



**Australian Government**

**Department of Education, Employment and Workplace Relations**

**TDMML507A MANAGE BUSINESS AND  
ADMINISTRATION ON VESSELS  
LIMITED BY TONNAGE OR NEAR  
COASTAL OPERATIONS**

**Release: 1**

## TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS

### Modification History

Not applicable.

### Unit Descriptor

#### UNIT DESCRIPTOR:

**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 persons on board. This includes vessels of 500 GT or less (in the case of a Master or Chief Mate) and vessels of 3,000 GT or less (in the case of a Watchkeeper).**

**Vessels may also include those of 3,000 GT or less (in the case of a Master or Chief Mate) operating in near coastal operations.**

**Managing the business operations and resources of the vessel includes legal and commercial responsibilities, the vessel's safety management system, procedures to obtain a safety management certificate and subsequent audits, the management of OH&S procedures and practices, monitoring and controlling expenditure, and analysing and preparing reports. It also involves organising and managing the crew, including the allocation of duties, conduct of required training and assessment and maintenance of expected standards of work and behaviour.**

### Application of the Unit

<b>Application of the unit</b>	<p>The unit covers requirements for the management of the business and administration of a commercial coastal vessel and its personnel, and has application in qualifications for Master or Chief Mate on a vessel of less than 500 gross tonnage (GT) or more operating in international waters or for a Watchkeeper on an ocean-going vessel of 3,000 GT or less, i.e. Diploma of Transport&amp;Distribution(Maritime Operations). The unit is also applicable to qualifications for Masters or Chief Mates of vessels up to 3,000 GT operating in near coastal waters.</p>
--------------------------------	---

## Licensing/Regulatory Information

<b>Licensing/legislative requirements</b>	The unit is consistent with the relevant sections of STCW 95 and Marine Orders under the Australian Navigation Act 1912.
---	--

## Pre-Requisites

Not applicable.

## Employability Skills Information

Not applicable.

## Elements and Performance Criteria Pre-Content

<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.</i>
--	--

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 <b>Develop plans for general and specific vessel operations</b>	<p>a Goals and objectives of vessel operations are identified in accordance with company procedures operational orders, regulatory requirements and established marine management practice</p> <p>b Plans for general and specific vessel operations are drawn up as per company procedures</p> <p>c Correct procedures for emergency response on board a vessel are developed in accordance with company procedures and operational orders, regulatory requirements and established marine management practice</p>

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

ELEMENT	PERFORMANCE CRITERIA
<b>1 Develop plans for general and specific vessel operations (continued)</b>	<ul style="list-style-type: none"> <li>d Appropriate validation measures and standards are devised to monitor progress in operations against the plans and appropriate contingency plans are developed for any discrepancies or variations that may occur in the course of operations</li> <li>e Opportunities for improvement to services procedures and systems are identified and appropriate measures are taken to act on these opportunities as per company procedures and established marine management practice</li> <li>f Plans, goals, objectives and instructions for general and specific vessel operations and emergency and contingency procedures are distributed to relevant personnel as per company procedures and established marine management practice</li> </ul>
<b>2 Ensure legal requirements are fulfilled</b>	<ul style="list-style-type: none"> <li>a The legal basis under which a commercial vessel operates is interpreted and followed and the shipmaster's safety, legal and commercial obligations are identified and carried out in a relevant range of operational circumstances</li> <li>b Conventions, laws and regulations both national and international pertaining to vessel operations and contingencies are implemented</li> <li>c Entries are made into the vessel's log books as required and carriage of all required vessel certification confirmed and ensured</li> <li>d Appropriate arrangements are made for the preparation of a vessel for statutory survey and certification</li> <li>e The relevant code of conduct and industrial agreements are applied to vessel operations and management, and the shipmaster's responsibilities as they relate to the health and safety of the crew are implemented</li> </ul>

