



**Australian Government**

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

# **TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

**Revision Number: 1**

## **TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**UNIT DESCRIPTOR:**

**This unit involves the skills and knowledge required to assist deck officers in the conduct of routine deck measurements on a commercial vessel and the keeping of records of deck operational and maintenance measurements and routine equipment inventory data on board a vessel.**

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### **Application of the Unit**

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| <b>Application of the unit</b> | The unit has application in the qualification for an Integrated Rating, i.e. Certificate III in Transport&Distribution(Maritime Operations - Integrated Rating). |
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### **Licensing/Regulatory Information**

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|---|---|
| <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, describing the specific requirements for Integrated Ratings. |
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### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

## Elements and Performance Criteria Pre-Content

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| <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

| <b>ELEMENT</b>  | <b>PERFORMANCE CRITERIA</b>   |
|---|---|
| <b>1 Carry out routine measurements</b>                                       | <ul style="list-style-type: none"><li>a Equipment and instruments used to carry out routine deck measurements are prepared where required in accordance with established procedures and manufacturer's instructions</li><li>b Routine measurements at sea, in port and while on duty are carried out in accordance with established procedures and the limits of responsibility of and integrated ratings on a vessel</li><li>c Data collected from routine measurements is recorded or entered into the computer in accordance with established procedures</li></ul>   |
| <b>2 Assist in the completion of operations and maintenance documentation</b> | <ul style="list-style-type: none"><li>a Inventory control sheets are completed as directed in accordance with shipboard procedures</li><li>b Deck maintenance data is collected as directed in accordance with maintenance system procedures</li><li>c Deck maintenance record sheets are completed in accordance with planned maintenance procedures</li><li>d Deck operational data is collected and recorded as directed in accordance with established procedures</li><li>e Where relevant, operational, maintenance and inventory data is entered into the vessel's computer database</li><li>f Completed documentation is submitted to the deck officer in accordance with established procedures</li></ul> |

## **Required Skills and Knowledge**

### **REQUIRED KNOWLEDGE**

*This describes the knowledge required for this unit.*

- 1 Relevant OH&S and pollution control legislation and policies
- 2 Functions and responsibilities of the officers and crew members for collection, recording and interpretation of routine measurements on board a vessel
- 3 Responsibilities of an integrated rating and procedures for the taking and recording of routine measurements on a vessel:
  - a when at sea
  - b when in port

## **REQUIRED KNOWLEDGE**

- 4 Procedures for carrying out the routine sounding and measuring tasks required of an integrated rating
- 5 Procedures for the entering of collected data into a vessel's computer databases
- 6 Precautions that must be taken when carrying out routine shipboard measurements
- 7 Communication techniques and equipment required when carrying out routine measurements and data recording on a vessel

## **REQUIRED SKILLS**

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

- 1 Use basic verbal and other communication skills required when assisting in the completion of documentation concerning deck operations and maintenance on a vessel
- 2 Read, interpret and apply basic instructions and standard operating procedures relevant to the completion of documentation concerning deck operations and maintenance
- 3 Work collaboratively with others when assisting in the completion of documentation
- 4 Recognise routine problems that may occur when assisting in the completion of documentation concerning deck operations and maintenance and take appropriate action
- 5 Adapt to differences in vessels, equipment and standard operating procedures
- 6 Follow required work schedule as per company requirements

## Evidence Guide

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| <b>Evidence Guide</b><br><b>TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION</b> |
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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.*

|   |   |
|---|---|
| <b>1 Critical aspects of evidence required to demonstrate competency in this unit</b> | Assessment must confirm appropriate knowledge and skills to: <ul style="list-style-type: none"><li>a Carry out routine deck measurements falling within the limits of responsibility of an integrated rating</li><li>b Record data collected through routine deck measurements</li><li>c Enter measurement and inventory data into relevant logs or computer databases</li><li>d Ensure the exercise of all required safety, environmental and hazard control precautions and procedures when carrying out routine shipboard measurements</li><li>e Communicate effectively with others when taking and recording routine shipboard measurements</li></ul>  |
| <b>2 Evidence required for demonstration of consistent performance</b>                | <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:<ul style="list-style-type: none"><li>1 carrying out routine shipboard measurements</li><li>2 recording data collected through routine shipboard measurements</li><li>3 entering measurement and inventory data into the relevant logs or computer databases</li><li>4 exercising all required safety, environmental and hazard control precautions and procedures when carrying out routine shipboard measurements</li><li>5 communicating effectively with others during routine shipboard tasks</li></ul></li></ul> |

