

PSSPO101

Undertake cargo handling operations



Overview

This standard covers the competence required to support cargo handling operations. Ports may handle many different types of cargo including dry bulks, liquid bulks, cargo transport units and roll-on/roll-off.

This standard includes checking and marking cargo, securing cargo and transferring loads through slinging and signalling. It is also about the loading and unloading of cargo transport units, receiving, storing and despatching cargo and handling loads manually. It is also about providing support to roll-on/roll-off operations including signalling to drivers, using associated equipment, such as trestles and jacks and operating air suspension devices.

This standard also includes operating equipment to discharge and/or load bulk liquid cargo. This includes preparing for the arrival of a tanker or vessel, connecting the pipelines and ensuring that the cargo flows unhindered and disconnecting the pipelines and cleaning the equipment that has been used.

Target Group

This standard applies to port workers who are required to support cargo handling operations.

There are 8 elements in this standard:

- Check, mark and record cargo
- Secure cargo
- Transfer loads through slinging and signalling
- Load and unload cargo transport units
- Receive, store and dispatch cargo
- Handle loads manually
- Support cargo handling operations associate with Ro/Ro vessels
- Operate equipment for moving bulk liquids

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Performance criteria

Check, mark and record cargo

You must be able to:

- P1 identify the type, condition and quantity of cargo
- P2 confirm that relevant documentation is complete and accurate, and is in line with the labelling of the cargo
- P3 identify and mark cargo legibly, using marking materials and methods suited to the cargo type, condition and quantity
- P4 report and record any observed or reported missing items or damage to cargo and deal with any damage or problems with the cargo and any discrepancies with the documentation, reporting any difficulties which are outside your level of responsibility to the responsible person
- P5 identify any cargo in a hazardous condition, and implement relevant health and safety procedures, recording the incident in accordance with standard operating procedures
- P6 obtain all relevant information regarding the movement of cargo,
- P7 maintain confidentiality and keep information secure
- P8 maintain accurate, up to date and legible records of all information relevant to the operation being undertaken
- P9 fulfil customers' requirements covering the maintenance or records regarding the movement and storage of their cargo
- P10 address any difficulties in recording and retrieving information

Secure cargo

You must be able to:

- P11 ensure that cargo is stable prior to it being secured
- P12 identify, assess and use lashing/securing points of adequate strength for the forces to be applied when securing the cargo
- P13 secure cargo using the appropriate securing devices and equipment, with all securing devices positioned and tensioned taking into account its type, weight and dimensions, customer requirements and the prevailing weather conditions
- P14 check and brace cargo
- P15 see where customer requirements differ from own assessment of the lashing/securing points required, and secure cargo according to instructions from own supervisor
- P16 secure cargo using methods within own level of responsibility
- P17 report any difficulties in securing cargo to the responsible person
- P18 monitor the activities and whereabouts of individuals within the vicinity of the securing operations, and take immediate and appropriate actions to address dangerous situations

Transfer loads through slinging and signalling

You must be able to:

- P19 identify the load to be slung, including its type, weight centre of gravity and dimensions
- P20 confirm that the lifting gear, method and materials selected for the lifts are suitable, fit for purpose and free from defect
- P21 report any defective gear to the responsible person
- P22 confirm that the load is stable prior to it being slung
- P23 follow an agreed lifting plan that has been produced by a competent person according to organisation procedures
- P24 attach lifting gear, and confirm that the support, balance and securing of

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- the load complies with the requirements of the lifting plan , and that the gear will not damage the load during lifting
- P25 report any difficulties in slinging loads to the responsible person
- P26 confirm that lifting equipment and attachments are safe for use before beginning the lifting operation
- P27 position yourself so that you have a safe and unobstructed view of the lifting equipment operator at all times, when using hand signals
- P28 determine the conditions under which a second signaller would be required to ensure unobstructed hand signal communication during a lift
- P29 ensure that all of your communications, by hand and radio, comply with protocol and agreed procedures
- P30 interpret the signals and messages from the lifting equipment operator and act upon these immediately
- P31 confirm the safe conclusion of a lifting operation to the lifting equipment operator
- P32 monitor the activities and whereabouts of individuals and vehicles within the vicinity of the lifting operation

Load and unload cargo transport units

You must be able to:

- P33 respond, to requests for the removal or inspection of cargo in line with organisation procedures
- P34 identify cargo units to be unloaded, confirming that door locks and seals are intact, and ensuring that the units are positioned in areas designated for de-vanning prior to commencing de-vanning operations
- P35 ensure that refrigerated cargo unit power supplies are disconnected prior to the unit being moved
- P36 implement your organisation's procedures for safe opening of and access into cargo units
- P37
- P38 inspect the position of the cargo, recording any damage
- P39 unload cargo according to agreed procedures, in line with organisation's requirements, with full cooperation given to the authority requesting the work
- P40 check with the relevant authority whether emergency equipment/services are required, before segregating cargo
- P41 ensure that emergency equipment/services required for a segregation operation are in place before transferring the required cargo to an appropriate inspection site
- P42 reload and secure cargo according to organisational procedures, taking into account the cargo type, limitations of the cargo unit, and safe weight distribution principles
- P43 use loading and access equipment which is compatible with the cargo
- P44 seal loaded cargo units in accordance with legislative requirements
- P45 report any difficulties, and faults in equipment and materials

Receive, store and dispatch cargo

- P46 collate all required documentation for cargo being received / stored / despatched
- P47 confirm that the documentation is complete and matches the quantity and condition, referring any discrepancies to the responsible person

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You must be able to:

- P48 ensure that there is adequate and appropriate storage area and capacity available for cargo being delivered / despatched, and that loading arrangements are appropriate and available
- P49 ensure cargo is located and positioned safely in line with organisation procedures before loading or unloading begins
- P50 store cargo in areas suited to the type, characteristics and quantity of cargo to be stored
- P51 meet agreed customer requirements unless directed otherwise by a responsible person
- P52 ensure cargo is stored such that it can be accessed readily and is not obstructing other normal operations
- P53 ensure handling equipment used in loading / unloading is operated safely in accordance with standard operating procedures
- P54 check consignments received against order and delivery documentation to confirm that the quality, quantity and condition of the cargo is acceptable, identifying and referring any discrepancies
- P55 maintain records relating to the receipt / storage / despatch of cargo, ensuring that these are up to date and complete
- P56 monitor the condition of stored cargo regularly, recording and reporting any damage or deterioration in its condition
- P57 ensure that racking or shelving is in good condition and is suited for storing the cargo being stored
- P58 report any problems with racking or shelving to the responsible person
- P59 ensure working areas are kept clean, tidy and free from obstructions and hazards

Handle loads manually

You must be able to:

- P60 confirm that loads are suitable and safe for lifting manually, including assessing their weight, before beginning any lift
- P61 identify the content of loads from the labelling and international symbols provided
- P62 ensure that where loads contain hazardous goods, that the relevant safety precautions are identified and followed
- P63 clear any obstructions on the route prior to undertaking a lift
- P64 use lifting and handling techniques in line with organisational procedures at all times when handling loads manually
- P65 use handling equipment in line with manufacturer's instructions and organisational procedures, taking due care to avoid damaging the load at all times
- P66 report any damage and difficulties in handling loads

Support cargo handling operations associated with Ro/Ro vessels

You must be able to:

- P67 guide drivers of vehicles manoeuvring in operational areas
- P68 monitor areas when guiding vehicle drivers, using clear signalling to communicate with all relevant personnel
- P69 keep working areas clear of obstructions
- P70 implement controls to prevent the movement of the vehicle and trailer before unhitching trailers
- P71 operate trailer legs in accordance with standard procedures
- P72 operate air suspension trailers

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- P73 use associated equipment according to manufacturer's instructions, procedures, and the operation and vehicle requirements
- P74
- P75 connect, and disconnect, units with plug-in requirements
- P76 maintain own health and safety at all times
- P77 monitor all activities and the whereabouts of individuals and vehicles within the vicinity of your operations, and take immediate and appropriate actions to address dangerous situations

Operate equipment for moving bulk liquids

You must be able to:

- P78 prepare the quay area according to own organisation's procedures ensuring that all obstructions and hazards are removed, relevant safety systems are available and operating properly and that cordons and warning signs are in place as specified in the safe system of work
- P79 establish the nature of the cargo to be handled, identify and assess the potential hazards,
- P80 ensure that all appropriate precautions are in place, including identifying the safety and emergency shutdown procedures
- P81 identify the equipment required and confirm that it is available and operating properly before handling the cargo
- P82 confirm the destination of the cargo and that there is adequate storage capacity available for the cargo expected, before beginning handling operations
- P83 establish and maintain clear contact with all others involved in the operation, agreeing the protocol for transferring the cargo prior to beginning handling operations
- P84 connect pipelines, assembling flanges and gaskets, and lining up valves
- P85 confirm that all connections are leak-free by conducting pressure tests before moving the cargo
- P86 monitor the pipelines for leaks throughout the operation
- P87 identify and address any difficulties in accordance with operational procedures
- P88 confirm that upon completion of the transfer, it is safe to disconnect pipelines by checking back pressures
- P89 ensure that pipelines are cleaned and disconnected
- P90 store disconnected pipelines, hoses and gantries in good condition and in accordance with operational procedures
- P91 clean any residues and spillages within own level of responsibility
- P92 notify a competent person of any residue or spillage outside of your own level of responsibility to clean
- P93 ensure quay areas are left clean, tidy and free of obstructions
- P94 maintain up to date records of cargo transferred

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the requirements placed upon the individual and the organisation by current legislation, relevant to cargo handling in own area of operations
- K3 current industry guidance relevant to cargo handling in own area of operations
- K4 own organisation's policies, procedures and working practices relevant to cargo handling
- K5 the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of equipment within own area of operations
- K6 why it is important to report any faults defects prior to commencing operations
- K7 the implications of operating equipment that is unsafe or that has been serviced poorly
- K8 the importance of checking and marking cargo, and the implications of doing this incorrectly
- K9 the principal characteristics of the main types of cargo, and the associated hazards
- K10 the classes of dangerous goods and relevant markings under current regulations/code(s)
- K11 the procedures for dealing with incomplete or damaged cargo
- K12 how to interpret coding systems relating to cargo, and how to interpret information found on cargo labels and documentation, as applicable to own organisation
- K13 the factors that can affect the stability and security of cargo when it is in transit, including the effects of environmental conditions
- K14 the methods for protecting, securing and un-securing cargo, and the appropriate types of materials and securing equipment
- K15 the principal methods and systems used to lash different types of cargo, and how to assess and select appropriate lashing points for different types of cargo
- K16 how to tension lash materials, and the implications of not doing this
- K17 the appropriate use of knots when securing cargo to ensure safe and adequate tension
- K18 the principles of chocking and shoring, and the use of relevant tools and equipment in line with manufacturer's instructions and organisational procedures
- K19 the different types of hazards associated with securing cargo
- K20 own levels of responsibility and capability, and the persons to refer if these are exceeded

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- K21 methods for slinging and unslinging loads, including an awareness of angles of operations and what constitutes a safe working load the capabilities, including capacity and strength, of the principal types of slinging and lashing materials, and the implications of using defective or faulty materials
- K22 position and prepare plant ready to be lifted into the hold
- K23 signalling procedures and techniques
- K24 the risks associated with the unplanned entry of individuals and vehicles into the area of a lifting operation
- K25 the actions to take to address unplanned entry into a lifting operation area
- K26 how to interpret organisation's coding systems relating to lifting equipment, and how to interpret the information found on relevant labels and documentation
- K27 the hazards associated with fumigants and other noxious gases, and the importance of taking the relevant precautions to ensure adequate ventilation before entering storage areas
- K28 how to handle power supplies safely
- K29 the organisation's policies and procedures relating to loading and unloading cargo transport units relevant to own area of operations
- K30 the principal methods for storing cargo, and the factors to be taken into account when selecting the correct methods, including safe heights, stability requirements and any need for segregation
- K31 the implications regarding receiving incomplete or damaged cargo
- K32 the organisation's loading priorities and operating schedules
- K33 how to apply the organisation's systems for recording cargo received and despatched
- K34 the organisation's procedures for checking cargo
- K35 safe manual handling and lifting techniques, the kinetics involved, and the importance of using these techniques to control the risk of injury and/or damage to the item being lifted
- K36 the organisation's policies and procedures relating to manual handling loads relevant to own area of operations
- K37 the physical layout of the port area, relevant to own area of operations
- K38 the principal types of cargo handling equipment used on Ro/Ro vessels and their specific characteristics
- K39 the operational requirements of haulage vehicles, and the characteristics of trailers and their cargo when being moved
- K40 the hazards associated with working on Ro/Ro vessels, and the importance of taking the appropriate precautions
- K41 how changes in environmental conditions (such as weather and tide) can affect loading and discharge operations from Ro/Ro vessels
- K42 the characteristics of vessels, ramps and vehicles used for cargo handling operations within Ro/Ro vessels, and are aware of the principal types of hazards that can occur and the precautions appropriate to