ELEMENT	PERFORMANCE CRITERIA
	<p>f Vessel's security procedures are consistent with the IMO International Ship and Port Facility Security Code (ISPS Code)</p> <p>g The procedures and requirements relating to state port control are implemented</p> <p>h The procedures and requirements relating to customs, quarantine and immigration clearances are implemented</p>
<p><b>3 Ensure commercial and business requirements are fulfilled</b></p>	<p>a Contracts of carriage and bills of lading under which vessel owners and cargo owners operate are interpreted and adhered to in accordance with company procedures, legal requirements and established marine management practice</p>

<p><b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b></p>
---

ELEMENT	PERFORMANCE CRITERIA
<p><b>3 Ensure commercial and business requirements are fulfilled (continued)</b></p>	<p>b The commercial and legal aspects of general average, salvage and towage are identified, interpreted and implemented in accordance with company procedures, legal requirements and established marine management practice</p> <p>c The commercial and legal aspects of marine hull and cargo insurance are identified, interpreted and implemented in accordance with company procedures, legal requirements and established marine management practice</p> <p>d Accident and incident investigation processes are identified and implemented in accordance with company procedures, legal requirements and established marine management practice</p>

ELEMENT	PERFORMANCE CRITERIA
<p><b>4 Monitor and control vessel expenditure</b></p>	<p>a Accrual accounting procedures are correctly used to monitor and control vessel expenditure and where relevant, the vessel's budget is prepared in accordance with established vessel's financial procedures and established accounting practice, with relevance to the commercial market in which a vessel operates identified</p> <p>b Plans and appropriate contingency procedures are developed to correct any variation from the vessel's budget and expenditure identified, and records maintained in accordance with established vessel's financial procedures and established accounting practice</p> <p>c Appropriate action is taken in the event of variation expenditure from the vessel's budget in accordance with contingency plans, company procedures and established accounting practice</p>
<p><b>5 Develop and implement the vessel's safety management system</b></p>	<p>a A safety management system (SMS) for the vessel is developed as per the relevant maritime regulations and company procedures</p> <p>b Safety procedures and related documentation required in a safety management system are developed in collaboration with relevant vessel personnel</p> <p>c The structure and content of the vessel's SMS documentation is maintained as per requirements, and appropriate action is taken to ensure correct procedures are followed to obtain a Safety Management Certificate in accordance with maritime regulatory requirements</p> <p>d Appropriate measures are taken to ensure all personnel on board a vessel are familiar with SMS documentation, and that familiarisation arrangements for new crew members are carried out, and that all personnel apply SMS procedures relevant to their functions</p> <p>e Correct procedures are followed to obtain a Safety Management Certificate in accordance with maritime regulatory requirements</p>

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

ELEMENT	PERFORMANCE CRITERIA
<b>6 Monitor and control vessel's physical resources</b>	<ul style="list-style-type: none"> <li>a The vessel's inventory of plant, equipment and other physical resources, including the recording of faulty, worn or damaged resources, is maintained in accordance with company procedures, vessel's survey requirements and established marine management practice</li> <li>b Reports are prepared on the status of the vessel's physical resources and are submitted to relevant personnel within the company and regulatory authorities as per company procedures, vessel's survey requirements and established practice</li> </ul>
<b>7 Analyse and compile operational and voyage data</b>	<ul style="list-style-type: none"> <li>a Operational and voyage data is collected and compiled as per company practice, regulatory requirements and established marine management practice</li> <li>b A voyage report is prepared and validated as per company procedures, vessel's survey requirements and established marine management practice</li> <li>c Voyage report is submitted to designated personnel as per company procedures, vessel's survey requirements and established practice</li> </ul>
<b>8 Provide leadership to officers and crew</b>	<ul style="list-style-type: none"> <li>a Feedback and support are provided on the achievements and performance for crew in their day-to-day work</li> <li>b Crew are treated fairly, equitably, effectively and honestly in matters related to their day-to-day work, including resolution of conflicts using appropriate conflict resolution techniques</li> <li>c Appropriate action is taken to prevent harassment and it is dealt with promptly, effectively and fairly where there is any indication that it may have occurred</li> <li>d Suggestions for work improvements made by the crew are</li> </ul>

