

IAMSP CERTIFICATION AND EDUCATION PROGRAM

This document describes the IAMSP certification program activities in terms of the full life cycle of the design while also identifying specific programs and projects intended to ensure that the certification is in reach for all persons.

Given the role of developing sound education, training and professional development material, this effort is a significant step forward in that effort.

CERTIFICATION
DESCRIPTIONS

AWARDS and BURSARY
PROGRAMS



Contents

| | |
|--|----|
| Change Control Sheet | 3 |
| Purpose | 4 |
| Background | 4 |
| Intent..... | 4 |
| Forms of Learning | 4 |
| Certification..... | 5 |
| Training | 5 |
| Familiarization..... | 5 |
| Awareness..... | 5 |
| Testing..... | 5 |
| Quality Control and Assurance | 6 |
| Pricing..... | 6 |
| Setting of Prices | 6 |
| Scholarships, Bursaries and Special Pricing | 6 |
| Appeals..... | 7 |
| Enquiries | 7 |
| Appendix A – Certified Maritime Security Professional..... | 8 |
| Name and Common Usage | 8 |
| Limitations on Liability | 8 |
| Mission..... | 8 |
| Vision..... | 8 |
| References for Core Structure | 9 |
| Core Bodies of Knowledge (CBK) | 9 |
| General..... | 9 |
| Security Management..... | 9 |
| Physical Security..... | 10 |
| Information Systems Security..... | 10 |
| Maritime Security Operations and Awareness | 10 |
| Values and Ethics | 11 |
| Certification Body | 11 |
| One Step Separation | 11 |
| Certification Committee | 12 |

| | |
|--|----|
| General Role and Membership | 12 |
| Conflict of Interest | 13 |
| Weighting of Votes for Fairness..... | 13 |
| Scheme Committee..... | 14 |
| Membership..... | 14 |
| Key Responsibilities and Need for Impartiality..... | 14 |
| Breakdown of Expertise and Criteria | 14 |
| Management Structure..... | 15 |
| Development and Maintenance of the Scheme | 15 |
| Candidate Application Requirements | 16 |
| Testing..... | 17 |
| Certificates | 17 |
| Use of Certificates..... | 18 |
| Recertification..... | 18 |
| Surveillance | 18 |
| Rights of Candidates | 18 |
| Appeals..... | 19 |
| Continuous Learning and Good Standing | 19 |
| Certificate Upkeep (by the Association) | 20 |
| Suspension | 20 |
| Individual..... | 20 |
| Association | 21 |
| Revocation | 21 |
| Removal from Service | 21 |
| Records | 21 |
| Revision..... | 22 |
| Professional Certification Endorsements / Continuing Education Units. | 22 |

Purpose

1. This document puts forward the structure of the International Association of Maritime Security Professionals (IAMSP) online / eLearning effort.

Background

2. One of the core elements of the IAMSP mission involves the development (or assistance in the development) of sound education, training and professional development material.
3. The Maritime Industry is a vital element to many social, political, and economic interests. The protection of this industry is vital to assuring that maritime operations deliver their persons or cargo from their point of origin to their intended destination on time, in good condition and for reasonable cost.
4. Knowledgeable, skilled and capable persons are needed to identify, analyse, assess, and respond to the various threats, vulnerabilities and risks that can arise in this industry. This requires credible and rigorous education, training and skills development.
5. Also, involvement in the maritime industry is faced by challenges beyond that of competence. Geographic, social and economic factors continue to play a significant role in the development of a credible maritime security industry. As a result, certain communities are under-represented or continue to rely upon services from outside their communities, leaving them strategically vulnerable to various risks.

Intent

6. It is the intent to develop and aid in the development of credible online training that will allow for persons to achieve a high degree of understanding in the maritime security domain while doing so in a manner that recognizes and addresses the challenges faced by certain communities.

Forms of Learning

7. IAMSP divides its learning into four major categories. These are defined below:
 - 7.1. **Certification:** where the individual must demonstrate a grasp of a body of knowledge, a willingness to adhere to certain values and ethics and commit to keeping his or her understanding of that body of knowledge up to date;
 - 7.2. **Training:** where the individual is exposed to information and must pass a confirmatory exercise before being allowed to claim successful completion of the training;
 - 7.3. **Familiarization:** where the individual is exposed to knowledge to improve their understanding of a specific topic, but without the confirmatory exercise. This level is appropriate for refining points made during certification or training above; and

- 7.4. **Awareness:** where the individual is communicated knowledge for the purpose of making him or her aware of that knowledge.

Certification

8. **Certification** combines an assessment of knowledge, skills and experience which determines whether the Association has confidence that the individual can be considered capable to speak authoritatively within the body of knowledge and scope of activities covered in the certification.
9. Certification should not be used to replace sound hiring or contracting processes and due diligence. It only serves as one check in those processes.

Training

10. **Training** involves the communication of knowledge or the demonstration of skills for the purposes of expanding an individual's knowledge or capacity. Training is followed by a confirmatory exercise that is used to confirm that the individual has, in fact, grasped the concepts or skills involved.

Familiarization

11. **Familiarization** is used to broaden an individual's existing understanding of an issue or topic through the expansion of certain information or the broadening of the overall information base. The individual's existing understanding of an issue or topic is broadened.

Awareness

12. **Awareness** is used to inform an individual and make them aware (often for the first time) of an issue or topic. In this context, the knowledge or skills are completely new to the individual and the goal is to make them aware of the presence of the issue or topic.

Testing

13. Testing is used to confirm that an individual has grasped the knowledge or skills being communicated. Testing is based upon the following:
- 13.1. Testing that knowledge that is communicated within the education or training;
 - 13.2. Test question are clear in terms of what they expect;
 - 13.3. Test questions are concise in terms of having only one reasonable interpretation; and
 - 13.4. Test questions are fair in terms of not being unduly complex or convoluted.
14. Test questions are developed through the following process:
- 14.1. The question is developed by the author;
 - 14.2. The question is reviewed by the Chief Learning Officer;
 - 14.3. The question is categorized as being a practice question or active (exam) question; and
 - 14.4. The question is monitored for scoring to identify potential issues with the question.
15. Practice questions and Exam questions are not to be mixed. This is to ensure that the testing focuses on the understanding of the knowledge and not memorizing the question responses.
16. It is the responsibility of the Chief Learning Officer to maintain the question bank.
17. Questions shall be configured so that they have a pre-identified response, score for that response, and are referenced to the body of knowledge.

Quality Control and Assurance

18. Quality assurance shall be assured through the following:
- 18.1. Basing all information and questions on a sound body of knowledge (peer reviewed, monitored and kept up to date);
 - 18.2. Appropriate referencing of the material used;
 - 18.3. Validation through a community of evaluators who provide comments with respect to the fairness, clarity, and relevance of the questions; and\
 - 18.4. Monitored for signs that the question trends higher or lower than others to the extent that it should be examined in terms of its rigour or the ability to answer the question.

