



Australian Government

**MARD004 Manage business and
administration on vessels limited by
tonnage or near coastal operations**

Release: 2

MARD004 Manage business and administration on vessels limited by tonnage or near coastal operations

Modification History

Release 2. This is the second release of this unit of competency in the MAR Maritime Training Package.

- Minor statement changes in unit Application.

Release 1. This is the first release of this unit of competency in the MAR Maritime Training Package.

Application

This unit involves the skills and knowledge required to manage the business and administration of a commercial ocean-going vessel and its personnel in compliance with Australian and international regulations and guidelines, and to ensure the protection of the marine environment and the safety of the vessel and people on board.

Managing vessel business operations and resources includes legal and commercial responsibilities, the safety management system (SMS), procedures to obtain a safety management certificate and subsequent audits, managing work health and safety (WHS)/occupational health and safety (OHS) procedures and practices, monitoring and controlling expenditure, and analysing and preparing reports.

It also involves organising and managing crew, and includes allocating duties, conducting required training, and assessing and maintaining expected standards of work and behaviour.

This unit applies to people working in the maritime industry in the capacity of:

- Master up to 100 metres Near Coastal
- Master up to 500 gross tonnages (GT).

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit.

- This unit is one of the requirements to obtain Australian Maritime Safety Authority (AMSA) certification as a Master up to 100 metres Near Coastal as specified in Marine Order 505.

Seafarers seeking certification should check with AMSA.

Pre-requisite Unit

Not applicable.

Competency Field

D – Administration and Human Resources

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Develop plans for general and specific vessel operations

- 1.1** Vessel operation goals and objectives are identified according to company procedures, operational orders, regulatory requirements and established marine management practices
- 1.2** General and specific vessel operations plans are drawn up according to company procedures
- 1.3** Correct procedures for emergency response onboard a vessel are developed according to company procedures, operational orders, regulatory requirements and established marine management practices
- 1.4** Appropriate validation measures and standards are devised to monitor progress of operations against plans, and appropriate contingency plans are developed for any discrepancies or variations that may occur during operations
- 1.5** Service procedures and systems improvement opportunities are identified and appropriate measures are taken to act on these opportunities according to company procedures and established marine management practices
- 1.6** Plans, goals, objectives and instructions for general and specific vessel operations and emergency and contingency procedures are distributed to relevant personnel according to company procedures and established marine management practices

2 Ensure legal

- 2.1** Legal basis under which a commercial vessel operates is

requirements are fulfilled	interpreted and followed, and ship Master safety, legal and commercial obligations are identified and carried out in a relevant range of operational circumstances
	2.2 National and international conventions, laws and regulations pertaining to vessel operations and contingencies are implemented
	2.3 Entries are made into vessel logbooks, as required, and carriage of all required vessel certification is confirmed and ensured
	2.4 Appropriate arrangements are made for preparing vessel for statutory survey and certification
	2.5 Relevant code of conduct and industrial agreements are applied to vessel operations and management, and ship Master responsibilities as they relate to crew health and safety are implemented
	2.6 Vessel security procedures are consistent with International Maritime Organization (IMO) International Ship and Port Facility Security (ISPS) Code
	2.7 Procedures and requirements relating to state/territory port control are implemented
	2.8 Procedures and requirements relating to customs, quarantine and immigration clearances are implemented
3 Ensure commercial and business requirements are fulfilled	3.1 Contracts of carriage and bills of lading under which vessel owners and cargo owners operate are interpreted and adhered to according to company procedures, legal requirements and established marine management practices
	3.2 Commercial and legal aspects of general average, salvage and towage are identified, interpreted and implemented according to company procedures, legal requirements and established marine management practices
	3.3 Commercial and legal aspects of marine hull and cargo insurance are identified, interpreted and implemented according to company procedures, legal requirements and established marine management practices
	3.4 Accident and incident investigation processes are identified and implemented according to company procedures, legal requirements and established marine

