



Australian Government

Department of Education, Employment and Workplace Relations

TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL

Revision Number: 1

TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL

Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the skills and knowledge required to manage business and legal requirements on a vessel, including monitoring compliance with international and Australian legislative requirements and measures to ensure the security and safety of the life of crew, passengers and others at sea, including coordination of preventative and precautionary procedures, observing compliance, reporting and remedying non-compliance and maintaining relevant certification.

This unit is a retitled version of the former unit *TDMMF301A Monitor compliance with legislative requirements and measures to ensure safety of life at sea*. It incorporates all of the contents and functions covered by the former unit.

Application of the Unit

Application of the unit	The unit applies to qualifications for Master (Unlimited) and Marine Engineers in command and watchkeeping positions on ocean-going vessels, i.e. Advanced Diploma of Transport&Distribution(Maritime Operations - Master Unlimited), Advanced Diploma of Transport&Distribution(Marine Engineering Class 1), Advanced Diploma of Transport&Distribution(Marine Engineering Class 2), Diploma of Transport&Distribution(Marine Engineering - Engineer Watchkeeper).
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Licensing/Regulatory Information

Licensing/legislative requirements	Relevant maritime regulations, including Commonwealth, State and Territory regulations and pertinent international conventions and codes, including IMO STCW 95 Code, SOLAS Convention and the International Ship and Port Facility Security (ISPS) Code.
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Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

<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

ELEMENT	PERFORMANCE CRITERIA
1 Monitor vessel operations and maintenance procedures	a b c

Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 Relevant regulations, codes and conventions related to business and legal requirements, security and safety of the life of crew, passengers and others on a vessel
- 2 Relevant OH&S legislation and policies
- 3 International and Australian regulatory requirements and company policies, practices and procedures relating to:
 - a statutory certification
 - b survey
 - c vessel and port security
 - d records

REQUIRED KNOWLEDGE

- 4 Regulations and associated measures to ensure compliance with legislative requirements including the security and safety of the life of crew, passengers and others at sea
- 5 Problems in maintaining compliance with legislative requirements and measures to ensure safety of life at sea and appropriate action and solutions
- 6 Sources of reference and information on detailed survey and certification requirements
- 7 Systems and methods used for recording, retrieving and storing information, and their strengths and limitations
- 8 Procedures for maintaining the security and confidentiality of information
- 9 Mandatory knowledge and skills in first aid, basic vessel and port security, personal survival techniques, firefighting and fire prevention required of all seafarers as required under the relevant maritime regulations

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Read and interpret instructions, procedures and information relevant to legislative requirements and measures to ensure the security and safety of the life of crew, passengers and others at sea
- 2 Work as a team with others on matters relevant to the legislative requirements and security and safety of the life of crew, passengers and others at sea
- 3 Select and use appropriate communications equipment
- 4 Take appropriate initiatives related to the security and safety of the life of crew, passengers and others at sea
- 5 Interpret and apply security and safety practices and regulations
- 6 Communicate effectively with others on matters related to the legislative requirements and security and safety of the life of crew, passengers and others at sea
- 7 Modify activities dependent on differing workplace contingencies, risk situations and environments

REQUIRED SKILLS

- 8 Identify and solve problems associated with legislative requirements and the security and safety of the life of crew, passengers and others at sea and report security issues and take appropriate action based on available information
- 9 Monitor and anticipate problems and risks related to the legislative requirements and security and safety of the life of crew, passengers and others at sea and take appropriate action

Evidence Guide

Evidence Guide

TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL

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.

1 Critical aspects of evidence required to demonstrate competency in this unit	Assessment must confirm appropriate knowledge and skills to: - a Monitor vessel operations and maintenance procedures in terms of compliance with legislative requirements, including measures to ensure the security and safety of the life of crew, passengers and others at sea - b Identify and rectify non-compliance with legislative requirements and measures - c Maintain required certification of shipboard items and equipment - d Maintain documentation related to legislative requirements - e Identify typical legislative compliance problems and take appropriate action - f Communicate effectively with others on matters concerning legislative compliance
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Evidence Guide

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2 Evidence required for demonstration of consistent performance

