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### Overview

You will be involved in activities such as:

- 1 Obtaining pre-arrival information from vessel
- 2 Obtaining and comparing weather and tidal conditions prior to and for duration of vessel stay
- 3 Liaising with relevant authorities prior to berthing operations
- 4 Ensuring availability of equipment, services and personnel for berthing/ un-berthing operations
- 5 Determining product transfer requirements
- 6 Planning for contingencies during product transfer

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

**Previous Version:** Liquid Transfer & Storage National Occupational Standards  
– July 2005

# COGJO12

## Carry out pre-arrival operations in jetty operations

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### Performance criteria

*You must be able to:*

- P1 use the correct method of communication
- P2 gather and check all of the relevant information concerning the incoming vessel
- P3 record the information using the appropriate documentation
- P4 obtain forecast of weather conditions prior to and for duration of vessel stay
- P5 compare forecast weather conditions with permitted weather conditions
- P6 obtain predicted tidal conditions for vessel's transit to/from berth
- P7 compare predicted tidal conditions with permitted tidal conditions
- P8 confirm that vessel's transit to/from berth is within acceptable weather and tidal conditions, as determined by the Terminal and Port Authority for the vessel and berth
- P9 establish estimated arrival and departure times of incoming vessel
- P10 ensure that incoming vessel is aware of the Terminal's mooring and berthing requirements
- P11 identify the equipment, services and personnel that will be required for berthing/ un-berthing operations
- P12 check that the equipment, services and personnel will be available for berthing/ un-berthing operations
- P13 inspect equipment according to standard operating procedures
- P14 obtain accurate details of product/s to be transferred
- P15 determine the required transfer conditions and equipment
- P16 confirm the availability of required transfer equipment on the vessel and shore
- P17 establish the sequence of product/s transfer
- P18 refer to relevant sources to gain information concerning hazardous events during transfer operations
- P19 obtain all relevant details of intended transfer operation
- P20 when appropriate, carry out a risk assessment for the intended transfer operation
- P21 when appropriate, record the risk assessment using correct documentation
- P22 plan control measures and notification procedures according to the risk assessment
- P23 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve and/or not your responsibility to the relevant person
- P24 communicate all relevant information to the appropriate people
- P25 work safely in accordance with operational requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 why it is important to gather accurate information
- K2 what is the relevant information to gather
- K3 the different types of vessels that may use the terminal
- K4 how weather information should be obtained and recorded
- K5 how tidal information should be obtained and recorded
- K6 methods to be used to compare information
- K7 how to identify irregularities
- K8 the correct procedure/s to use if conditions are outside acceptable limits
- K9 why it is important to verify that the pilot will be available for inward/outward passage
- K10 what are the consequences of using incorrect or incomplete information
- K11 what is the Terminal's criteria concerning times, tides and weather conditions
- K12 how to identify berthing/un-berthing requirements
- K13 how to check availability of equipment, services and personnel
- K14 what inspection methods to use according to standard operating procedure
- K15 how to inspect equipment prior to berthing/un-berthing operations
- K16 how to obtain accurate details of the product to be transferred
- K17 how to determine required transfer conditions, taking account of all product's characteristics
- K18 how to determine transfer equipment requirements
- K19 how to check the availability of transfer equipment
- K20 how to establish the transfer sequence
- K21 why it is important to establish the correct transfer sequence
- K22 how to obtain hazardous event information from relevant sources
- K23 how to obtain all relevant details of intended transfer operation
- K24 when it is appropriate and how to carry out a risk assessment
- K25 why it is important to carry out a risk assessment
- K26 how to record the risk assessment
- K27 how to ensure that all resources required are available and appropriate
- K28 your own responsibilities and duties and your duties under current environmental legislation
- K29 the problems that may occur and how to deal with them
- K30 who to refer to with problems that are not your responsibility and/or you cannot solve
- K31 the appropriate methods of communication (including documentation) to use
- K32 how and when to obtain and use the appropriate PPE (Personal Protective Equipment) and how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)

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- K33 the implications of statutory and organisational requirements
- K34 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K35 the risks and hazards associated with the activity
- K36 all relevant rules, regulations and guidelines

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### Additional Information

#### Scope/range related to performance criteria

- 1 Understand and deal with the following:
  - 1.1 deadweight/displacement
  - 1.2 length overall
  - 1.3 air draft and beam
  - 1.4 distance between bow and centre manifolds
  - 1.5 present draught, maximum draught
  - 1.6 manifold heights above waterline throughout operation, forecast weather conditions
  - 1.7 predict tidal conditions
- 2 Liaise with the relevant authority (within and outside normal pilot operating times) concerning the Terminal's criteria on all of the following:
  - 2.1 times
  - 2.2 tides
  - 2.3 currents
  - 2.4 weather conditions
  - 2.5 preferred berthing method
  - 2.6 manifold heights above waterline throughout operation
  - 2.7 liaise with relevant authority both
- 3 Identify berthing/un-berthing requirements to include all of the following:
  - 3.1 tugs
  - 3.2 mooring boats
  - 3.3 manpower
  - 3.4 mooring equipment
  - 3.5 services/power
- 4 Inspect, according to procedures, all of the following berthing/un-berthing equipment:
  - 4.1 dolphins
  - 4.2 winches
  - 4.3 capstans
  - 4.4 mooring hooks
  - 4.5 shore mooring lines
- 5 Show that you can determine transfer requirements for any transfer operation likely to be handled by your terminal. This may include:
  - 5.1 cargo
  - 5.2 bunkers/ballasts
  - 5.3 slops
  - 5.4 oily mixtures

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- 6 Refer to relevant sources of information. This may include:
  - 6.1 colleagues
  - 6.2 accident records
  - 6.3 hazardous events log etc.
  
- 7 Obtain all relevant details of transfer operation to include all of the following:
  - 7.1 product/s
  - 7.2 volume
  - 7.3 characteristics of product/s
  - 7.4 conditions required
  - 7.5 equipment required
  - 7.6 planned sequence for transfer

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## Carry out pre-arrival operations in jetty operations

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**Suite** Jetty Operations

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