



Australian Government

Department of Education, Employment and Workplace Relations

TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL

Revision Number: 1

TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL

Modification History

Not applicable.

Unit Descriptor

UNIT DESCRIPTOR:

This unit involves the skills and knowledge required to manage administration of an ocean-going vessel and its personnel. This includes managing the operations and resources of a vessel, including legal responsibilities, the International Safety Management (ISM) Code, the vessel's safety management system, procedures to obtain a Safety Management Certificate and subsequent audits, the management of OH&S procedures and practices, monitoring and controlling expenditure, analysing and preparing reports. It also includes organising and managing the crew such as the allocation of duties, conduct of required training and assessment and maintenance of expected standards of work and behaviour.

This unit incorporates the content of the previous two units *TDMML101A Organise and manage the crew* and *TDMMF3701A Manage vessel operations* as the content applied to ocean-going vessels. It aligns with the AMSA approved course: *Module 5: Shipboard Management*. in the AMSA approved course for the Advanced Diploma

Application of the Unit

Application of the unit	The unit covers requirements for the management of the administration of an ocean-going commercial vessel and its personnel and has applications in qualifications for Master (Unlimited), i.e. Diploma and Advanced Diploma of Transport&Distribution(Maritime Operations - Master Unlimited) and Chief Engineer, i.e. Advanced Diploma of Transport&Distribution(Marine Engineering Class 1) and Advanced Diploma of Transport&Distribution(Marine Engineering Class 2).
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Licensing/Regulatory Information

Licensing/legislative requirements	The unit is consistent with the relevant maritime requirements for the management of the administration of an ocean-going commercial vessel and its personnel. This includes applicable sections of STCW 95 and AMSA certification and regulatory requirements under Marine Orders Part 3, Seagoing Qualifications, Issue 6.
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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
• Develop plans for general and specific vessel operations	- a Goals and objectives of vessel operations are identified in accordance with company procedures operational orders, regulatory requirements and established marine management practice - b Plans for general and specific vessel operations are drawn up - c Correct procedures for emergency response on board a vessel are developed in accordance with company procedures operational orders, regulatory requirements and established marine management practice - d Appropriate validation measures and standards are devised to monitor progress in operations against the plans

ELEMENT	PERFORMANCE CRITERIA
• • Develop plans for general and specific vessel operations • (continued)	- e Appropriate contingency plans are developed for any discrepancies or variations that may occur in the course of operations - f Opportunities for improvement to services procedures and systems are identified and appropriate measures are taken to act on these opportunities as per company procedures and established marine management practice - g Plans, goals, objectives and instructions for general and specific vessel operations and emergency and contingency procedures are distributed to relevant personnel as per company procedures and established marine management practice
• • Ensure legal requirements are fulfilled	- a Legal obligations under the Articles of Agreement are fulfilled - b Laws and regulations pertaining to vessel operations and contingencies are implemented - c Entries are made into the vessel's official log book as required - d Appropriate arrangements are made for the preparation of a vessel for statutory survey and certification - e The relevant code of conduct and industrial agreements are applied to vessel operations and management - f Vessel's security procedures are consistent with the IMO International Ship and Port Facility Security Code (ISPS Code)

ELEMENT	PERFORMANCE CRITERIA
• • Develop and implement the ISM Code and the vessel's safety management system	- a A safety management system (SMS) for the vessel is developed as per the International Safety Management (ISM) Code and company procedures - b Safety procedures and related documentation required in an ISM Code safety management system are developed in collaboration with relevant vessel personnel - c The structure and content of the vessel's ISM documentation meets the requirements of the ISM Code - d SMS manuals and related documentation meeting ISM Code requirements are reproduced and disseminated to relevant personnel on board the vessel - e Appropriate measures are taken to ensure all personnel on board the vessel are familiar with SMS documentation and apply SMS procedures relevant to their functions