**Evidence Guide**  
**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

- c Shows evidence of application of relevant workplace procedures, including:
  - 1 sections of relevant maritime regulations
  - 2 ISM Code and associated vessel's safety management system and procedures
  - 3 OH&S regulations and hazard prevention policies and procedures
  - 4 job procedures and work instructions
  - 5 following bridge housekeeping processes
- d Action is taken promptly to report operational incidents and problems in accordance with regulations and shipboard procedures

**Evidence Guide (continued)**  
**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

**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

**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:

**Evidence Guide (continued)**

**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

|   |   |
|---|---|
|   | <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>  |
| <b>4 Specific resources required for assessment</b> | <p>Access is required to opportunities to:</p> <ul style="list-style-type: none"> <li>a demonstrate the ability to carry out routine measurements and data recording tasks on board a vessel through appropriate case studies, practical exercises and simulated situations; and/or</li> <li>b carry out routine measurements and data recording tasks as an integrated rating on an operational commercial or training vessel</li> </ul> |

**Range Statement**

**Range Statement**

**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

*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 relevant maritime regulatory requirements |
|-------------------------------------|--|



**Range Statement**

**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

|                              |  |
|------------------------------|--|
| <b>b. Work is performed:</b> | 1 as an integrated rating under the supervision of the responsible officers, with some accountability and responsibility for self and others in achieving the prescribed outcome |
| <b>c. Work involves:</b>     | 1 the application of basic measurement techniques to collect and record routine deck operational and maintenance data when in port or at sea                                     |
| <b>d. Work requires:</b>     | 1 the following of orders and instructions of the deck officer on watch  |

**2. WORKSITE ENVIRONMENT**

|   |  |
|---|--|
| <b>a Vessel may include:</b>                                  | 1 any Australian or international commercial vessel  |
| <b>b Routine measurements on a vessel may be carried out:</b> | <ul style="list-style-type: none"> <li>1 by day or night in both normal and emergency situations</li> <li>2 under any possible conditions of weather and loading</li> <li>3 while underway</li> <li>4 during berthing and unberthing operations</li> <li>5 while anchoring or mooring</li> <li>6 while in port</li> <li>7 while moored or at anchor</li> </ul> |
| <b>c Routine sounding and measuring tasks may</b>             | <ul style="list-style-type: none"> <li>1 hold temperature</li> <li>2 dry and wet bulb temperature</li> <li>3 reefer temperatures</li> </ul>  |

**Range Statement**  
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**include:** | 4 air pressures

**Range Statement (continued)**  
**TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION**

| VARIABLE   | SCOPE   |
|--|---|
| <b>c Routine sounding and measuring tasks may include: (continued)</b> | 5 humidity  |
|  | 6 water depth by hand or deep sea lead line   |
|  | 7 vessel's draft  |
|  | 8 soundings, levels and ullages   |
|  | 9 liquid flow   |
|  | 10 water density  |
|  | 11 cargo amounts  |
| <b>d Documentation and records may include</b>                         | 1 ISM Code safety management system plans, procedures, checklists and instructions  |
|  | 2 orders and instructions of the officer on watch   |
|  | 3 established procedures for routine measurement and the recording of operational, maintenance and inventory data on board a vessel |
|  | 4 instructions of the manufacturers of measuring instruments and equipment  |
| <b>e Applicable legislation, regulations and codes may</b>             | 1 ISM Code  |
|  | 2 relevant data recording procedures to comply with regulatory and survey requirements  |

|   |
|---|
| <p><b>Range Statement (continued)</b><br/><b>TDMMR4407B ASSIST IN COMPLETION OF DECK OPERATIONS AND MAINTENANCE DOCUMENTATION</b></p> |
|---|

|                        |   |
|------------------------|---|
| <p><b>include:</b></p> | <p>3 relevant international, Commonwealth, State and Territory OH&amp;S legislation</p> |
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### **Unit Sector(s)**

Not applicable.

### **Field**

Field MF Carry Out Operations on Equipment and Systems

### **Relationship to other units**

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