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- addressing these hazards
- K43 the principal types of bulk liquid handling equipment, their operating capabilities and specific characteristics
- K44 the implications of back pressure and its significance in relation to pipeline systems
- K45 procedures for flushing and pigging lines
- K46 the principal characteristics of the main types of liquid bulk cargo, including their nature and weight and whether they are hazardous or non-hazardous
- K47 organisational policies and procedures relevant to liquid bulk operations
organisational procedures relating to meeting legislative requirements regarding operating equipment for moving bulk liquids, and are aware of the relevant sections of this legislation
- K48 the physical layout of the port area, relevant to your area of operations
the organisation's high-level alarm systems and their impact on operations
- K49 the organisation's emergency shutdown arrangements, and own role within these
- K50 how to assess the need for and obtain ancillary lighting where required to ensure safe working
- K51 how to operate vehicle lifts safely, using clear signalling to communicate with all relevant personnel

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Move loads using lifting and handling equipment



Overview

This standard covers the competence required to handle loads using various types of lifting equipment. This will include moving loads using fork lift trucks and other mobile lifting equipment; moving containers using shore based lifting equipment and moving loads by crane. In addition to this, the standard covers the planning and implementing a lifting plan to handle large awkwardly shaped loads and very heavy loads which requires specialised handling. It also includes transferring loads using ship's gear, such as a crane and handling dry bulk cargo using automated equipment.

Target Group

This standard applies to port workers who are required to handle loads using lifting equipment

There are 6 elements in this standard:

- Move loads using mobile lifting equipment
- Move containers using shore based lifting equipment
- Lift and position loads by crane
- Transfer loads using ships gear
- Handle dry bulk cargo using automated equipment
- Trim and clean out dry bulk cargo

Move loads using lifting and handling equipment

Performance criteria

You must be able to:

Move loads using mobile lifting equipment

- P1 confirm that loads are suitable, safe and stable for handling by mobile lifting equipment before beginning the lift
- P2 check for and remove any obstructions on the route of the lift before beginning operations
- P3 select lifting equipment that is suitable for the intended lift
- P4 select attachments suitable for the load being handled, and ensure that these are adjusted and fit for use
- P5 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P6 lift loads evenly and according to organisational procedures for safe lifting
- P7 locate lifting attachments (such as fork lift forks) into the designated lifting points
- P8 handle loads to minimise the risk of damaging the load
- P9 manoeuvre mobile lifting equipment safely, taking into account the organisation procedures for equipment operation, the capabilities and limitations of the mobile lifting equipment and attachment(s), and the activities and whereabouts of individuals within the vicinity of the lifting operation
- P10 monitor attachments during lifting operations to confirm that they are operating within organisationally determined tolerances
- P11 monitor the activities and whereabouts of individuals and vehicles within the vicinity of the mobile lifting operation
- P12 close-down equipment upon completion of the moving operations, in line with the manufacturers' instructions and operational procedure
- P13 remove and store attachments upon completion of lifting operations in line with organisational procedures and within own limits of responsibility

Move containers using shore based lifting equipment

You must be able to:

- P14 identify the containers to be moved and their destination
- P15 use lifting equipment, and attachments that are suitable for the container, taking into account the type of operation, the dimensions, weight and location of the container, and the planned work area
- P16
- P17 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P18 check for and remove any obstructions on the route of the lift before beginning operations
- P19 establish contact and agree the protocol for the handling operations with all those involved, using appropriate methods before beginning operations
- P20 communicate by hand and radio, using agreed protocol
- P21 operate the shore-based equipment according to manufacturer's instructions and organisational procedure

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Move loads using lifting and handling equipment

- P22 manoeuvre containers efficiently to required destinations following authorised routes and avoiding contact with persons, plant or equipment
- P23 ensure that the required number of lock devices are deployed, when loading to road or rail
- P24 lift loads evenly and according to organisational procedures for safe lifting ,
- P25 locate lifting attachments (such as fork lift forks) into the designated lifting points
- P26 handle loads safely, securely and evenly, to minimise the risk of both injury to persons and damaging the load
- P27 monitor the activities and whereabouts of individuals and vehicles within the vicinity of the lifting operation
- P28 ensure that the driver and other personnel in the vicinity are in the designated place of safety before loading to road trailers
- P29 close-down equipment upon completion of the moving operations, in line with the manufacturers' instructions and operational procedure
- P30 store equipment according to organisational procedure
- P31 address and report immediately any faults or difficulties with the moving operations or the materials used
- P32 leave all equipment clean and secure

You must be able to:

Lift and position loads by crane

- P33 assess the characteristics of the load to be lifted, identifying where special attachments are required, and ensuring that these are fitted before beginning the lift
- P34 use the type of crane suitable for the lifting task, confirming that it has the capacity outreach, for the lifting operation required in advance of beginning the lift
- P35 position and set up the crane
- P36 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P37 establish contact and agree the protocol for the lift with all others involved in the operation using appropriate methods and prior to beginning the lifting operation
- P38 operate the crane , taking due care to avoid contact between the crane or its load and persons, other plant, equipment, vessels and port infrastructure
- P39 follow the agreed lifting plan
- P40 close-down equipment upon completion of lifting operations, in line with manufacturer's instructions and operational procedure
- P41 address and report immediately faults or difficulties with the lifting operations or the materials used

You must be able to:

Transfer loads using ships gear

- P42 confirm with the responsible person that the ship's gear provided is suitable for the lifting operation required, taking into account the capabilities of the gear, the characteristics and location of the load, its destination and the planned work area

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Move loads using lifting and handling equipment

- P43 confirm with the responsible person that documentation, including test certificates, relating to the equipment is in order, referring any queries before beginning handling operations
- P44 familiarise yourself with the controls
- P45 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P46 establish contact with all others involved prior to beginning the operation and agree the protocol for transferring the load
- P47 make all communications, by hand and radio, in line with the agreed protocol and the organisation communication procedures
- P48 operate ships' gear and , and such that the ship's stability is maintained and neither the gear nor load come into contact with persons, plant, equipment or vessel structure
- P49 monitor all activities and the whereabouts of individuals and other vessels within the vicinity of the operations,

You must be able to:

Handle dry bulk cargo using automated equipment

- P50 establish the characteristics of the cargo to be transferred and confirm that the cargo is suited for handling by the selected automated equipment
- P51 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P52 take immediate and appropriate actions to address any difficulties relating to the equipment, cargo or working environment
- P53 operate the automated equipment efficiently (how would this be assessed?) and safely (how would this be assessed?)
- P54 load/unload the cargo in accordance with instructions provided
- P55 establish and maintain contact with all those involved and affected by the operation
- P56 upon completion, ensure all equipment is stored securely (how would this be assessed?), and in good condition
- P57 report any defects or problems with equipment

You must be able to

Trim and clean out dry bulk cargo

- P58 confirm that the self-drive plant to be operated is suitable for the task, taking into account the type of operation, the nature of the cargo and the nature and condition of the vessel's hold
- P59 conduct a pre-use check to establish that all functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure before entering the hold
- P60 identify any other equipment required and confirm that it is available before commencing operations
- P61 establish with the responsible person that it is safe to enter the hold prior to commencing operations
- P62 access and egress the hold according to own organisation's procedures position and prepare plant ready to be lifted into the hold

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Move loads using lifting and handling equipment

- P63 trim dry bulk cargo that has been loaded already, ensuring that it is levelled in accordance with standard operating procedures
- P64 support the unloading of dry bulk cargo using appropriate methods agreed before beginning the operation
- P65 establish and maintain clear precise contact with all others involved in the operation
- P66 report any difficulties identified to the relevant person
- P67 monitor all activities and the whereabouts of pedestrians and other plant vehicles within the vicinity of your operation, taking immediate and appropriate actions to address dangerous situations
- P68 store all plant and equipment according to organisation procedure and in good condition upon completion of the work

Move loads using lifting and handling equipment

Knowledge and understanding

You need to know and understand:

- K52 the legal responsibilities for maintaining own and others' health and safety in your workplace
- K53 the requirements placed upon the individual and the organisation by current legislation, relevant to handling loads using lifting equipment
- K54 current industry guidance relevant to lifting equipment operations
- K55 own organisation's policies, procedures and working practices relevant to operations using lifting equipment
- K56 the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of lifting equipment within own area of responsibility
- K57 the pre-start maintenance requirements, including the procedure for checking lubricants and other fluids of lifting equipment within own area of responsibility
- K58 why it is important to report any faults and defects prior to commencing operations
- K59 the implications of operating equipment that is unsafe or that has been serviced poorly
- K60 the types of load that may be lifted by each type of lifting equipment within own area of responsibility
- K61 the factors that can affect the stability and security of loads when they are being transferred, and how these can be affected by environmental conditions
- K62 the methods of slinging and un-slinging loads, including angles of operations and what constitutes a safe working load
- K63 the capabilities, including capacity and strength of the principal types of slinging and lashing materials, and the implications of using defective or faulty materials
- K64 how to interpret organisation coding systems relating to lifting equipment, and how to interpret the information found on load labels and documentation
- K65 the signalling procedures and techniques used in the organisation
- K66 the speed limits specified for equipment operating within the port environment, the importance of operating within these limits, and of maximising the safety of pedestrians and other drivers
- K67 the limits of own responsibility and to whom to report if these are exceeded
- K68 the requirements placed upon the individual and the organisation by current legislation, relevant to trimming and cleaning out cargo and
- K69 the importance of ensuring that precautions are taken
current industry guidance relevant to trimming and cleaning operations
- K70 own organisation's policies, procedures and working practices relevant to trimming and cleaning operations

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- the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of trimming and cleaning equipment within own area of responsibility
- K71 the pre-start maintenance requirements, within own area of responsibility
 - K72 how to check air purity and what constitutes a safe level
 - K73 the principal characteristics of the main types of cargo, and the associated hazards
 - K74 monitor all activities and the whereabouts of persons, plant, equipment, vessels and infrastructure within the vicinity of the operations, and the action required if unplanned contact between the lifting equipment or cargo is at risk of occurring

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Overview

This standard covers the competence required to drive shore based vehicles. It includes the operating of tractor units, light vehicles such as cars or vans and also heavy vehicles including excavators, military vehicles, mobility cranes and special purpose vehicles on shore and on and off Ro/Ro vessels. This standard also covers trimming or cleaning out cargo holds using self-drive plant such as bulldozers, skid-steer loaders, vibro-rigs or similar types of mobile plant and excavator type machines

Target Group

This standard applies to port workers who are authorised to drive shore-based vehicles

There are 3 elements in this standard:

- Drive shore-based tractor units
- Drive tractor vehicles within Ro/Ro vessels
- Drive light vehicles on and off Ro/Ro vessels

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Drive shore-based vehicles

Performance criteria

Drive shore-based tractor units

You must be able to:

