



Office of  
Deputy Commissioner  
of Maritime Affairs

# THE REPUBLIC OF LIBERIA

## Bureau Of Maritime Affairs

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**October 16, 2003**

MARINE OPERATIONS NOTE: 4/2003

### **Re: Liberian Administration Ship Security Officer (SSO) Course approval certificates and fees.**

The IMO Model Course 3.19, "Ship Security Officer (2003 ed.)," is now available. As a result, all SSO Courses submitted to this Administration will now be evaluated and measured against the IMO SSO Model Course (3.19) criteria. SSO courses that are determined to have met the criteria will be approved and an "approval" letter, valid for five years, will be issued to the course provider.

The school/course providers that were previously evaluated by this Administration and issued an SSO course "acceptance" letter should take immediate steps to review the IMO SSO Model Course 3.19 criteria, incorporate necessary modifications into their SSO courses, and submit revised course material for approval prior to 15 November 2003. Revised SSO courses that are determined to meet the IMO Model Course criteria will be approved and an approval letter, valid for five years, will be issued to the school/course provider.

This Administration will shortly begin issuing, upon application, Special Qualification Certificates (SQC) to those officers who have completed either an "approved" SSO course, or an "accepted" SSO course, if the "accepted" course was completed prior to 1 December 2003. For SSO training that is completed after 1 December 2003, Liberian SQC certificates will only be issued to those officers with course completion certificates from schools that have been "approved" by this Administration. Course completion certificates from schools that only have our letter of course "acceptance," regardless of when the course was taken, will not be considered valid by this Administration after 1 December 2003.

The application fee for review of a new or revised SSO course and issuance of the "approval" letter and certificate is \$250. The application fee must be sent in with your request for review, along with any revisions to the SSO course.

### **Contact Information:**

If you have any additional questions or comments regarding this change, please contact Captain Vince Black or a member of his staff at:

Liberian International Ship & Corporate Registry  
Attn: Seafarers Certification and Documentation  
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Regards,



Timothy M. Keegan  
Marine Safety

ON BEHALF OF  
DEPUTY COMMISSIONER OF MARITIME AFFAIRS  
REPUBLIC OF LIBERIA