ELEMENT	PERFORMANCE CRITERIA
• • • • Develop and implement the ISM Code and the vessel's safety management system • (continued) •	- f Appropriate arrangements are made for new personnel to be instructed in their role and responsibilities under the vessel's ISM Code safety management system - g Correct procedures are followed to obtain a safety management certificate under the ISM Code in accordance with international and national regulatory requirements

ELEMENT	PERFORMANCE CRITERIA
• • Monitor and control vessel's physical resources	- a The vessel's inventory of plant, equipment and other physical resources is maintained in accordance with company procedures, vessel's survey requirements and established marine management practice - b Reports of faulty, worn or damaged plant, equipment and resources are acted upon for repair or replacement in accordance with company procedures, vessel's survey and regulatory requirements and established marine management practice - c Reports are prepared on the status of the vessel's physical resources and are submitted to relevant personnel within the company and regulatory as per company procedures, vessel's survey requirements and established practice
5 Analyse and compile operational and voyage data	- a Operational and voyage data is collected and compiled as per company practice, regulatory requirements and established marine management practice - b A voyage report is prepared and validated as per company procedures, vessel's survey requirements and established marine management practice - c Voyage report is submitted to designated personnel as per company procedures, vessel's survey requirements and established practice
• • Provide leadership to officers and crew	- a Provides support for officers and crew in their day-to-day work - b Provides feedback to officers and crew on the achievements and performance - c Treats officers and crew fairly, equitably and honestly in matters related to their day-to-day work - d Resolves conflicts with and between officers and crew fairly, honestly and effectively using appropriate conflict resolution

ELEMENT	PERFORMANCE CRITERIA
	techniques e Takes appropriate action to prevent harassment and deals with it promptly, effectively and fairly should there be any indication that it may have occurred f Listens and acts on suggestions for work improvements made by officers and crew

ELEMENT	PERFORMANCE CRITERIA
• • • • Provide leadership to officers and crew • (continued)	g Shares credit for achievements with officers and crew h Provides a good example of a responsible, fair, sympathetic, equitable and diligent member of the shipboard team
• • Allocate duties	a Work requirements are identified and clarified b Plans for vessel operations are drawn up c Competencies of officers and crew are assessed and confirmed d Duties are assigned to officers and crew in accordance with their competency and capabilities e Officers and crew are advised of their rostered duties in accordance with company procedures
• • Maintain standards of work and behaviour on board	a Performance standards for officers and crew are set in conjunction with officers and crew in accordance with company procedures b Performance standards are communicated effectively to the officers and crew

ELEMENT	PERFORMANCE CRITERIA
• a vessel	- c Staff are motivated to achieve to set standards of work performance using appropriate methods - d Performance of the officers and crew is monitored as required using appropriate methods in accordance with company procedures - e Outcomes of performance assessment are discussed with relevant officers and crew and agreement is reached on appropriate action to be taken where performance is found to be below the set standards
• Resolve conflicts	- a Conflict situations are recognised and the issues involved are clarified with the personnel involved - b Solutions to the conflicts are negotiated using appropriate mediation and conflict resolution techniques
• Plan, organise and promote shipboard training and assessment	- a Competencies required for work are identified, attained and maintained - b Competency deficiencies in personnel are identified and remedial action is initiated through counselling and training - c Workplace trainer and assessor requirements are identified and appropriate staff are trained and assigned as required

ELEMENT	PERFORMANCE CRITERIA
• Plan, organise and promote shipboard training and assessment	- d Training opportunities are planned and organised for officers and crew as per identified needs and company policy - e Shipboard drills are organised as per regulations and company procedures - f Assessment of officers and/or crew during and after training activities and shipboard drills is carried out to confirm that

ELEMENT	PERFORMANCE CRITERIA
t (continued)	required competencies and related knowledge have been demonstrated g Completions of all paperwork related to the conduct and outcomes of training, drills and assessment on board a vessel
11 Evaluate shipboard training and assessment	a Officers and crew are debriefed after training, drill and assessment activities using appropriate methods b The efficacy of training, drill and assessment activities is evaluated based on feedback from participating officers and crew and other relevant evidence c Outcomes of evaluations of training and assessment are discussed with trainers and assessors and appropriate action is taken to make any required improvements d Reports on training and assessment evaluated and any resultant action are maintained and/or entered into the vessel's log as required

Required Skills and Knowledge

REQUIRED KNOWLEDGE

This describes the knowledge required for this unit.

