

SECURITY GUARD – JOB DISCREPTION

BASIC FUNCTION:

The Security Guard is responsible for the control of entry to the ship during Gangway Operations and the screening process as described in the Security Manual in SQM. Actual times to be detailed by ships routines.

The Security Guard will patrol the ship during the night time hours and implement the Master's Rules and regulations. He is under the supervision of the Watch keeping Officer while acting as a Response Guard or while on the ship's safety rounds. The Chief Officer Safety and/or Security Officer/Deputy Security Officer and Security Supervisor will be on call to assist him should an occasion arise.

QUALIFICATIONS:

Preference would be to candidates who will have previous experience in at least one of the following areas; Army/Maritime/Aviation/Police or Hotel Security environment. Experience in physical security with special emphasis on access control, security screening methods, customer service, security screening equipment operation and training ability (x-ray, metal detector, explosives/narcotics detection) will be an advantage.

The Security Guard must have the ability to operate in a multinational environment; He should have a good knowledge of the English language and must be able to communicate in English to a satisfactory manner. The Security Guard must have the ability to read and write English in order to understand and interpret written procedures this includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.

The ability to speak additional languages such as Spanish, French, Italian, Portuguese, German or any other language is preferred.

Organizational skills combined with literacy and basic knowledge of computers is preferred for this position.

He will hold the STCW 95 required Basic Safety training. They will be thoroughly versed in, and familiar with, the operation and handling of all related security screening and emergency equipment used on board the ship.

Prior knowledge of the ISPS code is preferred.

RESPONSIBILITIES:

He shall complete the familiarization form of Chapter 2 according to the established procedures.

The Security Guard shall have an understanding of the Safety and Quality Management Program including responsibilities and those of the Security Guards in the Safety Organization according to the Emergency Plan and Station Bill. An excellent

understanding of the Master's rules and regulations and the company's policy and a thorough knowledge of the Security manual are essential for this position.

The Security Guards working hours should be adjusted as appropriate to the ship's routine. He shall monitor the day/night security and prepare a log of activities during the night time hours for presentation to the Security Officer. The Security Officer will produce a Night Report from this log for presentation to prescribed ship's management.

The Security Guard shall be familiar with all duties regarding the safety rounds and the gangway security. (See Security Manual for specific instructions.)

The Security Supervisor shall, through his observations, preserve the safety of the vessel, passengers, and the crew.

During Safety Rounds the Security Guard shall always be alert and follow the designated procedures. He may be the first person to arrive at the scene of an incident or a fire, and will have to assess a situation and act accordingly until help arrives.

The situation will dictate any action taken by the Security Guard. In the case of a fire alarm, the Security Guard will respond immediately to the location of the alarm. He will then be responsible for making quick decisions based on previous instructions and experience.

The Security Guard shall immediately inform the Duty Officer on the Bridge and any other concerned Officer of any incident which has occurred.

The Security Guard shall always be alert to take emergency action with any situation. The Security Guard shall be familiar on the use and the location of all safety related equipment as outlined on the familiarization form of Chapter 2.

If an "Alpha Alpha Alpha" occurs, the Security Guard shall follow the established procedures as described in the appendices.

The Security Guard is otherwise instructed to be an additional spotter around the vessel for any type of problems, being passenger, crew or ship related. The Security Guard shall report immediately any unusual incidents or situations. He shall also report if any abuse of ship's property or abuse of Shipboard regulations takes place.

He shall be familiar with the procedures of solving passenger complaints, as described in Chapter 5.05 of this manual.

Security Guards shall conduct frequent security inspections on the crew quarters during his duty hours.

The Security Guards shall attend meetings, training activities, courses and all other work-related activities as required. Perform related duties as required.

This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.