



MARITIME PROTECTIVE SERVICES INC. (UK)Ltd  
Affiliated to Florida Institute of Technology  
Accredited to TRANSEC & MCA  
Accredited to Bureau Veritas



مكتب المستشار الوطني  
NATIONAL CONSULTING BUREAU

[www.wahibtraining.com](http://www.wahibtraining.com)

MEMBER: INTERNATIONAL FEDERATION OF THE  
TRAINING & DEVELOPMENT ORGANIZATION (IFTDO)

PRESENT  
2 Accredited Training Courses

- **Port Facility Security Officer Course  
(PFSO)**
  - **Company & Ship Security Officer Course  
(CSSO)**
- DUBAI - UAE**







**MPS**

is registered with & recognized by



### **MCA ACCREDITED:**

MPS is recognised and accredited by the MCA for training and delivering Ship Security Officers Courses in the United Kingdom and overseas territories. Part of the United Kingdom (UK) Department for Transport, MCA regulates security for all UK Flagged Vessels involved with International trade, with the exception of Ferries and Passenger Ships. The MCA is responsible throughout the UK for implementing the Government's maritime safety & security policy. That includes co-ordinating search and rescue at sea through Her Majesty's Coastguard, and checking that ships meet UK and international safety rules for the implementation of the UK Government's policy to ensure that ships meet the UK and International safety and security protocols.

### **BUREAU VERITAS RECOGNISED SECURITY CONSULTANTS:**

MPS has also been recognized and approved as an accredited Maritime Security Consultancy by Bureau Veritas - one of the world leaders in the practice and certification schemes for the management of security and safety in protection of ports and shipping. Bureau Veritas is a service company specializing in QHSE management (quality, health, safety and environment) and social accountability, with a network that covers 140 countries and includes nearly 600 offices and laboratories. It offers an extensive range of technical services and solutions in the fields of certification, conformity assessment, training and consulting. Bureau Veritas is recognized and accredited by the world's largest national and international organizations

### **TRANSEC CERTIFIED:**

MPS is recognized by the United Kingdom's Transportation Security Directorate (TRANSEC) and the 53 Commonwealth Nations as a Recognized Provider of Training for the delivery of Port Facility Security Officer Courses. Part of the United Kingdom (UK) Department for Transport, whose objective is to oversee the delivery of a reliable, safe and secure transport system, and to provide a stronger focus on delivering the United Kingdom's Government transport strategy.



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## **P R O F I L E**

National Consulting Bureau (**NCB**) was established in Kuwait in 1986 to provide consultation services and training courses in technical, industrial & management areas to governmental bodies and companies in the public and private sectors, especially in the oil, gas, petrochemical and power generation in the Gulf countries.

**NCB** conducts around 350 courses every year in the **GCC** countries, either In-House or as public open courses.

In addition, **NCB** provides Hands-On practical training either on the client's site through **NCB** professional instructors or at **NCB** affiliated training centers, power plants, oil fields & refineries.

**NCB** conducted more than 200 In-House courses to (**ADNOC**) oil companies in Abu Dhabi in the last few years.

**NCB** is member of the International Federation of Training & Development Organizations (**IFTDO**) since 1995 and has representatives and training agreements with many reputed organizations such as PETROMAINT, Petroleum Research Institute, Egypt Electricity & Power Plant Authority, Construction & Civil Engineering Institute, Telecommunication Training Center, Advanced Technology Training Center.

**NCB** operates two independent offices in Cairo 1992 and in Abu Dhabi 1999 to better serve the training & development needs of human resources in the GCC countries.





## PORT FACILITY SECURITY OFFICER COURSE

Mandatory requirements concerning Port Facility Security Officers are set on the Chapter XI -2 of the Annex to the International Convention for the safety of life at sea ( SOLAS), 1974, as amended and Part A of the ISPS Code. Guidance regarding the mandatory requirements is contained in Part B of the ISPS code .

