



Australian Government

MARM014 Develop marine survey reports

Release: 1

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Modification History

Release 1. New unit of competency.

Application

This unit involves the skills and knowledge required to report on survey findings and provide information to clients and stakeholders on issues related to the marine survey.

This unit applies to people working in the maritime industry as a domestic commercial vessel marine surveyor.

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

Pre-requisite Unit

Not applicable.

Competency Field

M – Marine Surveying

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 Report findings

- 1.1 Relevant documentation, evidence, facts and information gathered during survey activities is collated and prepared for inclusion in report
- 1.2 Contentious information or findings are promptly forwarded to key stakeholders, and where necessary, involved parties are personally briefed or have opportunities to discuss report prior to compilation
- 1.3 Reports are thoroughly and accurately prepared, and type of survey carried out is reflected in reports
- 1.4 Client requirements, organisation policy and relevant legislation or codes of practice are complied with, in report format

		1.5	Reports are updated periodically to accurately reflect current status of survey
2	Provide information on marine survey tasks	2.1	Stakeholders are accurately and thoroughly informed of risks identified during survey
		2.2	Prompt information is given to clients and stakeholders
		2.3	Survey report and information is based on an objective assessment of vessel being surveyed
3	Present information	3.1	Information is presented within specified time, according to client and organisational requirements
		3.2	Information is presented in required format, style and structure using relevant business equipment and technology
		3.3	Report is maintained with due regard to client confidentiality according to organisational and legislative requirements
		3.4	Feedback is evaluated and incorporated into future reports

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.

Documentation includes one or more of the following:	• correspondence • legal/government/professional/other documents • reference to all evidence/information considered • reports from others such as loss adjusters/assessors/insurers, shipwrights, tradesmen, specialists and other surveyors • survey books and files • vessel records
Key stakeholders include one or more of the following:	• client • government or statutory authorities • industry associations

	• insurance broker or agent • insurer • legal or other practitioners • manufacturers • marine authorities • master or crew • mortgagee • suppliers • third parties • trustee • vessel owner
Risks include one or more of the following:	• casualty • damage • loss or liability • repairs • safety management system (SMS) • tangible or intangible • work health and safety/occupational health and safety (WHS/OHS)
Information includes one or more of the following:	• historical data • maintenance schedules • operating environment of organisation or vessel • other survey reports and relevant survey documentation • vessel condition
Business equipment and technology include one or more of the following:	• cameras • computers • data storage devices • email • facsimile machines • internet, extranet and intranet • photocopiers, printers, scanners • software applications, such as databases and word applications
Feedback includes one or more of the following:	• clients and colleagues • documentation and reports • quality assurance data • questionnaires

Unit Mapping Information

This unit replaces and is equivalent to MARM5004A Develop marine survey reports.

Links

Companion Volume implementation guides are found in VETNet -

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