



Australian Government

MARD001 Manage business and administration on vessels limited by tonnage or near coastal operations

Release: 1

MARD001 Manage business and administration on vessels limited by tonnage or near coastal operations

Modification History

Release 1. New unit of competency.

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 who work in the maritime industry as Master or Chief Mate on a vessel of up to 500 gross tonnage (GT) or as a Watchkeeper on a vessel up to 3000 GT or as Master or Chief Mate on vessels up to 3000 GT operating in near coastal waters.

The unit is consistent with the relevant sections of STCW 95 and Marine Orders under the Australian Navigation Act 2012.

This unit has links to legislative and certification requirements.

Pre-requisite Unit

Not applicable.

Competency Field

D – Administration and Human Resources

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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 practice
 - 1.2 General and specific vessel operations plans are drawn up according to company procedures
 - 1.3 Correct procedures for emergency response on board a vessel are developed according to company procedures, operational orders, regulatory requirements and established marine management practice
 - 1.4 Appropriate validation measures and standards are devised to monitor progress in 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 practice
 - 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 practice
- 2 Ensure legal requirements are fulfilled**
 - 2.1 Legal basis under which a commercial vessel operates is interpreted and followed, and shipmaster 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 log books 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 shipmaster responsibilities as they relate to crew health and safety are implemented

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| | 2.6 | Vessel security procedures are consistent with International Maritime Organization (IMO) International Ship and Port Facility Security Code (ISPS Code) |
| | 2.7 | Procedures and requirements relating to state 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 practice |
| | 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 practice |
| | 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 practice |
| | 3.4 | Accident and incident investigation processes are identified and implemented according to company procedures, legal requirements and established marine management practice |
| 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 practice, 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 practice |
| | 4.3 | Appropriate action is taken when expenditure varies from vessel budget according to contingency plans, company procedures and established accounting practice |
| 5 Develop and implement vessel safety management | 5.1 | Vessel SMS is developed according to relevant maritime regulations and company procedures |
| | 5.2 | SMS safety procedures and related documentation are |

system		developed in collaboration with relevant vessel personnel
	5.3	SMS documentation structure and content is 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 on board 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
	5.5	Correct procedures are followed to obtain a safety management certificate according to maritime regulatory requirements
6 Monitor and control vessel physical resources	6.1	Vessel inventory of plant, equipment and other physical resources is maintained accordance to company procedures, vessel survey requirements and established marine management practice
	6.2	Reports on status of vessel physical resources are prepared and submitted to relevant personnel within company and regulatory authorities according to company procedures, vessel survey requirements and established practice
7 Analyse and compile operational and voyage data	7.1	Operational and voyage data is collected and compiled according to company practice, regulatory requirements and established marine management practice
	7.2	Voyage report is prepared and validated according to company procedures, vessel survey requirements and established marine management practice
	7.3	Voyage report is submitted to designated personnel according to company procedures, vessel survey requirements and established practice
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

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| | 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 on board 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 |
| | 9.6 | Performance of crew members is monitored as required using appropriate methods according to company procedures, 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

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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

Vessel include one or more of the following:

- vessels up to 500 GT (in the case of a Master or Chief Mate)
- vessels up to 3000 GT (in the case of a Watchkeeper)
- vessels up to 3000 GT (in the case of a Master or Chief Mate) operating in near coastal operations

Vessel operations include one or more of the following:

- berthing and unberthing
- bridge operations
- cargo handling and care
- catering operations

- commercial operations (Australian and international regulations and conventions)
- deck operations and maintenance
- emergency and damage control operations
- engine room operations and maintenance
- mooring operations
- navigation
- passenger service operations
- personnel training
- pollution control operations
- radio operations
- safety/emergency drills
- slipping operations
- state port control

Laws and regulations pertaining to vessel operations and contingencies include one or more of the following:

- agency
- customs and quarantine
- deaths and disappearances
- drugs
- immigration
- marine pollution (Australian laws and IMO conventions)
- operational safety (Australian regulations and IMO conventions)
- security and anti-terrorism
- smuggling and piracy
- stowaways and refugees
- wrecks, salvage and towage

Vessel inventory of plant, equipment and other physical resources include one or more of the following:

- recording resources that are:
 - faulty
 - worn
 - damaged

Vessel physical resources include one or more of the following:

- accommodation equipment and facilities
- bridge equipment and resources
- catering equipment and facilities
- documents and certification
- engine room propulsion plant and equipment and related auxiliary systems
- navigation charts, marine publications, manufacturer manuals

and other reference documentation

- radio equipment and facilities
- tools and maintenance equipment
- vessel deck equipment, fittings and related systems
- vessel structures and fittings

Training includes one or more of the following:

