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 ~~properly~~ 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 *You must be able to:*	**Check, mark and record cargo** 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, ~~maintaining confidentiality where required~~ 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
You must be able to:	**Secure cargo** 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 ~~both~~ 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
You must be able to:	**Transfer loads through slinging and signalling** 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 agreed~~ that has been produced by a competent person according to organisation procedures

You must be able to:

P24   attach lifting gear, and confirm that the support, ~~and~~ balance and securing of the load complies with the requirements of the lifting plan~~is satisfactory and secure~~, 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 ~~is~~ safe for use before beginning the lifting operation

P27   ~~ensure~~ 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 ~~where hand signalling is used, a safe unobstructed view of the crane operator is maintained at all times, and where necessary, a second signaller is involved to ensure unobstructed communication~~

P29   ~~ensure~~ that all of your communications, by hand and radio, ~~are in line~~comply with ~~the~~ protocol and agreed ~~correct~~ procedures ~~agreed~~

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 ~~crane~~ lifting equipment operator

P32   monitor the activities and whereabouts of individuals and vehicles within the vicinity of the lifting operation ~~and take immediate and appropriate actions to address dangerous situations~~

Load and unload cargo transport units

P33   respond ~~in line with organisation's requirements~~, to requests for the removal or inspection of cargo in line with organisation procedures

P34   identify ~~the~~ cargo units to be unloaded, confirming that door locks and seals are intact, and ensuring~~e~~ that the units are positioned in areas designated for de-vanning prior to commencing de-vanning operations

P35   ensure that ~~where the~~refrigerated cargo unit ~~is refrigerated, that~~ 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 ~~establish whether the cargo unit contains fumigants and where these are present, deal with these before entering the unit~~

P37   ~~where necessary, position and prepare plant ready to be lifted into the hold~~

P38   ~~open cargo units in accordance with company procedures carefully to prevent loose cargo falling out, and~~ inspect the position of the cargo, recording any damage

P39   ~~ensure~~ unload cargo ~~is unloaded~~ according to agreed procedures, in line with organisation's requirements, with full cooperation given to the authority requesting the work~~obtain ancillary lighting where required to ensure safe working~~

P40   ~~where it is requested that removed cargo be segregated,~~ 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 ~~obtaining this where necessary~~ before transferring the required cargo to an appropriate inspection site

Commented [RS1]: In normal operations dangerous situations should not occur. Where these NOS are being used in a qualification and/or training it would not be appropriate to manufacture a dangerous situation to see if the learner could demonstrate corrective behaviour. This part therefore has been moved to knowledge section where it could be trained and assessed safely by simulation or hypothetical questioning.

Commented [RS2]: Moved to knowledge section, must know how to do this but may not do it all the time

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P42 reload and secure cargo according to organisational procedures, taking into account the cargo type, and the limitations of the cargo unit, and ensure an appropriate 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 the equipment and materials

Receive, store and dispatch cargo

P46 collate all required documentation for cargo being received / stored / despatched

P47 confirm that it the documentation is complete and correctmatches the quantity and condition, referring any discrepancies to the responsible person

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 work to loading or / unloading begins

P50 store cargo in areas suited to the type, characteristics and quantity of cargo to be stored

P51 meet any particular agreed customer requirements fully wherever possible unless agreed directed otherwise with by athe 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 and or shelving is in good condition and is suited for storing the cargo being stored

P58 reporting any difficultiesproblems 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

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 ensure thatclear any obstructions on the route of the lift are cleared in advanceprior to undertaking a lift

P64 ~~ensure that the~~use ~~correct~~ lifting and handling techniques in line with organisational procedures ~~are used~~ at all times when handling loads manually

P65 use handling equipment ~~safely~~ 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 ~~difficult~~ operational areas

P68 monitor areas ~~carefully~~ when guiding ~~the~~ vehicle drivers ~~of vehicles~~, using clear signalling to communicate with all relevant personnel