Pricing

Setting of Prices

19. Prices shall be set by the Executive and reviewed on an annual basis.
20. Where outside parties are involved in the development of materials, it must be reviewed by the Association and any agreements associated with the sharing of any fees must be documented in Association resolutions.
21. Any agreement on prices must include the following elements:
- 21.1. A clear identification of the courses involved;
 - 21.2. A clear definition of roles and responsibilities;
 - 21.3. A clear definition of how any fees are divided; and
 - 21.4. A clear identification of a clause on how either party can withdraw from the agreement.
22. The general pricing for the four main categories of training is the following:

| Category | Offerings | Members | Non-Members | Package Possible |
|-----------------|----------------------|-----------------|-----------------|------------------|
| Certification | CMSP, SPBS | As per syllabus | As per syllabus | Yes |
| Training | Prep CPP, PSP, CISSP | | | Yes |
| Familiarization | Other modes | | | Yes |
| Awareness | IT Security | | | Yes |

23. As per the initial offering, the Values and Ethics package shall be offered to members at no cost.
24. Package pricing may be established where such packages are to the benefit of the Association or its partners.
25. Member pricing is to offer a discount to an extent as to allow for a clear return on investment for members. The specific values will be determined on a case by case basis but do not apply to the costs of packages except at the first level (package cost, not per person cost).

Scholarships, Bursaries and Special Pricing

26. The Association, at the sole discretion of the Executive and decided on an annual basis, may choose to offer a scholarship on a competitive basis that applies to ePortal. The specifics of this scholarship are to be determined on a case-by-case basis and at the discretion of the Association's executive.

27. The Association shall offer three major bursaries as part of its eLearning platform. These are the following:
 - 27.1. A bursary that applies to veterans of military forces, coast guards, or first responders that reduces the cost of the session by not more than 15% of the original cost;
 - 27.2. A bursary intended to promote the involvement of women in the maritime security field that reduces the cost of the session by not more than 15% of the original cost;
 - 27.3. A bursary that applies to those seeking to achieve professional status in communities or regions that are listed on the United Nations country classification document as developing, least developed or otherwise economically disadvantaged. This bursary may be used to reduce the cost by up to 25% of the total cost of the session.
 - 27.4. Only one of the criteria may be used by an individual and the bursary shall be provided in terms of a reduction of price not an issuance of funds.
28. Special pricing alternatives may be proposed to specific groups at the discretion of the Executive. Special pricing arrangements may include, but are not necessarily limited to, the following:
 - 28.1. Group pricing that lowers the per-unit cost of a session to a level that can be attained by those in developing, least developed or similar countries as per the UN Country Classification document;
 - 28.2. Individual pricing that lowers the per unit cost where the session is considered to be in Beta testing and where the individual will provide feedback and attestation with respect to the quality of the course.

Appeals

29. Where there is testing that involves the granting of a certification or credential, an individual must have the ability to appeal the results where there are reasonable grounds to believe that the testing is unfair or incorrect in some aspect.
30. Each appeal process shall be described in the appendix relevant to the certification.

Enquiries

31. Enquiries regarding this policy shall be referred to the Head of Certifications for technical issues but may be referred to the Executive with respect to issues of fairness.

Appendix A – Certified Maritime Security Professional

Name and Common Usage

1. This certification shall be called the *Certified Maritime Security Professional* and shall be designated by the letters *CMSP*.

Limitations on Liability

2. Certification implies that the individual has met the following criteria but not intend to replace or stand in lieu of a proper evaluation of *expertise* as defined in the courts:
 - a. Has studied a body of knowledge that has been peer-reviewed and found to be acceptable, and then passed an examination to demonstrate that he or she possesses an adequate grasp of that knowledge;
 - b. Possesses adequate experience within the maritime security domain so that the Association has a reasonable assurance that the individual has experienced a range of challenges and possesses an awareness of the cultural issues within the industry; and
 - c. Agrees to be bound by acceptable Codes of Practice or Codes of Conduct.
3. All persons involved in the administration of this certification regime must indicate that they will be bound by the requirements of this regime.

Mission

4. This certification will provide a clear and concise baseline for those involved in maritime security in the Asset Protection and Security role. The certification will be directly linkable to internationally recognized bodies of knowledge and sound security practices.
5. In this context, the terms above are to be interpreted as follows:
 - a. Clear in terms of being measurable, repeatable and auditable;
 - b. Concise in terms of being specific and objective;
 - c. Credible in terms of being responsive to the needs of Industry, the Association and the profession in general;
 - d. Baseline in terms of being required to be adhered to always; and
 - e. Suitably high in terms of its recognition by Industry and parallel security Associations as being comparable to similar certifications for other security-related activities.

Vision

6. This certification will, through diligent oversight and rigorous renewal, become the premiere certification for maritime security worldwide. It will be recognized for its credibility with parallel security organizations and acceptance across the professional maritime community.

References for Core Structure

7. This certification will be developed based on ISO 17024:2003 *Requirements and Guidelines for Bodies Operating the Certification of Persons* and its associated documentation.
8. When the IMO publishes the reference material on security doctrine, then this work may also be adopted after evaluation by competent persons.

Core Bodies of Knowledge (CBK)

9. The *Core Bodies of Knowledge* shall include the following:
 - a. Security Management,
 - b. Physical Security,
 - c. Information Systems Security,
 - d. Maritime Operations (port and vessel), and
 - e. Values and Ethics.

General

Each of the above sections is intended to cover each of the following:

- Port / Area,
- Port Facility,
- Ship,
- Cargo,
- Freight,
- and Passenger.

As part of the draft production process, suggestions for texts are being sought. Where a text for a certain domain is required, then the term required will appear in red italics.

It should also be noted that the IMO is currently working on guidance with respect to ship and port security. At the time of the drafting of this document, only the table of contents of this document had been released. It is anticipated that this document will be integrated into the certification regime upon review after its publication.

Security Management

10. This module provides information, guidance and advice on the management of the Asset Protection and Security function as defined within internationally accepted bodies of knowledge. Elements include mission analysis, identification of assets, risk analysis, risk assessment, risk management, the design of Physical Protection Systems, monitoring security functions, personnel security screening, investigations, and crisis management.

11. *Recommended readings include the following:*

- a. ASIS International *CPP Study package*;
- b. Ken Gisborne, *Every Officer a Leader*; and
- c. Allan McDougall and Bob Radvanovsky, *Transportation Systems Security*.

Physical Security

12. This module provides an overview of the Principles of Physical Security as accepted by internationally recognized professional associations. This includes concepts such as project management, administrative controls, physical controls, and procedural controls. It goes into refined detail regarding risk assessment, risk management, security engineering, the design of Physical Protection Systems and information security.

13. *Recommended readings for this module include the following:*

- a. *PSP Study Package* as put forward by ASIS International through the bookstore; and
- b. *Technical publications as identified*.

Information Systems Security

14. This module provides an overview of the administrative, physical, procedural and technical controls used to protect Information Systems, IT networks, and similar infrastructure. This also includes elements associated with the design, development, deployment, maintenance and monitoring of applications and other software.

15. *The following are recommended readings*

- a. Latest edition of the *CISSP Study Guide* published by (ISC)2
- b. *Radvanovsky, Bob and Brodsky, Jake. Handbook of SCADA / Control Systems Security (2nd edition)*

Maritime Security Operations and Awareness

16. This module provides a more refined look at the challenges of security within the maritime environment, both at ports and on vessels.

