

NOS PSSPO111 Provide basic maintenance and repairs in ports

Unit PSSPO111.1 Plan and coordinate the routine maintenance of port plant and equipment (SQA Unit Code-H78N 04)

Performance Criteria

You must be able to

Plan and coordinate the routine maintenance of port plant and equipment

1. identify the maintenance schedules for all plant and equipment within own area of responsibility, and coordinate the work of available personnel, tools and any specialist equipment
2. identify in discussion with plant and equipment operators any defects that they have observed, and record these
3. check plant and equipment for defects, in line with manufacturers' requirements
4. identify any defects that prevent full and effective use of the plant and equipment
5. take precautions, when preparing for and when undertaking maintenance
6. undertake basic servicing and maintenance procedures safely and in line with organisational procedures, where these are within own level of authority and responsibility
7. coordinate routine maintenance according to the agreed schedules, and organise it to minimise disruption to operations
8. confirm that the plant and equipment to be maintained is not required for operational purposes, prior to commencing work
9. identify the maintenance period and maintenance requirements of plant and equipment to be maintained, including any items to be replaced and to be tested, ahead of the work being started
10. liaise and coordinate maintenance requirements with relevant specialists, checking that they understand the nature of any defects observed and the desired maintenance schedule
11. upon completion, test the maintained plant and equipment, and where this is satisfactory, issue a new certificate as required where it is within own authority to do so
12. where satisfactory maintenance of plant and equipment cannot be achieved, inform the relevant persons of the reasons and ensure that the item is made safe
13. return maintained and repaired plant and equipment to operations and maintain cleanliness standards of the work area in accordance with standard operating procedures

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in your workplace
2. the requirements placed upon the individual and the organisation by current legislation relevant to own area of operations that relate to this standard
3. current industry guidance, relevant to own area of operations
4. own organisation's policies, procedures and working practices relevant to own area of operations
5. the principle types of hazard and risk likely to be found in own area of operations

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6. the precautions appropriate for minimising the risks to self and others in own area of operations
7. how to wear, use and maintain **personal protective equipment**, relevant to own area of operations
8. how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
9. the preparation and operational requirements, within own area of responsibility, of plant and equipment, vehicles, marine equipment and port infrastructure
10. the possible consequences of using poorly serviced or unsafe equipment
11. the dangers associated with exhaust fumes, and how to safeguard against their accumulation
12. the capability and limitations of vehicles, plant and equipment used within the port, within own responsibility, including pre-start maintenance requirements, operating procedures, defects and faults, the correct use of lubricants and other fluids
13. the organisation's requirements for recording the outcomes of routine maintenance, within own area of operation, for equipment
14. the organisation's procedures for stock requisition, and for recording and replacing parts used for routine maintenance, relevant to your area of operations
15. the organisation's procedures for disposing safely of **hazardous** items relevant to own area of operations
16. own levels of responsibility for the care and maintenance of all equipment and to whom to refer if these levels are exceeded
17. the location of, and how to use, the first-aid, safety and emergency equipment within own area of operations

Scope

1. **Personal Protective Equipment (PPE):** includes but is not limited to: high visibility vests, hard hats, protective clothing, eye/hearing/respiratory protection, gloves
2. **The requirements placed upon the individual and the organisation by current legislation and guidance should relate to:**
 - 2.1 planning and coordination of routine maintenance of port plant and equipment
 - 2.2 basic maintenance and servicing of vehicles
 - 2.3 maintaining marine equipment
 - 2.4 cleaning and maintaining port craft
 - 2.5 undertaking minor repairs to port infrastructure
3. **Operational equipment should include:**
 - 3.1 plant and equipment
 - 3.2 vehicles
 - 3.3 marine equipment
 - 3.4 port infrastructure