

# South African Maritime Safety Authority



## Marine Notice No. 28 of 2008

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### Stevedore Safety Induction Training

TO STEVEDORING COMPANIES, LABOUR BROKERS, AND PRINCIPAL OFFICERS

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#### *Summary*

This marine notice advises the South African stevedoring industry, labour brokers supplying labour to stevedore companies and training institutions, of the interim accreditation requirements for stevedore safety induction training.

- 1 Draft amendments to the Maritime Occupational Safety Regulations, 1994 are currently awaiting promulgation. Two of these amendments will bring into effect the following:
  - .1 All stevedores will be required to hold documentary evidence of having successfully completed approved safety induction training not later than 12 months after the promulgation of the amendments.
  - .2 The South African Ports Cargo Handling Code of Practice, 1994 is superseded by the Code of Safe Working Practice for Ships Working Cargo in South African Ports.
- 2 The South African Maritime Safety Authority will be responsible for accrediting individuals, training institutions and stevedore companies who wish to provide stevedore safety induction training to the industry.
- 3 Due to the delay in promulgating the above amendments, the South African Maritime Safety Authority will issue interim accreditation to those individuals, institutions or companies that wish to proactively align their current safety induction programmes to the requirements of the amended regulations.
- 4 Once the amendments have been promulgated those individuals or institutions that hold interim accreditation will have their initial accreditation criteria re-audited, to ensure that they still comply with the required criteria. Pending the outcome of this audit, full accreditation will be provided.
- 5 The Code of Safe Working Practice for Ships Working Cargo in South African Ports provides the minimum framework for the content of the stevedore safety induction and is appended as Annex 1. The training material used has to be submitted to SAMSA as part of the accreditation process.
- 6 The process required for applying for accreditation is appended as Annex 2.

7 Applications for interim accreditation are to be sent to Kirsty Goodwin at SAMSA in Durban. Her contact details are as follows:

**Telephone** : 031 307 1501  
**Facsimile** : 031 306 4983  
**Email** : [kgoodwin@samsa.org.za](mailto:kgoodwin@samsa.org.za)  
**Address** : 30 Field Street  
Kingsfield Place  
**Durban**  
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## ANNEX 1

### Stevedore Safety Induction Training

<b>Knowledge, understanding &amp; proficiency</b>	<b>Methods for demonstrating competence</b>	<b>Criteria for evaluating competence</b>
General understanding of the Maritime Occupational Safety Regulations and the Code	Identifies and explains various Regulations and sections of the Code	Correctly identifies safety criteria from a multi-choice list, describing each
Knows the correct PPE to wear for the operation being performed	Identifies and explains the correct use of PPE for any particular operation including hazardous cargo	Indicates the correct application of PPE in relation to a given situation
Knowledge of how to safely access a ship, holds, cargo stows	Demonstrates how to use a variety of access methods	Correctly demonstrates how to safely use access equipment
Understands the dangers associated with the consumption of alcohol and drugs	Understands the effects of alcohol and drugs on the body and the dangers to him and his fellow workers	Conveys that it is dangerous to use alcohol and drugs before going on shift
General knowledge of various types of ships and cargoes	Explains the differences of various ships and cargoes	Demonstrates that he she can identify various ship and cargo types using diagrams and photographs
Knowledge of common lifting equipment used on a ship and the dangers of swinging and falling cargo	Explains the difference between types of lifting equipment	Demonstrates that he or she can identify various types of lifting equipment using diagrams and photographs and explains the dangers of standing near moving loads
Understands why it is dangerous to stand in the square of a hatch while cargo is being lifted	Explains that cargo can fall out of a lift and that another person can throw shackles or dunnage down the hold	States that he must stand in the wings when cargo is being lifted and that items must be lowered into a hold and not thrown
Understands symbolic safety signs displayed on a vessel	Identifies and explains the application of a variety of shipboard safety signs	Explains his or her actions relevant to safety signs
Knows who to and how to report unsafe acts and conditions	Identifies who to contact and explains how to report an unsafe act, condition or incident	Knows the role of the safety appointee, officer and committee
Knows what to do in the event of various emergency situations	Explains the correct procedure for those situations	Details the procedure
Understands the importance of good housekeeping	Identifies poor housekeeping and explains the necessity of maintaining a safe working area	Correctly identifies poor housekeeping and how to maintain a clean and safe working area.

## ANNEX 2

### Training and Accreditation of Training Providers

- (1) The Authority can, on application by an individual, training institution or Stevedore Company, accredit the individual, institution or company to—
  - (a) conduct the courses specified in the instrument of accreditation;
  - (b) act as an approved assessment centre for assessment of the subject specified; and
  - (c) issue certificates to candidates who successfully complete the courses so specified.
- (2) An application contemplated in paragraph (1) must be made in writing and must be accompanied by the following particulars:
  - (a) Name and physical address of the training institution or company;
  - (b) description of the course, and of its content, referenced in Annex 1 of this notice, together with lecturers' study plans;
  - (c) name of each course lecturer with a brief description of his or her qualifications and experience;
  - (d) name of each course assessor with a brief description of his or her qualifications and experience;
  - (e) assessment procedure in respect of each course;
  - (f) training and assessment facilities in respect of each course;
  - (g) details of any quality assurance system applicable to the training activities of the institution; and
  - (h) specimen of the certificate to be issued in respect of the course;
- (3) For the purposes of accreditation, a training institution or company must, on receipt of reasonable notice, make available—
  - (a) for inspection classrooms, simulators, libraries, laboratories, workshops, lecturers' study programmes, assessment procedures; and
  - (b) lecturers and assessors, for interviews.
- (4) Every accredited institution or company must inform the Authority, without delay, of any change in the person of any lecturer or assessor, or of any change in a lecturer's study plan.
- (5) Every accredited individual, institution or company that is accredited to conduct assessments on behalf of the authority must—
  - (a) make available, in reasonable time, assessment question papers and memoranda for moderation;
  - (b) for audit purposes, keep the documents referred to in subparagraphs (a) for a period of at least five years.
- (6) An SAMS officer can visit an accredited institution at any reasonable time for the purpose of auditing the conduct of any accredited activity.
- (7) The Authority can vary or revoke accreditation granted under paragraph (1) if—
  - (a) the institution concerned fails to comply with any of the conditions of accreditation; or
  - (b) the Authority otherwise has reasonable grounds to vary or revoke such accreditation.
- (8) Where the Authority intends to vary or revoke accreditation under paragraph (7), it must inform the concerned party accordingly, giving it at least 30 days to correct any deficiencies or to furnish reasons why accreditation must not be varied or revoked.
- (9) A list of all accreditations in force under paragraph (1), including the particulars thereof, must

be published in a marine notice.

### **Assessor and Instructor Qualifications**

The assessor may be part of the institution but not the lecturer.

The qualifications required to be an instructor or an assessor is a person:

- § Who has varied experience in the stevedore industry i.e. operating onboard different types of ships, handling different cargoes, different types of lifting gear, lashing etc
- § Who has a qualification in Health and Safety, such as SAMTRAC or similar or:
- § Who has in depth knowledge of health and safety requirements necessary in the stevedore industry which is supported by submission of a curriculum vitae