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**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF TRANSPORTATION**

**MARITIME INDUSTRY AUTHORITY**

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| **INVENTORY OF TEACHING AIDS AND REFERENCES** |

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| **Training Course:** | Ship Security Officer (SSO) |
| **Name of Maritime Training Institution:** |  |

| *Note: Substitute textbooks and videos can be used provided they contain the same content of the required.* | **Self-Assessment** | **Tabletop Evaluation** | **Inspection** | **Remarks** |
| --- | --- | --- | --- | --- |
| **To be accomplished by applicant MTI** | **To be accomplished by designated Tabletop Evaluator** | **To be accomplished by designated Evaluation and Inspection Team (EIT)** |
| **Items** | **Hardcopy** | **Electronic Copy** | **Complied** | **Not Complied** | **Complied** | **Not Complied** |  |
| **Teaching Aids (A):** |
| 1. Visual Presentation
 |  |  |  |  |  |  |  |
| 1. Security Symbols and Signage Posters
 |  |  |  |  |  |  |  |
| 1. Videos related about the following:
* SSAS
* Security Seals
* Padlock
* CCTV (with monitor and camera)
 |  |  |  |  |  |  |  |
| 1. Sample of the following:
* Ship Security Plan
* Security ID
 |  |  |  |  |  |  |  |
| 1. Sample of Various Ship Security Forms:
* Security Assessment
* Security Equipment Inventory
* Security Equipment Maintenance Log
* Emergency Contact List
* Security Rounds Log
* Visitor’s Logbook
 |  |  |  |  |  |  |  |
| 1. Exercise Sheets
2. Conduct internal audits, on-scene inspections, controlling and monitoring of security activities in accordance with the Ship Security Plan
3. Prepare and submit report arising from the deficiencies and non-conformities based on internal audits and security inspections
4. Respond to security threats or breaches of security
5. Conduct risk assessment using the checklist and prepare risk assessment report
6. Conduct physical searches and non-intrusive inspections
7. Manage and control crowd using crowd management control techniques, in a given situation
8. Carry out monitoring of deck areas and areas surrounding the ship
9. Carry out inspection of person’s embarkation and disembarkation including their personal effects
 |  |  |  |  |  |  |  |
| **IMO References (R):***MTIs may use additional references as deemed necessary to meet the intended learning outcomes of this training course.* |
| 1. International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, 1978, as amended
 |  |  |  |  |  |  |  |
| 1. Safety of Life at Sea,

Chapter XI-1 |  |  |  |  |  |  |  |
| 1. Safety of Life at Sea, XI-2
 |  |  |  |  |  |  |  |
| 1. International Ship and Port Facility Security (ISPS) Code, Parts A and B, (latest edition)
 |  |  |  |  |  |  |  |
| 1. IMO/MSC 7/17/30, Prevention and Suppression of Acts of Terrorism Against Shipping
 |  |  |  |  |  |  |  |
| 1. IMO/MSC 623/rev.3, Piracy and Armed Robbery against Ships
 |  |  |  |  |  |  |  |
| 1. Seafarers’ Hours of Work and the Manning of Ships Convention, ILO
 |  |  |  |  |  |  |  |
| 1. Seafarers’ Identity Documents Convention (latest edition)
 |  |  |  |  |  |  |  |
| **Bibliography (B):***The MTIs may choose books from the following bibliography or they may use other or additional references provided it has similar content to the latest edition to facilitate learning. Electronic publications may be accepted as alternatives to printed copies of the latest editions and must be sourced from authorized publishers.* |
| 1. Best Management Practices to Deter Piracy and Enhance Maritime Security in the Red Sea, Gulf of Aden, Indian Ocean and Arabian Sea (Published by Witherby Publishing Group Ltd. Edinburgh, Scotland U.K.) (latest edition)
 |  |  |  |  |  |  |  |
| 1. Best Management Practices to Deter Piracy off the Coast of Somalia and in the Arabian Sea Area (BMP3). Edinburgh: Witherby Seamanship International (latest edition).
 |  |  |  |  |  |  |  |
| 1. Dwyer, A., et al. Jane's Unconventional Weapons Response Handbook. Coulsdon: Jane's Information Group (latest edition).
 |  |  |  |  |  |  |  |
| 1. Fernandez, L., & Merzer, M. Jane's Crisis Communications Handbook. Alexandria: Jane's Information Group.(latest edition).
 |  |  |  |  |  |  |  |
| 1. Hawkes, K.G. Maritime Security.Centreville: Cornell Maritime Press (latest edition).
 |  |  |  |  |  |  |  |
| 1. International Chamber of Shipping. Maritime Security: Guidance for Ship Operators on the IMO International Ship and Port Facility Security Code. Marisec Publications (latest edition).
 |  |  |  |  |  |  |  |
| 1. Model Ship Security Plan by International Chamber of Shipping (latest edition)
 |  |  |  |  |  |  |  |
| 1. International Chamber of Shipping. *Pirates and Armed Robbers: A Master's Guide.* (4th ed.). London: Marisec Publications (latest edition).
 |  |  |  |  |  |  |  |
| 1. Myers, J. Risk-based Decision Making Guidelines. Washington, D.C. (latest edition).
 |  |  |  |  |  |  |  |
| 1. National Science and Technology Council. Intermodal Cargo Transportation: Industry Best Security Practices. Washington, D.C. (latest edition).
 |  |  |  |  |  |  |  |
| 1. Piracy – The East Africa/Somalia Situation, Practical Measures to Avoid, Deter or Delay Piracy Attacks Booklet (latest edition).
 |  |  |  |  |  |  |  |
| 1. Security at Sea Terrorism, Piracy on Drugs by B.A.H Parritt. The Nautical Institute (latest edition)
 |  |  |  |  |  |  |  |
| 1. Sidell, F.R., et al. *Jane's Chem-Bio Handbook*. Alexandria:Jane's Information Group (latest edition).
 |  |  |  |  |  |  |  |
| 1. Viollis, P., et al. *Jane's Workplace Security Handbook*.Alexandria: Jane's Information Group (latest edition).
 |  |  |  |  |  |  |  |

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| **Accomplished by** | **:** |  |  | **Date** | **:** |  |
|  |  | Name and Signature ofMTI’s Authorized Representative |  |  |  |  |

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| **Table Top Evaluator’s Comments:** |
|  |  |  | **Date of Evaluation** |  |  |  |
|  | **Table Top Evaluator’s Name & Signature** |  |  |  |  |  |
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| **Inspector’s Comments:** |
|  |  |  | **Date of Inspection** |  |  |  |
|  | **Inspector’s Name & Signature** |  |  |  |  |  |
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