

Competence 5

The ability to liaise with both site and shore based client and company personnel (as appropriate)

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)	Establishes and maintains effective communication links with the offshore client	
b)	Establishes and maintains effective communication links with the Onshore Project Team and manager	
c)	Ensures positive relationships are maintained with both client and company management	
d)	Ensures all significant offshore communications which take place between company and client personnel are recorded and authorised in line with company procedures and contractual requirements	
e)	Complies with the correct protocol for all communication between client/shore based management	
f)	Ensures all safety and appropriate management information issued from the company is made available to personnel at the worksite	

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