare a security related distress call drill, covering content of message, communication equipment and logging of receipt from addressee.
26	Evacuation drill	Ensure that the candidate understands how to plan and execute an evacuation drill. Adequate management and communication? Are all tasks fully understood? Are applicable performance standards met? Documentation of results?
27	Crowd management	The candidate shall in a drill demonstrate competent management of a group of people.
28	Cargo examination	The candidate shall understand how to conduct a security related inspection of cargo/stores received by the vessel. And how to log and provide a written assessment of the inspection.
29	Monitoring of restricted areas	Ensure the candidate can assess monitoring of restricted areas on the vessel. And how to submit a written description, including suggestions of improvements.
30	Watchkeeping	Ensure the candidate can plan and manage a Watchkeeping schedule. Include measures to increase efficiency of Watchkeeping such as lighting and CCTV.