- P1 confirm that the tractor unit and any attachments according to own organisation's procedures are in a serviceable condition and safe to drive
- P2 conduct a pre-use check to establish that all equipment functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure before beginning operations
- P3 fit attachments/trailers in line with organisation's instructions
- P4 report any difficulties or faults with the tractor unit and attachments
- P5 drive the tractor unit , within specified speed limits, and such that the tractor unit, trailer and cargo do not come into contact with people, plant, equipment, vessel super-structure or port infrastructure and no damage occurs to the tractor unit, trailer and cargo
- P6 monitor and take into account other vehicles, individuals and the ground conditions within own vicinity, adapting driving to suit the conditions
- P7 identify the cargo to be handled and ensuring that it is secure before moving it
- P8 move the cargo to the designated position following an approved route ,
- P9 turn off the engine and apply the park brake when the tractor unit is parked
- P10 park trailers within designated spaces, and allowing sufficient space for appropriate associated manual operations
- P11 , store tractor units and attachments , according to organisation procedure
- P12 identify and report all faults in equipment and any damage to the responsible person

Drive tractor vehicles within Ro/Ro vessels

You must be able to:

- P13 assess the gradients, widths and height limitations of all slopes and ramps to be negotiated in moving in, on and off the vessel, and also the weight and nature of the cargo, confirming that the tractor unit is suitable for manoeuvring the cargo trailer within the vessel
- P14 deal with any difficulties or faults with the tractor unit, and its use within the vessel
- P15 establish and maintain contact with all relevant persons on-shore and within the vessel, ensuring that they are aware of your operations
- P16 monitor the activities and the whereabouts of individuals and other vehicles within the vicinity of own operation, and take immediate and appropriate actions to address dangerous situations
- P17 manoeuvre the tractor unit and trailer , on/off and within the Ro/Ro vessel, such that the tractor unit, trailer and cargo do not come into contact with people, plant, equipment, vessel super-structure or port infrastructure and ensuring that no damage occurs to the tractor unit, trailer, other vehicles and the vessel
- P18 follow ramp segregation procedures when driving on ramps
- P19 ensure that exits and passageways within the vessel remain clear

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Drive shore-based vehicles

- P20 identify the cargo to be handled and move it to the designated position
- P21 turn off the engine when the tractor unit is parked
- P22 park trailers within designated spaces, and allowing sufficient space for appropriate associated manual operations
- P23
- P24 store tractor units and attachments according to organisation procedure
- P25 identify and report all faults in equipment and any damage to the responsible person

Drive vehicles on and off Ro/Ro vessels

You must be able to:

- P26 identify the vehicles to be moved and their destination
- P27 undertake own organisation's 'pre-drive' vehicle check prior to driving the vehicle
- P28 familiarise yourself with the controls, addressing any queries before driving
- P29 implement organisation arrangements a vehicle is unable to be operated
- P30 drive vehicles and according to own organisation's procedures, within specified speed limits on/off and within Ro/Ro vessels, ensuring that no damage occurs to the vehicles, other equipment and the vessel
- P31 assess the weight, dimensions and manoeuvrability of the vehicle, confirming that it can be driven on/off the vessel
- P32 check and confirm that all lashings are removed
- P33 check for and remove any obstructions or hazards on the route to be followed before moving the vehicle on/off the vessel
- P34 check and confirm that no damage has occurred during transit or storage, and that the vehicle is ready to be moved. Where the vehicle is to be moved off the vessel, check that all lashings are removed first
- P35 follow designated routes at all times
- P36 monitor the activities and whereabouts of pedestrians and other vehicles within the vicinity of own operations, and take immediate and appropriate action to address dangerous situations
- P37 obtain assistance when laying dunnage, ropes or rubber mats when tracked vehicles or other loads that might damage surfaces
- P38 obtain marshalling assistance
- P39 turn off the engine when the vehicle is parked
- P40 park vehicles only within designated areas, ensuring that the vehicles are secure with keys stored in accordance with organisational procedures
- P41 report any damage to vehicles to the relevant person
- P42 don and wear personal protective equipment as designated in procedures whilst driving the vehicles

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Drive shore-based vehicles

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the requirements placed upon the individual and the organisation by current legislation, relevant to driving vehicles in own area of operations
- K3 current industry guidance relevant to driving vehicles in own area of operations
- K4 own organisation's policies, procedures and working practices relevant to driving vehicles in own area of operations including on and off vessels
- K5 the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of vehicles within own area of operations
- K6 own organisation's pre-start checks, the procedures for checking lubricants and other fluids and why it is important to report any faults and defects prior to commencing operations
- K7 the implications of operating a vehicle that is unsafe or that has been serviced poorly
- K8 the preparation and operational requirements of haulage vehicles
- K9 the characteristics of trailers and their cargo when being moved
- K10 the factors that can affect the stability and security of cargo when it is being transferred, and how these can be affected by environmental conditions
- K11 the principal characteristics of the main types of cargo, including their nature, weight and associated hazards
- K12 safe manual handling, and lifting techniques, the kinetics involved, and the importance of using these techniques
- K13 the physical layout of the port area, relevant to own area of operations
- K14 how changes in environmental conditions can affect loading and discharge operations
- K15 the characteristics of vessels, ramps and vehicles used for cargo handling operations within vessels and are aware of the principal types of hazards that can occur and the precautions appropriate to addressing these hazards
- K16 how to identify and operate the principal controls within vehicles
- K17 how exhaust fumes can accumulate the dangers that they pose, and the precautions to take in addressing the dangers posed
- K18 the speed limits specified for equipment operating within the port environment and the importance of operating within these speed limits
- K19 arrange for any special equipment and assistance to be provided before driving commences

PSSPO103

Drive shore-based vehicles

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Originating organisation Port Skills and Safety

Original URN PSSPO101

Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to operate port vessels. It is about handling and navigating port craft, under the supervision of a foreman or skipper within a port area. This includes the craft such as launches, survey boats and work boats and also unpowered craft such as dumb barges.

Target Group

This standard applies to port workers who are required to operate port vessels

There are 3 elements in this standard:

- Handle port craft
- Navigate port craft
- Handle unpowered craft

PSSPO104

Operate port vessels

Performance criteria

Handle port craft

You must be able to:

- P1 carry out all pre-sailing checks and, , record the outcomes required by operational procedure
- P2 inform the relevant person of any difficulties or faults encountered during the pre-sailing checks, recording these as required by operational procedure
- P3 manoeuvre the craft according to navigational safety principles, taking into account water depth, the prevailing environmental conditions, other port traffic and port installations
- P4 make appropriate engine and helm movements, which are within them design specification
- P5 stay alert for hazards and risks of collision at all times, and take the proper corrective action to avoid them
- P6 monitor navigational broadcasts and warnings,
- P7 use anchoring and mooring equipment safely (how would this be assessed?) and in accordance with organisational procedures
- P8 report any damage to the craft, any defective equipment, and any difficulties in using the equipment
- P9 ensure that entries in the craft's log are up to date, complete and legible

You must be able to:

Navigate port craft

- P10 determine the craft's position, course and speed using the available navigation equipment
set the craft's course and speed using the available equipment and taking into account the current and required position, weather conditions, water depth and currents, tides and the craft's construction
- P11 set up and use the available navigation equipment, in line with recommended practice and the manufacturers' instructions, and interpret the resultant information
- P12 communicate the craft's position, course, speed and destination as required
- P13 report any defective equipment
- P14 monitor and respond to navigational broadcasts and warnings, in line with organisation procedure

Handle unpowered craft

You must be able to:

- P15 identify and obtain the appropriate craft, gear and equipment required to carry out the proposed operations, and confirm that it is in good working order before commencing the work
- P16 check that the craft is seaworthy before commencing operations
- P17 address report and record any difficulties and faults encountered, with unpowered craft
- P18 access and egress craft by the designated route
- P19 don and wear personal protective and safety clothing at all times and check that other persons within own responsibility are wearing the

PSSPO104

Operate port vessels

- designated personal protective and safety clothing
- P20 manoeuvre the craft using the recommended manual techniques and avoiding unplanned contact with other vessels, persons or marine structures
- P21 confirm that the craft is moored , according to seafaring principles and in the right location for loading and discharge operations
- P22 check the quality of goods being loaded or discharged, reporting any defects
- P23 monitor the trim of the craft during loading/discharging operations, and make allowance for whether the craft is aground or afloat
- P24 ensure cargo is secured and covered
- P25
- P26 ensure that all persons on board craft being towed are standing in a safe position, and one which allows for any risks associated with ropes under tension
- P27 stay alert for hazards and the risks of collision at all times,
- P28 ensure that craft are kept clean, tidy and free of obstructions and that craft is moored according to organisation procedure upon completion of work

PSSPO104

Operate port vessels

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the requirements placed upon the individual and the organisation by current international and national legislation, port regulations and bye-laws, as they affect operations within ports, including the importance of the 'International Regulations for the Prevention of Collisions at Sea'
- K3 current industry guidance relevant to port vessel operations
- K4 own organisation's policies, procedures and working practices relevant to port vessel operations
- K5 the operating, capabilities (including manoeuvring characteristics) and limitations of the types of vessel(s) within own area of operations
- K6 the effects of differing engine control positions on twin and single propeller craft
- K7 the effects of different rudder positions on the craft
- K8 the effects of using bow and stern thrusters, where these are fitted
- K9 how to use anchoring and mooring equipment
- K10 the importance of keeping a safe lookout
- K11 the importance of maintaining a safe speed, and the impact of restricted visibility when identifying a safe speed
- K12 the meaning of alarms on board vessels
- K13 how to interpret tidal and weather information and how different types of adverse weather can impact upon vessel movements within port areas
- K14 the importance of applying speed limits and the effect of the craft's speed upon other vessels, property and persons
- K15 the impact of the motion of craft and tidal range upon berthing operations, and the effects of their interaction for other vessels
- K16 the role and responsibilities of those on board the vessels
- K17 organisational procedures for carrying out and recording pre-sailing checks, including those for recording difficulties and faults found
- K18 organisational manoeuvring procedures for craft within the port environment
- K19 the design specifications relating to the use of engines and helm within the craft operated
- K20 workplace procedures for dealing with emergency situations on board craft, including person overboard
- K21 local geography and water conditions, including navigable channels and tides, and their impact upon manoeuvring craft within own port
- K22 the use and location of safety equipment on board the vessel, including the operation of emergency/bilge pumps and CO2 smothering equipment
- K23 the importance of set and leeway, in setting course and the different types of courses, including true, magnetic, compass and gyro and the impact of deviation and variation
- K24 how to select and interpret information within charts and navigation

PSSPO104

Operate port vessels

- techniques
- K25 how to use electronic navigation aids, such as GPS, chart plotter and radar, and the limitations of navigation equipment
- K26 the use of buoyage systems and navigation lights
- K27 how to use tidal stream atlases, tide tables, Nautical Almanacs and pilot/sailing directions
- K28
- K29 the organisations requirements relating to recording the movements of craft within own port
- K30 the corrective actions that can be employed to avoid the risk of collision
- K31 the actions to take in response to navigational broadcasts and warnings
- K32 techniques for surviving in the water, techniques for rescuing a person from water and basic first-aid, including resuscitation and the basic recognition and treatment for the onset of hypothermia
- K33
- K34 procedures for raising fire alarms, and for isolating areas on board vessels
- K35 firefighting techniques to be used on different types of fire
the functions of the various parts of unpowered craft, and methods of manoeuvring
- K36 the functions of equipment and structures external to unpowered craft
- K37 the use of fair leads and ropes used on unpowered craft
- K38 the procedures for making up a tow alongside, astern and pushing, both for single and multiple craft
- K39 how to use towing equipment, and the importance of the equipment's breaking strains
- K40 how to quickly release towing ropes in an emergency
- K41 the principal dangers associated with towing operations and the actions appropriate to minimising these organisational requirements for addressing and reporting difficulties and faults in craft, gear and equipment
- K42 organisational procedures for gaining access to craft as they apply to self and any passengers
- K43 the location of, and how to use, the first-aid, safety and emergency equipment within the port

PSSPO104

Operate port vessels

Additional Information

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Originating organisation Port Skills and Safety
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7.

Relevant occupations Port operations
8.

Suite Port Operations
9.

Key words Port operations; port safety; ports; vessels
10.

Overview

This standard covers the competence required to support vessel operations in ports. It covers the berthing of larger vessels within ports, for example, cargo vessels, coasters, cruise ships and ferries. It also covers the positioning of access equipment on vessels to allow passengers to board and/or depart and the routine fuelling or bunkering of vessels within a port environment.

