

## Competence 9

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 D10/000/05*

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 for planned maintenance tasks and 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)	Can delegate and allocate supervised activities	
e)	Ensures that information collected conforms with company requirements	
f)	Can complete and sign off inspection and maintenance reports including PMS and certification requirements	
g)	Can demonstrate awareness of system classification societies, including IMO and site specific requirements. Understands the implications associated with change to system and notification and approval process	
h)	Maintains adequate communications with marine personnel to ensure they are aware of any changes which may potentially impact on provision of marine services and infrastructure to the system (and for changes in marine provision)	

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