

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Workplace Safety and Health					
TSC	Maritime Safety Policy Development					
TSC Description	Develop organisational health, safety, security, environment and quality (HSSEQ) policies to ensure compliance by applying knowledge of maritime and shipping-related regulations and staying abreast of regulatory changes and practices					
TSC Proficiency Description	Level 1	Level 2	Level 3 STP-WSH-3096-1.1	Level 4 STP-WSH-4096-1.1	Level 5 STP-WSH-5096-1.1	Level 6
			Coordinate formulation, implementation and management review of health, safety, security, environment and quality (HSSEQ) policies	Support health, safety, security, environment and quality (HSSEQ) policy development in compliance with organisational programmes and relevant maritime regulations	Set up health, safety, security, environment and quality (HSSEQ) policies and advise management on appropriate maritime legal compliance measures	
Knowledge			<ul style="list-style-type: none"> Organisational information relevant to formulation of HSSEQ policies Applicable maritime legal and other requirements relating to formulating, implementing and reviewing HSSEQ policies International Maritime Organisation (IMO) and flag state requirements HSSEQ management system standards Characteristics of good HSSEQ policies HSSEQ policy objectives Relevant stakeholders Modes of collecting feedback from stakeholders Methods of collating information relevant to the formulation of HSSEQ policies 	<ul style="list-style-type: none"> Organisation's processes, policies and procedures HSSEQ policies, regulations, best practices, maritime legislative requirements and work practice implications Personnel from whom advice is sought on HSSEQ policies Penalties for non-compliance with legal requirements Documentation of HSSEQ policies Methods of communicating HSSEQ policies HSSEQ responsibilities and duties of relevant stakeholders Key operational processes on-board ships for seafaring roles International Maritime Organisation (IMO) and 	<ul style="list-style-type: none"> Factors that may influence the organisation's HSSEQ policy and objectives Relevant stakeholders for clarification of HSSEQ legal and other requirements Applicable HSSEQ maritime legal and other requirements on HSSEQ policy and objectives Considerations in developing HSSEQ organisational structure Types of organisational wide programs for HSSEQ Means of Communications Types of advice on compliance with HSSEQ legal and other requirements Methods of monitoring progress Means of updating new and amended WSH 	

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			<ul style="list-style-type: none"> Processes in organising management meetings Approaches to document HSSEQ policies Methods to communicate HSSEQ policies Internal and external factors affecting HSSEQ policy Introduction to HSSEQ management programmes Continual improvement to organisational HSSEQ policy 	flag state requirements	<p>legal and other requirements</p> <ul style="list-style-type: none"> Process for review of HSSEQ policies, objectives and applicable legal and other requirements Types of information required for review of policy and objectives Scope and criteria of HSSEQ policies and objectives review Impact to organisation arising from process review Changes in policies arising from review International Maritime Organisation (IMO) and flag state requirements 	
Abilities			<ul style="list-style-type: none"> Identify and collect relevant organisational information to formulate HSSEQ policies in accordance with HSSEQ management system standards Communicate HSSEQ policies to relevant stakeholders Coordinate HSSEQ risk assessment processes at the workplace Coordinate HSSEQ management programmes that are initiated by functional departments for meeting the objectives Collect information for the review of HSSEQ policies and objectives 	<ul style="list-style-type: none"> Communicate HSSEQ policies to stakeholders Propose improvements on HSSEQ policies to management Report non-compliance to HSSEQ policies in accordance with organisational HSSEQ procedures, International Maritime Organisation (IMO) regulations and flag state requirements Track implementation of recommended actions to improve HSSEQ policies 	<ul style="list-style-type: none"> Formulate HSSEQ policy statements and objectives in consultation with relevant stakeholders Develop HSSEQ organisation structures Identify organisation-wide management programmes for implementation of HSSEQ policies and objectives Advise on HSSEQ policies, objectives and applicable maritime HSSEQ legal and other requirements to relevant stakeholders for compliance Develop methods to monitor progress 	

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			<ul style="list-style-type: none"> • Inform management of gaps between HSSEQ actual performance and targets • Document review of HSSEQ policies • Monitor progress of HSSEQ management programmes in meeting determined HSSEQ objectives • Track closure of recommended actions arising from management review for continual improvement 		<p>towards achieving compliance of HSSEQ policy objectives to applicable legal and other requirements in the organisation</p> <ul style="list-style-type: none"> • Update stakeholders on new or amended legal and other requirements to maintain compliance • Develop process for effective review of HSSEQ policy and objectives • Interpret and relate the relevant requirements from the Singapore Standards (SS), Code of Practice (CP), International Maritime Organisation (IMO) and flag state requirements 	
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