

Competence 1

The ability to oversee project administration and health, safety, environment and quality arrangements

This meets the requirements of IMCA C/C02/000/01 & 02

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

	Performance Criteria	Type of Evidence
a)	Demonstrates an awareness of the duties and responsibilities placed upon employers and employees. Supplementary evidence: include any certificates of training gained in offshore legislation	
b)	Demonstrates the ability to oversee project administration, including health and safety documentation and procedures	
c)	Demonstrates the ability to oversee project administration, including quality documentation and procedures	
d)	Demonstrates the ability to oversee project administration, including environmental protection documentation and procedures	
e)	Demonstrates the ability to use appropriate hazard identification, risk assessment and management of change techniques/procedures. Supplementary evidence: include any certificates of training gained in these fields	
f)	Demonstrates the ability to ensure that appropriate hazard identification, risk assessment and management of change techniques/procedures are used, completing all necessary documentation	
g)	Demonstrates the ability to ensure that risk mitigation control measures/safe systems of work, are enforced	
h)	Demonstrates competence to oversee and ensure safe, effective system mobilisation/demobilisation	
i)	Demonstrates the ability to present information to and conduct safety meetings	
j)	Demonstrates the ability to identify and locate safety management related documentation and emergency procedures	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	