P69 keep working areas clear of obstructions ~~at all times~~

P70 implement controls to prevent the movement of the vehicle and trailer before ~~that when~~ unhitching trailers ~~that confirmation that movement of the vehicles is prevented, and the~~

P71 operate trailer legs ~~are operated~~ in accordance with standard ~~operating~~ procedures

P72 operate air suspension trailers

P73 use associated equipment ~~safely,~~ according to manufacturer's instructions, procedures, and the operation and vehicle requirements

P74 ~~where required, operate vehicle lifts safely, using clear signalling to communicate with all relevant personnel~~

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

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 ~~where necessary, that the area is~~ cordons ~~and ed off with~~ warning signs are in place as specified in the safe system of work

P79 establish the ~~exact~~ nature of the cargo to be handled, identify and assess ~~all~~ the potential hazards,

P80 ensur~~eing~~ that all appropriate precautions are in place, including identifying the ~~correct~~ 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

Commented [RS3]: Moved to knowledge

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Undertake cargo handling operations

P86 monitor the pipelines for leaks ~~at all times~~throughout the operation

P87 identify and address any difficulties in accordance with operational procedures

P88 confirm that upon completion of the transfer, ~~that~~ 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 ~~deal with~~ 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~~, where required,~~ 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~~the organisational procedures for reporting and documenting equipment faults, tests and checks~~

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 ~~under~~ and ~~the~~ relevant markings under current regulations/code(s)

K11 the procedures for dealing with ~~cargo received~~ 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 ~~tomming~~shoring, and the ~~correct~~ 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

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K20 own levels of responsibility and capability, and the persons to refer if these are exceeded

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 correctlyto 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 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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Undertake cargo handling operations

Commented [RS5]: Scope no longer required

Scope

1. **Hazard:** something with potential to cause harm
2. **Risk:** a risk is the likelihood of the hazard's potential being realised
3. **Requirements relevant to cargo handling should include:** dry and liquid bulk, cargo transport unit, roll-on/roll-off

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Relevant occupations	Port operations
Suite	Port Security Operations
Key words	Port security operations; port safety; ports; vessels

PSSPO102
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

PSSPO102

Move loads using lifting and handling equipment

Performance criteria

Move loads using mobile lifting equipment

You must be able to:

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 ~~where necessary,~~ 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 ~~all~~ loads evenly and according to organisational procedures for safe lifting ~~safelylift all loads evenly and safely~~

P7 ~~and where a fork lift is used,~~ locate lifting attachments (such as fork lift ~~the~~ forks) into the designated ~~slots wherever appropriate~~lifting points

P8 handle loads ~~taking due care~~ to ~~avoid~~ minimise the risk of damaging the load~~s at all times~~

P9 manoeuvre ~~the~~ mobile lifting equipment ~~fork lift~~ safely, taking into account the organisation procedures for equipment operation, the capabilities and limitations of the mobile lifting equipment ~~attachment~~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 ~~in~~ within organisationally determined tolerances~~accordance with standard operating procedures~~

P11 monitor the activities and whereabouts of individuals and vehicles within the vicinity of the mobile lifting operation ~~take immediate and appropriate actions to address any difficulties and hazards during fork lift operations~~

P12 ~~carry out~~ close-down equipment ~~procedures~~ upon completion of the moving operations, in line with the manufacturers' instructions and operational procedure

You must be able to:

P13 ~~where authorised to do so,~~ remove and store attachments upon completion of lifting operations~~, and ensure they are store in good condition~~ in line with organisational procedures and within own limits of responsibility

Move containers using shore based lifting equipment

P14 identify the containers to be moved and their destination

P15 use ~~the correct type of~~ lifting equipment, and ~~any~~ attachments ~~where applicable,~~ 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 ~~check and ensure that all operating functions are working properly before beginning handling operations~~

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

> **Commented [RS6]:** Moved to knowledge

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 and prior to moving the container

