

NOS PSSPO108 Passenger vessel operations

Unit PSSPO108.5 Process travel documents (SQA Unit Code-H78L 04)

Performance Criteria

You must be able to

Process travel documents

1. check that individuals' travel documents are complete, up to date and valid for the journey being undertaken
2. ensure that any discrepancies in the travel documentation are identified and addressed referring them to the appropriate authority where necessary
3. ensure only individuals with complete and correct travel documentation are permitted to enter restricted areas
4. provide individuals with onward directions for their next part of the journey through the port

Knowledge and understanding

You need to know and understand

1. the principal types of travel documents and associated papers and how to validate these, and address any discrepancies
2. the limits of own authority and responsibility and to whom to refer in situations where these are exceeded

Scope

1. **Relevant information appropriate to preparing for the movement of vehicles, should include:** sailing times, vehicle numbers, the vessel's berth and details relevant to onward travel arrangements

Glossary

2. **Hazard:** a hazard is something with potential to cause harm
3. **Risk:** a risk is the likelihood of the hazard's potential being realised