



RECOGNITION PROGRAM FOR APPROVED SHIP SECURITY OFFICER TRAINING - CERTIFICATION PROCEDURES

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Recognition Program for Approved Ship Security Officer Training Certification Procedures

<p>Responsible Authority</p> <p>The Director, Marine Security Operations, is responsible for this document, including change, correction, or update.</p>	<p>Approval</p> <p> Daniel Michaud Acting Director Marine Security Operations</p> <p>Date signed: 2007-12-20</p>
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Important Notices and Disclaimers

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Guidance to Stakeholders	RECOGNITION PROGRAM FOR APPROVED SHIP SECURITY OFFICER TRAINING CERTIFICATION PROCEDURES	Revision No: 01

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Scope and Application

1.1 Background


- a) Starting January 1, 2008, Transport Canada Marine Security will have two (2) programs for training institutions: The existing Transport Canada *Voluntary Program For Marine Security Course Acceptance* which is a voluntary program that has been in place since 2003 and the new *Recognition Program for Approved Ship Security Officer Training*. The first program aims to ensure that officer level marine security training programs and courses offered by various providers meet the course content requirements as called for in the *Marine Transportation Security Regulations (MTSR)* and the International Ship and Port Facility (ISPS) Code. Additional international requirements for Ship Security Officers (SSOs) to possess a certificate of proficiency along with corresponding amendments to the MTSR, which come into effect January 1, 2008, require the implementation of a new and separate program, the Recognition Program for Approved Ship Security Officer Training.
- b) All individuals that wish to receive a certificate of proficiency for SSO training must successfully complete their training in an institution that has been granted recognition status through the Recognition Program for Approved Ship Security Officer Training.

1.2 Purpose

The purpose of this document is to outline the process and procedures for certification related to the Recognition Program for Approved Ship Security Officer Training. This program aims to issue certificates of proficiency to SSOs who meet regulatory requirements as per the *Marine Transportation Security Regulations (MTSR)* requirements effective January 1, 2008.

1.3 Scope

The scope of this document is limited to individuals who have a training certificate from a training institution that has been recognized by TC through the Recognition Program for Approved Ship Security Officer Training or have successfully completed an accepted SSO course under the *Voluntary Program For Marine Security Course Acceptance*.

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1.4 Authority

- a) Marine Transportation Security Act, 1994*
- b) Marine Transportation Security Regulations, 2004*
- c) International Maritime Organization (IMO) - International Ship and Marine Facility Security (ISPS) Code, 2003*

*as amended from time to time

1.5 Responsibilities

The Director, Marine Security Operations, is responsible for:

- a) The Recognition Program for Approved Ship Security Officer Training;
- b) The issuance of a certificate of proficiency as a Ship Security Officer to candidates that meet relevant requirements of the *Marine Transportation Security Regulations* requirements effective January 1, 2008.

The training institution is responsible for course design and development based on TC course standards and its submission to TC for approval.

An individual wishing to become a certified ship security officer must ensure that he/she enrolls in a TC approved ship security officer course given by an institution that has been granted recognition status by TC through the Recognition Program for Approved Ship Security Officer Training.

1.6 Definitions


- a) ‘Certificate of proficiency’: a document issued by TC to Canadian graduates of an accepted course under the *Voluntary Program For Marine Security Course Acceptance* or to Canadian graduates of an approved course from a recognized institution under the *Recognition Program for Approved Ship Security Officer Training* who meet requirements as outlined in the MTSR.
- b) ‘Training certificate’: a document issued by the recognized training institution, indicating attendance and successful completion of an approved course.
- c) ‘Recognized institution’: a training institution that has been found by TC to be fully compliant with all program requirements and has been granted a recognition status by TC for the purpose of providing the training necessary to obtain a TC certificate of proficiency as a ship security officer.