17. *The following are recommended readings*

- a. Applicable maritime security circulars as published by the IMO;
- b. *Guide to Risk Assessment in Ship Operations (IACS)*

Values and Ethics

18. This module provides guidance with respect to the concepts of the duty of care, consideration for human rights, the use of force, and legal elements.
19. *The required readings for this section include the following:*
 - a. *United Nations Convention on the Law of the Sea*
 - b. *United Nations Universal Declaration of Human Rights*
 - c. *Other United Nations documentation as published*
 - d. *International Code of Conduct for Private Security Service Providers*
 - e. *Use of Force Continuum (IAMSP)*

Certification Body

20. The certification body shall ensure that the policies and procedures, and their administration, shall be related to the criteria in which the certification is sought. Both these are to be fair and equitable, relating only to the assessment criteria and shall be in compliance with all applicable conventions, legal and regulatory requirements. No policy or procedure shall be approved or maintained in force should it be found to be intended to impede or inhibit access by applicants or candidates, except in cases where such impediment is in response to a need to protect the applicant from death or grievous harm.
21. This document defines the policies and procedures for the granting, maintaining, renewing, expanding and reducing the scope of the certification (including its suspension or withdrawal).
22. The requirements of applicants shall be limited to those matters specifically related to the scope of the certification.

One Step Separation

23. In order to ensure the confidence in interested parties in the impartiality and integrity of the certification body, it shall maintain at least one degree of separation. This refers to the need for the certification body, or any individual involved in the final decision to certify an individual, to be independent and impartial in relation to applicants and certified persons, including their employers, customers or any others that are involved in the training of persons.
24. For this reason, it is intended that the testing of individuals in relation to the certification shall be conducted by a contracted and impartial third party coordinated by the central Executive and that no contract clause indicating a pass / fail rate is to be included or implied in any such contract.

Certification Committee

General Role and Membership

25. The role of the certification committee is responsible for decisions relating to the granting, maintaining, renewing, expanding and reducing the scope or suspending and withdrawing the certification. It is also responsible for ensuring that there are sufficient fair and impartial procedures in place to ensure that appeals and complaints are appropriately reviewed and acted upon in an independent, fair and unbiased manner.
26. The certification committee is also responsible for setting the strategic direction of the certification in order to ensure that it remains relevant and responsive to the needs of the maritime community in general and the maritime security community in particular.
27. To be a member of the Certification Committee, the individual must be in a responsible charge position for the category being occupied. This is defined as a position where the individual does not need to seek higher approval for the decisions made.
28. Members of the certification body may be drawn from any community that is significantly concerned in the development of policies and principles regarding the content and functioning of the certification.
29. The membership of the Certification Committee shall consist of the following groups. Each member on the scheme committee shall identify which one of the following groups he or she is primarily interested in:
 - a. The Chair or Vice Chair of the Association;
 - b. The naval forces perspective;
 - c. The regulatory perspective;
 - d. The labour perspective;
 - e. The academic institution perspective;
 - f. The individual training perspective;
 - g. The ship owner perspective;
 - h. The ship operator perspective;
 - i. The ship's agent perspective;
 - j. The Master's perspective;
 - k. The Ship's Engineer perspective;
 - l. The fisher perspective;
 - m. The recreational boaters perspective;
 - n. The Port property owner's perspective;
 - o. The Port operator's perspective;
 - p. The longshoreman and stevedoring perspective;

- q. The seafarer's chaplains and social supporting bodies' perspective; and
- r. Community groups that have a documentable and primary interest in the security of ships, ports and other maritime infrastructure.

Conflict of Interest

- 30. Where a conflict arises between the needs of the maritime community and the maritime security community, greater weight shall be given to the response that protects the lives, assets and operations within the maritime community.
- 31. All members of the Certification Committee must declare any condition or situation where they may benefit from a decision regarding the direction of the certification. Where it is acknowledged that the individual or organization making such a declaration will likely benefit from the decision, it or they shall voluntarily abstain from decisions associated with that condition or situation.

Weighting of Votes for Fairness

- 32. No particular group or interest is to exercise an overwhelming control or preponderance of control over decisions. For this reason, the certification committee votes shall be examined at the start of each major decision-making meeting to ensure that a balanced vote is taken for all decisions. This shall be managed by a consensus of those at the meeting.
- 33. Where a consensus cannot be reached in the above, the Chair of the Certification committee or a member of the Executive of the Association may strike down a decision where it can be shown to be unfairly weighted towards a specific party or direction.
- 34. The Certification Committee members agree to the following as a condition of membership and ability to speak or cast votes:
 - a. That these policies and procedures (except those values defined in the Code of Practices) are the sole policies and procedures governing the certification process;
 - b. That they shall remain free of any other body within the Association that could compromise their impartiality;
 - c. That they shall not offer training or aid in the preparation of such services, unless they can demonstrate how such training is independent of the evaluation and certification of persons (so as to assure impartiality and the confidentiality of the certification process); and

- d. That they shall not divulge any specific information that could be used by a candidate or individual in gaining an advantage within the certification process.

Scheme Committee

Membership

35. The Scheme committee shall be selected from members of the Association and, should no member of the Association be present with respect to a group, an invited member of the public that can demonstrate expertise as per the Court Expert test.
36. The Scheme Committee operates under the oversight of the Certification Lead for the Association.

Key Responsibilities and Need for Impartiality

37. The Scheme Committee is responsible for providing the technical details that allow the elements identified by the Certification Committee to be met.
38. Each Scheme Committee member must remain the same degree of impartiality expected of members of the Certification Committee. This includes the requirement to declare any decision that could directly or indirectly benefit the Scheme Committee member.

Breakdown of Expertise and Criteria

39. The breakdown of areas of expertise follows those identified for the Certification Committee. Each category may be broken down into smaller categories or subcategories where there is a need for specialization in a specific domain.
40. To be involved in the Scheme Committee, the individual must be able to demonstrate the following (the Court Expert test):
 - a. Advanced education that places the individual in the top 25% of the available population or at the most senior academic level; or
 - b. Advanced professional or technical certification from a recognizable body operating under criteria similar to those described in this document or ISO 17024;

and

 - c. A minimum of five years experience (without blemish in terms of declaration of incompetence or incapacity) directly related to the domain or category.
41. The basis for inclusion in the Scheme Committee is to be fully documented and held by the Certification Lead for the Association in either hard or soft copy and reasonably protected against loss, modification or unauthorized disclosure.

Management Structure

42. The management structure to be used by this certification will be ISO 9001. The structure defined in this document describes the overall management structure that approximates that ISO standard.
43. All documents associated with decisions shall be maintained in hardcopy with the originator, in central records and in electronic copy on the secure file server.
44. Where subcontractors are considered for use, it is to be understood that the Association remains fully accountable and responsible for all aspects of the Certification regime. Any subcontracting arrangement is to include a copy of this document and a copy of the ISO 17024:2003 standard as part of its supporting documentation. The subcontractor shall sign that it acknowledges that these documents form a primary deliverable within the contract and shall adhere to those requirements.
45. A list of contractors may be produced and maintained for future contracting purposes.

