

Overview

This standard identifies the competences you need to carry out planned maintenance activities on pontoons which are used within marinas, in accordance with approved procedures, and health and safety requirements. You will be required to check and maintain pontoon components and be able to assemble and disassemble pontoon runs. This will involve bolting and unbolting individual pontoon sections, safely moving them to a maintenance area and checking all of the critical parts for faults or defects and replacing any faulty components. You will also be expected to carry out a range of checks and tests to confirm that the equipment is fit for service.

Your responsibilities will require you to comply with organisational policy and procedures for the maintenance activities undertaken, and to report any problems with these activities, or with the tools and equipment used that you cannot personally resolve, or are outside your permitted authority, to the relevant people. You will need to ensure that any maintenance documentation is completed accurately and legibly. You will be expected to work to instructions, alone or in conjunction with others, taking personal responsibility for your own actions and for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will be sufficient to provide a sound basis for your work, and will provide an informed approach to applying maintenance procedures to marina pontoons and their individual components. You will know how the pontoons are assembled and safely fixed to ensure that colleagues, members of the public and boats and yachts moored against them are safe and secure.

You will understand the safety precautions required when carrying out the maintenance activities. You will be required to demonstrate safe working practices throughout, and will understand your responsibility for taking the necessary safeguards to protect yourself and others in the workplace.

Performance criteria

You must be able to:

1. work safely at all times, complying with health and safety and other relevant regulations and guidelines
2. follow the relevant maintenance schedules to carry out the required work
3. carry out the maintenance activities within the limits of your personal authority
4. carry out the maintenance activities in the specified sequence and in an agreed time scale
5. check marina pontoons and report any instances where the maintenance activities cannot be fully met or where there are identified defects outside the planned schedule
6. complete relevant maintenance records accurately and pass them on to the appropriate person
7. dispose of waste materials in accordance with safe working practices and approved procedures

Knowledge and understanding

You need to know and understand:

1. the health and safety requirements relevant when working with marina pontoons and the responsibility they place on you
2. relevant safe working practices for unbolting and removing pontoon sections from the water
3. appropriate methods used to warn colleagues and the general public that pontoon sections have been or are being moved or removed
4. maintenance procedures that require to be implemented by specialist contractors on marina pontoons
5. the specific health and safety precautions to be applied during the maintenance activities, and their effects on others
6. hazards associated with carrying out maintenance activities on pontoon sections (such as using pressure washers, handling oils, greases, , misuse of tools, using damaged or badly maintained tools and equipment, not following laid-down maintenance procedures), and how they can be minimised
7. the importance of wearing personal protective equipment (PPE) during the maintenance process
8. how to obtain and interpret specifications, manufacturers' manuals and other documents needed in the maintenance process
9. the procedure for obtaining replacement parts, materials and other consumables necessary for the maintenance
10. company policy on the repair/replacement of components during maintenance process
11. the specific requirements for the maintenance of marina pontoon sections, and the maintenance methods that should be applied
12. methods of checking that components are fit for purpose, and how to identify defects and wear characteristics
13. the basic principles of how the equipment functions, the working purpose of individual units/components and how they interact
14. the maintenance procedures and preventive measures which are undertaken to minimise wear and tear of marina pontoons and to reduce the risk of accidents
15. how to record the maintenance of marina pontoons and how to complete the documentation
16. why tool/equipment control is critical and what to do if a tool or piece of

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equipment is unaccounted for on completion of the activities

17. the problems associated with the maintenance of the marina pontoon sections, and how they can be overcome

18. the organisational procedure to be adopted for the safe disposal of waste of all types of materials

19. the extent of your own responsibility, and whom you should report to if you have problems that you cannot resolve

Scope/range related to performance criteria

1.

Carry out all of the following during the maintenance of marina pontoon sections:

- 1.1 undertake the maintenance activities to cause minimal disruption to normal working
- 1.2 adhere to risk assessment, COSHH and other relevant safety standards
- 1.3 ensure that safe access and working arrangements for the maintenance area have been provided

2.

Carry out checks, on one of the following:

- 2.1 covering boards
- 2.2 cleats
- 2.3 electrical wiring and shore power stations
- 2.4 drinking water piping, connections and taps
- 2.5 floats
- 2.6 connecting bolts

3.

Carry out all of the following maintenance activities:

- 3.1 clearing algae and dirt from covering boards
- 3.2 replacing damaged floats
- 3.3 cleaning of freshwater hoses
- 3.4 cleaning of lighting

4.

Maintain marina pontoon sections, in compliance with all of the following standards:

- 4.1 organisational guidelines and codes of practice
- 4.2 equipment manufacturer's operation range
- 4.3 health and safety regulations

5.

Complete the relevant documentation for the maintenance activity, to include one of the following:

- 5.1 maintenance/renewal reports
- 5.2 defect reports
- 5.3 repair documentation
- 5.4 relevant test certificates

Behaviours

You will be able to apply the appropriate behaviours required in the workplace to meet the job profile and overall company objectives, such as:

- strong work ethic
- positive attitude
- team player
- dependability
- responsibility
- honesty
- integrity
- motivation
- commitment

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