

Competence 9

The ability to manage and co-ordinate mobilisation and de-mobilisation activities

This meets the requirements of IMCA D01/000/08

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)	If required, carries out pre-mobilisation site visits and updates management on specific requirements for the project	
b)	Reviews and understands mobilisation/de-mobilisation plans, risk assessments, documents and drawings	
c)	Delegates the activities determined within the mobilisation/de-mobilisation plan and involves personnel, including third parties, in decision-making processes for these activities	
d)	Ensures documentation required for the transportation of equipment including shipping manifests, is correctly raised, issued, communicated and filed	
e)	Facilitates the arrangement of transportation and accommodation for Project Team, where necessary	
f)	Ensures all safety, security and mobilisation procedures and requirements are communicated to all personnel	
g)	Can effectively liaise with port authorities and other third party personnel involved in mobilisation activities	
h)	Completes all reports on mobilisation/de- mobilisation activities in accordance with company requirements	

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