ELEMENT	PERFORMANCE CRITERIA
	<p>listened and acted upon and any credit for achievements is shares with them</p> <p>e A good example is provided of a responsible, fair, sympathetic, equitable and diligent member of the shipboard team</p>
<p><b>9 Allocate duties and maintain set standards of work on board a vessel</b></p>	<p>a Work requirements and crew competencies required for work duties are identified and clarified</p> <p>b Competencies of crew members are assessed and confirmed and duties assigned to crew in accordance with their competency and capabilities</p> <p>c Competency deficiencies in personnel are identified and remedial action is initiated through counselling and training</p>

<p><b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b></p>
---

ELEMENT	PERFORMANCE CRITERIA
<p><b>9 Allocate duties and maintain set standards of work on board a vessel (continued)</b></p>	<p>d Crew members are advised of their rostered duties and required performance standards are set in conjunction with crew members in accordance with company procedures</p> <p>e Crew members are motivated to achieve to set standards of work performance using appropriate methods</p> <p>f Performance of the crew members is monitored as required using appropriate methods in accordance with company procedures, and performance assessments discussed with relevant crew members and agreement reached on appropriate action to be taken where performance is found to be below the set standards</p>



ELEMENT	PERFORMANCE CRITERIA
<b>10 Resolve conflicts</b>	<ul style="list-style-type: none"> <li>a Conflict situations are recognised and the issues involved are clarified with the personnel involved</li> <li>b Solutions to the conflicts are negotiated using appropriate mediation and conflict resolution techniques</li> </ul>
<b>11 Plan, organise, promote and evaluate shipboard training and assessment</b>	<ul style="list-style-type: none"> <li>a Workplace trainer and assessor requirements are identified and appropriate staff are trained and assigned as required</li> <li>b Work related training opportunities are planned and organised for the crew as per identified needs and company policy</li> <li>c Shipboard drills are organised as per regulations and company procedures</li> <li>d Assessment of crew members during and after training activities and shipboard drills is carried out to confirm that required competencies and related knowledge have been demonstrated</li> <li>e 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</li> <li>f Outcomes of evaluations of training and assessment are discussed with trainers and assessors and appropriate action is taken to make any required improvements</li> <li>g Reports on training and assessment evaluated and any resultant action are maintained and/or entered into the vessel's log as required</li> </ul>

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE

*This describes the knowledge required for this unit.*

- 1 Relevant maritime regulations
- 2 Relevant OH&S legislation and policies
- 3 Role of a vessel's master, including duties, obligations, and commercial and legal responsibilities under national and international laws and conventions
- 4 Requirements related to state port control
- 5 Requirements related to a vessel's documentation, certification and survey
- 6 Contracts of carriage, marine insurance, salvage and towage
- 7 National administrative procedures for accident investigation and vessel and port security
- 8 Procedures relating to customs, quarantine and immigration clearance
- 9 Equal employment policies and regulations
- 10 Safety management system for the vessel
- 11 Relevant industrial award requirements as they relate to shipboard personnel responsibilities, obligations and entitlements
- 12 General principles of integrated vessel and bridge management
- 13 Procedures for planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
- 14 Relevant OH&S and marine pollution control legislation, codes of practice, policies and procedures
- 15 Requirements of relevant maritime authorities for safety management systems
- 16 The aims, objectives, advantages and disadvantages of the vessel's safety