Target Group

This standard applies to port workers who are required to support vessel operations

There are 3 elements in this standard:

- Berth vessels
- Position access equipment on vessels
- Fuel vessels

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Support vessel operations

Performance criteria

You must be able to:

Berth vessels

- P1 clear all moveable obstructions and potential hazards from the relevant area of the quay ahead of the vessel's arrival or departure
- P2 inform the relevant person of any obstructions or hazards that cannot be moved readily
- P3 identify and obtain the equipment required for berthing, and confirm that it is in good working order before commencing operations
- P4 identify where ancillary lighting is required and obtain this when lighting levels are below minimum operational light levels
- P5 establish contact and agree berthing arrangements with all of those involved ahead of the operations
- P6 use berthing materials and equipment , berthing vessels in line with organisational procedures
- P7 take proper consideration of the prevailing weather and tidal conditions when berthing vessels
- P8 monitor all activities and the whereabouts of individuals within the vicinity of the berthing operations, and take immediate and appropriate actions to address dangerous situations
- P9 address any difficulties or incidents, reporting these as required
- P10 leave the quayside clean, tidy and free of obstructions upon completion of the berthing

You must be able to:

Position access equipment on vessels

- P11 prevent pedestrian or vehicular access until the vessel access equipment has been positioned
- P12 identify and obtain access equipment that is compatible with the vessel and associated surfaces used for walking/driving on to and off the vessel
test all equipment to be used, ensuring that it is safe and suitable for the task, and is clear of any hazards, ahead of the vessel's arrival or departure
- P13 agree the procedure for positioning equipment, and maintain clear communications, with relevant personnel during berthing operations
- P14 position access equipment only when the vessel has completed berthing and when authority from relevant personnel has been given
- P15 position access equipment ensuring that it is above the tidal range and that all safety devices are positioned according to manufacturer's specification and organisation procedure,
- P16 Cordon off any gaps between the equipment and the vessel to prevent access
- P17 reposition access equipment to account for operational factors including changes in tide
- P18 Liaise with the ship and other relevant personnel to agree the reposition arrangements
- P19 Prevent pedestrian or vehicle access during repositioning, lifting or lowering of access equipment
- P20 obtain authority to remove access equipment from relevant personnel,

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Support vessel operations

and remove the equipment, ensuring that pedestrian or vehicle access is prevented during the operation

- P21 take consideration of the prevailing weather and tidal conditions at all times

Fuel vessels

- P22 prepare the quay area ensuring that all obstructions and hazards are removed, and that relevant safety systems are available and operating according to standard procedure

You must be able to:

- P23 cordon off the area and place warning signs, establishing and maintaining a safety boundary in line with best practice and regulatory requirements
- P24 deploy spill prevention systems
- P25 confirm that all equipment required for an emergency response is immediately available
- P26 establish and maintain clear contact with all others involved in the operation, agreeing the protocol for fuelling the vessel prior to beginning operations
- P27 calculate the amount and positioning of the fuel to be transferred to the vessel
- P28 conduct a pre-use check to establish that all equipment functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P29 connect pipelines in line with procedure, assembling flanges and gaskets, and lining up valves, positioning spill management equipment (which might include drip trays and bung scuppers) consistent with the type of operation
- P30 confirm that all connections are leak free before fuelling commences, and monitor the pipelines for leaks at all times
- P31 fuel vessels following organisation fuelling procedures
- P32 upon completion of fuelling, confirm that it is safe to disconnect pipelines disconnect and clean pipelines only when it is safe to do so
- P33 deal with any residues and spillages
 - maintain quay sides clean, tidy and free of obstructions
- P34 maintain accurate and up to date records of fuel transferred

Support vessel operations

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the requirements placed upon the individual and the organisation by current legislation relevant to supporting vessel operations
- K3 current industry guidance relevant to supporting vessel operations
- K4 own organisation's policies, procedures and working practices relevant to supporting vessel operations
- K5 how tides and different types of adverse weather conditions can impact upon vessel movements within a port area
- K6 the importance of applying speed limits relating to berthing operations of larger vessels
the words and phrases used in describing vessels and their movements within a port area according to organisation procedures
- K7 the use of hand signals for heave, slack, stop and secure
how to dip ropes
- K8 the impact of motion and tidal range upon berthing larger vessels, where these apply within the port environment
- K9 workplace procedures for dealing with incidents and emergency situations
- K10 the hazards associated with using access equipment on vessels and the importance of taking the necessary precautions to address these
- K11 the purpose and limitations of personal protective equipment (PPE) and life-saving gear for use on or near the water
- K12 how to apply the principal methods of communicating with vessels
- K13 the uses and limitations of access equipment used by own organisation
- K14 the principal types of fuel handling equipment, including pipelines and valves, their operating capabilities and specific characteristics
- K15 the implications of back pressure and its significance in relation to pipeline systems
- K16 the potential hazards and related safety precautions applicable during fuelling, including those relating to tank layouts, valve and pipeline systems, the physical properties of fuels and the principal causes of explosions when dealing with fuels
- K17 the basic environmental protection measures to be applied during fuelling operations
- K18 the location of, and how to use, emergency and safety equipment relevant to fuelling vessels, including procedures for addressing oil-based fires
- K19 the physical layout of your port area, relevant to own area of operations

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Support vessel operations

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to support safe navigation within port areas. This includes the assembly, laying and retrieving of navigation buoys, under supervision, as well as mooring for ship tiers and general moorings for yachts and other small craft within an enclosed port area. It also includes establishing the depth of water, under supervision, in navigable channels and other areas, as part of hydrographic surveys. This standard is also about maintaining navigable channels and water areas such as berths within the port area. It includes working under supervision to keep such areas clear of flotsam and other hazards, as well as dredging channels.

It is often necessary for individuals involved in these activities to be competent in handling small craft. The handling of such craft is covered by another standard.

Target Group

This standard applies to port workers, who under supervision, support safe navigation within port areas

There are 3 elements in this standard:

- Position moorings and lay buoys
- Maintain clear channels and water areas
- Establish water depths

PSSPO106

Support safe navigation within port areas

Performance criteria

Position moorings and lay buoys

You must be able to:

- P1 obtain all the equipment for assembly, laying and retrieval operations conduct a pre-use check before leaving the shore to establish that all equipment functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure
- P2 assemble moorings and buoys according to operational procedure and within agreed timescales, ensuring that:
 - the mooring is of the right length
 - the sinker or anchor is of the correct weight for the mooring or buoy
 - swivels are positioned
 - shackles are housedin accordance with standard operating procedures
- P3 identify the location and water depth where the moorings or buoys are to be positioned, and lay them in position
- P4 ensure that the handling of materials and equipment is undertaken with care to avoid undue wear and tear
- P5 refer any operational difficulties and defects in equipment to the relevant person
- P6 ensure that craft and other work areas are kept clean, tidy and free of obstructions
- P7 ensure that all required records are maintained and up to date

Maintain clear channels and water areas

You must be able to:

- P8 undertake regular visual and hydrographic inspections of the port's navigable channels
- P9 respond to reports of obstructions
- P10 report actual and potential obstructions or hazards in navigable channels
- P11 identify, and obtain, the appropriate gear and equipment required to carry out clearance operations, and confirm that it is in good working order before leaving the shore
- P12 establish and confirm clear communication links with relevant persons before leaving the shore
- P13 remove hazards or obstructions following a procedure that accounts for weather conditions, licencing or permissions and a safety management system that minimises risk to self and others.
- P14 identify the area to be dredged, and operate dredging equipment, ensuring that dredging occurs at the required level
- P15 dispose of items and dredged materials removed from the water safely (how would this be assessed?)
- P16 report any suspicious items to the relevant person
- P17 upon completion that those working areas above water are clean, tidy and free from obstructions

Establish water depths

You must be able to:

- P18 obtain all of the equipment for establishing the depth of water and

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Support safe navigation within port areas

- confirm that it is fit for purpose before leaving the shore
- P19 identify the areas of water where depth measurements are required, before leaving the shore
- P20 monitor and record the vessel's position continuously, together with the height of the tide, throughout the survey operations
- P21 mark the depth-gauging equipment at regular intervals, and cross-reference it to known positions
- P22 apply corrections in establishing water depths allowing, for vessel draught, heave, pitch and roll, the depth of the sensor, and the height of the tide, and record these corrections
- P23 use all equipment in line with manufacturers' instructions, ensuring that it is calibrated, and carrying out all recommended error checks
- P24 refer any operational difficulties, and defects in equipment, to the relevant person
- P25 identify any variations from charted water depths and report to the relevant person

PSSPO106

Support safe navigation within port areas

Knowledge and understanding

You need to know and understand:

- K1 K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the requirements placed upon the individual and the organisation by current legislation relevant to supporting safe navigation within port areas, including that relation to the provision and use of work and lifting equipment
- K3 current industry guidance relevant to supporting safe navigation within port areas own organisation's policies, procedures and working practices relevant to supporting safe navigation within port areas, including those for positioning mooring and laying buoys, maintaining clear channels and water areas and establishing water depths
- K4 the purpose and limitations of the components of mooring gear, including, buoys, swivels, anchors, chains, risers and sinkers
- K5 how to test and maintain mooring gear
- K6 how a craft's stability may be affected by lifting operations
- K7 the operation and limitations of the principal types of lifting and hauling gear used in ports
- K8 organisational requirements for addressing and reporting difficulties and faults in craft, gear and equipment
- K9 organisational inspection regime for lifting equipment
- K10 the safe working limits of the equipment used in positioning moorings and laying buoys within own organisation
- K11 the typical types of obstructions and hazards found within ports, and methods for dealing with them
- K12 how to interpret weather information and how different types of adverse weather can impact upon craft movements within port areas
- K13 the importance and impact of the relevant legal requirements of the dredging licence and upon dredging operations
- K14 organisational requirements for dealing with reports of hazards and obstructions within navigable channels
- K15 the local geography, including advertised water depths, and water conditions, and their impact upon the movement of crafts, obstructions and hazards within the port
- K16 how to apply the theory of chart work and navigation techniques appropriate to locating areas within a port
- K17 how to interpret weather information and understand how different types of adverse weather can impact upon vessel movements in port areas, and how heave, pitch and roll can impact upon the transducer head
- K18 buoyage systems and navigation lights
- K19 depth-gauging methods

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Support safe navigation within port areas

- K20 how to operate communications, depth measurement, position finding, and tidal measurement equipment used within your port
- K21 organisational procedures for reporting operational difficulties and defects in equipment occurring when establishing the depth of water
- K22 the local geography and water conditions, including navigable channels and tides, and their consequence for establishing water depths

PSSPO106

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to operate locks and bridges. It is about working under supervision to operate entrance locks to enclosed docks within a port. It includes preparing a lock and a bridge for use, monitoring vessels moving through the locks and bridges and undertaking basic maintenance of lock and bridge equipment.

