



# O11-L3

## Port Operations

## Standards



The Chartered Institute of  
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# O11-L3

## Port Operations

### Unit purpose and aim

This unit is designed to provide the student with the knowledge and understanding of the types and functions of ports and terminals and their management, operation and maintenance. It includes global, international and national freight movements, types of goods and vessels, port and area controls, physical and human resource requirements, consignments, unitisation and consignment monitoring. It then moves on to the roles of Port and Customs authorities and how goods are moved under regulations, conventions and other general and trading agreements and the associated documentation. The unit closes with an examination of port development and planning requirements, port support and ancillaries and associated infrastructure requirements and environmental considerations.

### Elements

- O11-1** Port Operation and Maintenance
- O11-2** Port Movements, Vessels, Consignments, Resources and Monitoring
- O11-3** Port and Customs Authorities, Roles and Procedures
- O11-4** Port Development, Planning, Infrastructure and the Environment

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# **Element O11-1**

## **Port Operation and Maintenance**

<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
<b>The learner will:</b>		<b>The learner can:</b>
01.01.	Understand port management structures, how ports are controlled and operated and the types of vessels using ports	01.01.1. Describe different types of ports and terminals and their typical management and operational structure, roles and responsibilities 01.01.2. Explain types of vessels associated with types of ports and how port access and egress requirements ensure efficient port operation
01.02.	Know port maintenance requirements and understand the need for such maintenance standards and regimes	01.02.1. Explain the need for effective flows of goods and passengers and efficient use and operation of port resources and how these are achieved through effective maintenance procedures

## Indicative Content

Ports and Terminals	Descriptions of different types of ports, including general ports, container ports, sea and inland (river) ports, military port facilities and special terminals dedicated to specific types of cargo and vessels
Port Management	Explanations and examples of typical port management structures, including roles and responsibilities
Port Structures	Explanations and examples of typical staff structuring, activities and responsibilities
Port Control and Operation	Outlines of port control requirements and standards and how the required standards are achieved by effective control procedures
Port Maintenance	Overview of the maintenance requirements to ensure ports remain operational and the maintenance regimes associated with port physical resources

# **Element O11-2**

## **Port Movements, Vessels, Consignments, Resources and Monitoring**

<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
<b>The learner will:</b>		
<b>The learner can:</b>		
02.01.	Know the range of different types of passenger and freight movements, including different passenger groups and types of freight	02.01.1. Summarise the different passenger groups using ports and the different types of goods and units handled by different types of ports
02.02.	Know the different classes of vessels, associated requirements and the evolution of vessels that has accompanied global trading	02.02.1. Describe the range of vessels used for different applications, their specific design requirements and explain how increased globalisation and economic growth has impacted upon their design and use
02.03.	Understand the physical and human resources required to maintain effective port operation	02.03.1. Explain the range, types and requirements of different port physical resources and the range and levels of skills required to operate ports

## Indicative Content

Port Movements	Explanation of the range of passenger services (ferry and cruising) operated from different types of ports and the range, types and volumes of goods passing through different types of ports, including dangerous good, perishable goods, regular movements, ad-hoc freight, intra-port movements, etc. and how consignments are monitored
Types of Vessels	Discussion of the different types of vessels deployed to move different types of goods and passenger groups and how the expansion of trade and economic prosperity has driven their evolution, improved efficiency and led to specialised types of craft and equipment
Physical and Human Resources	The range and functions of required port physical resources, including land, buildings, terminals, infrastructure mhe etc. and the range and skills levels of port staff required to ensure the physical resources operate efficiently

# **Element O11-3**

## **Port and Customs Authorities, Roles and Procedures**

<b>Learning Outcomes</b>		<b>Assessment Criteria</b>
<b>The learner will:</b>		
<b>The learner can:</b>		
03.01.	Understand the roles of Customs Authorities operating within ports	03.01.1. Describe the different activities and areas of responsibility of Customs Authorities at ports, including an overview of the Customs Tariff
03.02.	Know the general regulations, conventions and trade agreements governing freight and passenger traffic through ports, including the associated documentation and administrative requirements	03.02.1. Summarise the various regulations, including customs and border control regulations and conventions and how they operate to effect trade and travel
03.03.	Know the types and roles of trade agreements and their effect on port operations	03.03.1. Explain various trade agreements and trading patterns and how they impact upon the movements of goods through ports

## Indicative Content

Ports and Customs Authorities	An explanation of the roles and responsibilities of Customs Authorities, including Enforcement Border Agencies, at ports and a general explanation of the Customs classification of goods using the Customs Tariff
Regulations and Conventions	A discussion of the principal regulations and conventions covering the movement of passengers and different types of goods into, and out of, ports
Trade Agreements and Patterns	A description of how agreements on trade such as preferential trade, trading blocks (EU, SEATO, etc.) and embargos, etc. act to effect the flows of goods through ports and how trading patterns effect such agreements

# **Element O11-4**

## **Port Development, Planning, Infrastructure and the Environment**

<b>Learning Outcomes</b>		<b>Assessment Criteria</b>	
<b>The learner will:</b>		<b>The learner can:</b>	
04.01.	Understand how ports need to act in order to develop, stimulate and retain traffic	04.01.1.	Explain how ports may need to act in order to develop, increase or retain traffic in a competitive environment
04.02.	Know the planning requirements and levels of planning applicable to port operation	04.02.1.	Summarise the three different levels of planning and the associated planning requirements at each level
04.03.	Understand the support and support infrastructure required by ports	04.03.1.	Explain what support services and port ancillaries ports require to maintain their efficiency
04.04.	Know how ports need to act in order for them to be environmentally responsible and sustainable	04.04.1.	Explain what potential environmental impacts are associated with port installation and operation and how these may be minimised in order to improve the sustainability of the port

## Indicative Content

Development and Retention of Traffic	Typical actions required to attract traffic, increase flows and to retain existing customers, including discounts, advertising, USPs, turnaround times, improved access, etc.
Planning Levels and Requirements	The strategic, tactical and operational planning levels and the associated planning requirements and activities at each level
Port Support and Ancillaries	A discussion of port support services and ancillaries, such as waste management, agency staff, freight forwarding, groupage operation, break bulk services, haulage, storage, dredging, MCA, etc.
Environmental Considerations	An overview of how the construction and operation of ports may impact upon the environment and what actions may be required to minimise any adverse effects and improve the sustainability of the operation.