

## Competence 8

The ability to manage administrative requirements in the workplace

*This meets the requirements of IMCA D01/000/10*

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)	Ensures all technical, operational and safety documentation required by company procedures and/or legislative requirements is kept up to date	
b)	Where appropriate, allocates responsibility for maintaining documentation to other members of the offshore team	
c)	Correctly interprets and documents the contractual arrangements for operational issues including 'downtime', 'waiting on weather', 'poor performance' and maintenance requirements	
d)	Correctly interprets and documents the contractual arrangements for the inspection, maintenance and calibration of equipment	
e)	Correctly interprets company requirements for the documentation of project deliverables and completes work scope and end of trip reporting requirements (project close-out reporting)	
f)	Ensures all reports are completed in a timely manner in accordance with company and client requirements	

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