



Australian Government

Department of Education, Employment and Workplace Relations

TDMMO107A FOLLOW MARITIME SECURITY PROCEDURES

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the skills and knowledge required to follow maritime security procedures in accordance with own role and responsibilities under Australian security requirements and regulations and the International Ship and Port Facility Security Code (ISPS Code). This includes being aware of and assessing situations involving threats to the security and safety of a vessel or port facility, reporting threats or suspicious situations, and carrying out workplace tasks in accordance with security procedures and related regulatory requirements.

Application of the Unit

Application of the unit	The unit has application in as an optional additional unit in qualifications for all operational personnel on board a vessel and linespersons involved in mooring and untying operations at port facilities.
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Licensing/Regulatory Information

Licensing/legislative requirements	The unit is consistent with the relevant sections of the International Ship and Port Facility Security Code and relevant Australian regulations related to maritime security.
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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>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Maintain basic awareness of potential security risks and situations	<ul style="list-style-type: none"> a All critical factors relevant to the security and safety of a maritime workplace are monitored continuously during work operations b All relevant indications of a security situation are recognised and appropriate action is taken to alert relevant personnel and/or take appropriate action in accordance with workplace procedures and regulatory requirements
2 Assess situations and take appropriate action	<ul style="list-style-type: none"> a Factors that may adversely affect the security and safety of a maritime workplace are identified b Relevant information concerning the security and safety of a maritime workplace is recognised and interpreted and timely action is taken in accordance with workplace procedures c Risks to vessel or port security and safety are recognised and reported to relevant security personnel and appropriate action is taken to control the risk in accordance with workplace procedures and security requirements d Changes to work environment and related risks are monitored and managed to ensure a safe outcome to workplace operations e A safe alternative plan of action is determined and implemented where necessary as a result of changed security circumstances and risks

ELEMENT	PERFORMANCE CRITERIA
<p>3 Set priorities and manage work tasks</p>	<ul style="list-style-type: none"> a Priorities are set and workload is organised to ensure completion of all assigned tasks in accordance with requirements for the security and safety of the vessel and port facilities b Appropriate tasks are prioritised and implemented to maintain ongoing workplace operations and achieve workplace objectives c Relevant information is accessed and used to ensure the security and safety of the workplace when completing workplace tasks d Tasks critically essential for the security and safety of the workplace are given priority over less important activities e Situation awareness is maintained at all times during workplace activities f All tasks critically essential for the security and safety of the workplace are completed in accordance with workplace procedures, checklists and regulatory requirements
<p>5 Work with others in the management of vessel and port security</p>	<ul style="list-style-type: none"> a Communication with relevant personnel is completed in an effective and efficient manner to achieve security of the vessel and port facilities b Team members and others in the workplace are encouraged to contribute to the security and safety of the workplace c Effective interpersonal skills are used when working with others to maintain awareness and the security and safety of the workplace d Appropriate action is taken in conjunction with others to cooperatively correct any identified unsafe and/or insecure situations which may develop during workplace activities.

ELEMENT	PERFORMANCE CRITERIA
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Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 IMO ISPS Code and Australian transport security requirements and regulations applicable to vessels and ports in Australia
- 2 Procedures for maintaining security awareness
- 3 Relevant security and safety regulations, rules, policies and procedures
- 4 Relevant security personnel on a vessel or at a port facility
- 5 Communication procedures and protocols on matters related to vessel and port security
- 6 Security and safety problems that may be identified when maintaining and managing situation awareness and action that can be taken to overcome them
- 7 Security and safety hazards and risks that may be identified in the maritime workplace and ways of controlling those hazards and associated risks
- 8 Apply the above knowledge to the management of situation awareness during workplace operations

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Read and interpret instructions, procedures and other information relevant to the maintenance of vessel and port security
- 2 Work as a team with others on matters relevant to the maintenance of vessel and port security
- 3 Select and use appropriate communications equipment
- 4 Take appropriate initiatives related to vessel and port security within limits of role and responsibility
- 5 Interpret and apply security and safety practices and regulations
- 6 Communicate effectively with others on matters related to vessel and port security

REQUIRED SKILLS

- 7 Modify activities dependent on differing workplace contingencies, risk situations and environments
- 8 Identify and solve problems associated with the maintenance of vessel and port security and to report security issues and take appropriate action based on available information
- 9 Monitor and anticipate security problems and risks and take appropriate action