P20 ensure all of communications, communicate by hand and radio, are in line with using agreed the protocol and procedures agreed

P21 operate the shore-based equipment according to manufacturer's instructions and organisational procedure safely and efficiently

P22 ensuring that manoeuvring allows for containersmanoeuvre containers to be moved safely and effectively 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 all loads evenly and according to organisational procedures for safe lifting safely,

P25 locate lifting attachments (such as fork lift forks) into the designated lifting points andwhere a fork list is used, locate the forks into the designated slots wherever appropriate

P26 handle cargo loads safely, and securely and evenly, taking to minimise the risk of both injury to persons and damaging the load due care to avoid damagingcargo at all times

P27 monitor the activities and whereabouts of individuals and vehicles within the vicinity of the lifting operationmonitor all activities and the whereabouts of individuals within the vicinity of your operations, and take immediate and appropriate actions to address dangerous situations

P28 when loading to road trailers, ensure that the driver and other personnel in the vicinity is are in the designated place of safety before loading to road trailersin accordance withorganisational procedures

P29 close-down equipment upon completion of the moving operations, in line with the manufacturers' instructions and operational procedure carry out close-down procedures upon completion of the moving operations, in line with the manufacturers' requirements, where authorised to do so, removing attachments safely and properly,

P30 store equipment in good conditionaccording to organisational procedure

P31 address and report immediately any faults or difficulties with the moving operations or the materials used

P32 leave all equipment is left 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

You must be able to:

P34 use the correct 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~~and check and ensure~~ establish that all operating functions are working to specification before beginning the lift

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 ~~efficiently and safely~~, taking due care to avoid contact between the crane or its load and persons, other plant, equipment, vessels ~~with the load's unit/vessel's superstructure~~ and port infrastructure

P39 follow the agreed lifting plan

P40 ~~carry out~~ close-down ~~procedures~~ equipment upon completion of ~~the~~ lifting operation~~s~~, in line with ~~the~~ manufacturer's instructions and operational procedure~~organisation's requirements~~

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

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 ~~check and ensure that all operating functions are working safely before beginning operations, addressing any queries or faults according to organisation procedure~~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 ~~with all others involved prior to beginning the operation~~

P47 ~~ensure~~ make all communications, by hand and radio, ~~are~~ in line with the agreed protocol and ~~correct~~ the organisation communication procedures ~~agreed~~

P48 operate ships' gear ~~efficiently~~ and ~~safely~~, and ~~ensure~~ 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~~, and take immediate and appropriate actions to address dangerous situations~~

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

You must be able to

> **Commented [RS7]:** Moved to knowledge as will not want to put someone at risk to test that the operator can take appropriate action.

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Move loads using lifting and handling equipment

P51 ~~check and ensure that all operating functions are working properly before handling the cargo~~ 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~~efficiently (how would this be assessed?) and ~~safely~~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~~ensure all equipment is stored ~~securely~~securely (how would this be assessed?), and in good condition

P57 report any defects or problems with equipment

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 ~~check and ensure that all operating functions are working properly before entering the hold~~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 ~~where necessary,~~ position and prepare plant ready to be lifted into the hold

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 ~~securely~~ according to organisation procedure and in good condition upon completion of the work

PSSPO102

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 ~~correct~~ 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 organisational procedures for reporting and documenequipment faults, tests and checks~~ 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 ~~necessary~~ precautions are taken current industry guidance relevant to trimming and cleaning operations

PSSPO102

Move loads using lifting and handling equipment

K70 own organisation's policies, procedures and working practices relevant to trimming and cleaning operations
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, ~~including the correct procedure for checking lubricants and other fluids of trimming and cleaning equipment~~ 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

> **Commented [RS8]:** Moved to knowledge as will not want to put someone at risk to test that the operator can take appropriate action.