Development and Maintenance of the Scheme

46. Annex A of ISO 17024 shall be used as a guide for the development and maintenance of a certification scheme.
47. The process by which the Certification Committee communicates that a requirement is to be included in the Certification Scheme is the following:
 - a. A member of the Certification Committee brings forward an indication that a party feels that there is a need for an element to be included in the Certification Scheme;
 - b. The Certification Committee votes to determine whether or not the element is relevant to Maritime Security based upon being able to establish a direct link to one or more of the following principles:
 - i. The protection of life against malicious or mischievous acts;
 - ii. The protection of assets or property against malicious or mischievous acts;
 - iii. The protection of operations against disruption by malicious or mischievous acts; or
 - iv. The conduct of persons directly involved in activities related to the above three principles.
 - c. Where it is determined that there is a clear link, then the element is indicated as being relevant and appropriate for inclusion within the Certification Scheme. This is then communicated in writing to all members of the Scheme Committee.
48. The Scheme Committee then examines the element to validate the link established by the Certification Committee. Where it is determined that there is no link, it is returned back to the Certification Committee for further explanation and clarification. Where a link is identified, then an appropriate member of the Scheme Committee is identified to coordinate the development

of material under that element. The outcome of this decision is to be communicated to the Chair of the Certification Committee with copies to the Chief Professional Development Officer and Chief Quality Assurance Officer.

49. The technical details associated with the element are then researched for inclusion in the Certification Scheme. All research is to meet academic criteria and be fully documented in terms of its foundations.
50. Upon identification of the element's research results (new material) to be included in the revised Certification Scheme, the following steps are taken to communicate the change:
 - a. The validation date is set at the next annual review of the Certification Scheme (at the General Meeting) but not within 4 months of that cycle;
 - b. A bulletin containing the material is distributed to all Certified members and all candidates for certification, indicating the date that the material will be included in the Scheme; and
 - c. At the next annual review, the new material will be incorporated into the formal Certification Scheme.
51. All steps are validated as being complete by the Chief Quality Assurance Officer and documentation is to be included in the Central file with an electronic copy posted to the secure file server.

Candidate Application Requirements

52. The Candidate for testing must meet the following criteria before being permitted to write the exam:
 - a. Signed Non-Disclosure Agreement, including an indication that all testing material and information is considered to be sensitive and not to be communicated in any form except as part of an appeal or review;
 - b. Signed Code of Practice indicating that he or she agrees to be bound by the conditions associated with that document;
 - c. Signed agreement to use the individual's full legal name and address (city, province, state and email) for the purposes of providing a validation of the individual's certification status to an outside party. The member will be informed of all such requests by way of carbon copy;
 - d. Signed agreement that they will abide by the conditions outlined in this document as a condition of certification or maintaining their certification in good standing;
 - e. A letter or note of support by a Member of the Executive or another certified member;
 - f. Documentation of not less than 5 years experience where the individual has formal education or training from a recognized training institution as a seafarer or officer (not

to be counted in the five years). Official documentation and reference information is to be provided in support of all claims; and

- g. The years of experience do not need to be contiguous.
53. Once the candidate for testing has demonstrated that he or she meets the criteria above, arrangements for testing may be made. The candidate is to inform the testing body of any requirements for accommodation (disability-based). The candidate will be required to provide this request in writing but does not need to provide medical proof of the condition on the understanding that making a false claim is contrary to the Code of Practice and may result in the refusal to issue the certificate.

Testing

54. Testing shall consist of 100 multiple choice questions per module administered impartially through either a neutral third party or the ePortal platform's automated testing at the discretion of the Association.
55. Candidates for certification may not have any outside assistance or reference material during the examination. To this end, a declaration shall be sought confirming that the candidate will not have access to the following:
- a. Books or other information storage devices;
 - b. Notes or other informal documents;
 - c. Communications devices of any kind.
56. The duration of the examination shall not be more than five total hours with candidates able to take short supervised breaks from the examination testing area.
57. The results of all testing shall be communicated as a total score or percentage. The results will be determined based on the relationship of the score achieved with the minimum score to be attained.
58. All examiners are to be familiar with the examination scheme (a condition of contracting) and are to be fluent in the language of the Candidate.

Certificates

59. Certificates shall contain the following:
- a. Name of the association as the International Association of Maritime Security Professionals;
 - b. The full legal name of the individual being certified;
 - c. A number uniquely associated to that individual;
 - d. A reference to this document, indicating the standard upon which the certification is based;

- e. The scope of the certification, including its validity period of five years and any specialization or focus of the experience used to support the certification;
- f. The effective date and expiry date; and
- g. The official logo (as per the Use of Logo documentation).

Use of Certificates

- 60. All candidates and certified persons must abide by the terms of these conditions as a condition of maintaining their certification. The requirement to indicate agreement with this is included in the application process.
- 61. The certified individual may only make claims with respect to this certification as described in this document.
- 62. The certified individual is not to conduct himself or herself in such a way as to bring the Association or the certification into disrepute.
- 63. Not to make any claims of holding the certification when the certificate is denied, suspended, removed, or withdrawn by the Association or to use the certificate in a misleading manner.
- 64. Any failure to abide by these conditions shall be considered by all parties as being a violation of the Code of Practice.

Recertification

- 65. The validity period for the certificate lasts for five years as long as the certified individual maintains the conditions of upkeep.
- 66. For the CMSP, the conditions of upkeep are the following:
 - a. Must pay any associated fees (at the end of the certification period to be applied against the next five-year term); and
 - b. Must meet the Professional Certification Endorsements / Continuing Education Units listed below.

Surveillance

- 67. These standards and the Code of Practice shall be publicly posted on the internet. Where a claim for certification is being used in support of an activity, the certified individual must make the potential client or party aware of these documents, their specific location. Should the client or similar party have any concerns or complaints, they are to report them to any member of the Executive of the Association using the information on the contact page.

Rights of Candidates

- 68. The Candidate has the right to be assessed clearly and concisely against the certification criteria and free of outside factors.

69. The Candidate has the right not to be discriminated against in terms of any criteria described in the United Nations Universal Declaration of Human Rights.
70. The Candidate has the right to be free of ridicule, harassment or other degrading treatment during or as a result of the appeals process.
71. The Candidate has the right to have fully documented reasons for all decisions to grant or deny provided to them in writing within 90 days of a request. This only applies to formal decisions made up to the time of the request and not after the date of the request.

Appeals

72. A candidate has the right to appeal any instance that he or she perceives as being discriminatory and outside of the criteria for certification.
73. The candidate is to clearly document (hardcopy) the nature of the complaint, including the perceived violation and forward it to the Chief Quality Assurance Officer who will compare the complaint against the criteria for certification.
74. Where the complaint involves a matter of discrimination against the candidate, the Chief Quality Assurance Officer shall notify the President or Vice President of the Association to initiate an administrative investigation. A similar investigation will be launched in cases where it is determined that a fraudulent or spurious complaint is made against any Member of the Association or the testing entity.
75. In cases where the issue is resolved in the favour of the candidate, it shall be reviewed by at least three members of the Certification Committee. A decision as to whether or not to certify the individual will be made and, if two thirds concur with the decision to certify, the individual shall be returned into the normal certification process as having met the pertinent requirement. This does not mean that any unmet conditions for certifications will be assumed to have been met where they were not examined as either part of the certification or appeal.