## **REQUIRED KNOWLEDGE**

management system

## **REQUIRED KNOWLEDGE**

- 17 General provisions for the development and monitoring of a vessel's safety management system
- 18 Procedures for obtaining a safety management certificate and undergoing subsequent audits to maintain it
- 19 Procedures for the collection, compiling, analysing and reporting on safety incidents and casualties on board a vessel, including the format and characteristics of a good safety incident report
- 20 Established marine resource management procedures and practice
- 21 Methods of identifying problems in services to other departments or in procedures and systems
- 22 Techniques for evaluating and seeking alternatives for improvement of shipboard operational and emergency procedures and systems
- 23 Methods for the motivation of shipboard personnel

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

- 24 Principles of effective leadership and teamwork
- 25 Competency requirements for typical shipboard operations
- 26 Training and competency assessment techniques and options suitable for shipboard personnel
- 27 Techniques for the setting of performance standards and the evaluation of performance of shipboard personnel
- 28 Methods for evaluating the efficacy of shipboard training, drills and competency assessment
- 29 Maritime communication techniques, including barriers to effective communication and how to overcome them
- 30 Training Packages and competency standards relevant to shipboard personnel
- 31 Conflict resolution and mediation strategies and techniques
- 32 Regulatory requirements for shipboard drills

24 Principles of effective leadership and teamwork

33 Human resource management problems and appropriate action and solutions

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

## **REQUIRED SKILLS**

*This describes the basic skills required for this unit.*

- 1 Communicate effectively both verbally and in writing
- 2 Recognise and interpret non-verbal communication
- 3 Interpret and apply information on contracts of carriage, marine insurance, salvage and towage
- 4 Interpret and apply National administrative procedures for accident investigation and vessel and port security
- 5 Interpret and apply procedures relating to customs, quarantine and immigration clearance
- 6 Interpret and apply labour-related regulations
- 7 Use management skills effectively
- 8 Plan, implement and monitor the master's duties, obligations, commercial and legal responsibilities under national and international laws and conventions
- 9 Plan, implement and monitor requirements related to state port control
- 10 Plan, implement and monitor requirements related to a vessel's documentation, certification and survey
- 11 Plan, implement and monitor goals and performance requirements for vessel operations and for emergencies
- 12 Conduct management meetings
- 13 Demonstrate effective leadership of officers and crew
- 14 Establish and develop dynamic groups and teams on board a vessel
- 15 Motivate shipboard personnel

## REQUIRED SKILLS

- 16 Investigate and arbitrate shipboard conflicts
- 17 Promote correct safety management on board vessels
- 18 Maintain a vessel's security
- 19 Follow the correct procedures for obtaining a Safety Management Certificate
- 20 Coordinate an audit to maintain a Safety Management Certificate
- 21 Plan, implement and monitor OH&S procedures and practices
- 22 Plan, organise and promote shipboard training programs
- 23 Organise training evaluation processes
- 24 Analyse and compile operational and voyage data and prepare reports
- 25 Investigate, analyse and compile casualty data and prepare related reports

## Evidence Guide

### Evidence Guide

**TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

*The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.*

<p><b>1 Critical aspects of evidence required to demonstrate competency in this unit</b></p>	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ol style="list-style-type: none"> <li>a Identify and fulfil the master's duties, obligations, commercial and legal responsibilities under national and international laws and conventions</li> <li>b Identify and implement the requirements related to state port control</li> <li>c Identify and implement the requirements related to a vessel's documentation, certification and survey</li> </ol>
--	---

