

PORT STATE CONTROL COMMITTEE INSTRUCTION 57/2024/02

Paris MoU Training Policy

1. Introduction

1.1. General

The Paris MoU is committed to ensuring the highest level of professionalism, competence, and effectiveness of its Port State Control Officers (PSCOs). This Training Policy outlines the guidelines and procedures for the training and development of PSCOs to enhance their knowledge, skills, and capabilities in conducting Port State Control inspections and enforcing international maritime standards.

The members of the Paris MoU are responsible for the training of PSCOs and how PSCOs retain their knowledge and expertise. The Policy covers both the training of New Entrant PSCOs, and the maintenance of PSCO's professional competences.

1.2. Goals and Purposes

The objectives of the training policy are:

- a) To ensure that PSCOs possess the necessary knowledge and expertise to effectively perform their duties and responsibilities in accordance with international maritime regulations and standards.
- b) To enhance the technical competence of PSCOs in the areas of maritime safety, pollution prevention and the working and living conditions on board.
- c) To promote consistency and uniformity in inspection practices and procedures among PSCOs.
- d) To foster a culture of continuous learning and professional development among PSCOs.
- e) To support the organisational goals of promoting maritime safety, environmental protection, and working and living conditions onboard.

1.3. Application and Responsibilities

This instruction applies to all New Entrants and PSCOs of the Paris MoU member Authorities.

Member Authorities are responsible for implementing a training program, taking into account this Training Policy. Records of training activities should be maintained.

The Paris MoU Secretariat and EMSA are responsible for providing training capacity to facilitate compliance with this Policy.

EMSA, in close cooperation with the Paris MoU Secretariat, is responsible for maintaining and updating the PSC Common Core Curriculum.

1.4. Definitions and Abbreviations

The PSCC Instruction on "Definitions and Abbreviations" serves as a general document and is to be used in conjunction with this Paris MoU document.

PDS: Professional Development Scheme

CAC: Common Assessment of Competence

PSC CCC: The Port State Control Common Core Curriculum (as developed and delivered by the European Maritime Safety Agency in cooperation with the Paris MoU) is a consistent set of learning activities designed to meet defined learning outcomes.

Syllabus of Competences (SoC): document outlining the set of Learning Outcomes encompassed by this policy.

New Entrant PSCO: Officer who has not yet been authorised by the Member Authority as PSCO.

2. PSCO Competencies

2.1. Syllabus of Competence

A Syllabus of Competence, providing an overview of the PSCO competencies in relation to the Learning Outcomes and the methods of demonstrating compliance with the competences, can be found in Annex 1. The SoC provides member Authorities the required elements and levels to be included in a training program prior to authorisation as PSCO. The competences can be obtained in various ways: a National Training, the PSC CCC, Paris MoU training activities.

3. Training Program and Professional Development Scheme

3.1. New Entrants

The minimum requirements for a PSCO are described in Annex 6 of the Paris MoU. For New Entrant PSCOs, a framework has been developed to ensure that all relevant knowledge and practice is included in the training before a PSCO can be authorised by a member Authority to perform PSC Inspections.

The Syllabus of Competence provides member Authorities the required elements and levels to be included in a training program prior to authorisation as PSCO. The following requirements should be completed by a New Entrant PSCO:

- a) a national training or the PSCO CCC or a combination thereof. The training should encompass the SoC as described in Annex 1; and
- b) units P3 (Paris MoU), P5 (Paris MoU Reporting), P7 (RuleCheck) and P10 (PSC Inspection) of the PSC CCC; and
- c) participate in a minimum of 25 inspections, including more detailed and expanded inspections; and
- d) an assessment by the member Authority.

The requirements as mentioned in this paragraph should be completed within the maximum duration of 24 months.

3.2. PSCOs

The PDS provides a standard for the level of competence of authorised PSCOs. It warrants a minimum level of knowledge and proficiency through a certain number of PSC inspections per year and attending different training activities.

Each PSCO will be subject to a revalidation process every 5 years¹. The PDS consist of compulsory components, whereby the following components should be completed within the five-year cycle:

- a) Perform at least 50 inspections, with a minimum of 10 per year; and
- b) PSC CCC Units P3 (Paris MoU), P5 (Paris MoU Reporting), P7 (RuleCheck); and
- c) Participate in at least one of the following trainings:
 - i. Paris MoU training or Paris MoU Seminar; or
 - ii. PSC CCC Unit P10 (Inspections); or
 - iii. National training related to Port State Control;

All recorded inspections inserted in the information system (THETIS) may be counted towards the required compulsory inspections. When a PSCO is on secondment to another Paris MoU member State or the PSCO joins another Paris MoU member State for an inspection, these inspections may be counted towards the required compulsory inspections.

