

# PSSSPO102

## Control and monitor loading and storage operations



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### Overview

This standard covers the competence required to control and monitor loading and storage operations. It is about allocating planned resources for loading/discharging operations and for storage operations and the actual control and monitoring of the operation itself. It includes knowing how to deal with contingencies, load and storage problems and accidents and emergencies.

### Target Group

This standard applies to authorised Port Operations supervisors and line managers who have a responsibility to lead port teams.

There are 2 elements in this standard:

1. Control and monitor loading and discharge operations within a port
2. Control load storage operations within a port

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### Performance criteria

#### Control and monitor loading and discharge operations within a port

*You must be able to:*

- P1 identify and plan for the resources required for loading and discharge operations, taking into account the nature of the load, the vessel and associated working areas, the resources available and safe working practices
- P2 allocate work to individuals and/or teams fairly and in line with own plan, taking into account skills, knowledge, experience, capability and workloads
- P3 brief individuals and/or teams fully and clearly regarding their responsibilities, ensuring that they understand relevant safe systems of work and procedures
- P4 monitor and record the progress of operations, identifying and addressing deviances from the plan and/or causes for delay
- P5 take relevant actions to ensure that health, safety, security and environmental requirements are met
- P6 monitor the activities of individuals and/or teams against the standards of performance expected, and provide constructive feedback
- P7 recognise the successful completion of key activities and operations by individuals and/or teams
- P8 liaise with responsible person from ship's crew to ensure the team's actions maintain the stability of the vessel throughout the operation
- P9 complete all required documentation, issuing this to the relevant person(s) promptly
- P10 identify and report any delays and their causes to the relevant person
- P11 ensure that defects to plant and equipment are addressed and reported
- P12 prioritise work to make the best use of time and resources
- P13 communicate clearly, precisely and unambiguously
- P14 encourage questions and check understanding
- P15 make information available to those who need it
- P16 recognise changes in circumstances and adjust plans and activities accordingly
- P17 seek opportunities to safely improve working procedures and practices
- P18 take personal responsibility for making things happen

#### Control load storage operations within a port

*You must be able to:*

- P19 identify the people, plant and equipment, and storage facilities required for the load storage plan
- P20 manage the procedures for the effective running of the operation for: health, safety and security, materials, plant and equipment, handling goods, handling and loading cargo, loading cargo on to vehicles, storage
- P21 manage the procedures for the effective maintenance of storage, cargo,

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- plant and equipment
- P22 support individuals and/or teams in identifying and dealing with problems and unforeseen events
- P23 ensure where amendments to storage instructions are received, you acknowledge these and incorporate them within the storage plan
- P24 ensure that stock control measures are followed properly
- P25 ensure that loads are secure during handling and storage
- P26 identify, and address any difficulties in load storage operations, reporting these, where required to the relevant person
- P27 recognise the successful completion of work activities by individuals and/or teams
- P28 maintain accurate and up to date documentation according to appropriate standards
- P29 ensure plant and equipment is cleaned, maintained and stored, or reallocated upon completion of the operation
- P30 review the procedures used for the effective running of storage areas
- P31 make recommendations to the procedures used to safely improve the running of storage areas

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### Knowledge and understanding

*You need to know and understand:*

- K1 the legal responsibilities for maintaining own and others' health and safety in your workplace
- K2 the requirements placed upon the individual and the organisation by current legislation
- K3 current industry guidance
- K4 organisation policies, procedures and working practices
- K5 the principle types of hazard and risk likely to be encountered
- K6 the appropriate precautions for minimising risks
- K7 how to correctly wear, use and maintain personal protective equipment
- K8 how to locate, use and maintain the principle types of safety and incident response equipment
- K9 accident and emergency procedures
- K10 own role, responsibilities and limits of authority
- K11 the roles, responsibilities and limits of authority of others
- K12 location of and how to operate alarm systems
- K13 procedures for contacting the emergency services
- K14 location of the approved escape routes and assembly points
- K15 the responsibilities for reporting accidents and emergencies
- K16 the organisation's reporting structures
- K17 the principal safe loading methods, and restrictions
- K18 typical loading problems including those relating to stability
- K19 the influence of weather and tidal conditions in loading operations
- K20 the principal vessel types, terminology and characteristics
- K21 how to identify and clarify customer and/or colleagues requirements
- K22 the operating capabilities and limitations of plant and equipment used within the organisation and the associated checking and monitoring requirements
- K23 the organisation's environmental protection requirements including spillage and damage containment methods
- K24 the principles of effective warehousing and storage and the impact of not using correct procedures on safety and efficiency
- K25 the organisation's working methods and systems for receiving, handling and despatching loads
- K26 the organisation's quality audit systems
- K27 the organisation's sanitisation methods and procedures
- K28 typical cargo problems, including those relating to stability, relevant to own area of operations
- K29 the principal vehicle loading methods and restrictions, including: axle weight, gross weight, tare weight, net weight
- K30 the measurement systems typically used in own organisation, including: metric, imperial, volume, capacity, weight, TEU (twenty-foot equivalent units)
- K31 the methods of tallying/stock control used

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- K32 the impact of not using the correct procedures for the effective running of the operation
- K33 the typical problems that may occur when managing warehouse and storage operations and the appropriate corrective actions to be taken

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### Additional Information

#### External Links

This standard is applicable to the control and monitoring of loading and discharge operations, and the control of load storage operations within a port

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.

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