		management practices
4	Monitor and control vessel expenditure	4.1 Accrual accounting procedures are correctly used to monitor and control vessel expenditure and, where relevant, vessel budget is prepared according to established vessel financial procedures and established accounting practices, with relevance to commercial market in which a vessel operates 4.2 Plans and appropriate contingency procedures are developed to correct any variation from vessel budget and identified expenditure, and records are maintained according to established vessel financial procedures and established accounting practices 4.3 Appropriate action is taken when expenditure varies from vessel budget according to contingency plans, company procedures and established accounting practices
5	Develop and implement vessel SMS	5.1 Vessel SMS is developed according to relevant maritime regulations and company procedures 5.2 SMS safety procedures and related documentation are developed in collaboration with relevant vessel personnel 5.3 SMS documentation structure and content are maintained according to requirements, and appropriate action is taken to ensure correct procedures are followed to obtain a safety management certificate according to maritime regulatory requirements 5.4 Appropriate measures are taken to ensure all personnel onboard vessel are familiar with SMS documentation, that familiarisation arrangements for new crew members are carried out, and that all personnel apply SMS procedures relevant to their functions
6	Monitor and control vessel physical resources	6.1 Vessel inventory of plant, equipment and other physical resources is maintained according to company procedures, vessel survey requirements and established marine management practices 6.2 Reports on status of vessel physical resources are prepared and submitted to relevant personnel within company and regulatory authority requirements according to company procedures, vessel survey requirements and established practices

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| 7 Analyse and compile operational and voyage data | 7.1 Operational and voyage data is collected and compiled according to company practices, regulatory requirements and established marine management practices |
| | 7.2 Voyage report is prepared and validated according to company procedures, vessel survey requirements and established marine management practices |
| | 7.3 Voyage report is submitted to designated personnel according to company procedures, vessel survey requirements and established practices |
| 8 Provide leadership to officers and crew | 8.1 Feedback and support are provided to crew on achievements and performance in their day-to-day work |
| | 8.2 Crew are treated fairly, equitably, effectively and honestly in matters related to their day-to-day work |
| | 8.3 Appropriate action is taken to prevent harassment and, where it has occurred, harassment is dealt with promptly, effectively and fairly |
| | 8.4 Crew suggestions for work improvements are listened to, acted upon and credit for achievements is shared with crew |
| | 8.5 Good example is provided of a responsible, fair, sympathetic, equitable and diligent member of shipboard team |
| 9 Allocate duties and maintain set standards of work onboard vessel | 9.1 Work requirements and crew competencies required for work duties are identified and clarified |
| | 9.2 Crew member competencies are assessed and confirmed, and duties are assigned to crew according to crew competencies and capabilities |
| | 9.3 Competency deficiencies in personnel are identified and remedial action is initiated through counselling and training |
| | 9.4 Crew members are advised of rostered duties and required performance standards are set in conjunction with crew members according to company procedures |
| | 9.5 Crew members are motivated to achieve set standards of work performance using appropriate methods |

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| | 9.6 | Performance of crew members is monitored, as required, using appropriate methods according to company procedures |
| | 9.7 | Performance assessments are discussed with relevant crew members and agreement is reached on appropriate action to be taken where performance is below set standards |
| 10 | Resolve conflict | |
| | 10.1 | Conflict situations are recognised and issues are clarified with personnel involved |
| | 10.2 | Solutions to conflict are negotiated using appropriate mediation and conflict resolution techniques |
| 11 | Plan, organise, promote and evaluate shipboard training and assessment | |
| | 11.1 | Workplace trainer and assessor requirements are identified and appropriate staff are trained and assigned, as required |
| | 11.2 | Work-related training opportunities are planned and organised for crew according to identified needs and company policy |
| | 11.3 | Shipboard drills are organised according to regulations and company procedures |
| | 11.4 | Assessment of crew members during and after training activities and shipboard drills is carried out to confirm required competencies and related knowledge have been acquired |
| | 11.5 | Crew members are debriefed after training, drill and assessment activities using appropriate methods and efficacy of training, drill and assessment activities is evaluated based on feedback from participating crew members and other relevant evidence |
| | 11.6 | Outcomes of evaluations of training and assessment are discussed with trainers and assessors, and appropriate action is taken to make required improvements |
| | 11.7 | Reports on training and assessment are evaluated and resultant action is maintained and/or entered into vessel log, as required |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of

competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Unit Mapping Information

This unit replaces and is equivalent to MARD001 Manage business and administration on vessels limited by tonnage or near coastal operations.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2>