	<ul style="list-style-type: none"> <li>d Analyse and implement the requirements of contracts of carriage, marine insurance, salvage and towage obligations</li> <li>e Monitor and control National administrative procedures for accident investigation and vessel and port security</li> <li>f Monitor and implement procedures relating to customs, quarantine and immigration clearance</li> <li>g Develop and implement plans for general and specific vessel operations</li> <li>h Develop and implement the vessel's safety management system</li> <li>i Monitor and control vessel expenditure</li> <li>j Monitor and control vessel's physical resources</li> <li>k Analyse and compile voyage data</li> <li>l Develop and implement a human resource management plan for a vessel</li> <li>m Allocate duties to officers and crew</li> <li>n Set and monitor human resource performance and competency requirements for vessel operations</li> <li>o Motivate shipboard personnel</li> <li>p Identify and resolve shipboard conflicts</li> <li>q Organise and evaluate training, drills and assessment activities</li> <li>r Identify human resource management problems and take appropriate action</li> <li>s Communicate effectively with others as part of human resource management</li> </ul>
<p><b>2 Evidence required for demonstration of consistent performance</b></p>	<ul style="list-style-type: none"> <li>a Performance is demonstrated consistently over a period of time and in a suitable range of contexts</li> <li>b Consistently applies underpinning knowledge and skills when:</li> </ul>

- 1 identifying and implementing the master's duties, obligations, commercial and legal responsibilities under national and international laws and conventions
- 2 identifying and implementing the requirements related to state port control

### Evidence Guide (continued)

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

**2 Evidence required for demonstration of consistent performance (continued)**

- 3 identifying and implementing the requirements related to a vessel's documentation, certification and survey
- 4 analysing and implementing the requirements of contracts of carriage, marine insurance, salvage and towage obligations
- 5 monitoring and controlling national administrative procedures for accident investigation and vessel and port security
- 6 monitoring and implementing procedures relating to customs, quarantine and immigration clearance
- 7 developing and implementing plans for vessel operations
- 8 developing and implementing the vessel's safety management system
- 9 monitoring and controlling vessel expenditure
- 10 monitoring and controlling vessel's physical resources
- 11 analysing and compiling operational and voyage data
- 12 carrying out human resource management functions on board a vessel
- 13 identifying and evaluating human resource management problems and determining appropriate courses of action
- 14 identifying and implementing improvements to human resource management plans, policies and procedures



- 15 applying equal employment and safety requirements when developing and implementing human resource management plans
- 16 resolving shipboard conflicts
- 17 assessing performance of shipboard personnel
- 18 evaluating the efficacy of training, drills and assessment activities
- c Shows evidence of application of relevant workplace procedures, including:
  - 1 relevant maritime regulations
  - 2 vessel's safety management system and related procedures
  - 3 equal employment and OH&S regulations policies and procedures
  - 4 standard operating procedures and work instructions
  - 5 relevant manufacturer's guidelines relating to the use of machinery
  - 6 shipboard training, drill and assessment procedures
- d Action is taken promptly to report and/or rectify management problems in accordance with established procedures

**Evidence Guide (continued)**

**TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

**2 Evidence required for demonstration of consistent performance (continued)**

- e Work is completed systematically with required attention to detail
- f Recognises and adapts appropriately to cultural differences in the workplace, including modes of behaviour and interactions between crew and others

<p><b>3 Context of assessment</b></p>	<ul style="list-style-type: none"> <li>a Assessment of competency must comply with the assessment requirements of the relevant maritime regulations</li> <li>b Assessment of this unit must be undertaken within relevant marine authority approved and audited arrangements by a registered training organisation: <ul style="list-style-type: none"> <li>1 As a minimum, assessment of knowledge must be conducted through appropriate written/oral examinations, and</li> <li>2 Appropriate practical assessment must occur: <ul style="list-style-type: none"> <li>i at the registered training organisation; and/or</li> <li>ii on an appropriate working or training vessel</li> </ul> </li> </ul> </li> </ul>
<p><b>4 Specific resources required for assessment</b></p>	<p>Access is required to opportunities to: Relevant publications, conventions, procedures and documentation used to:</p> <ul style="list-style-type: none"> <li>a participate in a range of role plays, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to effectively manage the administration of an ocean-going vessel and its personnel; and/or</li> <li>b assist in managing the administration of an operational ocean-going commercial vessel and its personnel</li> </ul>