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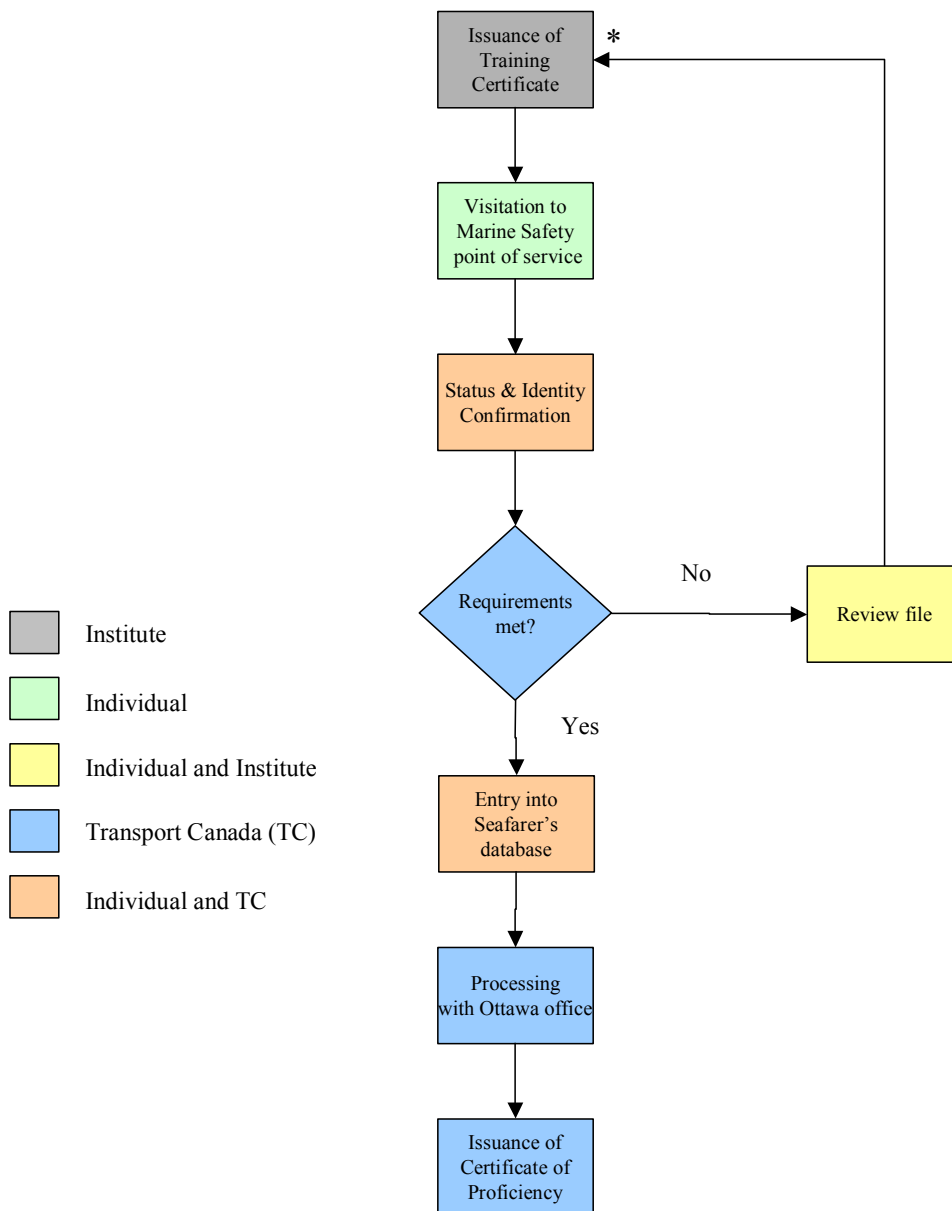
1.7 References

- a) The *Marine Transportation Security Regulations* (MTSR)*
- b) International Maritime Organization (IMO) Convention on ‘Standards for Training Certification and Watchkeeping for Seafarers’ 1978 as amended from time to time (STCW-95) *
- c) International Maritime Organization (IMO) 81st Marine Safety Committee (MSC) adoption in May 2006 of a seafarer’s certification of proficiency for Ship Security Officers (SSO) effective January 1, 2008*
- d) International Maritime Organization (IMO) - International Ship and Marine Facility Security (ISPS) Code*


*as amended from time to time

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Certification Procedure Flowchart



* Until July 1, 2009, alternatives as proof of successful completion of Ship Security Officer Training are permissible. Refer to the proposed amendments to the MTSR.

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Certification Procedures

2.1 Training Certificate Issuance

Upon successful completion of a SSO course, graduates will be issued a training certificate by the training institution.

In order to obtain a TC certificate of proficiency, an individual must provide the training certificate as proof of having successfully graduated from a course provided by a recognized institution specifically for the corresponding SSO training as defined in the *Marine Transportation Security Regulations* (MTSR).

2.2 Marine Safety Points of Service

Once a graduate has a training certificate, he/she can then visit a marine point of service to obtain a TC certificate of proficiency. These offices are located in each region: Pacific, Prairie Northern, Ontario, Quebec and Atlantic. For office locations and operating times, please consult TC Marine Safety's website at:

<http://www.tc.gc.ca/marinesafety/training-examination-certification/menu.htm>

2.2.1 Eligibility Requirements

An examiner at the marine point of service will review the training certificate along with proper identification in order to confirm an individual's status.

The candidate must also substantiate that he/she is a Canadian citizen or a permanent resident within the meaning of subsection 2(1) of the *Immigration and Refugee Protection Act*, is at least 18 years of age, and has 12 months of sea service when calculated in accordance with sections 115, 116 and 118 or the *Marine Personnel Regulations*.

Individuals who graduated before January 1, 2008 from ship/vessel security officer training at one of the institutions listed in Schedule 0.1 of the MTSR may obtain a TC certificate of proficiency if they provide proof that they have successfully completed the Ship / Vessel Security Officer (S/VSO)¹ course. They must also be a Canadian citizen or a permanent resident within the meaning of subsection 2(1) of the *Immigration and Refugee Protection Act*. This grandfather clause will end July 1, 2009.

¹ International terminology uses "Ship Security Officer (SSO)" while Canadian terminology used "Vessel Security Officer (VSO)" up to the Jan 1, 2008 amendment when TC reverts to SSO for SOLAS Vessel.

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2.2.2 Seafarer's Databases

Upon determining that all requirements are met, the TC Marine Safety examiner will gather tombstone information from the individual, take his/her photograph if necessary, and where applicable, enter all information into the TC Central Registry of Seafarers databases.

2.2.3 Certificate of Proficiency

The individual's file will then be sent to TC Ottawa office for processing. Once issued, the certificate of proficiency will be returned to the marine point of service where the SSO will return to sign for receipt of the certificate. In the interim, an examiner's certificate will be issued and used as proof of proficiency.

Possession of a Certificate of Proficiency

The only person who shall possess a certificate of proficiency will be the person to whom the certificate was issued.

Tampering with a Certificate of Proficiency

There shall not be any modifications to, or tampering with, the TC Certificate of Proficiency. The certificate must be maintained in a state relative to when it was issued.

Refusal to Issue

The Minister may refuse to issue a certificate of proficiency if the person is determined to have acted fraudulently or improperly or has misrepresented a material fact or public interest and, in particular, the record of the person warrants it.

In this case, the person will be notified of the refusal and given conditions for a request for review or an appeal.