**Objectives :**On completion of the training, those designated as a Port Facility Security Officer (PFSO) will have sufficient knowledge and understanding to enable them to undertake the duties and responsibilities , including ability to:

Recognition, on a non-discriminatory basis, of characteristics and behavioural patterns of person who are likely to threaten security and techniques used to circumvent measures

Methodology of how to be conduct a Port Facility Security Assessment to ensure the development, the submission for approval and thereafter the implementation and maintenance of the port facility plan development, maintain and supervise the implementation of the Port Facility Security Plan

Ensure that the Port Facility Security Plan is modified, as appropriate, to correct and deficiencies and satisfy the security requirements of the Port Facility and Port Area .

Arrange for the initial and subsequent audit verifications of the port security plan by the designated authority or the Recognized Security Organization .

Ensure that deficiencies and non-conformities identified during internal audits, periodic reviews, security inspections and verifications of compliance are promptly addressed and dealt with;

Quality security staff and adequate training for personnel with security duties responsibilities directed by sections A/18-2 of the ISPS Code. Consider International Conventions Codes, recommendations and government legislations, update and regulations, update and rectify any omissions to the security plans and maintain their currency

Instruction techniques for security training and education, including security measures and procedures, to include methods of exercises with ships and the assessment of security drills and exercises

Ship and port operations and conditions, ship and port facility security measures

Emergency preparedness and response and contingency planning

Security equipment and systems, and their operational limitations and methods of conducting audits, inspection, control and monitoring

Handling sensitive security related information and security related communications knowledge if current security threats and patterns, recognition and detection of dangerous substances and devices

Ensure effective communications and co-operation between a visiting ship security officer the port and ensure consistency between security requirements and safety requirements ;

**Entry standards**

There are no specification pre-requisites for PFSO training but those undergoing training will have sufficient knowledge and practical experience of port & merchant vessel operations to enable them to achieve the objectives of the training and undertake the duties and responsibilities of a PFSO on completion of the training .





## PORT FACILITY SECURITY OFFICER COURSE (PFSO) DETAILED PROGRAMME – TOTAL TIME OF INSTRUCTION 28 HOURS

Event	08.30 – 09.00 Meet and Greet 09.00 – 10.45		11.00 – 12.30		13.30 – 15.15		15.30 – 17.30
Day 1	Introduction to Course Terrorist Activities What to Look For  Organised Crime Piracy v Terrorism	B R E A K	Security Equipment  Recognition of Weapons & Explosives  Classified Documents Breaches of Security	L U N C H	Port Facilities  Access to Ports Access to Facilities  Control of Access 3 Tier Cordons	B R E A K	Restricted Areas  Crowd Control & Management  Control & Compliance Contingency Planning
Day 2	Complying with the ISPS Code &  SOLAS Amendments 2002 Regulations	B R E A K	Complying with the ISPS Code &  SOLAS Amendments 2002 ISPS Code Part A & B	L U N C H	Complying with the ISPS Code &  33 CFR 105  Exercise 1 (MTSA/ISPS)	B R E A K	Complying with the ISPS Code &  Port State Control  Exercise 2 (PSC)
Day 3	Threat & Risk Evaluation  Assessment & Security Survey  Marking of Port Plans	B R E A K	Requirements of a Facility Security Plan  Port Security Procedures  USCG Guidelines	L U N C H	Searching Techniques Persons/Equipment  Table Top Security Exercise.  Variety of Scenarios	B R E A K	IMO Port Exercise 3  Exercise Discussion
Day 4	Security Plan Contents  ISPS Code internal Audit	B R E A K	Security Measures to be adopted  Security Procedures to be adopted	L U N C H	Compilation of Assessment, Plan and Procedures  Implementation Process	B R E A K	Course Written Assessment  Internal Validation & Quality Control  Post Course Discussion



## **OBJECTIVES & SCOPE OF CSO/SSO COURSES**

**Scope :** This training is intended to meet the requirements set out in the sections A/2.1.7 and A/11, A/12 of the ISPS Code and corresponding guidance in Part B of the Code .

