Produce port marine policies, plans, procedures and systems using structured methodology

Overview

This standard covers the competence required to produce systematic, consistent and well-documented port marine safety documentation.

The approach is applicable to all formal port marine policies, plans, procedures and systems and includes development, review, stakeholder consultation and responding to new information.
The role requires the interpretation and application of, and compliance with, relevant international and national regulations, local legislation, codes of practice, standards, frameworks and industry guidance.

Target Group

This standard applies to individuals who have a duty to produce and implement formal port marine safety and other statutory systems necessary to facilitate the safe and efficient use of the harbour.

Typically, this will be the Harbour Master or Authorised Deputies with delegated powers.

Note that in this NOS, unless otherwise specified, the term port may also mean harbour. However, the term harbour does not necessarily mean port.

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Performance criteria

You must be able to:

1. develop port marine policies, plans, procedures and systems using a methodical approach, in line with organisational and/or other relevant standards 2. consult with stakeholders who might be affected by port marine policies, plans, procedures and systems and circulate findings and outputs to appropriate stakeholders 3. obtain formal approval and resources for port marine policies, plans, procedures and systems from the organisation's management/duty holder 4. implement independent internal and external audit of port marine policies, plans, procedures and systems 5. conduct formal periodic review of port marine policies, plans, procedures and systems: 1. using a 'quality' approach and 2. consistent with current organisational standards 6. implement a system for obtaining current information on port marine: 1. hazards 2. risks 3. international and national regulations 4. incidents and accidents 5. navigational safety 6. industry good practice 7. make appropriate changes to port marine policies, plans, procedures and systems in light of new information 8. maintain auditable records
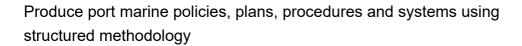
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Knowledge and understanding

You need to know and understand:

1. international and national regulations, local legislation, codes of practice, standards, frameworks and industry guidance 2. how to develop methodical and well-documented formal policies, plans, procedures and systems 3. how to locate, select and apply appropriate organisational and other relevant standards to formal policies, plans, procedures and systems 4. how to promulgate policies, plans, procedures and systems 5. who the appropriate port marine policies, plans procedures and systems stakeholders are 6. the methods used to promulgate findings and recommendations to stakeholders 7. how to conduct a periodic review of a: 1. Risk Register 2. Safety Management System 3. Navigational Safety Policy 4. Marine Operations Safety Plan 8. how to commission and implement independent internal and external audits 9. principles of change control and auditable record keeping 10. how to locate and select information, relevant to the area of responsibility and authority, concerning port marine: 1. hazards 2. risks 3. international and national regulatory changes 4. incidents and accidents 5. navigational safety and port industry good practice 6. operations and activities 11. how to review and appropriately adapt existing port marine policies, plans, procedures and systems in light of new information

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