

NOS PSSSPO103 Coordinate and control the use of port infrastructure

Unit PSSSPO103.1 Coordinate and control lock and lock gate operations (SQA Unit Code-H7A9 04)

Performance Criteria

You must be able to

Coordinate and control lock and lock gate operations

1. obtain all information relevant to determining the locking order, including details regarding the nature of vessels, loads, tide and weather conditions
2. establish and agree locking requirements in discussion with relevant ship's agents and vessels
3. analyse the information correctly and determine the proper locking order
4. inform relevant people promptly of probable traffic on the tide
5. ensure water levels in the dock are maintained in a safe and cost effective manner, making optimum use of labour, power and equipment
6. ensure that the quay area at the sides of the lock pit, and the water area within the lock, are clear of obstructions and hazards before a vessel is accepted into the lock
7. confirm that winches, capstans and sluices are operating properly before a vessel is accepted into the lock
8. ensure clear and constant contact with the relevant person on the vessel ahead of and during its passage through the lock is maintained
9. ensure clear instructions are provided to vessels entering the lock as to where they must stop, and it is confirmed that these instructions are understood
10. ensure mooring lines from the vessel are secured safely and securely at the correct locations, with proper allowance made for wind conditions and changes in water level
11. ensure fenders are used effectively and safely
12. identify and report promptly any risk to a vessel's safe movement through the lock
13. take relevant actions promptly to ensure that health, safety, security and environmental requirements are met
14. wear, use and maintain correctly, personal protective equipment,
15. ensure that all equipment is operated properly and carefully, minimising the likelihood of damage to equipment and vessels
16. maintain all required records accurately
17. prioritise work to make the best use of time and resources
18. communicate clearly, precisely and unambiguously and check understanding
19. make information available to those who need it
20. recognise changes in circumstances and adjust plans and activities accordingly
21. seek opportunities to safely improve working procedures and practices

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in your workplace

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2. the requirements placed upon the individual and the organisation by current legislation, directions and bye-laws
3. current industry guidance
4. own organisation's policies, procedures and working practices
5. the principle types of hazard and risk likely to encountered
6. the precautions appropriate for minimising risks
7. how to correctly wear, use and maintain personal protective equipment
8. how to locate, correctly use and maintain the principle types of safety and incident response equipment
9. the accident and emergency procedures of the organisation
10. location of and how to operate alarm systems
11. procedures for contacting the emergency services
12. location of the approved escape routes and assembly points
13. the responsibilities as set out by the organisation for reporting accidents and emergencies
14. own role, responsibilities and limits of authority
15. the roles, responsibilities and limits of authority of others
16. how to read and use tidal and chart information
17. the principal methods for communicating with vessels
18. the impact of the motion of vessels and tidal range upon lock and bridge operations in ports
19. the principal terminology and mechanical principles, relevant to: locks, bridges weighbridges and plant and equipment in ports
20. the effects of squat, interaction and bank effect upon vessel manoeuvring
21. the dimensions, limitations and maintenance requirements of docks, locks, approach channels and bridges
22. the power sources and light characteristics of navigation marks
23. the types, functions and adjustments of equipment, and regulations governing radio transmission in both normal and emergency situations, and also conditions likely to affect the transmission and reception of signals
24. the importance of closing dock gates correctly and the impact of not doing so upon dock levels, and the procedures for addressing such an emergency should this occur
25. local geography and water conditions, including navigable channels and tides, and their impact upon the passage of vessels through your lock

Additional Information

This standard is applicable to the coordination and control of lock, bridge and weighbridge operations and links to the planning and coordination of routine maintenance of port plant and equipment.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to

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the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.