Target Group

This standard applies to port workers who are required to operate locks and bridges

There are 2 elements in this standard:

- Operate lock systems
- Operate bridges

PSSPO107

Operate locks and bridges

Performance criteria

You must be able to:

Operate lock systems

- P1 ensure that the quay area at the sides of the lock pit, and the water area within the lock, are clear of obstructions and hazards before a vessel is accepted into the lock
- P2 confirm that winches, capstans and sluices are operating to specification before a vessel is accepted into the lock
- P3 establish and maintain clear and constant contact with the relevant person on the vessel ahead of and during its passage through the lock
- P4 provide clear instructions to vessels entering the lock as to where they must stop, confirming that these instructions are understood
- P5 ensure , mooring lines from the vessel are secured and at the correct locations, with allowance made for wind conditions and changes in water level
- P6 use fenders in line with procedure
- P7 identify and report immediately any risk to a vessel's safe movement through the lock
- P8 operate all equipment ,in such a way as to minimise the risk of damage to equipment and vessels
- P9 report any damage to vessels, lock walls, gates or other equipment
- P10 refer any difficulties during lock operations immediately to the relevant person

Operate bridges

You must be able to:

- P11 prevent all pedestrians and traffic from using the bridge ahead of allowing a vessel through
- P12 commence movement of the bridge only after confirming that the bridge is clear of all pedestrians, traffic and any obstructions
- P13 confirm that the quay area at the sides of the bridge, and the water area under the bridge, are clear of obstructions and hazards before a vessel passes through
- P14 confirm that bridge operating equipment is working to specification before a vessel is accepted to pass through
- P15 establish and maintain clear and constant contact with the relevant person on the vessel ahead of and during its passage through the water crossed by the bridge
- P16 provide clear instructions to vessels approaching and passing through as to how to proceed and where they must go, confirming that these instructions are understood
- P17 move the bridge fully and confirm that vessels have clear access before instructing vessels to proceed
- P18 identify and report immediately any risk to a vessel's safe movement through the water crossed by the bridge
- P19 operate all equipment and , in such a way as to minimise the risk of damage to equipment and vessels
- P20 return the bridge fully to its normal position and confirm that it is secured

PSSPO107

Operate locks and bridges

before allowing pedestrians and traffic to cross

P21 report any damage to vessels, bridge or other equipment

P22 refer any difficulties during bridge operations to the relevant person

PSSPO107

Operate locks and bridges

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
the requirements placed upon the individual and the organisation by current legislation, relevant to operating bridges and lock systems, in own area of operations
- K2 current industry guidance relevant to operating bridges and lock systems, in own area of operations
- K3 own organisation's policies and procedures and working practices operating bridges and lock systems, in own area of operations
- K4 the operating capabilities and limitations of the operating bridges and lock systems, in own area of operations
- K5 the principal terminology and mechanical principles associated with the operation of locks and bridges in ports
- K6 the principal methods for communicating with vessels
- K7 the impact of the motion of vessels and tidal range upon lock and bridge operations in ports
the organisational requirements for addressing and reporting difficulties, or equipment faults, associated with lock and bridge operations
- K8 the workplace procedures for dealing with incidents and emergency situations associated with operating locks and bridges and the passage of vessels through them
- K9 the importance of closing lock gates properly and the impact of not doing so upon lock levels, and the procedures for addressing such an emergency should this occur
the local geography and water conditions, including navigable channels and tides, and their impact upon the passage of vessels through locks and bridges

PSSPO107

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to provide support and information to passengers. It applies to anyone who has first line contact with customers within a port. This could be dealing with customer problems, ensuring the safe transfer of passengers to and from vessels, and assisting with enquiries. This standard also covers controlling vehicle movements within a port, using direction signs and marshalling techniques. Vehicles may arrive at the port by road, rail or from a vessel. It is also about the safe transfer of passengers to outlying islands, or in larger ports, to river piers, which includes assisting to berth the vessels and providing gangways for passengers.

This standard also covers the competence required to process travel documents. It is about checking and processing the travel documents of people arriving at ports. Such people can, include passengers and freight drivers. Travel documents can therefore include tickets, passports, delivery and related papers.

This standard also covers the competence required to process luggage. It is about identifying, sorting and moving the baggage of passengers arrive at ports. It is important that passengers' baggage is identified, sorted and moved on correctly and in an efficient manner to ensure the security of the port.

Target Group

This standard applies to port workers who are required to undertake passenger vessel operations.

There are 6 elements in this standard:

- Give customers a positive impression of yourself and your organisation
- Control vehicle movements
- Resolve customer service problems
- Transfer passengers to/from small vessels
- Process travel documents
- Process baggage

PSSPO08

Passenger vessel operations

Performance criteria

Give customers a positive impression of yourself and your organisation

You must be able to:

- P1 meet the organisation's standards for appearance and behaviour
- P2 greet customers in a way that is appropriate to their needs
- P3 identify and confirm the needs and expectations of customers
- P4 maintain communication with customers by ensuring that they are kept informed and reassured
- P5 respond appropriately to customers who indicate that they need or want attention
- P6 check with the customer that their needs and expectations are fully understood
- P7 locate information that will help the customer
- P8 give customers the information that they need about the service offered by the organisation
- P9 recognise information that customers might find complicated and check whether they understand fully
- P10 explain to customers any reasons why their needs or expectations cannot be met

Control vehicle movements

You must be able to:

- P11 plan for anticipated vehicle movements within the port, ahead of their arrival
- P12 identify and obtain all relevant information appropriate to preparing for the movement of vehicles
- P13 confirm that vehicle access routes are clear, with direction signage placed visibly, and any ramps or linkspans secure and safe for use, ahead of vehicle arrivals
- P14 confirm that the required public services and facilities to assist effective vehicle movements are in place
- P15 direct drivers to the proper locations, maintaining a smooth traffic flow, and ensure that vehicles are positioned and segregated
- P16 monitor traffic movement, identifying areas of potential and actual congestion, and address these
- P17 check that traffic movement complies with the organisation's policy and statutory requirements
- P18 report to the relevant person any difficulties in preparing for, and in managing the movement of vehicles through the port
- P19 direct vehicle movements using hand signals
- P20 identify drivers needing assistance, and approach and offer help in a professional manner whilst avoiding causing undue delay to other vehicles
- P21 ensure any actions are designed to maintain the safety and security of own self, drivers, their passengers and other port users at all times, being in line with the organisation's policies and procedures relating to security and the safe and efficient movement of vehicles

PSSPO08

Passenger vessel operations

Resolve customer service problems

You must be able to:

- P22 gather and interpret information from customers about problems which they have raised asking the appropriate questions to check understanding of their problems
- P23 identify repeated problems and alert the appropriate authority
- P24 share customer feedback with others to help identify potential problems before they occur
- P25 work independently, or with others, to identify problems with systems and procedures before they begin to affect customers
- P26 identify available options for resolving customer service problems
- P27 consult with others to identify and confirm the options available to resolve those problems
- P28 work out the advantages and disadvantages of each option and select the best overall option for the customer and organisation
- P29 discuss and agree the proposed option for solving the problems with customers and take action to implement the option
- P30 work with others and customers to make sure that any commitments related to solving the problem are kept
- P31 keep customers fully informed about what is happening to resolve problems
- P32 check with the customer to make sure the problem has been solved to their satisfaction giving clear reasons to the customer when the problem has not been resolved to their satisfaction

Transfer passengers to/from small vessels

You must be able to:

- P33 confirm that public and working areas are clean, tidy and free from obstructions and hazards ahead of the vessel's arrival or departure
- P34 identify and obtain the equipment required for berthing and for transferring passengers, and confirm that it is in good working order before commencing operations
- P35 establish and maintain clear communications with relevant personnel during berthing operations and whilst transferring passengers
- P36 maintain a tidy and smart appearance, wearing the appropriate clothing
- P37 transfer passengers following the proper berthing procedures for vessels
- P38 take proper consideration of the prevailing weather and tidal conditions
- P39 deal with any incidents or accidents to passengers, reporting these to the relevant person

Process travel documents

You must be able to:

- P40 check that individuals' travel documents are complete, up to date and valid for the journey being undertaken
- P41 ensure identify any discrepancies in the travel documentation referring them to the appropriate authority
- P42 ensure only individuals with complete and authorised travel documentation are permitted to enter restricted areas
- P43 provide individuals with onward directions for their next part of the

PSSPO08

Passenger vessel operations

- journey through the port Process baggage
- P44 assess baggage to be processed, identifying its destination and any factors that require special attention when processing
- P45 ensure that any damaged, unlabelled, unaccompanied, or suspect baggage are dealt with
- P46 ensure any baggage requiring security assessment is referred immediately to the relevant authority
- You must be able to:* P47 ensure that baggage is moved on time to the designated location using the most suited method of transport
- P48 ensure that all care is taken to avoid causing damage to baggage being processed
- P49 handle heavy damaged or awkwardly shaped baggage using manual handling safety principles
- P50 report any lost, unclaimed or damaged baggage
- P51 monitor all activities and the whereabouts of individuals within the vicinity of the operations, and take appropriate action to address any unsafe situations

PSSPO08

Passenger vessel operations

Knowledge and understanding

You need to know and understand:

- K1 what customers' rights are and how these rights limit what can be done for the customer
- K2 the specific aspects of, health and safety, data protection, equal opportunities, and disability discrimination, and legislation and regulations that affect the way the products or services you deal with can be delivered to your customers
- K3 industry, organisational and professional codes of practice and ethical standards that affect the way the products or services dealt with can be delivered to your customers
- K4 contractual agreements that customers may have with the organisation
- K5 the products or services of the organisation relevant to a customer service role
- K6 the guidelines laid down by the organisation that limit what can be done within your job role
- K7 limits of own authority and when it is necessary to seek agreement with or permission from others
- K8 any organisational targets relevant to own job role and the implications for the organisation if those targets are not met
- K9 how to communicate in a clear, polite, confident way and why this is important
- K10 how to recognise when a customer is angry and confused
- K11 organisational standards for appearance and behaviour
- K12 organisational guidelines for recognising customers' needs and expectations and responding to them
- K13 the rules and procedures regarding the methods of communication used
- K14 the factors that could constitute a risk to safety, including hazards and obstructions to passenger movement and other port operations
- K15 the importance of ensuring that directions provided to passengers are accurate
- K16 the procedures and techniques for communicating using hand signals
- K17 how to communicate and listen actively, including how to seek feedback to confirm understanding
- K18 how to identify vehicle destinations and how to interpret the principal traffic signs found within a port
- K19 the organisation's policies and procedures relating to passenger operations, including those addressing legislative requirements regarding 'safe practice' and the movement of pedestrians and vehicles, and be aware of the relevant sections of this legislation
- K20 the organisation's procedures for dealing with vehicle breakdown

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Passenger vessel operations

- K21 the organisation's policy and procedures relating to maintaining security within own area of operations
- K22 the organisation's procedures for accessing further information, assistance and specialist support
- K23 the procedures and techniques for using communication equipment according to your organisation's requirements
- K24 the limits of own authority and responsibility and to whom to refer in situations where these are exceeded
- K25 how to comply with organisational requirements relating to traffic management, including the response to traffic congestion in the port area
- K26 organisational emergency plans and procedures, the roles and responsibilities of those involved, and the resources available for dealing with incidents
- K27 the physical layout of your port area, relevant to own area of operations
- K28 the purpose and limitation of personal protective equipment and life-saving gear for use on or near water
- K29 how to apply the principal methods for communicating with small vessels
- K30 organisational procedures for berthing small vessels
- K31 organisational procedures for transferring passengers
- K32 organisational procedures for identifying and dealing with safety risks and incidents associated with transferring passengers to/from small vessels
- K33 the location of, and how to use, first-aid, safety and emergency equipment within the port
- K34 the principal types of travel documents and associated papers and how to validate these, and address any discrepancies
- K35 organisational procedures for storing unaccompanied baggage, and for dealing with awkward-shaped, damaged, unclaimed or suspect baggage
- K36 how other port operations may impact upon the baggage handling process
- K37 organisational procedures for identifying, sorting and moving baggage organisational procedures for storing unaccompanied baggage, and for dealing with awkward-shaped, damaged, unclaimed or suspect baggage

PSSPO08

Passenger vessel operations

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard is about working effectively to maintain own and others' health, safety and security within your own area of operations in the port environment. There is a duty on the individual to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. This standard includes complying with health and safety systems and procedures, identifying hazards, evaluating the levels of the different risks in your workplace, monitoring activities around you, and taking relevant precautions to address the risks identified.

This standard also addresses particular hazards that might be present in a port. It includes working near water and includes assessing the risks involved and taking precautionary actions as well as following approved procedures when in the water, and/or retrieving another person from the water. The standard is also about assessing whether particular work can safely be undertaken by a lone worker, and then working safely when performing such tasks. This standard is also about working safely at heights, on land or when working aboard a vessel. It includes assessing the risks involved, taking all suitable precautions and following the approved procedures designed to control risks to health and safety. This standard is also about working safely in a confined space as defined in legislation. Such spaces, for example, may include the hold of a vessel or the inside of a freight container. This standard includes assessing risks and taking suitable precautions including adequate ventilation and safe access. Working practices in confined spaces are regulated and should be undertaken only where strictly necessary.

Target Group

This standard applies to workers and others entering a port environment. There is a duty on everyone to work safely at all times within a port environment, whether they are working around cargo, within a port or harbour or with members of the general public.

