

Carry out pre-arrival procedures in jetty operations

Overview

This standard covers the competences you need to carry out the pre-arrival procedures in jetty operations in accordance with approved procedures and practices.

You will be required to demonstrate that you can:

- 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 and 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.

The activity is likely to be undertaken by someone in petro-chemical work setting, including individuals working in refineries, chemical plants and tank storage.

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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 and from berth
- P7 compare predicted tidal conditions with permitted tidal conditions
- P8 confirm that vessel's transit to and 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 and un-berthing operations
- P12 check that the equipment, services and personnel will be available for berthing and 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,

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hard hats, respirators)

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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Scope/range

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

6 Refer to relevant sources of information. This may include:

- 6.1 colleagues
- 6.2 accident records
- 6.3 hazardous events log etc.

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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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