PSSPO102

Move loads using lifting and handling equipment

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PSSPO103
Drive shore-based vehicles

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

PSSPO103
Drive shore-based vehicles

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 perform all essential checks 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 carefully and efficiently, 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 ensuring that 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, ensuring that safety is maintained at all timesadapting driving to suit the conditions

P7   identify the cargo to be handled and ensuring that it is secure before moving it

P8   move it the cargo to the designated position following an approved route safely,

P9   turn off the engine and apply the park brake when the tractor unit is parked

P10 park trailers safely and only within designated spaces, and allowing sufficient space for appropriate associated manual operations

P11 ensure that upon completion, store tractor units and attachments are stored safely and securely, and according to organisation procedure in good condition

You must be able to:

P12 identify and report all faults in equipment and any damage to the responsible person

Drive tractor vehicles within Ro/Ro vessels

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 safely and efficiently, 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

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 safely and only within designated spaces, and allowing sufficient space for appropriate associated manual operations

P23 ensure that upon completion, tractor units are stored safely and securely, and in good condition

P24 store tractor units and attachments according to organisation procedure

You must be able to: P25 identify and report all faults in equipment and any damage to the responsible person

Drive vehicles on and off Ro/Ro vessels

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 ensure implement organisation arrangements that where the a vehicle is unable to be operated safely, it is referred to own supervisor, leaving the vehicle stationary in a safe condition

P30 drive vehicles safely and efficiently 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, and where necessary, arrange for any special equipment and assistance to be provided before driving commences

P32 ensure 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. W, including, where the vehicle is to be moved off the vessel, check that all lashings are removed first

P35 ensure that the follow designated routes are followed 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 ensure obtain assistance when laying dunnage, ropes or rubber mats when when driving a tracked vehicles or other loads that might damage surfaces, and where necessary, assistance is obtained to lay dunnage, ropes or rubber mats

P38 obtain marshalling assistance where necessary

PSSPO103
Drive shore-based vehicles

P39 turn off the engine when the vehicle is parked
P40 park vehicles ~~safely and~~ 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 <u>don and</u> wear ~~the appropriate~~ personal protective equipment ~~at all times~~<u>as designated in procedures</u> whilst driving the vehicles

PSSPO103
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 ~~correct~~ procedures for checking lubricants and other fluids and why it is important to report any faults and defects prior to commencing operations

~~own organisational procedures for reporting and documenting vehicle faults, tests and checks~~

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 ~~properly~~

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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Key words	Port ~~security~~ operations; port safety; ports; vessels

PSSPO104
Operate port 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

You must be able to:

Handle port craft

P1 carry out all pre-sailing checks and, ~~where required~~, record the outcomes <u>required by operational procedure</u>

P2 inform the relevant person of any difficulties or faults encountered during the pre-sailing checks, recording these as required<u> by operational procedure</u>

P3 manoeuvre the craft ~~safely~~ <u>according to navigational safety principles</u>, 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, ~~taking the appropriate actions in response where necessary~~

P7 use anchoring and mooring equipment ~~safely~~<u>safely (how would this be assessed?)</u> 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~~<u>ensure</u> 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 <u>and respond to </u>navigational broadcasts and warnings,<u> in line with organisation procedure</u> ~~taking the appropriate actions in response where necessary~~

You must be able to:

Handle unpowered craft

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 ~~and ~~report <u>and record </u>any difficulties and faults encountered, <u>with unpowered craft</u> ~~recording these where required~~

Commented [RS9]: Moved to knowledge

PSSPO104
Operate port vessels

P18 ~~ensure that all~~ access and egress ~~to the~~ craft by the designated route ~~is undertaken safely~~

P19 ~~ensure that~~ don and wear personal protective and safety clothing ~~is worn~~ at all times and check that ~~by self and~~ other persons within own responsibility are wearing the designated personal protective and safety clothing

P20 manoeuvre the craft ~~safely~~ using the recommended manual techniques and avoiding unplanned contact with other vessels, persons or marine structures

P21 confirm that the craft is moored ~~safely, securely~~ 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 ~~the correct~~ allowance for whether the craft is aground or afloat