**Objectives :** On completion of the training, those designated as a Company or Ship Security Officer will have sufficient knowledge and understanding to enable them to undertake the duties and responsibilities of Company Security Officer (SCO), including the ability to :

Advise on the level of threats likely to be encountered by the ship, using appropriate security assessments and other relevant information

Ensure that ship security assessments are carried out

Ensure the development, the submission of approval and thereafter the implementation and maintenance of the ship security plan develop, maintain of the ship security plan develop, maintain and supervise the implementation of a ship security plan

Ensure that the security plan is modified, as appropriate, to correct deficiencies and satisfy the security requirements of the individual ship(s);

Arrange internal audits and reviews of security activities

Arrange for the initial and subsequent verifications of the ship by the Administration or the recognized security awareness and vigilance

Ensure the adequate training for personnel responsible for the security of the ship

Ensure effective communication and co-operation between the ship security officer and the relevant port facility security officer

Ensure consistency between security requirements and safety requirements

Ensure that, if sister-ship or fleet security plans are used, the plan for each ship reflects the ship specific information accurately

Ensure that any alternative or equivalent arrangements approved for a particular ship or group of ships are implemented and maintained





## COMPANY & SHIP SECURITY OFFICER COURSE (CSO/SSO) DETAILED PROGRAMME – TOTAL TIME OF INSTRUCTION 28 HOURS

Event	08.30 – 09.00 Meet and Greet 09.00 – 10.45		11.00 – 12.30		13.30 – 15.15		15.30 – 17.30
Day 1	Introduction to Course  Security Threats & Patterns  Non Discriminatory Suspects	B R E A K	Piracy v Crime v Terrorism  Use of Security Equipment	L U N C H	Recognition of Weapons & Explosives  Prevention of Dangerous Substances and Devices	B R E A K	Classified Documents  Breaches of Security
Day 2 Module 1	<b>Module 1</b> Complying with the ISPS Code & SOLAS Amendments 2002  Regulations	B R E A K	<b>Module 1</b> Complying with the ISPS Code & SOLAS Amendments 2002  ISPS Code Part A & B	L U N C H	<b>Module 1</b> Complying with the ISPS Code & SOLAS Amendments 2002  Exercise 1 (ISM/ISPS)	B R E A K	<b>Module 1</b> Complying with the ISPS Code & SOLAS Amendments 2002  Exercise 2 (CSO/SSO)
Day 3 Modules 1-4	<b>Module 1</b> Control & Compliance  <b>Module 1</b> Control & Compliance Exercise 3 (Practical)	B R E A K	<b>Module 2</b> Requirements of a Ship Security Assessment  <b>Module 2</b> On Scene Security Survey	L U N C H	<b>Module 2</b> Threat Evaluation and Risk Assessment  <b>Module 3</b> Developing Ship's Security Plan (Practical)  Marking of Ship General Arrangement Plan (Practical)	B R E A K	<b>Module 4</b> Defining Restricted Areas On board (Practical)  <b>Module 4</b> Developing Ship Security Procedures (Practical)
Day 4 Modules 5 - 7	Module 5 Crowd Control & Management  Module 5 Controlling of Access to Ships	B R E A K	Module 5 Searching Techniques Persons/Equipment  Module 6 Contingency Planning	L U N C H	Module 7 Training Drills and Exercises (Practical)  Module 7 Security Exercise Scenarios (Practical)	B R E A K	Course Written Assessment (Practical)  End of Course Debrief Feedback

### BASED ON IMO MODEL COURSES SPECIFICATION OF COMPETENCES Internal Quality Control

End of Course feedback and Internal Validation of Quality Control will be based on the delegates completing a Questionnaire followed by a Post Course Discussion (PCD), which will be based on the salient points raised in the Questionnaire. In short, as a result of attending this course, it will provide the CSO/SSO with the opportunity to review current policies and practices against a recognised benchmark- ISPS Code, provide a frame work for planning future strategy and action and a structured way to improve the effectiveness of training and development security activities that produces a positive impact on implementing business resilience for the challenges of the 21st century