Member Authorities may assign PSCOs to participate to any EMSA/Paris MoU training activity beyond the mandatory minimum required training activities.

3.3. Alternative arrangements

When a PSCO is not complying with the minimum inspection requirements of the PDS in the previous 12 months, the member Authority should define and document alternative training activities in each case in order to be re-authorised. If a PSCO was not able to attend the mandatory training specified in paragraph 3.2c before the revalidation date, the member Authority should ensure that the missed training is completed within the next 12 months. Authorisation as PSCO may be suspended from the end of the year where the minimum requirement of the PDS are not met until the requirements from the alternative arrangements are completed.

The alternative arrangements may be applied not more than once (for each PSCO) within the 5-year cycle, when otherwise, CAC shall be followed.

In all other cases, when a PSCO does not comply with the PDS, the CAC should be followed.

3.4. Common Assessment of Competence (CAC)

The CAC consist of the following components:

- a) a national training or the PSCO CCC or a combination thereof. This (combined) program should encompass the SoC as described in Annex 1; and
- b) units P3 (Paris MoU), P5 (Paris MoU Reporting), P7 (Rulecheck) and Unit P10 (Inspections) of the PSCO CCC; and
- c) participate in 15 inspections with an authorised PSCO, including more detailed and expanded inspections; and
- d) an assessment by the member Authority

The CAC has to be completed within a period of 12 months. The completion date of the CAC will be the new revalidation anniversary.

¹ It is up to the member Authority to decide which dates are applied to the revalidation period. However, if a specific starting date is applied (e.g. 1 January), the required number of inspections after initial qualification to that start date should be proportional to the time remaining in the year.

4. Training Activities

4.1. Paris MoU

The Paris MoU Secretariat organises the following trainings.

- a) Expert and Specialised Trainings
These trainings aim to promote a higher degree of professional knowledge and harmonisation of more complex port State control issues. The Human Element training will focus on conflict handling, cultural differences and communication where the Specialised Trainings pay more detailed attention to the specifics and challenges of specific ship types.
- b) Seminars
The seminars are more topical than Expert and Specialised Trainings and deal with current issues such as inspection campaigns and new requirements.
- c) Member State On-Site Training
This training is part of a training cycle where each member Authority, or combinations thereof, are offered a training in the member State, focusing on Paris MoU procedures.

In principle, the trainings organised by the Paris MoU Secretariat are face-to-face but based on the purpose, content and audience of a training or based on other exceptional circumstances, the Paris MoU Secretariat can select another delivery method, such as webinars, recorded videos, online lectures etc.

4.2. EMSA

EMSA, in cooperation with the Paris MoU, has developed a Common Core Curriculum for PSCOs which may complement to the training of PSCOs. An overview of the PSC CCC can be found in Annex 2.

EMSA and the Paris MoU Secretariat will deliver jointly the synchronous and in-person Units of the CCC, whilst PSCOs will have to accomplish the asynchronous parts of the CCC.

4.3. National Training

A National Training should cover Learning Outcomes that are included in the Syllabus of Competency and should have a least a duration similar to a Paris MoU Seminar.

4.4. Overview of Training Activities by PMoU/EMSA

Training	Duration	Topic	Additional remarks
Expert Training	3.5 days	Safety & Environment The Human Element	Each topic once per year
Specialised Training	3.5 days	specific ship types	Once per year, topic changes every year
Seminars	2.5 days	CIC Autumn	Twice per year, one may cover an upcoming CIC
Member State On Site Training	2.5 days	Paris MoU Procedures	Training where member Authorities, combined or individually, are visited by the Secretariat in a five-year cycle
PSCO CCC	part-time online phase of 12,5 weeks with a 5-6 hours per week workload and an in-person phase of 4 days.	See Annex 2	A consistent set of mandatory and voluntary learning activities covering the whole SoC.

5. Transitional Period

All training courses completed, and all inspections carried out before the entering into force of this instruction may be considered for granting or renewing the authorisation as PSCO.