P24 ensure ~~where necessary,~~ cargo is secured and covered

P25 ~~maintain where towing, ropes are secured, ensuring that they can be released quickly in an emergency~~

> **Commented [RS10]:** Moved to knowledge

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, ~~and take the proper corrective action to avoid them~~

> **Commented [RS11]:** Moved to knowledge

P28 ensure that craft are kept clean, tidy and free of obstructions and that craft is moored ~~safely and securely~~ 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 procedures, 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

local geography and water conditions, including navigable channels and
K21 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 CO_2 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 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 ~~organisational procedures for reporting defective equipment~~

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 ~~the use of buoyage systems and navigations lights~~

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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PSSPO105
Support vessel operations

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

PSSPO105

Support vessel operations

Performance criteria

Berth vessels

You must be able to:

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 ~~to ensure~~ensure ~~safe working~~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 ~~safely~~, 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 ~~ensure~~ensure ~~that~~leave the quayside ~~is left~~ clean, tidy and free of obstructions upon completion of the berthing

You must be able to:

Position access equipment on vessels

P11 ~~ensure~~ensure ~~that access areas are cordoned off from~~prevent pedestrian~~s~~ or vehic~~ular~~~~les~~ access until the vessel access equipment has been positioned

P12 identify and obtain access equipment that is compatible with the vessel and ~~safe for use with the~~ 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 ~~use~~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 ~~properly~~according to manufacturer's specification and organisation procedure,~~with any gaps between access equipment and the vessel cordoned off safely~~

P16 Cordon off any gaps between the equipment and the vessel to prevent access

P17 ~~ensure~~ ~~where repositioning of~~reposition access equipment to account for ~~is required due to~~operational factors including changes in tide,~~ liaison~~

P18 Liaise with the ship and other relevant personnel ~~is~~ to ~~maintained~~ agree~~ing~~ the ~~repositio~~reposition arrangements~~ning, and ensuring that pedestrian or~~

PSSPO105

Support vessel operations

P19 Prevent pedestrian or vehicle access ~~is prevented~~ during ~~the~~ repositioning, lifting or lowering ~~operation~~of access equipment

P20 obtain authority to remove access equipment from relevant personnel, 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 ~~properly~~according to standard procedure

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 ~~ensure~~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~~identify the equipment required and confirm that it is frconduct operating properly pre-use checks before beginning the fuelling operation~~

P29 connect pipelines ~~properly~~in line with procedure, assembling flanges and gaskets, and lining up valves, ~~and where possible,~~ position~~ing 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 ~~ensure~~ fuel vessels ~~are fuelled safely~~ 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
     ~~ensure~~ maintain quay sides ~~are left~~ clean, tidy and free of obstructions

P34 maintain accurate and up to date records of fuel transferred~~, where required~~

PSSPO105

Support vessel operations

Knowledge and understanding

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 ~~correct~~ 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

PSSPO105

Support vessel operations

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Suite	Port ~~Security~~ Operations
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PSSPO106
Support safe navigation within port areas

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 ~~necessary~~ for assembly, laying and retrieval operations ~~and~~ 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~~conduct pre-use checks to confirm that the equipment is in good working order and safe to use complete any pre-use test of the lifting equipment according to organisation procedures before leaving the shore~~
	P2 assemble moorings and buoys according to operational procedure ~~safely~~ and within agreed timescales, ensuring that:
	• ~~as required,~~ 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 housed
	in accordance with standard operating procedures ~~and shackles are securely housed~~
	P3 identify the location and water depth where the moorings or buoys are to be positioned, and lay them ~~properly~~ 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
You must be able to:	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
	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.~~ensure that where weather conditions allow, and where requiredwhere required licences or permissions have been granted, obstructions and hazards are removed, ensuring that any risks to self and others are minimised~~
You must be able to:	P14 identify the area to be dredged, and operate dredging equipment

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safely, ensuring that dredging occurs at the required level

P15 dispose of items and dredged materials removed from the water safelysafely (how would this be assessed?)

