



Australian Government

Department of Education, Employment and Workplace Relations

SFISHIP201C Comply with organisational and legislative requirements

Release: 1

SFISHIP201C Comply with organisational and legislative requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves maintaining records, including those with statutory requirements. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
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Application of the Unit

Application of the unit	This unit has application to work at sea which is associated with the use of vessels. It may include operations, such as: • cargo loading, unloading and securing • catering procedures • contingency response services • marine engineering • fishing activities • maintenance of vessel • navigation of vessel • port operations • safety drills • sub-sea work with stock culture devices or diving • towage. These operations are subject to regulations, such as occupational health and safety (OHS), maritime and vessel standing orders, load shifting and environmental management for which an enterprise will have developed procedures and processes for maintaining records for compliance. This unit of competency will be relevant to a person who has been assigned responsibility for maintaining these records and ensuring that the required enterprise procedures are followed. This person will undertake their work within well defined processes which include monitoring work and responding to personnel who fail to follow required procedures. All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements</i>, including
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	<i>OHS guidelines</i>, and <i>ecologically sustainable development (ESD) principles</i>. Equipment operation, maintenance, repairs and calibrations are undertaken in a safe manner that conforms to manufacturer instructions. Appropriate <i>personal protective equipment (PPE)</i> is selected, checked, used and maintained.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain operational records	1.1. Records are clear, concise, accurate and follow required format and convention with sufficient level of detail to meet the objectives of record keeping. 1.2. Corrections to records are undertaken to maintain their validity. 1.3. Procedures for security and confidentiality are always maintained. 1.4. Information technology back-up procedures follow good operating practices. 1.5. Records and reports are distributed to the required authority at appropriate times and places. 1.6. Duration and method of storage complies with statutory and enterprise requirements.
2. Undertake work according to organisational and legislative requirements	2.1. Procedures for monitoring operations and maintenance are followed. 2.2. Checks and inspections are made regularly to equipment and to the area of direct responsibility. 2.3. Situations leading to potential non-compliance are promptly and fully identified and timely remedial action taken to ensure compliance with legislative requirements, within area of responsibility. 2.4. Advice given to others on the legitimacy of operations is accurate and given at the appropriate time. 2.5. Failure of personnel to comply with procedures is identified and reported.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- communicating to advise others on legitimacy of operations and to report non-compliance of personnel - demonstrating initiative and enterprise to identify and respond to situations of potential non-compliance

REQUIRED SKILLS AND KNOWLEDGE

- using problem solving skills to select remedial action appropriate to level of responsibility to ensure
- maintaining clear and accurate records
- organising to:
 - prepare records for timely distribution
 - store records in a logical manner that facilitates access and disposal
- self-management to ensure timely monitoring, recording and reporting of information
- using recording instruments and charts
- using technology to maintain, store and distribute records.

Literacy skills used for:

- filling out, correcting and checking the accuracy of records
- interpreting enterprise procedures

Numeracy skills used for:

- completing numerical requirements of forms.

Required knowledge

- content of relevant regulations to a level sufficient to meet assigned work responsibilities
- entitlement or authorisations to view records
- importance of maintaining accurate records
- legislation pertaining to the operation of the vessel, to the extent that it covers enterprise procedures
- organisational procedures for dealing with non-compliance
- personal and corporate penalties for non-compliance
- principles of record keeping
- procedures for monitoring and disposal of pollutants at sea and by other methods, including what can and cannot be discharged at sea.

Evidence Guide

EVIDENCE GUIDE

Each unit of competency has an evidence guide that relates directly to the performance criteria and the range of variables. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Overview of assessment

Critical aspects for assessment evidence required to demonstrate competence in this unit

Assessment must confirm, for the candidate's area of responsibility, the ability to:

- advise others on non-compliance
- distribute records
- ensure others comply with regulations
- identify problems and remedial action to be taken
- maintain procedures and routines
- produce a range of records
- respond to potential non-compliance
- store and secure records.

Assessment must confirm knowledge of

- enterprise procedures relating to legislative requirements
- International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) regulations.

Context of and specific resources for assessment

Assessment is to be conducted at the workplace or in a simulated work environment.

Resources may include:

- examples of applicable regulations.