- 1 Relevant maritime regulations
- 2 Relevant OH&S legislation and policies
- 3 Equal employment policies and regulations
- 4 ISM Code safety management system
- 5 Relevant industrial award requirements as they relate to shipboard personnel responsibilities, obligations and entitlements
- 6 General principles of integrated vessel and bridge management
- 7 Procedures for planning, implementing and monitoring goals and performance requirements for vessel operations and emergencies
- 8 Relevant OH&S and pollution control legislation, codes of practice, policies and procedures
- 9 Principles and content of the International Safety Management (ISM) Code
- 10 The aims, objectives, advantages and disadvantages of the ISM Code and associated vessel's safety management system
- 11 The relationship of the ISM Code with other IMO Conventions and Codes
- 12 General provisions for the development and monitoring of a vessel's safety management system
- 13 The typical structure of a vessel's ISM Code SMS documentation, including various forms of SMS manuals
- 14 Procedures for obtaining a Safety Management Certificate and undergoing subsequent audits to maintain it
- 15 Procedures for the collection, compiling, analysing and reporting on safety incidents and casualties on board a vessel, including the format and characteristics of a good safety incident report
- 16 Established marine resource management procedures and practice

REQUIRED KNOWLEDGE

- 17 Vessel's survey requirements
- 18 Methods of identifying problems in services to other departments or in procedures and systems
- 19 Techniques for evaluating and seeking alternatives for improvement of shipboard operational and emergency procedures and systems
- 20 Methods for the motivation of shipboard personnel
- 21 Principles of effective leadership and teamwork
- 22 Competency requirements for typical shipboard operations
- 23 Training and competency assessment techniques and options suitable for shipboard personnel
- 24 Techniques for the setting of performance standards and the evaluation of performance of shipboard personnel
- 25 Methods for evaluating the efficacy of shipboard training, drills and competency assessment
- 26 Maritime communication techniques, including barriers to effective communication and how to overcome them
- 27 Training Packages and competency standards relevant to shipboard personnel
- 28 Conflict resolution and mediation strategies and techniques
- 29 Regulatory requirements for shipboard drills
- 30 Human resource management problems and appropriate action and solutions

REQUIRED SKILLS

This describes the basic skills required for this unit.

- 1 Communicate effectively both verbally and in writing
- 2 Recognise and interpret non-verbal communication
- 3 Interpret and apply labour-related international maritime conventions and

REQUIRED SKILLS

- recommendations and national legislation
- 4 Use management skills effectively
- 5 Plan, implement and monitor goals and performance requirements for vessel operations and for emergencies
- 6 Conduct management meetings
- 7 Demonstrate effective leadership of officers and crew
- 8 Establish and develop dynamic groups and teams on board a vessel
- 9 Motivate shipboard personnel
- 10 Investigate and arbitrate shipboard conflicts
- 11 Promote correct safety management on board vessels
- 12 Maintain a vessel's security
- 13 Follow the correct procedures for obtaining a Safety Management Certificate
- 14 Coordinate an audit to maintain a Safety Management Certificate
- 15 Plan, implement and monitor OH&S procedures and practices
- 16 Plan, organise and promote shipboard training programs
- 17 Organise training evaluation processes
- 18 Analyse and compile operational and voyage data and prepare reports
- 19 Investigate, analyse and compile casualty data and prepare related reports

