

Competence 5

The ability to use appropriate documentation and record information in line with company procedures

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 knowledge of the general work scope and understanding of the implications of deviations from procedures	
b)	Demonstrates familiarity with work instructions	
c)	Demonstrates awareness of the need to report repairs and faults to line manager or Supervisor	
d)	Demonstrates knowledge of the document control process, including review and approvals	

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