## Range Statement

### Range Statement

**TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

*The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.*

#### VARIABLE

#### SCOPE

### 1. GENERAL CONTEXT

<b>a. Work must be carried out:</b>	1 in compliance with mandatory rules and regulations and IMO Conventions and Codes, including the relevant sections of the AMSA Marine Orders and ensuring that applicable codes, guidelines and standards recommended by IMO, the classification societies and maritime industry organisations are taken into account
<b>b. Work is performed:</b>	1 In position of management on a vessel under broad operational requirements, with accountability and responsibility for self and others in achieving the prescribed outcomes
<b>c. Work involves:</b>	1 the application of a significant range of legal, business and management principles across a wide and often unpredictable variety of operational contexts. Contribution to the development and implementation of a broad operations and resources management plan and a safety management system consistent with regulatory requirements and the operational needs of the vessel is required

*The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.*

- d. Work requires:**
- 1 significant judgement in planning, management and leadership functions related to operational, commercial, financial, resource and safety management of a vessel is required. This includes management and control of a vessel's business and legal requirements, personnel, finances and physical resources, analysis of situations and related decision making

## 2. WORKSITE ENVIRONMENT

<b>a Vessel may include:</b>	<ol style="list-style-type: none"> <li>1 a vessel of less than 500 gross tonnage operating in international waters</li> <li>2 a vessel of less than 3,000 GT operating in near coastal waters</li> </ol>
<b>b Shipboard administration and management may include:</b>	<ol style="list-style-type: none"> <li>1 developing and monitoring plans for general and specific operations on board the vessel</li> <li>2 establishing and monitoring performance standards for vessel operations</li> <li>3 developing and monitoring the implementation of the vessel's safety management system</li> <li>4 investigating and reporting upon safety incidents and emergencies</li> <li>5 developing and implementing vessel's emergency procedures and contingency plans</li> </ol>

**Range Statement (continued)****TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

VARIABLE	SCOPE
<b>b Shipboard administration and management may include: (continued)</b>	6 developing and implementing procedures for the monitoring and control of expenditure
	7 developing and implementing procedures for the monitoring and control of plant, equipment and physical resources
	8 collecting and compiling voyage data and preparing voyage reports
	9 carrying out business and commercial administration
	10 managing vessel security
	11 ensuring compliance with national and international legal obligations
	12 managing customs, quarantine and immigration clearance
<b>c Vessel's operations may include:</b>	1 navigation
	2 cargo handling and care
	3 berthing and unberthing
	4 mooring operations
	5 slipping operations
	6 engine room operations and maintenance
	7 bridge operations
	8 radio operations
	9 personnel training
	10 safety/emergency drills

VARIABLE	SCOPE
	11 deck operations and maintenance
	12 emergency and damage control operations
	13 pollution control operations
	14 catering operations
	15 passenger service operations
	16 commercial operations (Australian and international regulations and conventions)
	17 state port control

**Range Statement (continued)**
**TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

VARIABLE	SCOPE
<b>d Laws and regulations pertaining to vessel's operations and contingencies may relate to:</b>	1 operational safety (Australian regulations and IMO conventions)
	2 marine pollution (Australian laws and IMO conventions)
	3 immigration
	4 customs and quarantine
	5 security and anti-terrorism
	6 stowaways and refugees
	7 wrecks, salvage and towage
	8 deaths and disappearances
	9 agency
	10 drugs
	11 smuggling and piracy