5.1. New entrants

In case a NE has started his/her training before entering into force of this Policy, member Authorities may apply previous conditions for authorization of NE as PSCO until 31/12/2026. For the transitional period the CCC Unit P10 is considered equivalent to a mandatory NE Seminar as required by the previous policy.

5.2. PSCOs

In case an existing PSCO has started his/her current five-yearly cycle before the entering into force of this instruction, Member States should apply the requirements as described in the following table before a revalidation of a PSCO. All training activities performed in the cycle may be included when applying the transitional period requirements.

Authorisation year	2020	2021	2022	2023	2024
Revalidation year	2025	2026	2027	2028	2029
PSC CCC Unit P3 (Paris MoU Procedures) ²	X	X	X	X	X
PSC CCC Unit P5 (Paris MoU Reporting)		X	X	X	X
PSC CCC Unit P7 (RuleCheck)			X	X	X
PSC CCC Unit P10 (PSC Inspection) or Paris Mou Training or EMSA/Paris MoU Seminar or a National Training		X	X	X	X
Minimum Inspections	X	X	X	X	X

5.3. Common Assessment of Competence (CAC)

Member Authorities may apply previous conditions to authorise PSCO under CAC program if the PSCO started the CAC before this policy came into force.

² For PSCOs that revalidate before the start of the PSCO CCC (or units thereof), the DLP on procedures should be completed.

6. Annexes

6.1. Annex 1 – Syllabus of Competence

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
Learning Area 1: Law, policies, rules and procedures - EU and international laws and policies relevant to the different fields of maritime safety, environment and working/living conditions					
Relevant Instruments as per Paris MoU, containing provisions regarding Port state Control implementation responsibilities.	List and categorise the specific international regulations relevant to Port State Control inspection and determine their status	LA1-LO1	National Training Program or PSC CCC units P1	2. Understand	UNCLOS (basic ideas, articles: 218, 226 and 227) IMO/ILO Conventions related to PSC SOLAS, MARPOL, STCW, Load Line, COLREG, TONNAGE, BWB, AFS, Bunker, CLC, MLC 2006, Nairobi Convention IMO Codes (mandatory and non-mandatory): ISM, ISPS, IMSBC, IGC, Polar Code, FSS, LSA, IMDG, IBC, IS, HSC, Grain Code, NOx Technical Code, ESP, SPS, MODU ILO instruments MLC 2006 IMO/ILO procedures, recommendations and guidelines related to the Port State Control Paris Memorandum of Understanding
	explain the Port State Control Related provisions of the Relevant Instruments	LA1-LO3		2. Understand	
	Use the Paris MoU Relevant Instruments and IMO codes relevant to Port State Control	LA1-LO5	25 supervised inspections and Unit P10	3. Applying	
	Demonstrate the main objectives of a Paris MoU Port State Control inspection	LA1-LO8	25 supervised inspections and Unit P10	3. Applying	
Paris MoU Memorandum and Annexes (as revised)	List and categorise the sections and annexes of the Memorandum of Understanding on Port State Control	LA1-LO10	National Training Program or PSC CCC unit P3a, P3b or Member State On Site Training	2. Understand	Memorandum of Understanding on Port State Control
	Explain the sections and annexes of the Memorandum of Understanding on Port State Control	LA1-LO11		2. Understand	
	Explain the Paris MoU rationale, organisational set up and working practices	LA1-LO12		2. Understand	
Paris MoU procedures	List, categorise and explain the Technical Paris MoU procedures	LA1-LO13 LA1-LO14	National Training Program PSC CCC unit P9	2. Understand	PSCO Manual
	List, categorise and explain MoU policy instructions	LA1-LO15 LA1-LO16	National Training Program or PSC CCC unit P3d or Member State On Site Training	2. Understand	

