

Merchant Marine Circular No. 127

To:	Shipowners/Operators, Charterers, Masters, Recognized Security Organizations and Marine Inspectors of Panamanian flagged Vessels
Subject:	COMPANY SECURITY OFFICERS GUIDELINES
References:	SOLAS 74 (2002 amendments) The International Code for the Security of Ships and Port Facilities (ISPS Code)

1. Section 11 of Part A of the ISPS Code requires each shipping Company to designate a person to act as the Company Security Officer (CSO) for one or more ships, depending on the number or types of ships the Company operates, provided it is clearly identified for which ships the person is responsible.
2. A Company may, depending on the number or types of ships it operates, designate several persons as Company Security Officers, provided it is clearly identified for which ships each persons is responsible.
3. In respect of such ships, the duties and responsibilities of the Company Security Officer (CSO) include, but are not limited to (Part A 11.2 ISPS Code):
 1. Advising the level of threats likely to be encountered by the ship, using appropriate Security Assessments and other relevant information;
 2. Ensuring that Ship Security Assessment (SSA) is carried out;
 3. Ensuring the development, the submission for approval, and thereafter the implementation and maintenance of the Ship Security Plan (SSP) and its placement on board the appropriate ship;
 4. Monitoring the continuing relevance and effectiveness of the plan, ensuring that the Ship Security Plan (SSP) is modified, as appropriate, to correct deficiencies and satisfies the security requirements of the individual ship;
 5. Arranging for internal audits and reviews of security activities;
 6. Arranging for the initial and subsequent verifications of the ship by the Flag State or the Recognized Security Organization (RSO);
 7. Ensuring that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;
 8. Enhancing security awareness and vigilance;
 9. Ensuring adequate training for personnel responsible for the security, of the ship;
 10. Ensuring effective communication and co-operation between the Ship Security Officer (SSO) and the relevant Port Facility Security Officers (PFSO);
 11. Ensuring consistency between security requirements and safety requirements;
 12. Ensuring that, if sister-ship or fleet security plans are used, the plan for each ship reflects relevant ship-specific information accurately;
 13. Ensuring that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained.
4. According with Part B 13.1 ISPS Code requires the Company Security Officer (CSO), and appropriate shore based Company personnel, to have knowledge of, and training in, some or all the following, as appropriate:
 1. Security administration;
 2. Relevant international conventions, codes and recommendations;
 3. Relevant government legislation and regulations;
 4. Responsibilities and functions of other security organizations;
 5. Methodology of Ship Security Assessment (SSA);
 6. Methods of Ship Security Surveys and inspection.
 7. Ship and port operations and conditions;
 8. Ship and port facility security measures;
 9. Emergency preparedness and response, and contingency planning.

10. Instruction techniques for security training and education, including security measures and procedures;
11. Handling sensitive security related information and security related communications;
12. Knowledge of current security threats and patterns;
13. Recognition and detection of weapons, dangerous substances and devices;
14. Recognition, on a non-discriminatory basis, of characteristics and behavioral patterns of persons who are likely to threaten security;
15. Techniques used to circumvent security measures;
16. Security equipment and systems and their operational limitations;
17. Methods of conducting audits, inspection, control and monitoring;
18. Methods of physical searches and non-intrusive inspections;
19. Security drills and exercises, including drills and exercise with port facilities; and
20. Assessment of security drills and exercises.

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