

## Competence 7

### The ability to oversee and administer the offshore project

*This meets the requirements of IMCA C/C02/000/03 & 08*

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 good knowledge of contractual arrangements and legal issues within the scope of work, including contract law, agency law (principal and agent), duties and liabilities with respect to contractors. Supplementary evidence: include any certificate of training in this field	
b)	Demonstrates basic knowledge of common law, employment law, health and safety legislation and the legal framework for maritime operations	
c)	Demonstrates the ability to recognise and address common contractual issues and caveats impacting on operations	
d)	Demonstrates appreciation of payment terms and conditions and how these might affect project operations and planning	
e)	Understanding of consequences of fixed price/fixed time contracts or contractual clauses on operations	
f)	Demonstrates correct interpretation of scope of work and specifications contained in contract documentation	
g)	Demonstrates the ability to translate contract requirements into practical solutions	
h)	Demonstrates the ability to implement company administration and reporting procedures as they affect offshore operations	
i)	Demonstrates the ability to use risk assessment reports and other documented information to enhance safe and efficient work	
j)	Demonstrates the ability to write project procedures, work plans and technical reports	

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