Evidence Guide

Evidence Guide

TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL

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 Develop and implement plans for general and specific vessel operations - b Develop and implement the vessel's ISM Code safety management system - c Monitor and control vessel's physical resources - d Analyse and compile voyage data - e Develop and implement a human resource management plan for a vessel - f Allocate duties to officers and crew - g Set and monitor human resource performance and competency requirements for vessel operations - h Motivate shipboard personnel - i Identify and resolve shipboard conflicts - j Organise and evaluate training, drills and assessment activities - k Identify typical human resource management problems and take appropriate action - l Communicate effectively with others as part of human resource management
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Evidence Guide**TDMML407A
ITS PERSONNEL****MANAGE ADMINISTRATION OF THE VESSEL AND****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 developing and implementing plans for vessel operations
 - 2 developing and implementing the vessel's safety management system
 - 3 monitoring and controlling vessel expenditure
 - 4 monitoring and controlling vessel's physical resources
 - 5 analysing and compiling operational and voyage data
 - 6 carrying out human resource management functions on board a vessel
 - 7 identifying and evaluating human resource management problems and determining appropriate courses of action
 - 8 identifying and implementing improvements to human resource management plans, policies and procedures

Evidence Guide (continued)**TDMML407A
ITS PERSONNEL****MANAGE ADMINISTRATION OF THE VESSEL AND****2 Evidence
required for
demonstration
of consistent
performance
(continued)**

- 9 applying equal employment and safety requirements when developing and implementing human resource management plans
- 10 resolving shipboard conflicts
- 11 assessing performance of shipboard personnel
- 12 evaluating efficacy of training, drills and assessment activities
- c Shows evidence of application of relevant workplace

Evidence Guide (continued)**TDMML407A
ITS PERSONNEL****MANAGE ADMINISTRATION OF THE VESSEL AND**

procedures, including:

- 1 relevant maritime regulations
- 2 ISM Code and associated vessel's safety management system and procedures
- 3 equal employment and OH&S regulations policies and procedures
- 4 issue resolution procedures
- 5 job procedures and work instructions
- 6 relevant manufacturer's guidelines relating to the use of machinery, including instructions on equipment capability and limitations
- 7 shipboard training, drill and assessment procedures

- d Action is taken promptly to report and/or rectify management problems in accordance with established procedures
- 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:

Evidence Guide (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

- i at the registered training organisation; and/or
- ii on an appropriate working or training vessel

Evidence Guide (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL****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 effectively manage the administration of an ocean-going vessel and its personnel; and/or
- b assist in managing the administration of an operational ocean-going commercial vessel and its personnel

Range Statement**Range Statement****TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

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 maritime regulations

Range Statement**TDMML407A
ITS PERSONNEL****MANAGE ADMINISTRATION OF THE VESSEL AND**

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 the application of a significant range management principles across a wide and often unpredictable variety of operational contexts. Contribution to the development and implementation of a broad operations and resources management plan and an ISM Code safety management system consistent with regulatory requirements and the operational needs of the vessel is required. Accountability and responsibility for self and others in achieving the outcomes is involved
d. Work requires:	1 significant judgement in planning, management and leadership functions related to operational, financial, resource and safety management. This includes management and control of personnel, finances and physical resources, analysis of situations and related decision making

2. WORKSITE ENVIRONMENT

a Vessel may include:	1 any Australian or international commercial vessel of 500 gross tonnage or more (i.e. for Masters), or 3,000 kW propulsion power (i.e. for engineers)
b Shipboard administration and management may include:	1 developing and monitoring plans for general and specific operations on board the vessel 2 establishing and monitoring performance standards for vessel operations 3 developing and monitoring the implementation of the vessel's ISM Code safety management system 4 investigating and reporting upon safety incidents and emergencies

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

VARIABLE	SCOPE
b Shipboard administration and management may include: (continued)	5 developing and implementing vessel's emergency procedures and contingency plans
	6 developing and implementing procedures for the monitoring and control of expenditure
	7 developing and implementing procedures for the monitoring and control of plant, equipment and physical resources
	8 collecting and compiling voyage data and preparing voyage reports
c Vessel's operations may include:	1 navigation
	2 cargo handling and care
	3 berthing and unberthing
	4 mooring operations
	5 slipping operations
	6 engine room operations and maintenance
	7 bridge operations
	8 radio operations
	9 personnel training
	10 safety/emergency drills
	11 deck operations and maintenance
	12 emergency and damage control operations
	13 pollution control operations