## Courses Instructors

### **WILLIAM DAVID PAUL LEWIS**

William Lewis spent 28 years in the Royal Marine, of which over 24 were spent in Special Boat Service. This experience laid the foundation for, and provided him with a wide selection of expertise, ranging in diversity from that of, an extremely skilled and experienced provider of services from crisis management under extreme conditions. To logistical planning and delivery of national and international projects. A key enabler, with the ability to communicate at all levels, and with the capability to overcome adversity and achieve aims in difficult environments. Providing a demonstrated level of flexibility and adaptability

Since leaving the Armed Forces, William spent 7 years working as civilian for the Special Boat Service. In this period of time he orchestrated the strategic development of an integrated training policy for over 450 personnel. Reviewed and expanded the Humane Resources Policy within the organization, to reflect management expectations through a process of Continuous Development Through drive and energy, William was primarily responsible in this period for the management and development of skills linked to the introduction of new business practices, through the Course Design, development of documentation and the Quality Control of Training

Qualified by the Royal Navy in The Quality Control of Training and Instructional System Design (ISD) concerned with the identification of training requirements based on the analysis of job performance requirements data obtained from experts in the job to be performed. Training objectives are formulated as a result of the job analysis process and tests are developed to be used to assess the learner's progress toward meeting the training objectives it is characterized by an orderly process for gathering and analyzing collective and individual performance requirements, and by the ability to respond to identified training needs

As director of Operations & Administration for MPS, his main focus firmly is focused on assisting shipping owners and companies on the requirements for compliance and implementation of the ISPS Code and SOLAS Amendments 2002. This involves conducting surveys of ships and port facilities, from this compiling a Security Assessment. Security Procedures and Security Plan (Part 1 & 2), and the design and delivery of accredited maritime security courses. With his fellow Director, he was the co-author of the MPS case for accreditation by United Kingdom Government (TRANSEC). Recognized Training provider for delivering Port Facility Security Officer Courses, Port Facility Security Assessments & Plans, and the Maritime & coastguard Agency (MCA) for ship & company security officers courses within the UK and her overseas dependencies. Integral components of these were the design of all training modules that covers the full spectrum of people involved with Port Facility, Ships And Company Security. He co-write the case to Bureau Veritas as a Recognized Security Organization

Utilizing his considerable expertise in ISD, MPS provide a training delivery service, integrated into client existing internal functions, that ensures the successful design and delivery of training solutions. We define curriculum path required to move from existing skills areas to future competency. All MPS courses and training modules are designed to future specify. Designed business critical training will assist ship owners and ports in improving security within their supply chain and logistics. In 2004 William was accepted onto the IMO's Panel of Experts and in May 2005 qualified as an ISPS Internal Auditor through Lloyds Register. He is currently staffing the MPS case for qualification of ISO 9001-2000, and is looking to expanding MPS Doctrine, training and methodology into the UK Rail Industry, to meet the requirements of impending legislation.

During his years in the military, William conducted numerous training programmes across the globe. At the forefront of his planning phases, and in the delivery of training, great care is taken to ensure that cultural and ethnic sensitivities are not infringed, whilst at the same time making sure that the training objectives are met. As a result of his extensive military experience, William has developed attributes that include patience, impartiality, personal skills and political awareness to deal with civilian, military and international organisations at all levels, often in situations of considerable tension. Tenacity and diplomacy to cement effective working relationships at every level, and to build an honest and open working culture.