Evidence Guide

Evidence Guide

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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>1 Critical aspects of evidence required to demonstrate competency in this unit</p>	<p>Assessment must confirm appropriate knowledge and skills to:</p> <ol style="list-style-type: none"> a Maintain basic awareness of potential security risks and situations b Assess a security incident and take appropriate action to report and rectify the situation c Set priorities and manage security aspects of work tasks d Work with others in the maintenance of vessel and port security e Communicate effectively with others on security issues related to work role and functions
<p>2 Evidence required for demonstration of consistent</p>	<ol style="list-style-type: none"> a Performance is demonstrated consistently over a period of time and in a suitable range of contexts b Applies underpinning knowledge and skills when:

Evidence Guide**TDMMO107B FOLLOW MARITIME SECURITY PROCEDURES****performance**

- 1 maintaining basic awareness of potential security risks and situations
 - 2 assessing a security incident and taking appropriate action to report and rectify the situation
 - 3 setting priorities and managing security aspects of work tasks
 - 4 working with others in the maintenance of vessel and port security
 - 5 communicating effectively with others on security issues related to work role and functions
- c Shows evidence of application of relevant workplace procedures, including:
- 1 vessel, port and company security procedures
 - 2 relevant Australian maritime and transport security requirements, instructions and regulations
 - 3 job procedures and work instructions
- d Action is taken promptly to report and/or rectify identified security situations and incidents in accordance with regulatory requirements and company procedures
- 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 and communication with others

Evidence Guide (continued)**TDMMO107B FOLLOW MARITIME SECURITY PROCEDURES****3 Context of assessment**

- a Assessment of competency must comply with the assessment requirements of the relevant maritime regulations
- b Assessment of this unit must be undertaken within relevant marine authority approved and audited arrangements by a registered training organisation:
 - 1 As a minimum, assessment of knowledge must be conducted through appropriate written/oral examinations, and
 - 2 Appropriate practical assessment must occur:
 - i at the registered training organisation; and/or
 - ii on an appropriate maritime workplace

4 Specific resources required for assessment

- Access is required to opportunities to:
- a demonstrate the application of maritime security procedures during appropriately simulated shipboard or shoreside operations; and/or
 - b demonstrate the application of maritime security procedures during actual shipboard or shoreside operations on a vessel or at a port facility

Range Statement

Range Statement

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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

a. Work must be carried out:	1 in compliance with the International Ship and Port Facility Security Code and relevant Commonwealth, State and Territory regulations related to maritime security.
b. Work is performed:	1 at the appropriate level of supervision for the maritime occupation concerned.
c. Work involves:	1 the application of safety and security policies, regulations, safety codes, protocols and procedures to maintain and manage situation awareness in workplaces across a variety of operational contexts within the maritime industry.

2. WORKSITE ENVIRONMENT

a Operations may be conducted:	1 by day or night in variable weather conditions
b Maritime workplaces may include:	1 vessels 2 port facilities

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c Relevant security personnel may include:	1	vessel security officer
	2	port security officer
	3	company security officer
	4	State and federal police

Range Statement (continued)**TDMMO107B FOLLOW MARITIME SECURITY PROCEDURES**

VARIABLE	SCOPE
d Security situations and incidents may include but are not restricted to:	1 a breach of security regulations and procedures
	2 security incidents affecting a vessel or port facilities
	3 persons committing criminal acts
	4 suspicious changes in the work environment
	5 a terrorist act
e Information and indicators concerning a potential security threat may include, but are not restricted to:	1 persons acting suspiciously
	2 observed breaches of security regulations and procedures
	3 recognition of security risks in the workplace
	4 observation and recognition of a security threat
	5 unattended luggage, parcels or parcels

Range Statement (continued)

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	6	unexplained changes in the work environment
	7	security alerts and alarms
f Persons consulted may include:	1	designated vessel and port security personnel
	2	safety personnel
	3	other workplace personnel and managers
	4	emergency services personnel
	5	passengers
	6	visitors to the workplace
	7	contractors
g Workplace procedures may include:	1	company procedures
	2	enterprise procedures
	3	organisational procedures
	4	established procedures
	5	standard operating procedures

Range Statement (continued)

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VARIABLE	SCOPE

Range Statement (continued)**TDMMO107B FOLLOW MARITIME SECURITY PROCEDURES**

h Documentation and records may include:	1	relevant sections of IMO ISPS Code
	2	relevant Australian maritime and transport security requirements, instructions and regulations
	3	vessel's 'security procedures
	4	port security procedures
	5	company security policy and procedures
	6	vessel's log (where applicable)
g Applicable legislation, regulations and codes may include:	1	relevant Australian, State and Territory maritime and transport security requirements, instructions and regulations
	2	relevant sections of IMO ISPS Code
	3	IMO SOLAS Convention

Unit Sector(s)

Not applicable.

Field

Field MO Security

Relationship to other units

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