

# COGJO20

## Lead the work activity in jetty operations



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### Overview

You will be involved in activities such as:

- 1 Leading work
- 2 Maintaining appropriate personnel levels

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

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### Performance criteria

*You must be able to:*

- P1 ensure that all staffing levels are appropriate for the work activity
- P2 ensure that the competences of relevant colleagues are appropriate to the work activity
- P3 review personnel competencies in accordance with agreed procedures
- P4 ensure that personnel are appropriately trained
- P5 communicate all relevant information to all relevant colleagues
- P6 support relevant colleagues during work activity
- P7 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
- P8 work safely in accordance with operational requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to identify and communicate the staff levels required for the work activity
- K2 how to identify the competences required for the work activity
- K3 how to ensure that the competences of relevant colleagues are appropriate to the work activity
- K4 how to handle a situation where the competences of a colleague do not appear to match those required for the work activity
- K5 the type of information that should be communicated
- K6 the ways in which information can be communicated
- K7 the types of support that may be required by colleagues
- K8 the ways in which support can be provided
- K9 how to obtain information on manning requirements
- K10 how to ensure that manning levels are as specified in the normal and emergency plans
- K11 how to review personnel competencies
- K12 why it is important to review personnel competencies regularly
- K13 how to identify when training is required
- K14 how to access the training
- K15 how to ensure that personnel are appropriately trained
- K16 how to ensure that all resources required are available and appropriate
- K17 your own responsibilities and duties and your duties under current environmental legislation
- K18 the problems that may occur and how to deal with them
- K19 who to refer to with problems that are not your responsibility and/or you cannot solve
- K20 the appropriate methods of communication (including documentation) to use
- K21 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)
- K22 the implications of statutory and organisational requirements
- K23 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K24 the risks and hazards associated with the activity
- K25 all relevant rules, regulations and guidelines

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### Additional Information

#### Scope/range related to performance criteria

- 1 Ensure that the competence levels for the work being undertaken are appropriate in terms of:
  - 1.1 the team (if appropriate)
  - 1.2 the individuals
  
- 2 Ensure that manning levels, and the competence of personnel, complies with the normal and emergency preparedness plans for all of the following:
  - 2.1 safety
  - 2.2 fire
  - 2.3 occupational health
  - 2.4 environmental protection
  - 2.5 pollution control
  - 2.6 pollution response
  - 2.7 security
  - 2.8 gas/toxic release

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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technology; Engineering

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**Suite** Jetty Operations

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