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
	List, categorise and explain the PSC Circulars	LA1-LO17 LA1-LO18 LA1-LO19	National Training Program or PSC CCC unit 9 or Member State On Site Training	2. Understand	
Learning Area 2: Inspection and survey - Procedures and techniques to support Port State Control Inspections					
Relevant Instruments as per Paris MoU	Apply/Use Paris Memorandum of Understanding & annexes	LA2-LO1	25 supervised inspections and Unit P10	3. Applying	Memorandum of Understanding on Port State Control: <ul style="list-style-type: none"> ▪ Accidental Damage (Memorandum paragraph 3.5) ▪ suspension of inspection (Memorandum paragraph 3.6) ▪ detention and appeal procedures including detention review panel and the role of the PSCO in these. ▪ detainable deficiencies that cannot be repaired at port of detention (3.8) ▪ Banning (Memorandum section 4) ▪ Ships of non-parties and below convention size ships (annex 1) ▪ Ship Risk Profile calculation (annex 7), including all applied parameters. ▪ Inspection and Selection Scheme (annex 8) including overriding and unexpected factors ▪ Inspection Type and Clear Grounds (annex 9). The different inspection types, why they have been developed and the criteria for applying the correct inspection type (initial, more detailed, clear grounds, expanded, concentrated inspection campaigns ▪ Examination of Certificates and Documents (annex 10)
Paris MoU procedures	Apply/Use the main provisions of the Port State Control Inspection process.	LA2-LO2	25 supervised inspections and Unit P10	3. Applying	Paris MoU procedures related to the following topics <ul style="list-style-type: none"> ▪ Code of good practice General Paris MoU procedures <ul style="list-style-type: none"> ▪ see procedures under PSCO Manual 3.1 Paris MoU procedures related to the Relevant Instruments:

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
					<ul style="list-style-type: none"> ▪ SOLAS ▪ MARPOL ▪ MLC ▪ STCW ▪ Load Line Convention ▪ AFS Convention ▪ Bunker Convention ▪ Ballast Water Management
Paris MoU procedures	Apply/Use the PSC Circulars	LA2-LO3	National Training Program or PSC CCC unit P3e	3. Applying	PSC Circulars (as per PSCO manual)
Learning Area 3: Reporting and logging - Records and reports of Port State Control activities; accuracy, comprehensiveness and appropriate level of detail in Port State Control reporting and related record keeping mechanisms					
Paris MoU Port State Control Reporting Requirements	Explain the Paris MoU reporting requirements	LA3-LO1	National Training Program or PSC CCC unit P5a, P5b, P5c, P5d or Member State On Site Training	2. Understand	Code of Good Practice Paris Memorandum paragraph 3.7 Model Forms
	Demonstrate the use of Paris MoU offline inspections forms	LA3-LO2	25 supervised inspections and Unit P10	3. Applying	
	Produce correctly written deficiency	LA3-LO3	25 supervised inspections and Unit P10	3. Applying	
	Use of Paris MoU Notices of Detention	LA3-LO4	25 supervised inspections and Units P10	3. Applying	
Rulecheck	Explain the set up and functionalities of Rulecheck	LA3-LO8	National Training Program or PSC CCC units P7	2. Understand	Rulecheck
	Demonstrate the use of Rulecheck	LA3-LO9	25 supervised inspections and Unit P10	3. Applying	
Use of Thetis including reporting of PSC inspections, deficiencies, action taken and any other related comments	Explain the set up and functionalities of THETIS	LA3-LO10	National Training Program or PSC CCC unit P6b	2. Understand	
	Demonstrate the use of THETIS	LA3-LO11	25 supervised inspections and Unit P10	3. Applying	
	List and Categorize deficiency codes	LA3-LO12	National Training Program or PSC CCC units P6d	2. Understand	
	Demonstrate the use of correct deficiency codes	LA3-LO13	25 supervised inspections and Unit P10	3. Applying	
	List and Categorize Action Taken codes	LA3-LO14	National Training Program or PSC CCC units P6e	2. Understand	