- a Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- b Consistently applies underpinning knowledge and skills when:
 - 1 monitoring compliance with regulations and measures to ensure the safety of life at sea
 - 2 identifying and evaluating compliance problems and determining appropriate courses of action
 - 3 identifying and implementing improvements to measures to ensure compliance with regulations
 - 4 assessing operational capability of vessel and manoeuvring equipment
- c Shows evidence of application of relevant workplace procedures, including:
 - 1 relevant sections of IMO STCW Code and AMSA Marine Orders
 - 2 IMO International Ship and Port Facility Security (ISPS) Code
 - 3 ISM Code and associated vessel's safety management system and procedures
 - 4 OH&S regulations and hazard prevention policies and procedures
 - 5 job procedures and work instructions
 - 6 measures to ensure safety of life at sea
 - 7 following on-board housekeeping processes
- d Action is taken promptly to report and/or rectify non-compliance with regulations on the security and safety of the life of crew, passengers and others at sea

Evidence Guide (continued)

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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: - i at the registered training organisation; and/or - ii on an appropriate working or training vessel
4 Specific resources required for assessment	Access is required to opportunities to: a participate in a range of role plays, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to ensure compliance with legislative requirements and measures for the security and safety of the life of crew, passengers and others at sea; and/or b where appropriate, assist in maintaining compliance with legislative requirements and measures to ensure the security and safety of the life of crew, passengers and others at sea on board an operational vessel

Range Statement

Range Statement

TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL

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

a. Work must be carried out:	1 in compliance with relevant Australian and/or international regulations and codes to ensure the safety of life at sea
b. Work is performed:	1 relatively independently under broad operational requirements, with accountability and responsibility for self and others in achieving the prescribed outcomes
c. Work involves:	1 significant judgement in monitoring compliance with legislative requirements and measures to ensure safety of life at sea across a wide and often unpredictable variety of operational contexts

2. WORKSITE ENVIRONMENT

a Vessel may include:	1 any Australian or international commercial vessel
b Monitoring of compliance may be carried out	1 by day or night in both normal and emergency situations 2 under any possible conditions of weather and loading 3 while underway 4 during berthing and unberthing operations

Range Statement**TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL**

	5 while anchoring or mooring
c Legislative and regulatory requirements may include	1 Commonwealth, State and Territory transport security and OH&S legislation 2 Port State/Territory legislation and regulations related to security and the safety of life at sea 3 International Safety Management (ISM) Code (where applicable) IMO International Ship and Port Facility Security (ISPS) Code. 4 IMO SOLAS Convention

Range Statement (continued)**TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL**

VARIABLE	SCOPE
d Measures to maintain the safety of life at sea may include:	1 training of officers and/or crew 2 regular conduct of lifesaving and firefighting drills 3 maintenance of lifesaving and firefighting equipment and survival craft 4 on-board hazard management identification and minimisation 5 establishment and maintenance of effective watchkeeping arrangements 6 maintenance of the seaworthiness of vessel and the serviceability of shipboard plant and equipment

Range Statement (continued)**TDMMF307B MANAGE BUSINESS AND LEGAL REQUIREMENTS ON A VESSEL****e Documentation and records may include:**

- 1 ISM Code safety management system plans, procedures, checklists and instructions (where relevant)
- 2 operational orders
- 3 relevant regulations, codes and conventions, including the IMO SOLAS Convention and the International Ship and Port Facility Security (ISPS) Code
- 4 Australian and international OH&S statutory regulations
- 5 vessel's log
- 6 company procedures
- 7 insurance documentation
- 8 vessel manufacturer's instructions and recommended procedures
- 9 instructions of relevant maritime authorities
- 10 relevant Australian and/or international standards

f Applicable legislation, regulations and codes may include:

- 1 IMO STCW 95 Convention and Code
- 2 relevant sections of AMSA Marine Orders
- 3 International Regulations for Preventing Collisions at Sea
- 4 international conventions and Australian regulations on the protection of life at sea
- 5 IMO International Ship and Port Facility Security (ISPS) Code.
- 6 relevant international, Commonwealth, State and Territory OH&S, environmental and other legislation applicable to international and Australian vessels
- 7 regulatory requirements related to problems with marine pest

Range Statement (continued)

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| | risks, precautions, solutions and responsibilities |
| 8 | regulatory requirements of the Seacare Authority (where applicable) |

Unit Sector(s)

Not applicable.

Field

Field F Operational Quality and Safety

Relationship to other units

Relationship to other units	The unit may be assessed in conjunction with other units that relate to the functions of the occupation(s) concerned.
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