



Australian Government

MARM5004A Develop marine survey reports

Release 1

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Modification History

Release 1

This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to report on survey findings and provide information to clients and stakeholders on issues related to the marine survey.

Application of the Unit

This unit applies to people working in the maritime industry as a domestic commercial vessel marine surveyor and may form part of accreditation requirements for surveyors under Australian legislation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|--|
| 1 Report findings | <ul style="list-style-type: none">1.1 Relevant <i>documentation</i>, evidence, facts and information gathered during survey activities is collated and prepared for inclusion in report1.2 Contentious information or findings are promptly forwarded to <i>key stakeholders</i>, and where necessary, involved parties are personally briefed or have opportunities to discuss report prior to compilation1.3 Reports are thoroughly and accurately prepared, and type of survey carried out is reflected in reports1.4 Client requirements, organisation policy and relevant legislation or codes of practice are complied with, in report format1.5 Reports are updated periodically to accurately reflect current status of survey |
| 2 Provide information on marine survey tasks | <ul style="list-style-type: none">2.1 Stakeholders are accurately and thoroughly informed of <i>risks</i> identified during survey2.2 Prompt <i>information</i> is given to clients and stakeholders2.3 Survey report and information is based on an objective assessment of vessel being surveyed |
| 3 Present information | <ul style="list-style-type: none">3.1 Information is presented within specified time, according to client and organisational requirements3.2 Information is presented in required format, style and structure using relevant <i>business equipment and technology</i>3.3 Report is maintained with due regard to client confidentiality according to organisational and legislative requirements3.4 <i>Feedback</i> is incorporated into future reports |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required Skills:

- Access and interpret relevant information
- Access and update records electronically
- Access web-based information services
- Analyse and evaluate information and findings
- Determine and confirm information, using questioning and active listening as required
- Interview, consult and negotiate with clients and others
- Liaise with others, share information and listen
- Make effective presentations
- Perform calculations related to achieving required outcomes
- Perform marine survey on a domestic commercial vessel
- Plan and sequence work
- Read and interpret documentation from a variety of sources, and record and consolidate relevant related information
- Use computer applications (word processing, spreadsheet, database, specific purpose computer systems) to assist in achieving required outcomes
- Use language and concepts appropriate to cultural differences
- Work independently and unsupervised
- Write effective reports

Required Knowledge:

- Effective listening techniques
- Privacy requirements
- Relevant legislation and industry codes of practice
- Risk management principles and strategies
- Risks related to:
 - survey reports
 - vessel condition, salvage, hire, sale
- Safety management system (SMS)
- Survey processes
- Survey reporting principles and practice for different types of survey tasks
- Work health and safety (WHS)/occupational health and safety (OHS) legislation, regulations, codes of practice, policies and procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, the required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include:

- effectively liaising with internal and external authorities/agencies
- providing high quality reports
- ensuring currency of relevant legislative and regulatory knowledge
- producing accurate and reliable information.

Context of and specific resources for assessment

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

Resources for assessment include access to:

- industry-approved marine operations site where developing marine survey reports can be conducted
- tools, equipment and personal protective equipment currently used in industry
- relevant regulatory and equipment documentation that impacts on work activities
- range of relevant exercises, case studies and/or other simulated practical and knowledge assessments
- appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Practical assessment must occur in an:

- appropriately simulated workplace environment and/or
- appropriate range of situations in the workplace.

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate to this unit:

- direct observation of the candidate developing marine survey reports
- direct observation of the candidate applying relevant

Guidance information for assessment

WHS/OHS requirements and work practices.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

In all cases where practical assessment is used it should be combined with targeted questioning to assess Required Knowledge.

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

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below.

Documentation may include:	<ul style="list-style-type: none">• Correspondence• Legal/government/professional/other documents• Reference to all evidence/information considered• Reports from others such as loss adjusters/assessors/ insurers, shipwrights, tradesmen, specialists and other surveyors• Survey:<ul style="list-style-type: none">• books• files• Vessel records
Key stakeholders may include:	<ul style="list-style-type: none">• Client• Government or statutory authorities• Industry associations• Insurance broker or agent• Insurer• Legal or other practitioners• Manufacturers• Marine authorities• Master or crew• Mortgagee• Suppliers• Third parties• Trustee• Vessel owner
Risks may include:	<ul style="list-style-type: none">• Casualty• Damage• Loss or liability• Repairs• SMS• Tangible or intangible• WHS/OHS
Information may include:	<ul style="list-style-type: none">• Historical data• Maintenance schedules• Operating environment of organisation or vessel• Other survey reports and relevant survey documentation• Vessel condition
Business equipment and	<ul style="list-style-type: none">• Cameras• Computers

- technology may include:
- Data storage devices
 - Email
 - Facsimile machines
 - Internet, extranet and intranet
 - Photocopiers, printers, scanners
 - Software applications, such as databases and word applications
- Feedback may include:
- Clients and colleagues
 - Documentation and reports
 - Quality assurance data
 - Questionnaires

Unit Sector(s)

Not applicable.

Competency Field

Marine Surveying