P16 report any suspicious items to the relevant person

P17 upon completion ensure that those working areas above water are clean, tidy and free from obstructions

Establish water depths

P18 obtain all of the equipment necessary for establishing the depth of water and 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 accurate corrections in establishing water depths to allowing, as necessary, for the vessel's draught, heave, pitch and roll, the depth of the sensor, and the height of the tide, and record these corrections where necessary

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

PSSPO106
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

Additional Information

Scope

Hazard:
a hazard is something with potential to cause harm

Risk:
a risk is the likelihood of the hazard's potential being realised

Commented [RS12]: Scope no longer required

PSSPO106
Support safe navigation within port areas

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PSSPO107
Operate locks and bridges

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

Operate lock systems

You must be able to:

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 ~~roperly~~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 ~~where required~~, mooring lines from the vessel are secured ~~safely~~ and ~~securely~~ at the correct locations, with ~~proper~~ allowance made for wind conditions and changes in water level

P6 use fenders ~~effectively and safely~~ in line with procedure

P7 identify and report immediately any risk to a vessel's safe movement through the lock

P8 operate all equipment ~~safely and carefully~~,in such a way as to minimis~~ing~~ the ~~likelihood~~ 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

P11 prevent all pedestrians and traffic from using the bridge ahead of allowing a vessel through

P12 ~~ensure~~ commence movement of the bridge only after confirming that the bridge is clear of all pedestrians, traffic and any obstructions ~~before commencing movement of the bridge~~

P13 ~~ensure~~ 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

You must be able to:

P14 confirm that bridge operating equipment is working ~~properly~~ 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 ~~ensure~~ 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 ~~safely~~ and ~~carefully~~, in such a way as to minimis~~ing~~ the ~~likelihood~~ risk of damage to equipment and vessels

PSSPO107
Operate locks and bridges

P20 return the bridge fully to its normal position and ~~ensure~~confirm that it is secured 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
Operate locks and bridges

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Suite	Port ~~Security~~ Operations
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PSSPO08
Passenger vessel operations

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

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 clearly 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 where required, 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 ~~ensure~~ 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 ~~where necessary,~~ 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~~ensure identify ~~that~~ any discrepancies in the travel documentation ~~are identified and addressed~~ referring them to the appropriate authority ~~where necessary~~

P42 ensure only individuals with complete and ~~correct~~ authorised travel documentation are permitted to enter restricted areas

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P43 provide individuals with onward directions for their next part of the 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

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 ~~baggage safely, following organisational procedures handle any~~ damaged or awkwardly shaped baggage <u>using manual handling safety principles</u>~~carefully~~ ~~and securely~~

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 ~~correct and~~ 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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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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PSSPO109
Work Safely and Securely in ports

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 ~~the correct~~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 ~~correct~~ 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 ~~when it is~~ 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 ~~ensure when~~ unload~~ing~~ containers suspected of containing noxious gas, ~~they are~~by ventilat~~ing~~ed the container and then unload~~ing~~ 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 ~~ensure~~ don and wear ~~that~~ provided life-saving equipment (such as life jackets) and other personal protective equipment (PPE) ~~are worn~~ in line with organisational procedures

P18 ~~ensure~~ 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 ~~the correct~~ rescue equipment according to manufacturer's instructions and organisation procedure ~~properly~~ 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 ~~safely~~ in line with the safety management system
P29 agree with line manager ~~,~~ a suitable procedure for maintaining contact and a schedule for completing ~~the~~ lone working tasks
P30 ~~ensure~~ensure, ~~where possible,~~ that ~~frequent~~ 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~~work safely~~ at all times, ~~taking all relevant precautions~~
P32 inform relevant people once the task has been completed

You must be able to:

P33 ~~ensure~~ leave work areas ~~are left~~ clean, tidy and free of obstructions at the end of the operation

