

SECURITY GUARD JOB DESCRIPTION

POSITION SUMMARY:

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.

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. Employees may be required to perform any other job-related duties assigned by their supervisor or management. All duties and responsibilities are to be performed in accordance with the Company's Safety, Quality and Environmental standards.

RESPONSIBILITIES:

- Patrol the ship during the night time hours and implement the Master's Rules and regulations.
- 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.
- 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.
- Preserves 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.

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- 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.

REQUIREMENTS:

- Some 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

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

LANGUAGE REQUIREMENTS:

- Excellent ability to speak English clearly, distinctly and cordially.
- Excellent ability to understand, read and write English in order to interpret written procedures, policies and manuals. 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.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the shipboard employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Extensive travel from ship to ship with varying accommodations and resting opportunities require good health. Active management of health through diet and exercise is a key for prolonged success in the position.
- All shipboard employees must be physically able to participate in emergency lifesaving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. The employee must have the ability to lift and/or move up to 55 pounds.

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LEADS WITH PASSION, DRIVE AND ENERGY

- Promotes team unity at all levels within the Team and collaborates well with shipboard and shore side management.
- Shows motivation to learn and grow in the department.

ACTS WITH INTEGRITY

- Creates a climate of trust, mutual respect, and a professional image according to company standards. Be groomed meticulously and ready for guest service.
- Maintains guests' and employee confidence and protects the organization's reputation by keeping guest and company information confidential. Enhances department and company reputation by accepting ownership and accomplishing a diversity of requests while exploring opportunities to add value to job accomplishments.

BENEFITS:

- Contract with an average length of 6 - 8 months.
- Free food & shared accommodation (2 people per cabin).
- Crew areas activities on board (gym, crew bar, shore excursions, social activities, crew events, etc.)
- Joining tickets: are not covered for new crew members.
- Repatriation tickets: are provided by the company.
- Visa expenses reimbursed on board.
- Medical exam can be reimbursed depending of the company.
- Earn recognition and career advancement opportunities.

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