## Courses Instructors

### 2- JAMES JOSEPH MURRAY

James served for 23 years in the Special Boat Service, which provided him with an excellent level of expertise in a wide variety of subjects. These ranged in diversity from designing and delivering training, Human Resource Management to that of Risk and Threat analysis. After this he served for four years as a Amphibious Military Adviser to Brigadier General Jumar Bawardi in the Special Operation Command in Abu Dhabi, where he established the foundation and quality standard for Amphibious and Maritime Operations Doctrine and Training Specifications for the Special Operations Command which is still used to this day.

In 2003 he was sub-contracted to Lloyd's Register as a Senior Maritime Security Consultant, where he was at the forefront of the ISPS Code Compliance process. He instructed on both Ship Security Officer, and Company Security Officer's courses respectively to a wide variety of Port Authorities and commercial audiences, principally in Europe. Whilst sub-contracted at Lloyds he qualified as a Train the Trainer.

Now employed by Maritime Protective Services, which is based in Port Everglades in Florida. On the 1st January 2004 they opened an office within the Port of Poole to assume responsibility for the European and Middle Eastern and African markets. He is the Director of MPS (UK), where it is positioned to provide a credible service, delivered by experts. Since joining MPS, he has utilised his considerable skills to their maximum with his involvement with the ISPS Code and SOLAS Amendments 2002. His main business is firmly focused on assisting shipping companies and ports in the compliance & implementation of the ISPS Code, EC Regulation 725/2004, MTSA and SOLAS Amendments 2002. MPS will provide Risk Assessments and Security Plans to enable decisions to be made on a priority of action. These Risk Assessments and Security Plans will identify potential incidents; estimate the likelihood of such circumstances happening and the severity of implications if they do as well as the procedures to be developed in the event of them happening. In addition to this he teaches SSO, CSO, PFSO and Crew Security Awareness Courses.

It is his plan that, MPS will emerge as one of the leading components of Maritime Security, by providing Total Security Solutions that will be delivered into the market by professional, well trained, articulate and customer focused teams. MPS Delivered Training is Specific, Measurable, Achievable, Realistic and Time Bound towards Maritime Security Culture. MPS are experts in the field of Maritime Security, and achieve consistently high results; all of whom have an auditable pedigree of operating in the specialized maritime environment. Complimenting these skills, Maine Maritime Academy (MMA) and MPS have established a collaborative working relationship to offer maritime security education courses, to address the education of port authorities and ship owners on an international basis.

In 2004, he designed, delivered and conducted the inaugural combined CSO / SSO Course at MMA, and, PFSO Course in Portland Maine (USA). Delegates on both courses ranged in diversity from Homeland Security personnel, Shipping Companies, and Port Officials from New England. With his fellow Director, he was the co-author of the MPS case for accreditation by the UK Government (TRANSEC), for conducting Port Facility Security Officers Courses, Port Facility Security Assessments & Plans, and the MCA for delivering Ship & Company Security Officers Courses within the UK and her overseas dependencies.

Integral components of these cases were the design of all training modules that covers the full spectrum of people involved with Ship, Company & Port Facility Security. In addition, he assisted in the MPS case to Bureau Veritas as a Recognised Security Organisation.



## Courses Instructors

He instructed on the initial Response Boat Tactics, Techniques and Procedures for Bath Iron Works in the USA in September 2004. He assisted in the design of a Crisis Response Management module which is delivered by means of a Table Top Exercise. The Crisis Response Management Training has been designed in order that it can be delivered anywhere and amended to reflect each audience's specific expectations. This concept has generated considerable interest within the MMA and other colleges within the USA, and he is confident of delivering a major Crisis Response Management Training programme for the MMA within the near future.

James is currently researching modules whereby shipping companies, their crews, Port Facilities and their employees, will be able to adopt a security culture similar to their Safety Management Systems. He was an invited speaker at the 20th International Port Logistics Conference, Alexandria, Egypt, by Dr Hamdy Hassan, the Director Port Training Institute of the Arab Academy for Science, Technology & Maritime Transport on January 2004. He is registered as one of the IMO Panel of Experts and has discussed assisting them in the design and delivery of training related to the ISPS Code. He is a member of an IMO Training delegation to conduct a "Train the Trainer" Course for the Maltese Port Authorities in June 2005. In May 2005 he qualified as an ISPS Internal Auditor through Lloyds Register, also in July 2005 he completed the TRANSEC recognition of Firearms, Explosives & Incendiary Devices Course and qualified as an Instructor. In March 2005 he chaired the meeting of the Shipping Operators Cooperative Programme in Fort Lauderdale on behalf of MPS.







