

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 (PCs 1-12)
- Drive tractor vehicles within Ro/Ro vessels (PCs 13-24)
- Drive light vehicles on and off Ro/Ro vessels (PCs 25-41)

Performance criteria

You must be able to:

1. confirm that the tractor unit and any attachments according to own organisation's procedures are in a serviceable condition and safe to drive
2. conduct a pre-use check to establish that all equipment functions are working within approved operating parameters before beginning operations, addressing any queries or faults according to organisation procedure before beginning operations
3. fit attachments/trailers in line with organisation's instructions
4. report any difficulties or faults with the tractor unit and attachments
5. drive the tractor unit, within specified speed limits, and such that the tractor unit, trailer and cargo do not come into contact with people, plant, equipment, vessel super-structure or port infrastructure and no damage occurs to the tractor unit, trailer and cargo
6. monitor and take into account other vehicles, individuals and the ground conditions within own vicinity, adapting driving to suit the conditions, including environmental conditions
7. identify the cargo to be handled and ensuring that it is secure before moving it
8. move the cargo to the designated position following an approved route
9. turn off the engine and apply the park brake when the tractor unit is parked
10. park trailers within designated spaces, and allowing sufficient space for appropriate associated manual operations
11. store tractor units and attachments according to organisation procedure
12. identify and report all faults in equipment and any damage, to the responsible person
13. 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
14. respond to any difficulties or faults with the tractor unit, and its use within the vessel according to organisation procedures
15. establish and maintain contact with all relevant persons on-shore and within the vessel, ensuring that they are aware of your operations
16. 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
17. manoeuvre the tractor unit and trailer on/off and within the Ro/Ro vessel, such that the tractor unit, trailer and cargo do not come into contact with people, plant, equipment, vessel super-structure or port infrastructure and ensuring that no damage occurs to the tractor unit, trailer, other vehicles and the vessel
18. follow ramp segregation procedures when driving on ramps
19. ensure that exits and passageways within the vessel remain clear
20. identify the cargo to be handled and move it to the designated position
21. turn off the engine when the tractor unit is parked
22. park trailers within designated spaces, allowing sufficient space for appropriate associated manual operations
23. store tractor units and attachments according to organisation procedure
24. identify and report all faults in equipment and any damage to the responsible person
25. identify the vehicles to be moved and their destination
26. undertake

own organisation's 'pre-drive' vehicle check prior to driving the vehicle
27. familiarise yourself with the controls, addressing any queries before driving
28. implement organisation arrangements when a vehicle is unable to be operated
29. drive vehicles and according to own organisation's procedures, within specified speed limits on/off and within Ro/Ro vessels, ensuring that no damage occurs to the vehicles, other equipment and the vessel
30. assess the weight, dimensions and manoeuvrability of the vehicle, confirming that it can be driven on/off the vessel
31. check and confirm that all lashings are removed
32. check for and remove any obstructions or hazards on the route to be followed before moving the vehicle on/off the vessel
33. check and confirm that no damage has occurred during transit or storage, and that the vehicle is ready to be moved. Where the vehicle is to be moved off the vessel, check that all lashings are removed first
34. follow designated routes at all times
35. 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
36. obtain assistance when laying dunnage, ropes or rubber mats when driving tracked vehicles or other loads that might damage surfaces
37. obtain marshalling assistance
38. turn off the engine when the vehicle is parked
39. park vehicles only within designated areas, ensuring that the vehicles are secure with keys stored in accordance with organisational procedures
40. report any damage to vehicles to the relevant person
41. don and wear personal protective equipment as designated in procedures whilst driving the vehicles

Knowledge and understanding

You need to know and understand:

1. the legal responsibilities for maintaining own and others' health and safety in the workplace 2. the requirements placed upon the individual and the organisation by current legislation, relevant to driving vehicles in own area of operations 3. current industry guidance relevant to driving vehicles in own area of operations 4. own organisation's policies, procedures and working practices relevant to driving vehicles in own area of operations including on and off vessels 5. the operating procedures, capabilities (including manoeuvring characteristics) and limitations of the types of vehicles within own area of operations 6. own organisation's pre-start checks, the procedures for checking lubricants and other fluids and why it is important to report any faults and defects prior to commencing operations 7. the implications of operating a vehicle that is unsafe or that has been serviced poorly 8. the preparation and operational requirements of haulage vehicles 9. the characteristics of trailers and their cargo when being moved 10. 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 11. the principal characteristics of the main types of cargo, including their nature, weight and associated hazards 12. safe manual handling, and lifting techniques, the kinetics involved, and the importance of using these techniques 13. the physical layout of the port area, relevant to own area of operations 14. how changes in environmental conditions can affect loading and discharge operations 15. 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 16. how to identify and operate the principal controls within vehicles 17. how exhaust fumes can accumulate the dangers that they pose, and the precautions to take in addressing the dangers posed 18. the speed limits specified for equipment operating within the port environment and the importance of operating within these speed limits 19. arrange for any special equipment and assistance to be provided before driving commences

Drive shore-based vehicles

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