There are 7 elements in this standard:

- Work safely
- Work safely with dangerous cargo
- Work safely near water
- Work safely when alone
- Work safely at heights
- Work safely in confined spaces
- Maintain security in ports

PSSPO109

Work Safely and Securely in ports

Performance criteria

You must be able to:

Work safely

- P1 comply with the organisation's procedures and all relevant legal, safety and operating requirements relating to health and safety
- P2 provide support to colleagues to check that health, safety, and security procedures are followed at all times
- P3 **use** personal protective equipment
- P4 identify and assess health and safety hazards and risks
- P5 take immediate action to prevent injury or damage, and give priority to the protection of people over organisational performance
- P6 respond to incidents affecting health and safety by using the appropriate safety equipment and carrying out the safety procedures specified by the organisation
- P7 identify all circumstances where it would be necessary to evacuate the workplace, and use the approved escape routes and assembly points
- P8 report accidents and near misses to the responsible person and record them within the limits of own authority

You must be able to:

Work safely with dangerous cargo

- P9 assess cargo, including containers, for the potential hazard of fumigant and other dangerous substances
- P10 check documentation relating to cargo to be moved, and identify whether dangerous materials are declared, establishing the nature and quantity of any such cargo
- P11 check labelling and signage on cargo to be moved, identifying the nature of any dangerous cargo present
- P12 carry out gas tests ahead of entering containers suspected of being oxygen deficient or of containing fumigants or other noxious gas
- P13 unload containers suspected of containing noxious gas, by ventilating the container and then unloading the contents progressively inwards across the face of the cargo, allowing enclosed air within the container to vent
- P14 load dangerous cargo according to agreed loading plans, ensuring that it is labelled in accordance with operational procedures

You must be able to:

Work safely near water

- P15 follow organisational procedures and safe working practices at all times when working near water
- P16 maintain work areas ensuring that these are kept clean, tidy and free of obstructions and tripping hazards, with necessary barriers in place and in good working order
- P17 don and wear provided life-saving equipment (such as life jackets) and other personal protective equipment (PPE) in line with organisational procedures
- P18 establish that all relevant life-saving equipment is positioned in accordance with organisational procedures
- P19 identify and report all visible defects in relevant life-saving equipment

- P20 follow approved survival techniques when in water, including attracting attention using the available equipment properly
- P21 raise the alarm immediately upon becoming aware of anyone in the water, and follow emergency procedures and guidelines
- P22 provide all relevant information regarding the emergency to the appropriate authorities
- P23 where appropriate, when manoeuvring rescue boats, pay appropriate regard to good seamanship practice and the safety of the person in the water
- P24 use rescue equipment according to manufacturer's instructions and organisation procedure when attempting to retrieve a person from water
- P25 inspect and maintain all relevant life-saving equipment in accordance with own level of responsibility

You must be able to:

Work safely when alone

- P26 assess the risks and potential hazards associated with the lone working task to be undertaken, taking into account the working environment, method, equipment and skills required
- P27 work alone only where it is agreed with the line manager and is safe to do so; ensuring that at least one person knows the task is taking place and the schedule for completion
- P28 agree with line manager the steps to be taken in completing the tasks in line with the safety management system
- P29 agree with line manager a suitable procedure for maintaining contact and a schedule for completing lone working tasks
- P30 ensure, , that contact with relevant colleagues is maintained in line with procedure and that working alone in a confined space is not permitted
- P31 comply with safety management systems and procedures at all times,
- P32 inform relevant people once the task has been completed
- P33 leave work areas clean, tidy and free of obstructions at the end of the operation

You must be able to:

Work safely at heights

- P34 undertake the work according to an agreed plan
- P35 assess the risks associated with the task to be undertaken, taking into account the potential dangers of falling, of dropping tools and debris, the stability of ladders, the working area, any overhead cables and equipment, and other people in the vicinity
- P36 take proper precautions to address all risks identified
- P37 wear suitable personal protection equipment, including, where relevant, a full body harness, ensuring that these are in good condition and functioning according to the manufacturer's specification
- P38 check that safety barriers are in place around the working area
- P39 identify the conditions where a permit to work is required for the work at height operation
- P40 confirm with a competent person that any specialised requirements such as permit to work, have been obtained before work commences

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Work Safely and Securely in ports

- P41
- P42 conduct a pre-use check to establish that all height access equipment is working within approved operating parameters before beginning operations, , including ensuring that is free from obvious defects, suitable and fit for purpose before use
- P43 confirm that height access equipment is deployed and secured before operations and used in accordance with operational procedures
- P44 maintain frequent communication with an identified colleague
- P45 leave work areas are left clean, tidy and free of obstructions
- P46 store all height access and personal protective equipment in line with organisation standard(s)

You must be able to:

Work safely in confined spaces

- P47 consider the risks associated with working within the confined space before entering, taking note of all relevant hazard warnings and monitor equipment referring any concerns to the relevant person
- P48 address identified risks, implementing relevant precautionary actions before entering the confined space, including confirming that any appropriate ventilation equipment is operating to specification
- P49 obtain the relevant permit to work from an authorised person before entering the confined space
- P50 confirm that any required gas detectors are operating to specification and are suited to the atmosphere suspected to be present
- P51 undertake all checks, including checking the air quality and the availability of safe access
- P52 wear suitable personal protective equipment, including where appropriate, masks suited for the purpose and in date
- P53 inform a relevant colleague immediately before work is about to commence, informing them that the work in the confined space is to start
- P54 maintain frequent contact with relevant colleagues, including a colleague outside the confined space
- P55 inform the relevant people once the task has been completed
- P56 leave work areas are left clean, tidy and free of obstructions

You must be able to:

Maintain security in ports

- P57 follow regulations and organisational procedures for security at all times
- P58 display an ID badge prominently in all access controlled areas
- P59 identify those who are not eligible to enter restricted areas
- P60 identify and challenge those individuals whose presence in the port area should be challenged
- P61
- P62 refer unauthorised individuals or vehicles to the police or security personnel
- P63
- P64 notify security personnel regarding suspicious items, and prevent others from accessing the area until relieved

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Work Safely and Securely in ports

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace including working time regulations
- K2 the requirements placed upon the individual and the organisation by current legislation and industry guidance, relevant to own area of operations
- K3 own organisation's policies and procedures and working practices relevant to own area of operations
- K4 specific role responsibilities of colleagues for health, safety and security
- K5 the principal types of hazard and risk likely to be found in own area of operations and the precautions appropriate for minimizing these risks
- K6 the requirements of being fit and healthy to undertake work and the importance of notifying your employer if you become unfit for work
- K7 how to wear, use and maintain personal protective equipment, relevant to own area of operations
- K8 how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
- K9 accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to own area of operations
- K10 location of and how to operate alarm systems
- K11 procedures for contacting the emergency services
- K12 location of the approved escape routes and assembly points
- K13 own responsibilities for reporting accidents and emergencies
- K14 the limits of own responsibilities and of other when addressing health, safety and security in the port
- K15 the classes of dangerous cargo under current dangerous goods
- K16 legislation, codes and procedures including the labels, placards, marks and signs relating to each class
- K17 the warning signs relating to fumigation
- K18 the symptoms of poisoning by the inhalation of fumigants, and what to do when these are observed
- K19 how to recognise fumigants
- K20 organisational procedures for testing for noxious gases
- K21 organisational procedures for handling, storing and segregating dangerous cargo
- K22 organisational procedures for reporting and dealing with spillages and hazards associated with dangerous cargo
- K23 who the responsible persons are to whom hazards must be reported to and how they can be contacted

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Work Safely and Securely in ports

- K24 own levels of responsibility for dealing with spillages and hazards associated with dangerous cargo
- K25 survival techniques appropriate to surviving in water
- K26 the local geography and water conditions and their impact upon rescuing individuals from the water
- K27 the location of all designated confined spaces in own area of operations
- K28 own organisation's 'Permit to Work' procedures
- K29 the reasons for maintaining confidentiality when dealing with specific types of risk to security
- K30 the circumstances when it is appropriate to challenge individuals to justify their presence within the port

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Work Safely and Securely in ports

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PSSPO110

Respond to emergency situations in ports



Key words

Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to deal with emergency incidents in a port environment. Incidents can be responding to a pollution incident, responding to emergency situations aboard vessels and administering first aid. Where first aid is undertaken on board a vessel, it is important that this is only carried out by a qualified first aider. It is about making the initial response to an emergency situation, raising the alarm, contacting the emergency services and providing initial assistance.

Target Group

This standard applies to port workers who are required to respond to incidents in ports.

There are 4 elements in this standard:

- Respond to emergency situations
- Respond to a pollution incident
- Administer emergency first aid in ports
- Respond to emergency situations aboard vessels

Performance criteria

Respond to emergency situations

You must be able to:

- P1 follow organisational procedures for responding to an emergency situation
- P2 report the emergency immediately to the relevant persons, identifying the nature and location of the emergency
- P3 apply emergency shut down or isolation procedures within own area of responsibility, as soon as practicable
- P4 alert all people in the vicinity of the incident, clearing them from the area, and bar access to the area to non-essential personnel
- P5 determine the full nature and extent of the incident where it is practicable and safe to do so
- P6 take appropriate measures to bring the situation under control and to assist any person in distress, where practicable and safe to do so
- P7 respond to instructions from the relevant authority, including emergency services personnel and the organisation's managers
- P8 assist the organisation with post incident investigation to the limits of own responsibility
- P9 following an emergency situation, provide objective information to the incident investigator

Respond to a pollution incident

You must be able to:

- P10 raise the alarm and notify the relevant person as reasonably practicably, upon becoming aware of a pollution incident
- P11 establish the nature and the source of the pollution, and estimate the quantity of any spillage where it is practicable and safe to do so
- P12 make prompt contact with those at the source of the pollution to prevent its continuation, where it is practicable and safe to do so
- P13 track the pollution and assess its likely effect upon the environment where it is practicable and safe to do so
- P14 identify and obtain, the appropriate equipment and materials required for clearing the pollutant, and confirm that these are in good working order before commencing the work
- P15 report incidents to the relevant emergency services, identifying the nature and location of the incident
- P16 using the appropriate equipment and materials, contain the pollution, and as soon as practicable and safe to do so dispose of the pollutant in line with own level of authority and organisational procedures
- P17 check that the equipment used in a pollution incident is cleaned and stored upon completion, with equipment stocks checked and replenished
- P18 identify any faulty or damaged equipment, and refer this for repair
- P19 assist the organisation with post incident investigation as required

Administer emergency first aid in ports

PSSPO110

Respond to emergency situations in ports

You must be able to:

- P20 respond to the needs of casualties with minor injuries and illnesses through:
 - P20.1 checking the area for danger and responding accordingly
 - P20.2 reassuring the casualty and obtaining, where possible, the history and symptoms of the injury/illness
 - P20.3 assessing the casualty and establishing the nature and extent of any injury
 - P20.4 applying first aid treatment appropriate to the type and severity of the condition
 - P20.5 calling for additional help, if necessary
 - P20.6 informing the casualty of the action taken and sources of further help and advice
- P21 respond to the needs of casualties with major injuries through:
 - P21.1 checking the area for danger and responding accordingly
 - P21.2 reassuring the casualty and obtaining, where possible, the history of the incident
 - P21.3 assessing the extent and severity of the casualty's condition
 - P21.4 placing the casualty in an appropriate position of rest
 - P21.5 protecting the casualty from heat or cold
 - P21.6 treating the casualty in accordance with current practice
 - P21.7 complying with hygiene procedures to avoid preventable infection
 - P21.8 controlling bleeding by applying direct or indirect pressure and appropriate dressings or bandages
 - P21.9 checking for and, where possible, maintaining circulation beyond bandaging
 - P21.10 immobilising and supporting injuries in line with current practice
 - P21.11 calling promptly for additional help
- P22 respond to the needs of casualties with medical conditions through:
 - P22.1 checking the area for danger and responding accordingly
 - P22.2 reassuring the casualty and obtaining, where possible, the history of the problem
 - P22.3 assessing the extent and the severity of the casualty's condition
 - P22.4 placing the casualty in an appropriate position of rest
 - P22.5 protecting the casualty from heat or cold
 - P22.6 complying with hygiene procedures as much as possible
 - P22.7 treating the casualty in accordance with current practice
 - P22.8 calling for additional help promptly
- P23 respond to the needs of unconscious casualties through:
 - P23.1 checking the area for danger and responding accordingly
 - P23.2 checking the casualty's level of consciousness and breathing
 - P23.3 P24.3 opening the casualty's airway by head tilt
 - P23.4 looking for and removing obvious obstructions in the mouth
 - P23.5 lifting the casualty's chin
 - P23.6 checking the casualty for injuries, if appropriate
 - P23.7 checking for the presence of any life-threatening conditions
 - P23.8 moving the casualty to the recovery position in line with current practice