# مكتب المستشار الوطني

## NATIONAL CONSULTING BUREAU

أعضاء في الاتحاد الدولي لمنظمات التدريب والتطوير (IFTDO) - جمعية الإدارة الأمريكية (AMA) - الجمعية العربية للإدارة .

**MEMBER:** AMERICAN MANAGEMENT ASSOCIATION (AMA). ARAB MANAGEMENT ASSOCIATION  
INTERNATIONAL FEDERATION OF TRAINING & DEVELOPMENT ORGANIZATIONS (IFTDO)

### List of Our Clients Include

- Saudi Basic Industries Company Sabic
- Bahrain National Oil Company BANACO
- Qatar Fertilizer Company QAFCO
- Abu Dhabi National Oil Company ADNOC
- Ministry of Electricity & Water-Oman
- Oman Petroleum Development Company
- Petromine-Mobil Yanbu Refinery
- Kuwait National Petroleum Company KNPC
- Kuwait Petroleum Corporation KPC
- Ministry of Public Works & Housing-UAE
- Arabian American Oil Company ARAMCO
- Qatar General Petroleum Corporation
- Kuwait Oil Company KOC
- Shuiba Industrial Area Authority
- Zakum Development Company-UAE
- Ministry of Work, Power & Water-Bahrain
- Abu Dhabi National Oil Co.- UAE
- Kuwait Oil Tankers Company KOTC
- National Industries Gasses Co. -Saudi Arabia
- Ministry of Oil – Kuwait
- Petrochemical Industries Company PIC
- Ministry of Public Works-Kuwait
- Kuwait Municipality
- Civil Service Commission Kuwait
- Ministry of Information – Kuwait
- Public Authority for Minors Affairs-Kuwait
- National Bank of Kuwait
- Ministry of Defense – Kuwait
- Arabian Oil Company – Saudi Arabia
- Saudi Texaco Oil Co. – Saudi Arabia
- Oman Liquefied Gas Company (OLNG)
- Ministry of Defense & Aviation – Saudi Arabia
- Kuwait Fund for Arab Economic Development
- Bahrain Petroleum Company BAPCO
- National Chemical Fertilizer Co.-IBN Albitar
- Oman Refinery Company
- Saudi Methanol Company
- National Oil Distribution Company-Qatar
- Qatar Petrochemical Company
- Al-Jubail Petrochemical Company
- Kuwait Airways Corporation
- General Ports Authority
- Al Jubail Fertilizer Company
- Ministry of information – BAHRAIN
- National Insurance Company – Kuwait
- Kuwait Foundry Company
- Arab Petroleum Investment Co. APICORP
- Kuwait Insurance Company
- Ministry of Public Health – Kuwait
- Kuwait British Ready-mix Company
- The Public Warehousing Company
- Ministry of Municipality & Agriculture - Qatar
- Kuwait Finance House
- Kuwait Institute for Scientific Research KISR
- National Oil Distribution Company-Qatar
- Abu-Dhabi Gas Liquefaction Co.(ADGAS)
- Ministry of Justice – Kuwait
- Ministry of Commerce & Industry – Kuwait
- Gulf Bank – Kuwait
- Kuwait Investment Authority
- Public Authority for Compensation – Kuwait
- Gulf Cooperation Council- Saudi Arabia
- Ministry of Finance & National Economy-Qatar
- Qatar Monetary Fund
- Qatar Telecommunication (QTEL)
- Touristic Enterprises Company –Kuwait