#### Use organisational resources in ports



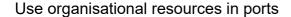
#### **Overview**

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 (Performance Criteria 1-9)
- Use IT Systems (Performance Criteria 10-18)
- Operate radio equipment (Performance Criteria 19-27)
- Maintain environmental good practice within ports (Performance Criteria 28-31)

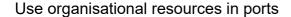




#### Performance criteria

You must be able to:

1. identify and agree the requirements of own work-role with line manager 2. discuss and agree personal work objectives with line manager and agree how progress will be measured 3. identify any gaps between the requirements of own work-role and current knowledge. understanding and skills 4. discuss and agree with line manager, a development plan to address any identified gaps in own current knowledge, understanding and skills 5. undertake the activities identified in own development plan and discuss, with line manager, how they have contributed to own performance 6. obtain regular and useful feedback on performance from those who are in a position to evaluate it 7. 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 8. check, on a regular basis, how own time at work is being used and identify possible improvements 9. ensure that own performance consistently meets or goes beyond agreed requirements 10. turn on and use IT hardware 11. ensure that peripheral hardware is working as required 12. address any difficulties in setting up hardware and/or use sources of support 13. access data files, using a password 14. input and extract data 15. use only licensed and authorised software programmes 16. back up data in line with organisation policy 17. maintain security and confidentiality of data in line with company policy 18. use hardware in line with organisation policy and procedure 19. operate radio equipment in line with organisation's procedures 20. recognise environments where radio performance may be impaired 21. establish communication with intended recipient 22. use agreed local radio communication phrases, where appropriate 23, use the phonetic alphabet in communications 24. use channels and frequency according to organisation procedures 25. comply with regulations and organisational procedures when transmitting and receiving radio communications 26. report any difficulties in transmitting information to the relevant person 27. maintain up to date, complete and accurate records of transmitted and received communications 28, undertake work in a manner which minimises environmental damage 29. conduct work in line with relevant legislation, guidance and organisational procedures which relate to environmental impact 30. recognise any incidental damage to the environment and take action to minimise or rectify the damage 31. dispose of waste materials





## **Knowledge and** understanding

understand:

You need to know and 1. why managing own resources (particularly knowledge, understanding, skills and time) is important 2. how to identify the requirements of a work-role 3. how to measure progress against work objectives 4. 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 5. what an effective development plan should contain 6. how to identify whether and how development activities have contributed to own performance 7. how to obtain and make effective use of feedback on own performance 8. how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes 9. how to record the use of own time and identify possible improvements 10. own organisation's requirements for the development or maintenance of knowledge, understanding and skills 11. the requirements of own work-role including the limits of own responsibilities 12. agreed personal work objectives 13. the reporting lines in the organisation 14. own current knowledge, understanding and skills 15. own personal development plan 16. the organisation's policy and procedures in terms of personal development 17. the available development opportunities and resources in the organisation 18. health, safety and security issues relating to the use of computer and information technology hardware and precautions to address these 19. own organisation's procedures for normal and emergency situations 20. how different weather conditions and locations can affect the transmission and reception of radio signals 21. the phonetic alphabet. its use and the appropriate standard communication phrases 22. how to operate radio equipment used within own organisation 23. organisational requirements for reporting difficulties in transmitting information using radio equipment 24. organisational requirements for recording and retaining records of radio communications 25. methods for minimising environmental damage during work 26. the most suitable choice of materials and equipment, given the nature and location of the work activity and its potential impact on the environment 27. 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 28. the ways in which tools and materials should be used in order to minimise environmental damage 29. approved methods of waste disposal which will minimise the risk to the environment 30. how and why environmental good practice should be maintained 31. the impact of own activities upon the port environment and how to assess and prioritise activities having the greatest impact 32. the organisation's environmental policy, associated management policies and own role within these 33. methods for reducing impact upon the port environment, such as those dealing with energy



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efficiency, oil recycling, and waste reduction 34. the organisation's, and legislative requirements, in terms of minimising environmental damage within the port 35. to whom environmental incidents should be reported, including the appropriate environment bodies, and the method for making contact with such authorities 36. that any incidents of incorrect disposal of waste material must be alerted to the relevant person 37. how to report and record all environmental incidents to the appropriate persons and/or agencies 38. how to encourage third parties to maintain environmental good practice in line with organisational procedures and standards



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Developed by	Port Skills & Safety
Version Number	3
Date Approved	01 Dec 2020
Indicative Review Date	01 Dec 2025
Validity	Current
Status	Original
Originating Organisation	Port Skills and Safety
Original URN	PSSPO114
Relevant Occupations	Port Operations
Suite	Port Operations
Keywords	ports, port operations, cargo, loading, unloading