Continuous Learning and Good Standing

76. The Candidates shall be required to complete continuing education requirements to an extent determined by the Certification Committee. This is to include a minimum number of hours of relevant training per annual cycle beginning at the date that the Certification was conferred.
 - a. For the CMSP, the candidate will need to maintain 20 Continuing Education / Participation Units per year for each of the five years that the certification remains valid for.

- b. The specific criteria for the Continuing Education / Participation Units will be described in detail and the candidate must submit them no later than 31 December to be counted that year.
 - c. In the case of extenuating circumstances (such as, but not necessarily limited to, being deployed on service or at sea), the Association may extend the deadline for submission for up to 90 days.
77. The Certified Individual must remain in good standing with respect to participation in the Association, including both professional conduct and the payment of fees.
78. Where an individual has not paid annual fees within 120 days but is seeking to renew his or her certification, he must pay those fees in order to continue the use of the Certification.

Certificate Upkeep (by the Association)

79. The CMSP shall be subject to an annual review that coincides with the Annual Meeting of the Association. The purpose of this meeting is to provide the final confirmation that any updates or amendments to the Certification Scheme identified previously (note the requirement for four months assessment) to be included formally within the Scheme.
80. The President of the Association is accountable and responsible to the Association with respect to the Certification's credibility in terms of its adherence to the conditions outlined in this document.
81. The Chief Quality Assurance Officer is responsible to the President with respect to ensuring that all steps are being taken appropriately.
82. The Chief Professional Development Officer is responsible to the President for the content of the Certification Scheme and the ability to demonstrate that all elements are drawn from sound practices.

Suspension

Individual

83. An individual's certification may be suspended for the following reasons:
- a. Failure to pay Association fees after 90 days have elapsed from the due date and the Certified member has not contacted the Association to make appropriate arrangements;
 - b. As a result of a decision that the individual has breached the Code of Practice, but not in a way that has resulted in an injury to any person or damage over \$500 USD (the individual to make restitution for the damages not the Association). Such decisions will be made on a case-by-case basis by the Certification Committee; or

- c. As a result of any conviction or administrative action by a law enforcement body that is the result of an action that would discredit the Association or other certified members.

Association

84. The Association may suspend the certification for any period of time up to six months as a result it being determined that the certification process has been compromised in such a way that a loss of integrity in the list of certified members has occurred. This suspension shall only last as long as it takes to determine that the individual has met all criteria at which point the individual certification will be reactivated without prejudice.
85. By seeking or holding certification, all certified members or candidates agree to hold the Association harmless under these conditions.

Revocation

86. An individual's certificate may be revoked under the following conditions and shall be revoked if the certified individual cannot show some extenuating circumstances with respect to the situation:
 - a. A criminal conviction under the laws of a state in which the certified member was practicing;
 - b. A civil damage involving culpable negligence resulting in the physical injury to an individual or damage over 500 USD; or
 - c. An act contrary to the conditions of certification or the Association's Code of Practice.

Removal from Service

87. The Association reserves the right to remove this certification from service upon the Association's dissolution or upon its determination as being a financial burden that could lead to the failing of the Association. All persons involved in the certification process or holding a certificate agree to hold the Association harmless for such a decision.

Records

88. Records shall be maintained for all decisions regarding the Certification Scheme, appointment of members and certification of persons.
89. Records shall be retained by the originator (hardcopy or softcopy), at the central records location (hardcopy) and on the secure file server (soft copy).
90. The official records shall be retained in hardcopy at the central location. The secure file server shall serve as the immediate back up of vital records. The Chief Quality Assurance Officer is responsible for ensuring that such documents are identical in all aspects except the media upon which they are stored.

Revision

91. This Certification Scheme may be amended by the Certification Committee upon gaining a vote of 75% of all members (with the minimum being the quorum for the sitting Committee). The Executive of the Association may overturn a decision of the Certification Committee with respect to a revision where it is reasonably believed to conflict with either the intent of this document, the ISO 17024:2003 standard, the ISO 9001 standard, or the Code of Practice.

Professional Certification Endorsements / Continuing Education Units.

92. The following is the breakdown of the Professional Certification Endorsements and Continuing Education Units for the Certified Maritime Security Professional
93. **Professional Certification Units** are used to represent activities that are of benefit to an individual's professional development and performance but that are not specific to an education role. These are represented by the acronym PCE.
94. **Continuing Education Units** are used to represent activities that expand the individual's breadth and depth of knowledge and understanding of maritime security. These are divided into the following two categories:
 - a. **Group A** – pertaining directly to Asset Protection and Security domains (Law of the Sea, Governance, Physical Security, Information Systems Security, Personnel Security, Investigations, Business Continuity Planning, Disaster Recovery Planning, and Emergency Management)
 - b. **Group B** – pertaining to activities that support either maritime security operations or activities (Port Operations, Ship Operations, Shipping, Customs, Brokerage and other subjects that link to the individual's ability to deliver a high-quality good or service).
95. To remain in good standing with the CMSP, the individual must achieve the following:
 - a. 25 x PCE over the five years;
 - b. 100 x Group A CEU over the five years; and
 - c. 050 x additional CEU (Group A or Group B) over the five years.
96. The individual must have a minimum of 20 CEU per year. Where an individual has a surplus of Group A CEU from an activity (such as the completion of a university semester or writing a book), the surplus CEU can be carried forward into the next two years.
 - a. For example, an individual completes a 400-page book on maritime security. This would be worth 100 Group A CEU under this structure. The individual would receive those but would also be able to carry those CEU forward so that the 20-CEU minimum for the next two years are also considered as having been met. On the fourth year, the individual would need to meet the 20-CEU minimum with new CEU.

97. The following is the breakdown for the CMSP:

| Item | PCE | CEU – A | CEU- B |
|---|-----------------------------------|---|---|
| Membership in a professional association such as ASIS, (ISC)2 | 2 / 6 months of active membership | None | None |
| Writing a book, report, or article | None | .25 / page | .25 / page |
| Developing a course, seminar, webinar from its initial point to first deliver | None | 1 / hr spent developing | .5 / hr spent developing |
| Delivering a course, seminar, webinar (no development – use the series above) | None | 1 / hr delivering | 1 / 2 hr delivering |
| Attending a course, training session, webinar | None | 1 / hr covered by individual examination | 0.5 / hr covered by individual examination |
| Attending a tradeshow, demonstration or similar activity | 1 / day | None – educational sessions to be claimed above | None – educational sessions to be claimed above |

Appendix B – Specialist in Performance-Based Systems (SPBS)

Name and Common Usage

98. This certification shall be called the *Specialist in Performance-Based Systems* and shall be designated by the letters *SPBS*.

