

## Competence 5

The ability to archive and complete key records and logs in line with company requirements

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)	Demonstrate the ability to keep logs that document key shift and operational events (i.e. shift logs, CPT logs etc.)	
b)	Demonstrate an understanding of when a situation requires the completion of paperwork, and where to find guidance and templates	
c)	Demonstrate the ability to fill out a form	
d)	Demonstrates the ability to adhere to company stipulated directory structure, document naming, and revision control conventions	

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