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Respond to emergency situations in ports

- P23.9 monitoring the casualty's condition and noting any change
- P23.10 reassuring the casualty throughout
- P25 perform cardio-pulmonary resuscitation (CPR) through:
 - P23.11 checking the area for danger and responding accordingly
 - P23.12 checking the casualty's level of consciousness
 - P23.13 opening the casualty's airway by tilting the head
 - P23.14 checking for breathing and removing any obstructions from the mouth
 - P23.15 lifting the casualty's chin
 - P23.16 applying rescue breaths at the rate and depth specified in first aid training
 - P23.17 checking for signs of circulation
 - P23.18 applying chest compressions in the position and at the rate and depth specified in first aid training
 - P23.19 continuing with affective rescue breaths and chest compressions in line with current practice
 - P23.20 monitoring for returning circulation in line with current practice
 - P23.21 calling promptly for additional help

Respond to emergency situations aboard vessels

You must be able to:

- P24 follow organisation procedures for responding to emergency situations aboard vessels
- P25 identify the type of emergency taking place
- P26 report the emergency immediately to the relevant persons, , identifying the nature and location of any incident
- P27 follow the procedures and take the necessary precautions according to the types of emergency
- P28 comply with the vessel's muster procedures
- P29 clear and bar all non-essential personnel from the area of the fire when instructed to do so
- P30 respond to instructions from the master of the craft
- P31 record the nature of the incident and all actions taken following an emergency situation, as required
- P32 following an emergency situation, provide objective information to the incident investigator

PSSPO110

Respond to emergency situations in ports

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in your workplace
- K2 the requirements placed upon the individual and the organisation by current legislation, relevant to own area of operations
- K3 current industry guidance, relevant to own area of operations
- K4 own organisation's policies, procedures and working practices relevant to own area of operations
- K5 the principle types of hazard and risk likely to be found in own area of operations
- K6 the precautions appropriate for minimising the risks to self in own area of operations, when to emergency situation in the port
- K7 how to wear, use and maintain **personal protective equipment**, relevant to own area of operations
- K8 how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
- K9 accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to own area of operations
- K10 location of and how to operate alarm systems in port and aboard vessels, in own area of operations
- K11 location of the approved escape routes and assembly points in own area of operations
- K12 the layout of vessels, including access/escape routes, in own area of operations
- K13 how to evacuate a vessel, in own area of operations,
- K14 own responsibilities for reporting accidents and emergencies
- K15 the principal causes of fire at ports and aboard vessels
- K16 the principles underlying the spread of fire
- K17 firefighting techniques to be used on different types of fire, and the purpose and limitations of different firefighting equipment
- K18 the importance of constant vigilance in fire prevention and in minimising the risk of fire
- K19 the nature of incidents requiring contact with the emergency services and the procedures for doing this
- K20 the limits of own responsibility when dealing with incidents within the port
- K21 the roles and responsibilities of the relevant personnel to be contacted in emergencies, and the location at which they can be contacted
- K22 the layout of the port, including access roads to area of operations
- K23 organisational requirements relating to post-incident recording
- K24 local geography and water conditions, including navigable channels

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Respond to emergency situations in ports

- and tides, and their impact upon tracking pollutants and for the manoeuvring of craft within the port
- K25 the limitations and risks associated with applying first aid to others
- K26 how to check for signs of life and for life-threatening conditions
- K27 how to manage an unconscious casualty and the main causes of unconsciousness
- K28 how to detect an obstructed airway and understand the methods of clearing obstructions
- K29 methods of resuscitation and when and how to use them
- K30 the precautions to be taken when performing resuscitation
- K31 how to recognise and assess the severity and extent of injuries
- K32 the methods for controlling bleeding
- K33 the signs and symptoms of shock
- K34 the different types of wounds and their treatment
- K35 the main safety considerations when dealing with burns and scalds
- K36 how to recognise and treat sprains, strains and fractures
- K37 the treatments for hypothermia, frostbite, heat-stroke and heat exhaustion

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Respond to emergency situations in ports

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Relevant occupations Port operations

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Overview

This standard covers the competence required for planning and undertaking routine maintenance in a port environment. It includes monitoring maintenance schedules and coordinating the maintenance of plant and equipment. It also includes the maintenance and servicing of vehicles, maintaining maritime equipment and undertaking minor repairs to port infrastructure.

Target Group

This standard applies to port workers who are required to provide maintenance and repairs

There are 4 elements in this standard:

- Plan and coordinate the routine maintenance of port plant and equipment
- Undertake basic maintenance and servicing of vehicles
- Maintain marine equipment
- Undertake minor repairs to port infrastructure

PSSPO111

Provide basic maintenance and repairs in ports

Performance criteria

You must be able to:

Plan and coordinate the routine maintenance of port plant and equipment

- P1 identify the maintenance schedules for all plant and equipment within own area of responsibility, and coordinate the work of available personnel, tools and any specialist equipment
- P2 identify in discussion with plant and equipment operators any defects that they have observed, and record these
- P3 check plant and equipment for defects, in line with manufacturers' requirements
- P4 identify any defects that prevent full and effective use of the plant and equipment
- P5 take precautions, when preparing for and when undertaking maintenance
- P6 undertake basic servicing and maintenance procedures in line with organisational procedures, where these are within own level of authority and responsibility
- P7 coordinate routine maintenance according to the agreed schedules, and organise it to minimise disruption to operations
- P8 confirm that the plant and equipment to be maintained is not required for operational purposes, prior to commencing work
- P9 identify the maintenance period and maintenance requirements of plant and equipment to be maintained, including any items to be replaced and to be tested, ahead of the work being started
- P10 liaise and coordinate maintenance requirements with relevant specialists, checking that they understand the nature of any defects observed and the desired maintenance schedule
- P11 upon completion, test the maintained plant and equipment, and where this is satisfactory, issue a new certificate as required where it is within own authority to do so
- P12 where satisfactory maintenance of plant and equipment cannot be achieved, inform the relevant persons of the reasons and ensure that the item is made safe
- P13 return maintained and repaired plant and equipment to operations and maintain cleanliness standards of the work area in accordance with standard operating procedures

Undertake basic maintenance and servicing of vehicles

You must be able to:

- P14 identify the servicing schedule for the vehicle(s) within your responsibility
- P15 check vehicles for defects, in line with manufacturers' requirements
- P16 identify any defects that prevent full and effective use of the vehicle
- P17 identify the materials and parts required to service the vehicle and establish their availability
- P18 obtain the parts and materials required in preparation for the work
- P19 place an appropriate, prominent sign to notify others that the vehicle is being worked upon
- P20 take precautions, when preparing for and when undertaking maintenance and servicing of vehicles
- P21 service the vehicle in line with the manufacturer's requirements, and according to own level of responsibility

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Provide basic maintenance and repairs in ports

- P22 upon completion, test the vehicle and complete any relevant documentation,
- P23 inform the relevant persons of the reasons, where a satisfactory service of the vehicle cannot be achieved
- P24 maintain service records in accordance with organisational procedures,
- P25 return serviced vehicles to operations in a clean and tidy condition

Maintain marine equipment

- P26 use proper tools
- P27 , agree with the relevant person a planned schedule for the maintenance of equipment
- P28 refer equipment requiring regular inspection and maintenance which is beyond own levels of responsibility to the relevant person
- P29 obtain any parts and materials required ahead of starting the maintenance
- P30 take the precautions, including the wearing of the proper protective clothing, when preparing for and when undertaking maintenance
- P31 maintain the marine equipment in line with the manufacturer's requirement, and according to own level of responsibility
- P32 identify any defects in equipment and report these to the relevant person
- P33 complete up to date and accurate maintenance records, including a
- P34 record of stock requisitions as required
- P35 upon completion, return tools and materials to their designated storage place, and leave working areas clean and tidy

You must be able to:

Undertake minor repairs to port infrastructure

- P36 undertake repairs in line with agreed schedules and priorities
- P37 prepare and agree a method statement for undertaking the repair
- P38 identify and obtain the materials, tools and equipment required to undertake the repair
- P39 display signs and, , barriers to mark out the areas affected by the repair
- P40 confirm that all persons in the vicinity of the repair are aware that work is about to commence and are out of danger
- P41 undertake repairs in line with best practice, and where relevant, manufacturers' and contractors' specifications
- P42 arrange for the repair to be inspected by the relevant person upon completion
- P43 leave work areas clean, tidy and free of obstructions upon completion of repair
- P44 inform all relevant people of the completion of the repair
- P45 maintain records of repairs undertaken

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Provide basic maintenance and repairs in ports

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in your workplace
- K2 the requirements placed upon the individual and the organisation by current legislation relevant to own area of operations that relate to this standard
- K3 current industry guidance, relevant to own area of operations
- K4 own organisation's policies, procedures and working practices relevant to own area of operations
- K5 the principle types of hazard and risk likely to be found in own area of operations
- K6 the precautions appropriate for minimising the risks to self and others in own area of operations
- K7 how to wear, use and maintain personal protective equipment, relevant to own area of operations
- K8 how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
- K9 the preparation and operational requirements, within own area of responsibility, of plant and equipment, vehicles, marine equipment and port infrastructure
- K10 the possible consequences of using poorly serviced or unsafe equipment
- K11 the dangers associated with exhaust fumes, and how to safeguard against their accumulation
- K12 the capability and limitations of vehicles, plant and equipment used within the port, within own responsibility, including pre-start maintenance requirements, operating procedures, defects and faults,
- K13 the correct use of lubricants and other fluids
- K14 the organisation's requirements for recording the outcomes of routine maintenance, within own area of operation, for equipment
- K15 the organisation's procedures for stock requisition, and for recording and replacing parts used for routine maintenance, relevant to your area of operations
- K16 the organisation's procedures for disposing safely of hazardous items
- K17 relevant to own area of operations
- K18 own levels of responsibility for the care and maintenance of all equipment and to whom to refer if these levels are exceeded
- K19 the location of, and how to use, the first-aid, safety and emergency equipment within own area of operations

PSSPO111

Provide basic maintenance and repairs in ports

Developed by Port Skills and Safety

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Validity Current

Status Original

Originating organisation Port Skills and Safety

Original URN PSSPO101

Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to provide direction to team members and includes motivating and supporting them to achieve the objectives of the team and their personal work objectives. It is about ensuring that the work required of the team is effectively and fairly allocated. It also involves checking on the progress and quality of the work of team members to ensure that the required level of performance is being met.

