

Competence 3

The ability to ensure effective management of software and data throughout the project

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)	Provides a high level of accuracy when maintaining data sheets, data logs and databases	
b)	Provides quality video and audio control	
c)	Ensure online data is recorded and supported with related data sheets	
d)	Data is backed-up, archived and secured in compliance with Data Management procedures	
e)	Offline processes are being followed and adhered to	
f)	Data is recorded in the correct formats and in compliance with project procedures	
g)	Ensure control of data from offshore to onshore is handled correctly	
h)	Create, maintain a system for the collection and maintenance of inspection data	
i)	Demonstrate the ability to use and execute inspection making use of Inspection Software - Nexus, Integrity Elements etc.	
j)	Demonstrate the ability to use and confidently daily office suites for example Word, Excel, One Note, Adobe	

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