Limitations on Liability

99. Certification implies that the individual has met the following criteria but not intend to replace or stand in lieu of a proper evaluation of *expertise* as defined in the courts:
- a. Has studied a body of knowledge that has been peer-reviewed and found to be acceptable, and then passed an examination to demonstrate that he or she possesses an adequate grasp of that knowledge;
 - b. Possesses adequate experience within the maritime security domain so that the Association has a reasonable assurance that the individual has experienced a range of challenges and possesses an awareness of the cultural issues within the industry; and
 - c. Agrees to be bound by acceptable Codes of Practice or Codes of Conduct.
100. All persons involved in the administration of this certification regime must indicate that they will be bound by the requirements of this regime.

Mission

101. This certification will provide clear guidance with respect to the establishment of a performance-based Asset Protection and Security capability that builds upon the bodies of knowledge incorporated within the CMSP. Given the linkage to the CMSP, this will be both directly linkable to other internationally-recognized certifications but will also be tied to sound development practices described in various performance-based structures.
102. In this context, the terms above are to be interpreted as follows:
- a. Clear in terms of being measurable, repeatable and auditable;
 - b. Concise in terms of being specific and objective;
 - c. Credible in terms of being responsive to the needs of Industry, the Association and the profession in general;
 - d. Baseline in terms of being required to be adhered to always; and
 - e. Suitably high in terms of its recognition by Industry and parallel security Associations as being comparable to similar certifications for other security-related activities.

Vision

103. This certification will, through diligent oversight and rigorous renewal, become a supporting pillar for those seeking to apply the knowledge-bases incorporated within the

preparation courses.. It will be recognized for its credibility with parallel security organizations and acceptance across the professional maritime community.

References for Core Structure

104. This certification will be developed based on ISO 17024:2003 *Requirements and Guidelines for Bodies Operating the Certification of Persons* and its associated documentation.
105. When the IMO publishes the reference material on security doctrine, then this work may also be adopted after evaluation by competent persons.

Core Bodies of Knowledge (CBK)

106. The *Core Bodies of Knowledge* shall include the following:
 - a. Security Management,
 - b. Physical Security,
 - c. Information Systems Security,
 - d. Maritime Operations (port and vessel), and
 - e. Values and Ethics.

General

Each of the above sections is intended to cover each of the following:

- Port / Area,
- Port Facility,
- Ship,
- Cargo,
- Freight,
- and Passenger.

As part of the draft production process, suggestions for texts are being sought. Where a text for a certain domain is required, then the term required will appear in red italics.

It should also be noted that the IMO is currently working on guidance with respect to ship and port security. At the time of the drafting of this document, only the table of contents of this document had been released. It is anticipated that this document will be integrated into the certification regime upon review after its publication.

Security Management

107. This module provides information, guidance and advice on the management of the Asset Protection and Security function as defined within internationally accepted bodies of knowledge. Elements include mission analysis, identification of assets, risk analysis, risk

assessment, risk management, the design of Physical Protection Systems, monitoring security functions, personnel security screening, investigations, and crisis management.

108. *Recommended readings include the following:*
- a. ASIS International *CPP Study package*;
 - b. Ken Gisborne, *Every Officer a Leader*; and
 - c. Allan McDougall and Bob Radvanovsky, *Transportation Systems Security*.

Physical Security

109. This module provides an overview of the Principles of Physical Security as accepted by internationally recognized professional associations. This includes concepts such as project management, administrative controls, physical controls, and procedural controls. It goes into refined detail regarding risk assessment, risk management, security engineering, the design of Physical Protection Systems and information security.
110. *Recommended readings for this module include the following:*
- a. *PSP Study Package* as put forward by ASIS International through the bookstore; and
 - b. *Technical publications as identified*.

Information Systems Security

111. This module provides an overview of the administrative, physical, procedural and technical controls used to protect Information Systems, IT networks, and similar infrastructure. This also includes elements associated with the design, development, deployment, maintenance and monitoring of applications and other software.
112. *The following are recommended readings*
- a. Latest edition of the *CISSP Study Guide* published by (ISC)2'
 - b. *Radvanovsky, Bob and Brodsky, Jake. Handbook of SCADA / Control Systems Security (2nd edition)*

Maritime Security Operations and Awareness

113. This module provides a more refined look at the challenges of security within the maritime environment, both at ports and on vessels.
114. *The following are recommended readings*
- a. Applicable maritime security circulars as published by the IMO;
 - b. *Guide to Risk Assessment in Ship Operations (IACS)*

Values and Ethics

115. This module provides guidance with respect to the concepts of the duty of care, consideration for human rights, the use of force, and legal elements.
116. *The required readings for this section include the following:*
- a. *United Nations Convention on the Law of the Sea*
 - b. *United Nations Universal Declaration of Human Rights*
 - c. *Other United Nations documentation as published*
 - d. *International Code of Conduct for Private Security Service Providers*
 - e. *Use of Force Continuum (IAMSP)*

Certification Body

117. The certification body shall ensure that the policies and procedures, and their administration, shall be related to the criteria in which the certification is sought. Both these are to be fair and equitable, relating only to the assessment criteria and shall follow all applicable conventions, legal and regulatory requirements. No policy or procedure shall be approved or maintained in force should it be found to be intended to impede or inhibit access by applicants or candidates, except in cases where such impediment is in response to a need to protect the applicant from death or grievous harm.
118. This document defines the policies and procedures for the granting, maintaining, renewing, expanding and reducing the scope of the certification (including its suspension or withdrawal).
119. The requirements of applicants shall be limited to those matters specifically related to the scope of the certification.

One Step Separation

120. To ensure the confidence in interested parties in the impartiality and integrity of the certification body, it shall maintain at least one degree of separation. This refers to the need for the certification body, or any individual involved in the final decision to certify an individual, to be independent and impartial in relation to applicants and certified persons, including their employers, customers or any others that are involved in the training of persons.
121. For this reason, it is intended that the testing of individuals in relation to the certification shall be conducted by a contracted and impartial third party coordinated by the central Executive and that no contract clause indicating a pass / fail rate is to be included or implied in any such contract.

Certification Committee

General Role and Membership

122. The role of the certification committee is responsible for decisions relating to the granting, maintaining, renewing, expanding and reducing the scope or suspending and withdrawing the certification. It is also responsible for ensuring that there are sufficient fair and impartial procedures in place to ensure that appeals and complaints are appropriately reviewed and acted upon in an independent, fair and unbiased manner.
123. The certification committee is also responsible for setting the strategic direction of the certification to ensure that it remains relevant and responsive to the needs of the maritime community in general and the maritime security community.
124. To be a member of the Certification Committee, the individual must be in a responsible charge position for the category being occupied. This is defined as a position where the individual does not need to seek higher approval for the decisions made.
125. Members of the certification body may be drawn from any community that is significantly concerned in the development of policies and principles regarding the content and functioning of the certification.
126. The membership of the Certification Committee shall consist of the following groups. Each member on the scheme committee shall identify which one of the following groups he or she is primarily interested in:
 - a. The Chair or Vice Chair of the Association;
 - b. The naval forces perspective;
 - c. The regulatory perspective;
 - d. The labour perspective;
 - e. The academic institution perspective;
 - f. The individual training perspective;
 - g. The ship owner perspective;
 - h. The ship operator perspective;
 - i. The ship's agent perspective;
 - j. The Master's perspective;
 - k. The Ship's Engineer perspective;
 - l. The fisher perspective;
 - m. The recreational boater's perspective;
 - n. The Port property owner's perspective;
 - o. The Port operator's perspective;
 - p. The longshoreman and stevedoring perspective;

- q. The seafarer's chaplains and social supporting bodies' perspective; and
- r. Community groups that have a documentable and primary interest in the security of ships, ports and other maritime infrastructure.

