

## 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

## Performance criteria

*You must be able to:*

### **Plan and coordinate the routine maintenance of port plant and equipment**

1. 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 2. identify in discussion with plant and equipment operators any defects that they have observed, and record these 3. check plant and equipment for defects, in line with manufacturers' requirements 4. identify any defects that prevent full and effective use of the plant and equipment 5. take precautions, when preparing for and when undertaking maintenance 6. undertake basic servicing and maintenance procedures in line with organisational procedures, where these are within own level of authority and responsibility 7. coordinate routine maintenance according to the agreed schedules, and organise it to minimise disruption to operations 8. confirm that the plant and equipment to be maintained is not required for operational purposes, prior to commencing work 9. 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 10. liaise and coordinate maintenance requirements with relevant specialists, checking that they understand the nature of any defects observed and the desired maintenance schedule 11. 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 12. 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 13. return maintained and repaired plant and equipment to operations and maintain cleanliness standards of the work area in accordance with standard operating procedures

### **Undertake basic maintenance and servicing of vehicles**

1. identify the servicing schedule for the vehicle(s) within your responsibility 2. check vehicles for defects, in line with manufacturers' requirements 3. identify any defects that prevent full and effective use of the vehicle 4. identify the materials and parts required to service the vehicle and establish their availability 5. obtain the parts and materials required in preparation for the work 6. place an appropriate, prominent sign to notify others that the vehicle is being worked upon 7. take precautions, when preparing for and when undertaking maintenance and servicing of vehicles 8. service the vehicle in line with the manufacturer's requirements, and according to own level of responsibility 9. upon completion, if authorised to do so, test the vehicle and complete any relevant documentation, 10. inform the relevant

persons of the reasons, where a satisfactory service of the vehicle cannot be achieved 11. maintain service records in accordance with organisational procedures, 12. ensure vehicles are in a safe, clean and tidy condition on completion of servicing activities

### **Maintain marine equipment**

1. agree with the relevant person a planned schedule for the maintenance of equipment 2. refer equipment requiring regular inspection and maintenance which is beyond own levels of responsibility to the relevant person 3. obtain any parts and materials required ahead of starting the maintenance 4. take the precautions, including the wearing of the proper protective clothing, when preparing for and when undertaking maintenance 5. maintain the marine equipment in line with the manufacturer's requirement, and according to own level of responsibility 6. identify any defects in equipment and report these to the relevant person 7. complete up to date and accurate maintenance records, including a record of stock requisitions as required 8. upon completion, return tools and materials to their designated storage place, and leave working areas clean and tidy

### **Undertake minor repairs to port infrastructure**

1. undertake repairs in line with agreed schedules and priorities 2. prepare and agree a method statement for undertaking the repair, including any required isolation/lock-out 3. identify and obtain the materials, tools and equipment required to undertake the repair 4. display signs and barriers to mark out the areas affected by the repair 5. confirm that all persons in the vicinity of the repair are aware that work is about to commence and are out of danger 6. undertake repairs in line with best practice, and where relevant, manufacturers' and contractors' specifications 7. arrange for the repair to be inspected by the relevant person upon completion 8. leave work areas clean, tidy and free of obstructions upon completion of repair 9. inform all relevant people of the completion of the repair 10. maintain records of repairs undertaken

Provide basic maintenance and repairs in ports

## Knowledge and understanding

*You need to know and understand:*

1. the legal responsibilities for maintaining own and others' health and safety in your workplace 2. the requirements placed upon the individual and the organisation by current legislation relevant to own area of operations that relate to this standard 3. current industry guidance, relevant to own area of operations 4. own organisation's policies, procedures and working practices relevant to own area of operations 5. the principle types of hazard and risk likely to be found in own area of operations 6. the precautions appropriate for minimising the risks to self and others in own area of operations 7. how to wear, use and maintain personal protective equipment, relevant to own area of operations 8. how to identify and select the correct tools for the task 9. how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations 10. the preparation and operational requirements, within own area of responsibility, of plant and equipment, vehicles, marine equipment and port infrastructure 11. the possible consequences of using poorly serviced or unsafe equipment 12. the dangers associated with exhaust fumes, and how to safeguard against their accumulation 13. 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, 14. the correct use of lubricants and other fluids 15. the organisation's requirements for recording the outcomes of routine maintenance, within own area of operation, for equipment 16. the organisation's procedures for stock requisition, and for recording and replacing parts used for routine maintenance, relevant to your area of operations 17. the organisation's procedures for disposing safely of hazardous items relevant to own area of operations 18. own levels of responsibility for the care and maintenance of all equipment and to whom to refer if these levels are exceeded 19. the location of, and how to use, the first-aid, safety and emergency equipment within own area of operations

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