Target Group

This standard applies to port workers who are required to lead teams of operatives

There are 2 elements in this standard:

- Provide leadership for your team
- Allocate and check work in your team

Performance criteria

You must be able to:

Provide leadership for your team

- P1 set out and positively communicate the purpose and objectives of the team to all members
- P2 involve members in planning how the team will achieve its objectives
- P3 establish that each member of the team has personal work objectives and understands how achieving these will contribute to achievement of the team's objectives
- P4 support team members to achieve their personal work objectives
- P5 provide recognition when objectives have been achieved
- P6 steer the team successfully through difficulties and challenges, including conflict within the team
- P7 ask for ideas from within the team
- P8 give team members support and advice when they need it especially during periods of setback and change
- P9 monitor activities and progress across the team

Allocate and check work in your team

You must be able to:

- P10 confirm the work required of the team with own manager and seek clarification, , on any outstanding points and issues
- P11 plan how the team will undertake its work, identifying any priorities or critical activities and making best use of the available resources
- P12 allocate work to team members on a fair basis taking account of them skills, knowledge and understanding, experience and workloads and the opportunity for development
- P13 brief team members on the work that they have been allocated and the standard or level of expected performance
- P14 encourage team members to ask questions, make suggestions and seek clarification in relation to the work they have been allocated
- P15 check the progress and quality of the work of team members on a regular and fair basis against the standard or level of expected
- P16 performance and provide prompt and constructive feedback
- P17 support team members in identifying and dealing with problems and unforeseen events
- P18 motivate team members to complete the work that they have been allocated and provide, where requested and where possible, any additional support and/or resources to help completion
- P19 monitor the team for conflict, identifying the cause(s) when it occurs and deal with it effectively
- P20 identify unacceptable or poor performance, discuss the cause(s) and agreed ways of improving performance with team members
- P21 recognise successful completion of significant pieces work or work activities by team members and the overall team and advise your manager
- P22 use information collected on the performance of team members in formal appraisal of performance

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Lead teams of operatives

Knowledge and understanding

You need to know and understand:

- K1 the legal responsibilities for maintaining own and others' health and safety in the workplace
- K2 the principal different ways to communicate effectively with members of a team
- K3 how to plan the achievement of team objectives and the importance of involving team members in the process
- K4 the importance of and being able to show team members how personal work objectives contribute to achievement of team objectives
- K5 that different styles of leadership exist
- K6 how to select and successfully apply a limited range of different methods for motivating, supporting and encouraging team members and
- K7 recognising their achievement
- K8 the types of difficulties and challenges that may arise, including conflict within the team, and ways of identifying and overcoming them
- K9 the importance of encouraging others to take the lead and ways in which this can be achieved
- K10 the benefits of and how to encourage and recognise ideas from the team
- K11 the legal, regulatory and ethical requirements in the ports industry
- K12 the types of support and advice that team members are likely to need and how to respond to these
- K13 the standards of performance for the work of the team
- K14 the principal different ways of communicating effectively with members of a team
- K15 the importance of confirming/clarifying the work required of the team with own manager and how to do this effectively
- K16 how to plan the work of a team, including how to identify any priorities or critical activities and the available resources
- K17 how to identify and take due account of health and safety issues in the planning, allocation and checking of work
- K18 why it is important to allocate work across the team on a fair basis and how to do so
- K19 why it is important to brief team members on the work that they have been allocated and the standard or level of expected performance required
- K20 why it is important to encourage team members to ask questions and/or seek
- K21 clarification and make suggestions in relation to the work which they have been allocated
- K22 effective ways of regularly and fairly checking the progress and quality of the work of team members

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Lead teams of operatives

- K23 how to provide prompt and constructive feedback to team members
- K24 how to select and apply a limited range of different methods of motivating, supporting and encouraging team members to complete the work they have been allocated, improve their performance and for recognising their achievements
- K25 the additional support and/or resources which team members might require to help them complete their work and how to assist in providing this
- K27 why it is important to monitor the team for conflict and how to identify the causes of conflict when it occurs and deal with it effectively
- K28 why it is important to identify unacceptable or poor performance by members of the team and how to discuss the cause(s) and agree ways of improving performance with team members
- K29 the type of problems and unforeseen events that may occur and how to support team members in dealing with them
- K30 the port specific legislation, regulations, guidelines, and codes of practice relating to carrying out work
- K31 the port industry requirements for the development or maintenance of knowledge, understanding and skills
- K32 the work required of the team
- K33 the available resources for undertaking the required work
- K34 the organisation's written health and safety policy statement and associated information and requirements
- K35 the team's plan for undertaking the required work
- K36 the skills, knowledge and understanding, experience and workloads of team members
- K37 the organisation's policy in terms of personal development
- K38 organisational standards or levels of expected performance
- K39 organisational policies and procedures for dealing with poor performance
- K40 organisational grievance and disciplinary policies and procedures
- K41 organisational performance appraisal systems

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required to build effective working relations with colleagues. It is about liaising with and developing professional working relationships with colleagues in own organisation and with third party organisations, which supports and delivers own work and that of the overall organisation.

Target Group

This standard applies to port workers

There are 2 elements in this standard:

- Develop productive working relationships with colleagues
- Liaise and develop professional working relationships with third parties

Performance criteria

Develop productive working relationships with colleagues

You must be able to:

- P1 establish working relationships with all colleagues who are relevant to the work being carried out
- P2 recognise, agree and respect the roles and responsibilities of colleagues
- P3 take account of the priorities, expectations, and authority of colleagues in decisions and actions
- P4 fulfil agreements made with colleagues
- P5 advise colleagues of any difficulties or where it will be impossible to fulfil agreements
- P6 identify and sort out conflicts of interest and disagreements with colleagues in ways that minimise damage to the work being carried out
- P7 exchange information (including information on performance) and resources with colleagues to make sure that all parties can work effectively

Liaise and develop professional working relationships with third parties

You must be able to:

- P8 identify the third parties and the nature of their interest in the activities and performance of own organisation
- P9 and performance of own organisation
- P10 establish working relationships with relevant colleagues within the third parties
- P11 recognise and respect the roles and responsibilities of colleagues within the third parties
- P12 provide colleagues in third parties with appropriate information to enable them to perform effectively
- P13 fulfil agreements made with colleagues in third parties
- P14 advise colleagues in third parties of any difficulties or where it will not be possible to fulfil agreements
- P15 identify and sort out conflicts of interest and disagreements with colleagues in third parties in ways that minimise damage to working relations, referring any conflicts which are outside your level of responsibility
- P16 monitor and review the effectiveness of working relationships with colleagues in third parties, seeking and providing feedback, in order to identify areas for improvement

Knowledge and understanding

You need to know and understand:

- K1 the benefits of developing productive working relationships with colleagues and third parties
- K2 the principles of effective communication and how to apply them in order to communicate effectively with colleagues and third parties
- K3 how to identify disagreements with colleagues and third parties and the techniques for resolving them
- K4 how to identify conflicts of interest with colleagues and third parties and the measures that can be used to manage or remove them
- K5 how to take account of diversity issues when developing working relationships with colleagues and third parties
- K6 the importance of exchanging information and resources with colleagues and third parties
- K7 how to get and make use of feedback on your performance from colleagues and third parties
- K8 how to provide useful feedback on the performance of colleagues and third parties
- K9 the regulations and codes of practice that apply in the ports industry
- K10 the standards of behaviour and performance in the ports industry
- K11 the working culture of the ports industry
- K12 the processes within the organisation for making decisions
- K13 the line management responsibilities and relationships within the organisation
- K14 the organisation's values and culture
- K15 the standards of behaviour and performance expected in the organisation
- K16 the information and resources that different colleagues and third parties might need
- K17 the agreements with colleagues and third parties
- K18

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Build effective working relations with colleagues

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Originating organisation Port Skills and Safety

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Relevant occupations Port operations

Suite Port Operations

Key words Port operations; port safety; ports; vessels

Overview

This standard covers the competence required for using organisational resources. It is about ensuring that personnel effectively use resources to undertake their role. It includes the use of IT equipment. This standard also covers the competence required to operate communications equipment. It includes operating radio equipment whilst working on board such craft as harbour patrol vessels, pilot boats or survey launches. A license is required to use Very High Frequency (VHF) radio equipment.

Target Group

This standard applies to port workers

There are 4 elements to this standard:

- Manage own Resources
- Use IT Systems
- Operate radio equipment
- Maintain environmental good practice within ports

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Use organisational resources in ports

Performance criteria

You must be able to:

Manage own resources

- P1 identify and agree the requirements of own work-role with line manager
- P2 discuss and agree personal work objectives with line manager and agree how progress will be measured
- P3 identify any gaps between the requirements of own work-role and current knowledge, understanding and skills
- P4 discuss and agree with line manager, a development plan to address any identified gaps in own current knowledge, understanding and skills
- P5 undertake the activities identified in own development plan and discuss, with line manager, how they have contributed to own performance
- P6 obtain regular and useful feedback on performance from those who are in a position to evaluate it
- P7 discuss and agree, with line manager, any changes to own personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes
- P8 check, on a regular basis, how own time at work is being used and identify possible improvements
- P9 ensure that own performance consistently meets or goes beyond agreed requirements

You must be able to:

Use IT systems

- P10 turn on and use IT hardware
- P11 ensure that peripheral hardware is working as required
- P12 address any difficulties in setting up hardware
- P13 access data files, using a password
- P14 input and extract data
- P15 use only licensed and authorised software programmes
- P16 , back up data in line with organisation policy
- P17 maintain security and confidentiality of data
- P18 use hardware in line with organisation policy and procedure

You must be able to:

Operate radio equipment

- P19 operate radio equipment in line with organisation's procedures
- P20 recognise environments where radio performance may be impaired
- P21 establish communication with intended recipient
- P22 use agreed local radio communication phrases, where appropriate
- P23 use the phonetic alphabet in communications
- P24 use channels and frequency according to organisation procedures
- P25 comply with regulations and organisational procedures when transmitting and receiving radio communications
- P26 report any difficulties in transmitting information to the relevant person

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Use organisational resources in ports

P27 maintain up to date, complete and accurate records of transmitted and received communications

Maintain environmental good practice within ports

You must be able to:

P28 undertake work in a manner which minimises environmental damage

P29 conduct work in line with relevant legislation, guidance and organisational procedures which relate to environmental impact

P30 recognise any incidental damage to the environment and take action to minimise or rectify the damage

P31 dispose of waste materials

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Use organisational resources in ports

Knowledge and understanding

You need to know and understand:

- K19 why managing own resources (particularly knowledge, understanding, skills and time) is important
- K20 how to identify the requirements of a work-role
- K21 how to measure progress against work objectives
- K22 how to identify development needs to address any identified gaps between the requirements of own work-role and own current knowledge, understanding and skills and any activities which can be undertaken to address these
- K23 what an effective development plan should contain
- K24 how to identify whether and how development activities have contributed to own performance
- K25 how to obtain and make effective use of feedback on own performance
- K26 how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes
- K27 how to record the use of own time and identify possible improvements
- K28 own organisation's requirements for the development or maintenance of knowledge, understanding and skills
- K29 the requirements of own work-role including the limits of own responsibilities
- K30 agreed personal work objectives
- K31 the reporting lines in the organisation
- K32 own current knowledge, understanding and skills
- K33 own personal development plan
- K34 the organisation's policy and procedures in terms of personal development
- K35 the available development opportunities and resources in the organisation
- K36 health, safety and security issues relating to the use of computer and information technology hardware and precautions to address these
- K37
- K38 own organisation's procedures for normal and emergency situations
- K39 how different weather conditions and locations can affect the transmission and reception of radio signals
- K40 the phonetic alphabet, its use and the appropriate standard communication phrases
- K41 how to operate radio equipment used within own organisation
- K42 organisational requirements for reporting difficulties in transmitting

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Use organisational resources in ports

- information using radio equipment
- K43 organisational requirements for recording and retaining records of radio communications
- K44 methods for minimising environmental damage during work
- K45 the most suitable choice of materials and equipment, given the nature and location of the work activity and its potential impact on the environment
- K46 types of environmental damage that might occur from the organisation's operations, the impact these can have on the environment and the corrective actions to be taken
- K47 the ways in which tools and materials should be used in order to minimise environmental damage
- K48 approved methods of waste disposal which will minimise the risk to the environment
- K49 how and why environmental good practice should be maintained
- K50 the impact of own activities upon the port environment and how to assess and prioritise activities having the greatest impact
- K51 the organisation's environmental policy, associated management policies and own role within these
- K52 methods for reducing impact upon the port environment, such as those dealing with energy efficiency, oil recycling, and waste reduction
- K53 the organisation's, and legislative requirements, in terms of minimising environmental damage within the port
- K54 to whom environmental incidents should be reported, including the appropriate environment bodies, and the method for making contact with such authorities
- K55 that any incidents of incorrect disposal of waste material must be alerted to the relevant person
- K56 report and record all environmental incidents to the appropriate persons and/or agencies
- K57 encourage third parties to maintain environmental good practice in line with organisational procedures and standards

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