Method of assessment

The following assessment methods are suggested:

- demonstration
- project (work or scenario based)
- written or oral short-answer testing.

Guidance information for assessment

This unit may be assessed holistically with other units within a qualification.

Range Statement

RANGE STATEMENT

The range of variables places the competency in context and allows for differences between enterprises and workplaces, including practices, knowledge and requirements. The range of variables also provides a focus for assessment and relates to the unit as a whole. The following variables may be present.

Relevant government regulations, licensing and other compliance requirements may include:

- biodiversity and genetically modified organisms
- biosecurity, translocation and quarantine, Australian Quarantine Inspection Service (AQIS) and other import requirements
- business or workplace operations, policies and practices
- correct marketing names and labelling
- ESD principles, environmental hazard identification, risk assessment and control
- fisheries or aquaculture regulations, permits and licences
- food safety, Hazard Analysis Critical Control Point (HACCP), hygiene and temperature control along chain of custody
- health and welfare of aquatic animals
- Indigenous land rights and cultural activities, including fishing by traditional methods
- maritime and occupational diving operations, safety at sea, pollution control
- OHS hazard identification, risk assessment and control.

OHS guidelines may include:

- appropriate workplace provision of first aid kits and fire extinguishers
- clean, uncluttered, hygienic workplace
- codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector
- enterprise-specific OHS procedures, policies or standards
- hazard and risk assessment of workplace and maintenance activities and control measures
- induction or training of staff, contractors and visitors in relevant OHS procedures and/or requirements to allow them to carry out their duties in a safe manner
- OHS training register

RANGE STATEMENT	
	• safe lifting, carrying and handling techniques, including manual handling, and the handling and storage of hazardous substances • safe systems and procedures for outdoor work, including protection from solar radiation, fall protection, confined space entry and the protection of people in the workplace • systems and procedures for the safe maintenance of property, machinery and equipment, including hydraulics and exposed moving parts • the appropriate use, maintenance and storage of PPE.
ESD principles may include:	• applying animal welfare ethics and procedures • controlling effluents, chemical residues, contaminants, wastes and pollution • controlling weeds, pests, predators and diseases, and stock health maintenance • improving energy efficiency • increasing use of renewable, recyclable and recoverable resources • maintaining biodiversity by sustainable fisheries or broodstock/seedstock collection • minimising noise, dust, light or odour emissions • preventing live cultured or held organisms from escaping into environment • reducing emissions of greenhouse gases • reducing energy use • reducing interactions with native and protected flora and fauna, marine or land parks or areas • reducing use of non-renewable resources • undertaking environmental hazard identification, risk assessment and control • undertaking facility quarantine, biosecurity and translocation of livestock and genetic material • using and recycling of water, and maintaining water quality.
PPE may include.	• buoyancy vest or personal floatation device (PFD) • gloves, mitts or gauntlets, and protective hand and arm covering

RANGE STATEMENT	
	• hard hat or protective head covering • hearing protection (e.g. ear plugs and ear muffs) • insulated protective clothing for freezers or chillers and refrigeration units • non-slip and waterproof boots (gumboots) or other safety footwear • personal locator beacon or Emergency Position Indicating Radio Beacon (EPIRB) • protective eyewear, glasses and face mask • protective hair, beard and boot covers • protective outdoor clothing for tropical conditions • respirator or face mask • safety harness • sun protection (e.g. sun hat, sunscreen and sunglasses) • uniforms, overalls or protective clothing (e.g. mesh and waterproof aprons) • waterproof clothing (e.g. wet weather gear and waders).
Records may be:	• for personal production and maintenance covering own areas of responsibility during duty periods • required by: • legislation • enterprise procedures • line management • good practice • kept by: • computer • manual methods • recording devices • for recording: • routine activities • unusual or hazardous occurrences • incidents affecting the safe prosecution and concerns of the voyage.
Responsibility may include:	• covering the areas for which the job holder is directly responsible • offering advice to others

RANGE STATEMENT	
	• actions of crew • actions of contractors • use and maintenance of equipment.
<i>Advice</i> may be:	• given on request • given on own instigation.

Unit Sector(s)

Unit sector	Vessel operations
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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