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
	Demonstrate the use of correct Action Taken Codes	LA3-LO15	25 supervised inspections and Unit P10	3. Applying	
Learning Area 4: Information and data management - Information and data exchange procedures and protocols					
Paris MoU Website	Locate the different sections of the website	LA4-LO1	National Training Program or PSC CCC unit 8 or Member State On Site Training	1. Remember	Paris MoU Website <ul style="list-style-type: none"> ▪ Public Area <ul style="list-style-type: none"> • Statistics • Public Procedures • Publications • Ship Risk Profile Calculator • Company Performance Calculator ▪ Members Area <ul style="list-style-type: none"> • Documents Area
	Locate information relevant information for PSCOs on the Paris MoU website	LA4-LO2		1. Remember	
PSCO Manual	List and categorise the PSCO manual	LA4-LO3	National Training Program or PSC CCC units P9	2. Understand	Content and set up of PSCO manual <ul style="list-style-type: none"> ▪ table of ratification ▪ overview of exemption/equivalent arrangements ▪ Paris MoU information Systems ▪ STCW verification ▪ contact information ▪ performance lists (black/grey /white, RO) ▪ advanced search in manual explanation ▪ offline PSC inspection reports update process of PSCO manual (online and offline tool)
	Demonstrate the use of the PSCO manual	LA4-LO4	25 supervised inspections and Unit P10	3. Applying	
EU Competencies					
Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
Relevant Instruments as per EU containing provisions regarding Port state Control implementation responsibilities.	List and categorise the EU-level regulations relevant to Port State Control inspection and determine their status	LA1-LO2	National Training Program or PSC CCC units P2a, P2b	2. Understand	The primary EU regulatory regime for the discharge of Port State duties <ul style="list-style-type: none"> - Relevant EU directives, procedures, recommendations and guidelines: <ul style="list-style-type: none"> ▪ Regulation (EU) 1257/2013 of the European Parliament and of the Council on ship recycling ▪ Directive (EU) 2017/2110 on a system of inspections for the safe operation of ro-ro
	explain the Port State Control Related provisions of the EU level regulation	LA1-LO4	National Training Program or PSC CCC unit 4	2. Understand	

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
					passenger ships and high-speed passenger craft in regular service <ul style="list-style-type: none"> ▪ Regulation (EU) 2015/757 of the European Parliament and of the Council of 29 April 2015 on the monitoring, reporting and verification of carbon dioxide emissions from maritime transport, and amending Directive 2009/16/EC ▪ Directive 2009/20/EC of the European Parliament and of the Council of 23 April 2009 on the insurance of shipowners for maritime claims ▪ Regulation (EC) No 392/2009 on the liability of carriers of passengers by sea in the event of accidents ▪ Regulation (EC) No 391/2009 of the European Parliament and of the Council of 23 April 2009 on common rules and standards for ship inspection and survey organisations (recast) ▪ Directive 2009/15/EC on common rules and standards for ship inspection and survey organisations and for the relevant activities of maritime administrations ▪ Directive 2002/59/EC of the European Parliament and of the Council of 27 June 2002 establishing a Community vessel traffic monitoring and information system and repealing Council Directive 93/75/EEC - Determination of the status of EU-level conventions and regulations;
	Use the main provisions of the EU-level instruments related to Port State Control inspections	LA1-LO6	25 supervised inspections and Unit P10	3. Applying	EU PSC Directive
	Distinguish areas that are common and different between Paris MoU and EU Port State Control Directive	LA1-LO7	National Training Program or PSC CCC unit P4	2. Understand	Paris Memorandum of Understanding EU PSC Directive
	Demonstrate the main objectives of a EU Port State Control inspection	LA1-LO9	25 supervised inspections and Unit P10	3. Applying	EU PSC Directive
EU Port State Control Reporting Requirements	Explain the EU Port State Control reporting requirements	LA3-LO5	National Training Program or PSC CCC unit P6a	2. Understand	EU PSC Directive

Competency	Subject	Learning Outcome	Methods of demonstrating	Level	Relevant Material
	Explain the use of THETIS in relation to EU PSC reporting requirements	LA3-LO6	National Training Program or PSC CCC unit P6b	2. Understand	
	Demonstrate the use of THETIS in relation to EU PSC reporting requirements	LA3-LO7	25 supervised inspections and Unit P10	3. Applying	

6.2. Annex 2 – PSC CCC overview

Unit		Mandatory	Estimated Asynchro Hours	Estimated weeks available	Estimated Synchro Hours
Initial Introductory Meeting (online)			-	-	½
Unit 1	International Regulations	No	5	1w	1
Unit 2	EU Legislation	No	4	1w	1
Unit 3	Paris MoU	Yes	14	3w	2
Unit 4	EU-Paris MoU Relation	No	2	2d	-
Unit 5	Paris MoU PSC Reporting	Yes	8	2w	2
Unit 6	EU PSC Reporting	No	5	1w	-
Unit 7	Rulecheck	Yes	3	3d	1
Unit 8	Paris MoU Website	No	2	2d	-
Unit 9	PSCO Manual	No	6	1w	-
Unit 10	PSC Inspection	Yes ³	10	2w	-
			-		32 (in person)
Total			59	12 ½	39 ½

³ CAC and NE only