

## Competence 11

The ability to undertake all routine administrative tasks that are required to be undertaken during normal dive maintenance operations

*This meets the requirements of IMCA C003/D/D 12/000/06/06*

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)	Can locate and interpret work scopes and planned maintenance tasks for maintenance operations as required by the company	
b)	Can prepare maintenance logs for use during dive maintenance operations in both paper and electronic format, where appropriate	
c)	Can prepare equipment calibration logs for use during dive operations in both paper and electronic format, where appropriate	
d)	Ensures that information collected conforms with company requirements including PMS	
e)	Understands the requirement to prepare certification	

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