

## Competence 5

The ability to carry out all administrative tasks relating to Inspection Activities

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)	Log and record all relevant data as per procedure	
b)	Prepare and issue relevant daily reports, field reports and equipment calibration reports	
c)	QC and issue all relevant 3rd party reports	
d)	Participate in the generation of project close-out reports	
e)	Provide update and project progress	
f)	Advise and apply solutions to inspection techniques and suitability	
g)	Demonstrates the ability to administer the system on an ongoing basis, including supervision/training of junior colleagues in its use	

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