Conflict of Interest

127. Where a conflict arises between the needs of the maritime community and the maritime security community, greater weight shall be given to the response that protects the lives, assets and operations within the maritime community.
128. All members of the Certification Committee must declare any condition or situation where they may benefit from a decision regarding the direction of the certification. Where it is acknowledged that the individual or organization making such a declaration will likely benefit from the decision, it or they shall voluntarily abstain from decisions associated with that condition or situation.

Weighting of Votes for Fairness

129. No group or interest is to exercise an overwhelming control or preponderance of control over decisions. For this reason, the certification committee votes shall be examined at the start of each major decision-making meeting to ensure that a balanced vote is taken for all decisions. This shall be managed by a consensus of those at the meeting.
130. Where a consensus cannot be reached in the above, the Chair of the Certification committee or a member of the Executive of the Association may strike down a decision where it can be shown to be unfairly weighted towards a specific party or direction.
131. The Certification Committee members agree to the following as a condition of membership and ability to speak or cast votes:
- a. That these policies and procedures (except those values defined in the Code of Practices) are the sole policies and procedures governing the certification process;
 - b. That they shall remain free of any other body within the Association that could compromise their impartiality;
 - c. That they shall not offer training or aid in the preparation of such services, unless they can demonstrate how such training is independent of the evaluation and certification of persons (to assure impartiality and the confidentiality of the certification process); and

- d. That they shall not divulge any specific information that could be used by a candidate or individual in gaining an advantage within the certification process.

Scheme Committee

Membership

132. The Scheme committee shall be selected from members of the Association and, should no member of the Association be present with respect to a group, an invited member of the public that can demonstrate expertise as per the Court Expert test.
133. The Scheme Committee operates under the oversight of the Certification Lead for the Association.

Key Responsibilities and Need for Impartiality

134. The Scheme Committee is responsible for providing the technical details that allow the elements identified by the Certification Committee to be met.
135. Each Scheme Committee member must remain the same degree of impartiality expected of members of the Certification Committee. This includes the requirement to declare any decision that could directly or indirectly benefit the Scheme Committee member.

Breakdown of Expertise and Criteria

136. The breakdown of areas of expertise follows those identified for the Certification Committee. Each category may be broken down into smaller categories or subcategories where there is a need for specialization in a specific domain.
137. To be involved in the Scheme Committee, the individual must be able to demonstrate the following (the Court Expert test):
 - a. Advanced education that places the individual in the top 25% of the available population or at the most senior academic level; or
 - b. Advanced professional or technical certification from a recognizable body operating under criteria like those described in this document or ISO 17024;

and

 - c. A minimum of five years experience (without blemish in terms of declaration of incompetence or incapacity) directly related to the domain or category.
138. The basis for inclusion in the Scheme Committee is to be fully documented and held by the Certification Lead for the Association in either hard or soft copy and reasonably protected against loss, modification or unauthorized disclosure.

Management Structure

139. The management structure to be used by this certification will be ISO 9001. The structure defined in this document describes the overall management structure that approximates that ISO standard.
140. All documents associated with decisions shall be maintained in hardcopy with the originator, in central records and in electronic copy on the secure file server.
141. Where subcontractors are considered for use, it is to be understood that the Association remains fully accountable and responsible for all aspects of the Certification regime. Any subcontracting arrangement is to include a copy of this document and a copy of the ISO 17024:2003 standard as part of its supporting documentation. The subcontractor shall sign that it acknowledges that these documents form a primary deliverable within the contract and shall adhere to those requirements.
142. A list of contractors may be produced and maintained for future contracting purposes.

Development and Maintenance of the Scheme

143. Annex A of ISO 17024 shall be used as a guide for the development and maintenance of a certification scheme.
144. The process by which the Certification Committee communicates that a requirement is to be included in the Certification Scheme is the following:
 - a. A member of the Certification Committee brings forward an indication that a party feels that there is a need for an element to be included in the Certification Scheme;
 - b. The Certification Committee votes to determine whether the element is relevant to Maritime Security based upon being able to establish a direct link to one or more of the following principles:
 - i. The protection of life against malicious or mischievous acts;
 - ii. The protection of assets or property against malicious or mischievous acts;
 - iii. The protection of operations against disruption by malicious or mischievous acts; or
 - iv. The conduct of persons directly involved in activities related to the above three principles.
 - c. Where it is determined that there is a clear link, then the element is indicated as being relevant and appropriate for inclusion within the Certification Scheme. This is then communicated in writing to all members of the Scheme Committee.
145. The Scheme Committee then examines the element to validate the link established by the Certification Committee. Where it is determined that there is no link, it is returned to the Certification Committee for further explanation and clarification. Where a link is identified, then an appropriate member of the Scheme Committee is identified to coordinate the development

of material under that element. The outcome of this decision is to be communicated to the Chair of the Certification Committee with copies to the Chief Professional Development Officer and Chief Quality Assurance Officer.

146. The technical details associated with the element are then researched for inclusion in the Certification Scheme. All research is to meet academic criteria and be fully documented in terms of its foundations.
147. Upon identification of the element's research results (new material) to be included in the revised Certification Scheme, the following steps are taken to communicate the change:
 - a. The validation date is set at the next annual review of the Certification Scheme (at the General Meeting) but not within 4 months of that cycle;
 - b. A bulletin containing the material is distributed to all Certified members and all candidates for certification, indicating the date that the material will be included in the Scheme; and
 - c. At the next annual review, the new material will be incorporated into the formal Certification Scheme.
148. All steps are validated as being complete by the Chief Quality Assurance Officer and documentation is to be included in the Central file with an electronic copy posted to the secure file server.

Candidate Application Requirements

149. The Candidate for testing must meet the following criteria before being permitted to write the exam:
 - a. Signed Non-Disclosure Agreement, including an indication that all testing material and information is sensitive and not to be communicated in any form except as part of an appeal or review;
 - b. Signed Code of Practice indicating that he or she agrees to be bound by the conditions associated with that document;
 - c. Signed agreement to use the individual's full legal name and address (city, province, state and email) for the purposes of providing a validation of the individual's certification status to an outside party. The member will be informed of all such requests by way of carbon copy;
 - d. Signed agreement that they will abide by the conditions outlined in this document as a condition of certification or maintaining their certification in good standing;
 - e. A letter or note of support by a Member of the Executive or another certified member;
 - f. Documentation of not less than 5 years experience where the individual has formal education or training from a recognized training institution as a seafarer or officer (not

to be counted in the five years). Official documentation and reference information is to be provided in support of all claims; and

- g. The years of experience do not need to be contiguous.
150. Once the candidate for testing has demonstrated that he or she meets the criteria above, arrangements for testing may be made. The candidate is to inform the testing body of any requirements for accommodation (disability-based). The candidate will be required to provide this request in writing but does not need to provide medical proof of the condition on the understanding that making a false claim is contrary to the Code of Practice and may result in the refusal to issue the certificate.