- distance learning for shipboard personnel
- onboard:
 - group training activities
 - individual instruction
- shipboard drills required by regulations or company policies
- shore-based training for shipboard personnel

Unit Mapping Information

This is a new unit. This unit is equivalent to MARD5001A 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>

Assessment Requirements for MARD001 Manage business and administration on vessels limited by tonnage or near coastal operations

Modification History

Release 1. New unit of competency.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- analysing and compiling operational and voyage data, and preparing reports
- communicating effectively verbally and in writing
- complying with mandatory rules and regulations and International Maritime Organization (IMO) Conventions and Codes, including the relevant sections of Australian Maritime Safety Authority (AMSA) Marine Orders and ensuring applicable codes, guidelines and standards recommended by IMO, classification societies and maritime industry organisations are taken into account
- conducting management meetings
- coordinating an audit to maintain a safety management certificate
- developing effective planning document
- establishing and developing dynamic groups and teams on board a vessel
- following correct procedures for obtaining a safety management certificate
- implementing human resources management responsibilities
- interpreting and applying information on contracts of carriage, marine insurance, salvage and towage
 - national administrative procedures for accident investigation, and vessel and port security
 - procedures relating to customs, quarantine and immigration clearance
 - labour-related regulations
- investigating and arbitrating shipboard conflict
- investigating, analysing and compiling casualty data and preparing related reports
- leading officers and crew
- maintaining vessel security
- motivating shipboard personnel
- organising training evaluation processes
- planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
- planning, implementing and monitoring requirements related to:
 - Master duties, obligations, commercial and legal responsibilities under national and international laws and conventions

- state port control
- vessel documentation, certification and survey
- planning, implementing and monitoring work health and safety (WHS)/occupational health and safety (OHS) procedures and practices
- planning, organising and promoting shipboard training programs
- promoting correct safety management on board vessels
- providing high quality reports
- recognising and interpreting non-verbal communication
- taking action promptly to report and/or rectify management problems according to established procedures
- using management skills effectively.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- competency requirements for typical shipboard operations
- conflict resolution and mediation strategies and techniques
- contracts of carriage, marine insurance, salvage and towage
- established marine resource management procedures and practice
- equal employment policies and regulations
- general principles of integrated vessel and bridge management
- human resource management problems, and appropriate action and solutions
- legal issues relevant to Master responsibilities such as:
 - functions and responsibilities of Master, vessel owner and charterer in various types of charters and contracts of carriage
 - vessel owner obligation of reasonable dispatch
 - lay time, demurrage and dispatch
 - functions of a bill of lading
 - characteristics of a contract of carriage
 - international conventions relating to liability of a sea carrier
 - salvage and towage contracts
 - tort liability
 - legal principles of pilotage
 - insurance arrangements
 - vessel registration requirements
 - investigations and courts of marine inquiry
- maritime communication techniques, including barriers to effective communication and how to overcome them
- methods for:
 - evaluating efficacy of shipboard training, drills and competency assessment
 - motivating shipboard personnel

- identifying problems in services to other departments or in procedures and systems
- national administrative procedures for accident investigation, and vessel and port security
- national Training Packages and competency standards relevant to shipboard personnel
- principles of effective leadership and teamwork
- procedures for:
 - collecting, compiling, analysing and reporting on safety incidents and casualties on board a vessel, including format and characteristics of a good safety incident report
 - obtaining a safety management certificate and undergoing subsequent audits to maintain it
 - planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
 - relating to customs, quarantine and immigration clearance
- regulatory requirements for shipboard drills
- relevant:
 - industrial award requirements as they relate to shipboard personnel responsibilities, obligations and entitlements
 - maritime regulations
 - WHS/OHS and marine pollution control legislation, codes of practice, policies and procedures
- requirements related to:
 - state port control
 - vessel documentation, certification and survey
- role of vessel Master, including duties, obligations, and commercial and legal responsibilities under national and international laws and conventions
- techniques for:
 - evaluating and seeking alternatives for improvement of shipboard operational and emergency procedures and systems
 - setting of performance standards and evaluating performance of shipboard personnel
- training and competency assessment techniques and options suitable for shipboard personnel
- vessel safety management system (SMS) and:
 - its aims, objectives, advantages and disadvantages
 - general provisions for developing and monitoring vessel SMS
 - requirements of relevant maritime authorities for SMS.

Assessment Conditions

Assessors must satisfy National Vocational Education and Training Regulator (NVR)/Australian Quality Training Framework (AQTF) assessor requirements.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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

Resources for assessment must include access to:

- tools, equipment, machinery, materials and personal protective equipment currently used in industry
- applicable documentation such as legislation, regulations, codes of practice, workplace procedures and operational manuals
- range of relevant exercises, case studies and/or simulations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=772efb7b-4cce-47fe-9bbd-ee3b1d1eb4c2>