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 ~~properly~~ according to the manufacturer's specification
P38 ~~ensure~~check that safety barriers are in place around the working area

You must be able to:

P39 ~~ensure~~identify the conditions where ~~that~~ 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 ~~obtained, where required, before working at heights~~
P41 ~~confirm that fall protection equipment is maintained and used properly~~
P42 conduct a pre-use check to establish that all height access equipment is working within approved operating parameters before beginning operations, ~~undertake all required pre-use checks~~, including ensuring that ~~height access equipment~~ 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 ~~ensure~~leave work areas are left clean, tidy and free of obstructions
P46 ~~use and~~ store all height access and personal protective equipment in line with organisation standard(s)

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 ~~properly~~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 ~~properly~~ to specification and are suited to the atmosphere suspected to be present
P51 undertake all ~~appropriate~~ 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 ~~ensure~~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 ~~restricted~~ access controlled areas
P59 ~~be vigilant and~~ 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 ~~when considered necessary, challenge individuals within the port to~~

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Work Safely and Securely in ports

~~justify their presence and to explain their activities~~

P62 ~~where necessary,~~ refer unauthorised individuals or vehicles to the police or security personnel

P63 ~~address security **risks** and advise security personnel~~

P64 notify security personnel regarding suspicious items, <u>and prevent others from accessing the area until relieved</u>~~taking the necessary action to ensure the safety of people in the vicinity~~
~~maintain accurate records of incidents, where required to do so~~

Knowledge and understanding

You need to know and understand:

K1 the legal responsibilities for maintaining own and others' health and safety in the workplace <u>including working time regulations</u>

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 <u>the requirements of being fit and healthy to undertake work and the importance of notifying your employer if you become unfit for work</u>

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

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Work Safely and Securely in ports

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
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

PSSPO109
Work Safely and Securely in ports

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PSSPO110
Respond to emergency situations in ports

Key words

Port ~~security~~ 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 ~~correct~~ 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

PSSPO110
Respond to emergency situations in ports

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, ~~including where necessary, to the relevant emergency services~~ identifying the nature and location of the emergency

P3 apply ~~all necessary~~ emergency shut down or isolation procedures <u>within own area of responsibility,</u> 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 ~~as required~~<u>to the limits of own responsibility</u>

P9 following an emergency situation, ~~record the nature of the incident and all actions taken~~<u>provide objective information to the incident investigator</u>

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, ~~safely~~ 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 ~~ensure~~<u>check</u> that the equipment used in a pollution incident is cleaned and stored ~~securely~~ 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

PSSPO110
Respond to emergency situations in ports

Administer emergency first aid in ports

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
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 ~~correct~~ rate and depth specified in first aid training
P23.17 checking for signs of circulation
P23.18 applying chest compressions in the ~~correct~~ position and at the ~~correct~~ 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 ~~correct~~ organisation procedures for responding to emergency situations aboard vessels
P25 identify the type of emergency ~~it is~~ taking place
P26 report the emergency immediately to the relevant persons, ~~including where necessary, the relevant emergency services~~, identifying the nature and location of any ~~fire~~ incident
P27 follow the procedures and take the necessary precautions according to the types of emergency ~~including, where relevant, the type of fire~~
P28 comply with the vessel's muster procedures
P29 ~~where necessary,~~ 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
~~P31~~ P32 following an emergency situation, provide objective information to the incident investigator

PSSPO110
Respond to emergency situations in ports

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, safely

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

PSSPO110
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 themse correctly
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 correct treatments for hypothermia, frostbite, heat-stroke and heat exhaustion

PSSPO110
Respond to emergency situations in ports

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PSSPO111
Provide basic maintenance and repairs in ports

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

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 ~~safely and~~ 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 serving of vehicles

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

PSSPO111
Provide basic maintenance and repairs in ports

P22 upon completion, test the vehicle ~~—~~and complete any relevant documentation~~and where this is satisfactory, issue a new certificate as required, and where it is within own authority to do~~where a satisfactory service of the vehicle cannot be achieved,