VARIABLE	SCOPE
<b>e Legal issues relevant to a master's responsibility may include:</b>	<ol style="list-style-type: none"> <li>1 functions and responsibilities of the master, vessel owner and charterer in various types of charters and contracts of carriage</li> <li>2 vessel owner's obligation of reasonable dispatch</li> <li>3 lay time, demurrage and dispatch</li> <li>4 functions of a bill of lading</li> <li>5 characteristics of a contract of carriage</li> <li>6 international conventions relating to liability of a sea carrier</li> </ol>
<b>f Legal issues relevant to a master's responsibility may include:</b>	<ol style="list-style-type: none"> <li>7 salvage and towage contracts</li> <li>8 tort liability</li> <li>9 legal principles of pilotage</li> <li>10 insurance arrangements</li> <li>11 vessel registration requirements</li> <li>12 investigations and courts of marine inquiry</li> </ol>
<b>g Vessel's physical resources may include:</b>	<ol style="list-style-type: none"> <li>1 documents and certification</li> <li>2 engine room propulsion plant and equipment and related auxiliary systems</li> <li>3 tools and maintenance equipment</li> <li>4 vessel's structures and fittings</li> <li>5 bridge equipment and resources</li> </ol>

**Range Statement (continued)****TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS**

VARIABLE	SCOPE
<b>g Vessel's physical resources may include: (continued)</b>	<ul style="list-style-type: none"> <li>6 vessel's deck equipment, fittings and related systems</li> <li>7 navigation charts, marine publications, manufacturer's manuals and other reference documentation</li> <li>8 radio equipment and facilities</li> <li>9 catering equipment and facilities</li> <li>accommodation equipment and facilities</li> </ul>
<b>h Human resource management responsibilities may include:</b>	<ul style="list-style-type: none"> <li>1 development of human resource management plans for the vessel</li> <li>2 establishment of performance standards for vessel operations</li> <li>3 establishment of competency standards for officers and crew on board a vessel</li> <li>4 evaluation of competency of officers and crew and the initiation of appropriate action to maintain competency</li> <li>5 allocation of duties to officers and crew</li> <li>6 motivation of shipboard personnel</li> <li>7 monitoring of performance of officers and crew</li> <li>8 organisation of required training, shipboard drills and assessment</li> <li>9 investigation and arbitration of shipboard conflicts</li> <li>10 implementation of equal employment policies</li> </ul>
<b>i Training may include:</b>	<ul style="list-style-type: none"> <li>1 on-board group training activities</li> <li>2 on-board individual instruction</li> </ul>



<b>VARIABLE</b>	<b>SCOPE</b>
	3 shore-based training for shipboard personnel
	4 distance learning for shipboard personnel
	5 shipboard drills required by regulations or company policies
<b>j Documentation and records may include:</b>	1 documents and contracts relating to the vessel's commercial operation
	2 safety management system plans, procedures, checklists and instructions
	3 operational orders
	4 relevant Commonwealth, State and Territory marine regulations
	5 relevant sections of Marine Orders and the Navigation Act
	6 vessel's log

**Range Statement (continued)**

<b>TDMML507A MANAGE BUSINESS AND ADMINISTRATION ON VESSELS LIMITED BY TONNAGE OR NEAR COASTAL OPERATIONS</b>
--

<b>VARIABLE</b>	<b>SCOPE</b>
<b>j Documentation and records may include: (continued)</b>	7 company's management procedures
	8 vessel's general and specific operational and contingency plans
	9 vessel's emergency procedures
	10 vessel's plant and equipment inventory
	11 vessel's survey requirements
	12 vessel's accrual accounting and financial procedures
	13 vessel's budget
	14 voyage reporting procedures

VARIABLE	SCOPE
	15 company human resource procedures and policies 16 Record of Service Books 17 ROPES and TAGS books 18 relevant Australian Training Packages and competency standards 19 industrial award requirements 20 company human resource procedures and policies 21 equal employment policies and regulations
<b>k Applicable legislation, regulations and codes may include:</b>	1 relevant Commonwealth, State and Territory marine regulations 2 relevant sections of Marine Orders and the Navigation Act 3 relevant Commonwealth, State and Territory OH&S legislation 4 Australian equal employment legislation and related policies

### Unit Sector(s)

Not applicable.

## Field

Field L Human Resources

## Relationship to other units

<b>Relationship to other units</b>	The unit may be assessed in conjunction with other units that relate to the functions of the occupation(s) concerned.
------------------------------------	---