Testing

151. Testing shall consist of 100 multiple choice questions per module administered impartially through either a neutral third party or the ePortal platform's automated testing at the discretion of the Association.
152. Candidates for certification may not have any outside assistance or reference material during the examination. To this end, a declaration shall be sought confirming that the candidate will not have access to the following:
- a. Books or other information storage devices;
 - b. Notes or other informal documents;
 - c. Communications devices of any kind.
153. The duration of the examination shall not be more than five total hours with candidates able to take short supervised breaks from the examination testing area.
154. The results of all testing shall be communicated as a total score or percentage. The results will be determined based on the relationship of the score achieved with the minimum score to be attained.
155. All examiners are to be familiar with the examination scheme (a condition of contracting) and are to be fluent in the language of the Candidate.

Certificates

156. Certificates shall contain the following:
- a. Name of the association as the International Association of Maritime Security Professionals;
 - b. The full legal name of the individual being certified;
 - c. A number uniquely associated to that individual;
 - d. A reference to this document, indicating the standard upon which the certification is based;

- e. The scope of the certification, including its validity period of five years and any specialization or focus of the experience used to support the certification;
- f. The effective date and expiry date; and
- g. The official logo (as per the Use of Logo documentation).

Use of Certificates

157. All candidates and certified persons must abide by the terms of these conditions as a condition of maintaining their certification. The requirement to indicate agreement with this is included in the application process.
158. The certified individual may only make claims with respect to this certification as described in this document.
159. The certified individual is not to conduct himself or herself in such a way as to bring the Association or the certification into disrepute.
160. Not to make any claims of holding the certification when the certificate is denied, suspended, removed, or withdrawn by the Association or to use the certificate in a misleading manner.
161. Any failure to abide by these conditions shall be considered by all parties as being a violation of the Code of Practice.

Recertification

162. The validity period for the certificate lasts for five years if the certified individual maintains the conditions of upkeep.
163. For the CMSP, the conditions of upkeep are the following:
 - a. Must pay any associated fees (at the end of the certification period to be applied against the next five-year term); and
 - b. Must meet the Professional Certification Endorsements / Continuing Education Units listed below.

Surveillance

164. These standards and the Code of Practice shall be publicly posted on the internet. Where a claim for certification is being used in support of an activity, the certified individual must make the potential client or party aware of these documents, their specific location. Should the client or similar party have any concerns or complaints, they are to report them to any member of the Executive of the Association using the information on the contact page.

Rights of Candidates

165. The Candidate has the right to be assessed clearly and concisely against the certification criteria and free of outside factors.

166. The Candidate has the right not to be discriminated against in terms of any criteria described in the United Nations Universal Declaration of Human Rights.
167. The Candidate has the right to be free of ridicule, harassment or other degrading treatment during or as a result of the appeals process.
168. The Candidate has the right to have fully documented reasons for all decisions to grant or deny provided to them in writing within 90 days of a request. This only applies to formal decisions made up to the time of the request and not after the date of the request.

Appeals

169. A candidate has the right to appeal any instance that he or she perceives as being discriminatory and outside of the criteria for certification.
170. The candidate is to clearly document (hardcopy) the nature of the complaint, including the perceived violation and forward it to the Chief Quality Assurance Officer who will compare the complaint against the criteria for certification.
171. Where the complaint involves a matter of discrimination against the candidate, the Chief Quality Assurance Officer shall notify the President or Vice President of the Association to initiate an administrative investigation. A similar investigation will be launched in cases where it is determined that a fraudulent or spurious complaint is made against any Member of the Association or the testing entity.
172. In cases where the issue is resolved in the favour of the candidate, it shall be reviewed by at least three members of the Certification Committee. A decision as to whether to certify the individual will be made and, if two thirds concur with the decision to certify, the individual shall be returned into the normal certification process as having met the pertinent requirement. This does not mean that any unmet conditions for certifications will be assumed to have been met where they were not examined as either part of the certification or appeal.

Continuous Learning and Good Standing

173. The Candidates shall be required to complete continuing education requirements to an extent determined by the Certification Committee. This is to include a minimum number of hours of relevant training per annual cycle beginning at the date that the Certification was conferred.
 - a. For the CMSP, the candidate will need to maintain 20 Continuing Education / Participation Units per year for each of the five years that the certification remains valid for.

- b. The specific criteria for the Continuing Education / Participation Units will be described in detail and the candidate must submit them no later than 31 December to be counted that year.
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- a. Failure to pay Association fees after 90 days have elapsed from the due date and the Certified member has not contacted the Association to make appropriate arrangements;
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- c. As a result of any conviction or administrative action by a law enforcement body that is the result of an action that would discredit the Association or other certified members.

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187. The official records shall be retained in hardcopy at the central location. The secure file server shall serve as the immediate back up of vital records. The Chief Quality Assurance Officer is responsible for ensuring that such documents are identical in all aspects except the media upon which they are stored.

Revision

188. This Certification Scheme may be amended by the Certification Committee upon gaining a vote of 75% of all members (with the minimum being the quorum for the sitting Committee). The Executive of the Association may overturn a decision of the Certification Committee with respect to a revision where it is reasonably believed to conflict with either the intent of this document, the ISO 17024:2003 standard, the ISO 9001 standard, or the Code of Practice.

Professional Certification Endorsements / Continuing Education Units.

189. The following is the breakdown of the Professional Certification Endorsements and Continuing Education Units for the Certified Maritime Security Professional
190. **Professional Certification Units** are used to represent activities that are of benefit to an individual's professional development and performance but that are not specific to an education role. These are represented by the acronym PCE.
191. **Continuing Education Units** are used to represent activities that expand the individual's breadth and depth of knowledge and understanding of maritime security. These are divided into the following two categories:
- a. **Group A** – pertaining directly to Asset Protection and Security domains (Law of the Sea, Governance, Physical Security, Information Systems Security, Personnel Security, Investigations, Business Continuity Planning, Disaster Recovery Planning, and Emergency Management)
 - b. **Group B** – pertaining to activities that support either maritime security operations or activities (Port Operations, Ship Operations, Shipping, Customs, Brokerage and other subjects that link to the individual's ability to deliver a high-quality good or service).
192. To remain in good standing with the CMSP, the individual must achieve the following:
- a. 25 x PCE over the five years;
 - b. 100 x Group A CEU over the five years; and
 - c. 050 x additional CEU (Group A or Group B) over the five years.
193. The individual must have a minimum of 20 CEU per year. Where an individual has a surplus of Group A CEU from an activity (such as the completion of a university semester or writing a book), the surplus CEU can be carried forward into the next two years.
- a. For example, an individual completes a 400-page book on maritime security. This would be worth 100 Group A CEU under this structure. The individual would receive those but would also be able to carry those CEU forward so that the 20-CEU minimum for the next two years are also considered as having been met. On the fourth year, the individual would need to meet the 20-CEU minimum with new CEU.