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

	14 catering operations
	15 passenger service operations
d Laws and regulations pertaining to vessel's operations and contingencies may relate to:	1 safety (Australian regulations and IMO conventions) 2 marine pollution (Australian laws and IMO conventions) 3 immigration 4 quarantine 5 security and anti-terrorism 6 stowaways and refugees 8 wrecks, salvage and towage 9 deaths and disappearances

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

VARIABLE	SCOPE
d Laws and regulations pertaining to vessel's operations and contingencies may relate to: (continued)	10 agency 11 drugs 12 smuggling and piracy

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

e Legal issues relevant to a master's or chief engineer's responsibility may include:	1 functions and responsibilities of the vessel owner and charterer in various types of charters 2 vessel owner's obligation of reasonable dispatch 3 lay time, demurrage and dispatch 4 functions of a bill of lading 5 characteristics of a contract of carriage 6 international conventions relating to liability of a sea carrier 7 salvage and towage contracts 8 tort liability 9 legal principles of pilotage 10 admiralty jurisdiction 11 insurance arrangements 12 vessel registration requirements 13 investigations and courts of marine inquiry
f Vessel's physical resources may include:	1 engine room propulsion plant and equipment and related auxiliary systems 2 tools and maintenance equipment 3 vessel's structures and fittings 4 bridge equipment and resources 5 vessel's deck equipment, fittings and related systems 6 navigation charts, marine publications, manufacturer's manuals and other reference documentation 7 radio equipment and facilities 8 catering equipment and facilities

Range Statement (continued)

TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL

9 accommodation equipment and facilities

Range Statement (continued)

TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL

VARIABLE	SCOPE
g Human resource management responsibilities may include:	1 development of human resource management plans for the vessel 2 establishment of performance standards for vessel operations 3 establishment of competency standards for officers and crew on board a vessel 4 evaluation of competency of officers and crew and the initiation of appropriate action to maintain competency 5 allocation of duties to officers and crew 6 motivation of shipboard personnel 7 monitoring of performance of officers and crew 8 organisation of required training, shipboard drills and assessment 9 investigation and arbitration of shipboard conflicts 10 implementation of equal employment policies
h Training may include:	1 on-board group training activities 2 on-board individual instruction 3 shore-based training for shipboard personnel

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

	4	distance learning for shipboard personnel
	5	shipboard drills required by regulations or company policies
i Documentation and records may include:	1	safety management system plans, procedures, checklists and instructions
	2	operational orders
	3	IMO STCW Convention and Code
	4	AMSA Marine Orders
	5	vessel's log
	6	company's management procedures
	7	vessel's general and specific operational and contingency plans
	8	vessel's emergency procedures
	9	vessel's plant and equipment inventory
	10	vessel's survey requirements
	11	voyage reporting procedures
	12	company human resource procedures and policies
	13	relevant Australian Training Packages and competency standards

Range Statement (continued)**TDMML407A MANAGE ADMINISTRATION OF THE VESSEL AND ITS PERSONNEL**

VARIABLE	SCOPE
i Documentation and records may include:	14 industrial award requirements
	15 Australian Merchant Navy Code of Conduct
	16 company human resource procedures and policies
	17 relevant Australian Training Packages and competency standards
	18 equal employment policies and regulations
	19 relevant International Labour Conventions and measures
	20 instructions of relevant maritime authorities
j Applicable legislation, regulations and codes may include:	1 relevant sections of IMO STCW 95 Convention and Code
	2 relevant sections of AMSA Marine Orders
	3 ISM Code safety management system
	4 SOLAS Convention
	5 MARPOL Convention
	6 relevant international, Commonwealth, State and Territory OH&S legislation
	7 Australian equal employment legislation and related policies
	8 relevant International Labour Conventions and measures

Unit Sector(s)

Not applicable.

Field

Field L Human Resources

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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