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, ~~including a record of stock requisitions~~

P25 return serviced vehicles to operations in a clean and tidy condition

Maintain marine equipment

P26 use proper tools

P27 ~~where required,~~ 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

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, ~~where required,~~ barriers to mark out the areas affected by the repair ~~where necessary, obtain a permit to work~~

P40 ~~ensure~~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

PSSPO111
Provide basic maintenance and repairs in ports

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

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PSSPO112
Lead teams of operatives

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

PSSPO112
Lead teams of operatives

Performance criteria

Provide leadership for your team

You must be able to:

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 ~~ensure~~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 ~~win the trust and support of the team for your leadership through your~~

P6 ~~performan~~steer the team successfully through difficulties and challenges, including conflict within the team

P7 ~~encourage~~ask for ~~and recognise creativity and innovation~~ ideas from within the team

P8 give team members support and advice when they need it especially during periods of setback and change

P9 ~~motivate team members to present their own ideas and listen to what they say~~encourage team members to take the lead when they have the ~~knowledge and expertise, and show willingness to follow this lead~~monitor activities and progress across the team ~~without interfering~~

Allocate and check work in your team

P10 confirm the work required of the team with own manager and seek clarification, ~~where necessary~~, 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

You must be able to:

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

PSSPO112
Lead teams of operatives

manager
P22 use information collected on the performance of team members in formal appraisal of performance

PSSPO112
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 set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)~~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 ~~creativity and innovation within a 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 w~~hy it is important to encourage~~ ways of encouraging 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

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

K26 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 ~~how to log information on the on-going performance of team members and using this information for performance appraisal purposes~~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

PSSPO112
Lead teams of operatives

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PSSPO113
Build effective working relations with colleagues

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

PSSPO113
Build effective working relations with colleagues

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
provide feedback to colleagues on their performance and seek feedback from colleagues on your own performance in order to identify areas of improvement

Liaise and develop professional working relationships with third parties

P8 identify the third parties and the nature of their interest in the activities
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

You must be able to:

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

PSSPO113
Build effective working relations with colleagues

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

K6 relationships with colleagues and third parties

K7 the importance of exchanging information and resources with colleagues and third parties

K8 how to get and make use of feedback on your performance from colleagues and third parties

K9 how to provide useful feedback on the performance of colleagues and third parties

K10 the regulations and codes of practice that apply in the ports industry

K11 the standards of behaviour and performance in the ports industry

K12 the working culture of the ports industry

K13 the processes within the organisation for making decisions

K14 the line management responsibilities and relationships within the organisation

K15 the organisation's values and culture

K16 ~~the power, influence and politics within own organisation~~the standards of behaviour and performance expected in the organisation

K17 the information and resources that different colleagues and third parties might need

K18 the agreements with colleagues and third parties

PSSPO113
Build effective working relations with colleagues

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PSSPO114
Use organisational resources in ports

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

PSSPO114
Use organisational resources in ports

Manage own resources

You must be able to:

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 ~~good~~ position to ~~judge~~ 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

Use IT systems

You must be able to:

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

Operate radio equipment

You must be able to:

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 ~~where required~~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

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 ~~safely~~
~~P32   ensure that where any incidents of incorrect disposal of waste material are observed, the relevant authority is alerted~~
~~P33   report and record all environmental incidents to the appropriate persons and/or agencies~~
~~P34   identify opportunities to encourage relevant people to maintain environmental good practice~~

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PSSPO114
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 ~~how to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)~~

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 ~~port industry~~own organisation's requirements for the development or maintenance of ~~ ~~knowledge, understanding and skills

K29 the ~~agreed~~ 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 ~~the day to day security risks associated with using the computer hardware and how to address these~~

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, ~~and~~ 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 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 safe 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 port's organisation's environmental policy, and 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

PSSPO114
Use organisational resources in ports

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