



Australian Government

**Assessment Requirements for MARM013
Conduct an audit of safety management
systems**

Release: 1

Assessment Requirements for MARM013 Conduct an audit of safety management systems

Modification History

Release 1. New unit of competency.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- Maritime safety management system (SMS) audits should be conducted against certificate of operation requirements for at least five vessels varying in size and operational limits and include:
 - accessing and entering internal and external information on work health and safety/occupational health and safety (WHS/OHS)
 - accessing relevant SMS information and data
 - advising on and negotiating development of additional safety plans and monitoring designated actions
 - applying relevant WHS/OHS requirements and work practices
 - attending to detail when making observations and recording outcomes
 - developing effective planning documents
 - ensuring behaviour reflects relevant current legislative and regulatory requirements
 - ensuring currency of relevant WHS/OHS skills and knowledge
 - making observations of workplace tasks and interactions between people, their activities, equipment, environment and systems
 - managing own tasks within a timeframe
 - providing high quality reports
 - relating effectively to personnel at all levels of the organisation, safety specialists and emergency services personnel as required
 - reviewing and analysing relevant workplace information and data
 - using language appropriate to work group and task
 - working independently and unsupervised
 - writing complex reports, procedures and plans.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- benefits, limitations and use of a range of communication strategies and tools appropriate to workplace
- characteristics, mode of action and units of measurement of major hazard types
- concept of common law duty of care
- development of tools such as positive performance indicators (PPIs) in assessing safety management performance
- difference between:
 - common law and statutory law
 - hazard and risk
- ethics related to professional practice
- formal and informal communication and consultation processes
- hierarchy of control and considerations for choosing between different control measures, such as possible inadequacies of particular control measures
- how workforce characteristics and composition impacts on risk and a systematic approach to managing safety for example:
 - communication skills
 - cultural background/workplace diversity
 - gender
 - structure and organisation of workforce e.g. part-time, casual and contract workers, shift rosters, geographical location
 - language, literacy and numeracy
 - workers with specific needs
- how vessel characteristics and certificate of operation may impact on SMSs such as:
 - commercial activity
 - geographical location
 - maintenance requirements for vessel operating systems and work equipment
 - operational limits
 - passengers
 - size of vessel/ type of vessel
- internal and external sources of SMS information and data
- language, literacy and cultural profile of vessel employees
- limitations of generic hazard and risk checklists and risk ranking processes
- maritime legislative requirements for safety management plans and compliance
- methods for:
 - collecting reliable information and data, commonly encountered problems in collection, and strategies for overcoming such problems
 - providing evidence of compliance with maritime and WHS/OHS legislation

- nature and use of information and data that provides valid and reliable results on safety management performance processes (including PPIs) and limitations of other types of measures
- nature of maritime and typical vessel work requirements and processes (including work flow, planning and control) and hazards relevant to particular workplace
- organisational culture as it impacts on safety, risk management and change
- other functional areas that impact on safety management plans, systems and processes
- principles and practices of a systematic approach to managing safety
- principles of:
 - human behaviour and response to interactions with human, physical and task environment to identify psychosocial hazards
 - incident causation and injury processes
- professional liability in relation to providing advice
- range of risk analysis/assessment techniques and tools, and application and limitations of these techniques and tools, and auditing methods and techniques
- requirements for :
 - recordkeeping that addresses WHS/OHS, risk management, privacy and other relevant legislation
 - reporting under WHS/OHS and other relevant legislation including notifying and reporting incidents
- requirements of WHS/OHS and standards related to systematically managing safety
- requirements under hazard-specific WHS/OHS legislation and codes of practice
- risk as a measure of uncertainty and factors that affect risk
- roles and responsibilities under WHS/OHS legislation of employees including supervisors, contractors and other external WHS/OHS inspectors and advisors
- sampling methodologies, application and related statistical measures
- standard maritime industry controls for a range of hazards
- standards related to SMS information and data, statistics and records management including requirements for information and data under elements of systematically managing safety
- state/territory and commonwealth WHS/OHS legislation, regulations, codes of practice, associated standards and guidance material, including prescriptive and performance approaches, and links to other relevant legislation such as industrial relations, equal employment opportunity, workers compensation, rehabilitation
- structure and forms of legislation including regulations, codes of practice, associated standards and guidance material
- types of hazard identification tools
- WHS/OHS legislation, policies and procedures.

Assessment Conditions

Assessors must satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements.

Assessment must satisfy the National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) standards.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations or where these are not available, in simulated workplace operational situations or an industry-approved marine operations site that replicates workplace conditions, where an audit of SMSs can be conducted.

Resources for assessment include access to:

- relevant documentation including workplace procedures, regulations, codes of practice and operation manuals
- tools, equipment, materials and personal protective equipment currently used in industry when conducting an audit of SMSs.

Performance should be demonstrated consistently over time and in a suitable range of contexts.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2>