



BERMUDA SHIPPING NOTICE

New Requirements for Security Training for Shipboard Personnel

This notice is intended for Ship Owners, Managers, Crew Agents, Masters, Officers, Seafarers, Surveyors, authorised Classification Societies and applies to all vessels.

Summary

This notice should be read in conjunction with:

Merchant Shipping Act 2002 as amended

The Merchant Shipping (Special Measures to Enhance Maritime Security) Regulations 2004, (BR40/2004)

Standards of Training, Certification Watch-keeping (STCW) Convention and Code Regulation VI/6

The purpose of this Notice is to draw attention to the Manila Amendments (2010) to the Standards of Training, Certification Watch-keeping (STCW) Convention and Code and this administration's guidelines for implementation of the requirements for Security Training for Ships Personnel. This note details how to obtain the following certification:

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

1.0 Introduction

The STCW Convention and 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 IMO not to enforce this regulation until 1st January 2014 provided that the vessel otherwise complies with the ISPS Code (see IMO circulars STCW Circ.7/16 and STCW Circ.7/17)

2.0 Training Requirements

In addition to the existing Ship Security Officer (SSO) training (which is unchanged) the amendments to the STCW Convention brings in 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 Bermuda approved SSO (STCW) Certificate 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 the 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 related 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 a Bermuda or UK approved Training Centre (which may be a shipping company). This training need only be completed once in the seaman's career, there is no requirement for refreshment or revalidation.

In order for this Administration to ensure the training and certification provided for the seafarers, by the company meets the relevant requirements of the Convention, companies should prepare a document that includes, the syllabus, pre-requisites, course material and method of delivery, assessment procedure, issue of certification and record keeping and QA. Section A-VI/6 of the STCW Code – Standards of Competence will be of assistance in the preparation of this document. For QA purposes this programme will come under the umbrella of the company Safety Management System.

There is a “grandfather” clause which allows seafarers with relevant sea service and experience prior to 1st January 2012 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 a STCW Certificate of Proficiency. Conditions of approval are listed in Annex 1.

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, who have designated duties under the ship's security plan. This training/instruction must meet the requirements of Section A-VI/6 paragraphs 6-8 of the amended STCW Code. Training leads to the issue of an STCW Certificate of Proficiency. Conditions of approval are listed in Annex 1.

3.0 Bermuda Department of Maritime Administration (DMA) recognition of certificates issued by other Administrations.

3.1 Proficiency in security awareness

The DMA will recognise, for service in Bermuda registered ships, 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

The DMA will recognise, for service in Bermuda registered ships, Certificates of Proficiency in designated security duties and Certificates of Proficiency as SSO issued under the STCW requirements by another Maritime Administration provided we accept their Certificates of Competence (CoC) towards the issue of a Bermuda Endorsement. A list of these countries can be found in Shipping Notice 2011-015.

4.0 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 designated SSO on the vessel in which they are serving. However, as they will be carrying out ship security duties they will have to hold a DMA approved or recognised Certificate of Proficiency in Designated Security Duties.

5.0 Certificates of Service

Up until 1st January 2014 Shipping Companies holding Bermuda ISM Documents of Compliance may apply to the DMA to issue certificates of proficiency in:

- Security awareness to seafarers who have at least six months sea service in any capacity in the three years prior to 1st January 2012, including three months sea service under their employment. They should retain documentary evidence of this sea service
- Security duties to seafarers who have at least six months sea service, which has included security duties, in the three years prior to 1st January 2012 including three months sea service under their employment. 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 as set out in Annex 1. Companies wanting to gain approval to issue certificates of service should contact the DMA on survey.bermudashipping@gov.bm

6.0 Documentation

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

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 DMA of the training or sea service recognition scheme.

Once approval has been granted for a company to issue certificates as above the company will be granted a unique identifier which will be applied to ALL certificates issued under these requirements.

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 DMA requirements;
 - f) Records of certificates issued are securely maintained until the 70th 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 DMA 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 DMA without delay.
2. Monitoring of the training programme by the DMA proves to be satisfactory
3. Re-approval by the DMA 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 the time.
4. Should the training establishment cease to trade then all records of certificates issued should be sent to the DMA 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)		
Department of Maritime Administration Approval Certificate Number		
Approved Company		Address & contact details
Telephone	e-mail	
Certificate of service for proficiency in security awareness		
This to certify that (full name and address)		
Date of Birth		
Discharge Book Number		
Or other National I/D		
Has successfully completed sea service approved by the Department of Maritime Administration 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 Bermuda Department of Maritime Administration		
Signature of the Principal or Authorised Representative of the Centre Approved to provide the training		Approved Company Stamp and Date
Signature of person to whom this certificate is 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: (Approved Company to allocate)		
Department of Maritime Administration Approval Certificate Number		
Approved Company	Address & contact details	
Telephone	e-mail	
Certificate of service for proficiency in security awareness		
This to certify that (full name and address)		
Date of Birth		
Discharge Book Number		
Or other National I/D		
Has successfully completed sea service approved by the Department of Maritime Administration 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 Bermuda Department of Maritime Administration		
Signature of the Principal or Authorised Representative of the Centre Approved to provide the training		Approved Company Stamp and Date
Signature of person to whom this certificate is issued		
Enquiries concerning this certificate should be addressed to the Approved company at the address above.		



Government of Bermuda

Department of Maritime Administration

Security Training for Shipboard Personnel

This Letter is to clarify Bermuda Shipping Notice 2013-025 specifically with regard to seafarers currently serving on board Bermuda Registered Ships who have not yet received approved Security Training. Additionally to outline the method which owners and managers of Bermuda Registered Ships may bridge the period of the contracts of currently serving seafarers:

It is recommended that the reader of this document already be familiar with Shipping Notice 2013-025.

Prerequisites:

1. The Management Company must be holding a valid Document of Compliance issued under the authority of the Government of Bermuda.
2. The Vessel must be holding a valid Safety Management Certificate issued under the authority of the Government of Bermuda.
3. The Safety Management System must clearly outline which ranks would be considered to be required to hold:
 - i. Security related familiarisation;
 - ii. Proficiency in security awareness; and
 - iii. Proficiency in designated security duties.
4. The seafarer in question must have signed on to the vessel prior to January 1st 2014, this must be documented either by a Seafarer Employment Agreement or a valid ALC1 showing the rank.
5. The seafarer must be able to document prior sea service, on a separate contract, in a rank which requires an equivalent level of security training. This may be either recorded in a Discharge Book or by properly endorsed Certificates of Discharge. This prior experience must be for at least 6 months service in rank.

Provided these prerequisite conditions are met the Management Company may issue a Short Term Certificate of Proficiency for the seafarer to complete the current contract. This document may follow the template provided in Annex 2a and 2b of Shipping Notice 2013-025 but may not be valid for more than the seafarer's current contract. The Management Company must put in place a storage and tracking system to be able to record any documents they issue to seafarers and must be able to report on any documents produced to this Administration on request. Records and copies of documents produced should be retained and available for 3 years following the expiry of the Certificate.

If further clarification of these arrangements is required please contact survey.bermudashipping@gov.bm

