

Competence 9

The ability to undertake routine administrative tasks and keep online logs

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)	Demonstrates the ability to prepare comprehensive handover notes to ensure continuity between crew changes	
b)	Demonstrates the ability to complete fault reports and other company documentation	
c)	Demonstrates the ability to locate or archive a systems calibration parameters	
d)	Demonstrates the ability to maintain online survey log and associated records in a legible and logical manner	

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