



Australian Government

MARD003 Manage legal requirements of a vessel

Release: 1

MARD003 Manage legal requirements of a vessel

Modification History

Release 1. This is the first release of this unit of competency in the MAR Maritime Training Package Release 3.0.

Application

This unit involves the skills and knowledge required to comply with legislative obligations and requirements specific to the vessel.

This unit applies to maritime workers working in the maritime industry as a Master Unlimited.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

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.

1 Determine legislative obligations and requirements

2 Develop strategies for

PERFORMANCE CRITERIA

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

1.1 Legal obligations in relation to vessel operations are ascertained

1.2 Legislative requirements relating to vessel operations are recognised

1.3 Obligations and legislative requirements are clarified with relevant government and licensing agencies

2.1 Obligations and legislative requirements are

compliance with legislative obligations and requirements	analysed to develop compliance strategies
	2.2 Strategies are reviewed with relevant stakeholders to determine suitability
	2.3 Strategies are used to develop regular, cyclical compliance checks
	2.4 Strategies and compliance requirements are communicated to crew members
	2.5 Relevant training is conducted to facilitate compliance
3 Undertake scheduled compliance checks	3.1 Compliance checks are delegated to relevant crew members
	3.2 Problems that may lead to potential noncompliance are identified and reported
	3.3 Timing and outcomes of compliance checks are recorded according to regulatory and organisational requirements
	3.4 Information from compliance checks is analysed to identify noncompliance or potential noncompliance instances
4 Rectify noncompliance with legislative obligations and requirements	4.1 Course of action to take to address noncompliance instances is determined
	4.2 Timely remedial action is undertaken and legislative obligations and requirements are complied with
	4.3 Training and instruction is conducted to ensure compliance with regulations
	4.4 Checks are made to ensure noncompliance has been addressed
	4.5 Specific area is monitored to ensure continuing compliance
	4.6 Reason for noncompliance is analysed to guide future compliance
5 Maintain required certification of shipboard items and	5.1 Documentation held by the vessel is completed against authorised inventory

equipment

- 5.2 Continuous validity of certification extensions and requirements for renewals is ensured through timely attention
- 5.3 Continuing effectiveness of tests, checks and maintenance programs is reflected in certificate conditions of surveyed items and equipment
- 5.4 Organisational and issuing authority requirements are complied with through timely survey arrangements

6 Maintain documentation related to legislative requirements

- 6.1 Certificates and documentation are stored in a manner that optimises their use and accessibility for vessel operations
- 6.2 Clear, concise and accurate records are kept
- 6.3 Regulatory and organisational requirements, and format for records are complied with
- 6.4 Validity of records is maintained when required corrections to records are made
- 6.5 Documentation is secured and confidentiality is maintained according to organisational procedures
- 6.6 Organisational procedures are followed to back-up computer
- 6.7 Records and reports are distributed to required authorities at appropriate times

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.

Legal obligations include:	• responsibilities under the relevant requirements of the International Convention on Load Lines, 1966, as amended • responsibilities under the relevant requirements of the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended • responsibilities under the International Convention for Prevention of Pollution from Ships, as amended • responsibilities under international instruments affecting the safety of the ship, passengers, cargo and crew
Legislative requirements include:	• certificates and other documents to be carried on board ships by international conventions • maritime declarations of health and the requirements of International Health Regulations • methods and aids to prevent pollution of the maritime environment by ships • national legislation for implementing international agreements and conventions
Strategies for compliance include one or more of the following:	• conducting drills required under SOLAS and relevant Marine Orders applicable to firefighting and lifesaving appliances • ensuring survey items are subject to required checks, inspections and maintenance programs • maintaining correct documentation and records • maintaining valid certification dates • using relevant safety management system checklists

Unit Mapping Information

This unit replaces and is equivalent to MARD6001A Manage legal requirements of a vessel.

MARD6001A replaces and is equivalent to TDMMF307B Manage business and legal requirements on a vessel.

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 MARD003 Manage legal requirements of a vessel

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Performance Evidence

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

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices
- attending to appropriate level of detail in recordkeeping
- developing effective planning documents
- ensuring procedures for monitoring operations and maintenance comply with legislative requirements
- ensuring currency of relevant legislative and regulatory knowledge
- ensuring currency of relevant reference material
- identifying potential noncompliance promptly and fully
- interpreting information relevant to legislative requirements to ensure the security and safety of life of crew, passengers and others at sea
- planning renewal and extension of certificates to ensure continued validity of surveyed items and equipment.

Knowledge Evidence

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

- international maritime law embodied in international agreements and conventions in relation to:
 - certificates and other documents to be carried on board ships by international conventions, how they may be obtained and their period of validity
 - responsibilities under the relevant requirements of the International Convention on Load Lines, 1966, as amended
 - responsibilities under the relevant requirements of the International Convention for the Safety of Life at Sea (SOLAS), 1974, as amended
 - responsibilities under the International Convention for Prevention of Pollution from

Ships, as amended

- maritime declarations of health and the requirements of International Health Regulations
- responsibilities under international instruments affecting the safety of the ship, passengers, cargo and crew
- methods and aids to prevent pollution of the maritime environment by ships
- national legislation for implementing international agreements and conventions
- procedures for maintaining security and confidentiality of information
- relevant regulations, codes and conventions related to business and legal requirements, security and safety of life of crew, passengers and others on a vessel
- sources of reference and information on detailed survey and certification requirements
- systems and methods for recording, retrieving and storing information
- WHS/OHS requirements and work practices.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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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.

Assessment must occur in workplace operational situations or where this is not available, in simulated workplace operational situations or an industry-approved marine operations site that replicate workplace conditions.

Resources for assessment include access to:

- relevant equipment, materials and documentation including
 - cargo record book
 - daily logbook
 - official logbook
 - operation manuals
 - radio logbook
 - statutory certificates
 - survey reports
 - waste disposal logs.

Performance should be demonstrated consistently over time and in a suitable range of contexts.

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